



Annual Report 2017-2018

Serving our community since 1965!

Message from the Board Chair

The Gillies Bay Improvement District has undergone a transformation following some substantial changes to staffing, governance and policies since our last AGM.

We would like to extend our appreciation to former Corporate Officer Bridget Andrews and are delighted to have on staff two very dedicated and competent employees. Theresa Beech; Corporate Officer and Carolanne White; Deputy Corporate Officer.

Also, during this last year, two Trustees stepped down resulting in two by-elections to fill these vacancies. The role of a Trustee is not an easy one and requires a great deal of time to committing to seeing the operations of the community proceed without interruption along with ensuring that the initiatives required to ensure the services provided by the improvement district are managed.

Several bylaws were reviewed during this year and updated bylaws were registered relating to the meeting procedures; taxation; water distribution; connections and tolls.

Bylaw #223: A bylaw to amend Bylaw No. 193 – Meeting Procedures Bylaw

Bylaw #224: Taxation By-law 2018

(A By-law for imposing taxes upon land in the Improvement District for water system improvements and to provide for street lighting, and to provide for imposing a percentage addition to encourage prompt payment thereof)

Bylaw #225: Fire Protection Taxation Bylaw 2018

(A bylaw for levying taxes on the land and improvements within the District for fire protection purposes)

Bylaw #226: Water Distribution Regulation By-law 2018

Bylaw #227: Water Connection By-law 2018

Bylaw #228: Tolls and other charges for distribution and use of water

If you are sensing a theme around the bylaw updates, you would be correct. It has mostly all been about water. The infrastructure within our community is aging and although it is holding, it is prone to failure and inadequate for fire protection requirements. We are also using much more than our water licences allow. We have applied for a new licence but conservation is key to maintaining the system until we can secure the funds to afford the improvements. Funding is contin-

gent on us having studies and plans in place along with demonstrating measures for conservation. This is a massive undertaking and time is of the essence.

Additionally, new committees have been approved and established to allow the board to delegate some of the responsibilities for ongoing issues particularly regarding the waterworks and finance. Terms of Reference have been approved for each committee and recruitment from the community will follow. Our hopes are to have greater community involvement and engagement in the maintenance and future initiatives relating to the waterworks and other improvements within the district. The committees consist of at least one or two trustees as well as members at large from the community who may bring forward a particular skillset; knowledge or other value to contribute to these committees. The committees will meet to discuss issues and provide recommendations to the board of trustees. Both select and standing committees are purely advisory. The committee may provide advice and recommendations to the board of trustees, but it is up to the board to take action or to make a decision. The main focus going forward for the coming year for the Trustees is to ensure that our Water Conservation Plan is completed and implemented and to work on the recommendations outlined in the Master Water Plan. These two plans set the groundwork for infrastructure funding that we hope to secure in order to fund the needed improvements to our waterworks system.

Education and community engagement is also part of the recommendations that the board has approved. We have heard from members of the community that the GBID has some work to do in this area and we would like to assure our rate payers that we are listening.

Sincerely,

Audrey Atkins
GBID Chair

Board of Trustees

Audrey Atkins
Jim Mason
Linda Holmes
Ken Becotte
Kellie Lockhart

Chair
Vice Trustee
Trustee
Trustee
Trustee

Monthly Board meetings are held on the second Wednesday of each month at the Gillies Bay Fire Hall at 6:30 pm. The Public is welcome to attend.

For upcoming dates, please check our website at www.gillies-bay.ca

Administration

Theresa Beech
Carolanne White

Corporate Officer
Deputy Corporate Officer

Water Operator

Ken Taylor

Fire Department

Doug Paton
Rob McWilliam

Fire Chief
Deputy Chief

Rousseau, Mark
Rairie, Arron
Valentine, Richard
Reiman, Ben
Lavgren, Peter

Captain
Captain
Safety Officer
Training Officer
Maintenance Officer

Beech, Dave
Becotte, Ken
Boulet, Charlie
Cairns, Jim
Cochrane, Mike
Fleming, Doug
Fluney, Terry
Hughes, Brad
Martens-Carpenter, Sandi
Mason, Jim
Mitchell, Al
Stetner, Tony

Firefighter
Firefighter
Firefighter
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Firefighter
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Firefighter
Firefighter
Firefighter
Firefighter

We Need You!

Volunteers play a critical role in the delivery of our services.

Warm thanks to all of our volunteers who helped us in 2017-2018!

If you are interested in donating time to support valuable community programs and/or are interested in serving on our Board of Trustees please contact
Theresa Beech
604.223-7757
Or email
admin@gillies-bay.ca

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T: 604.486-7757
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W: www.gillies-bay.ca

Corporate Officer Report

Since joining the Gillies Bay Improvement District in August, I have come to know and appreciate the vital contributions that our many volunteer fire fighters and our committed, hard working Board of Directors bring to our community. As well as our skilled Water Operator, who works diligently to ensure that we have clean, potable water.

In the past nine months that I have been with the GBID, we have seen quite a few changes. The quarterly Board meetings have been increased to monthly meetings, and four new Committees have been struck; Finance, Water Works, Nominations and Human Resources/Governance.

Policies and procedures have been updated and systems have been put in place to ensure that we are in compliance with government legislated rules and regulations, as well as provincial and federal water protection acts.

Carolanne White was hired as an assistant in September and is now the Deputy Corporate Officer in charge of finance for the GBID. Carolanne and I are very much interested in working with the community and hearing about any concerns or ideas that community members have in regard to the GBID administration.

We have been awarded a grant for \$7,500 through the Ministry of Community, Sport and Cultural Development to assist us with a Water Conservation Plan, which will aid us in the reduction of water usage, loss or waste. It will also detail strategies and activities to manage and protect our water resources to meet our communities demand for water consumption.

A Water Conservation Plan is a necessary next step in our community's sustainability strategy. With this information we can move forward to try and secure funding for our aging infrastructure.

Water conservation plans are now a mandatory requirement for local governments receiving capital grant funds for drinking water infrastructure.

“A Water Conservation Plan is a necessary next step in our community’s sustainability strategy”

The GBID has begun phase one of the water metering program for our community. Water metering in GBID was implemented In 2014, when commercial and special residential meters were installed. The move to meter the whole community is part of our strategic planning and water conservation measures that are required if we are to ensure a sustainable water system for our residents.

Our direction for the coming year is to complete the water metering program and put other necessary elements in place to enable the GBID to apply for infrastructure funding in order to address the recommendations as outlined in the Master Water Plan.

Theresa Beech,
Corporate Officer

History



The Gillies Bay Improvement District has been providing the residents of Gillies Bay with clean, potable water, fire protection services, and street lighting, since the early 1960's.

Improvement districts are local authorities responsible for providing local services for the benefit of the residents in a community. They vary considerably in size from small subdivisions to larger communities and are usually located in rural areas of the province.

Improvement districts are focused on providing local services such as water, fire protection, street lighting, dyking, drainage, garbage collection and parks, rather than general governance or land use planning. Typically an improvement district provides one or two services. These services are financed by taxation or user fees.

Every improvement district is governed by a board of elected trustees (elected by area property owners) one of whom acts as chair. The powers exercised by the trustees (to enact and enforce its regulations and charges, to assess and collect taxes, to acquire, hold and dispose of lands, to borrow money and to expropriate lands) flow from the improvement district's by-laws, the Local Government Act and other applicable provincial statutes. Information on these topics can be found in the Improvement District Manual.

Most improvement districts are located within the boundary of a regional district, yet they are independent of each other. Others are located inside municipalities. Overlaps in jurisdiction can and do occur, so co-ordination between the two is essential. Regional districts can apply on behalf of improvement districts for infrastructure planning and capital grants from the Local Government Department.

WATER DISTRIBUTION

The Gillies Bay Improvement District's Letter Patent was established in 1963. The Gillies Bay water distribution system was largely built by Texada Mines prior to its donation to the newly established GBID in 1965.

The system supplies potable water to Gillies Bay residents from Cranby Lake.

FIRE PROTECTION

The Gillies Bay Volunteer Fire Department is a volunteer organization serving the fire district of Gillies Bay. We presently have 19 Volunteer Fire Fighters. To visit their website, please go to www.gilliesbayvfd.ca.

Water Operator Report

In 2017 the water works treated and delivered 95,538 cubic meters of water to 234 connections. This shows a significant reduction from 108,000 cubic meters of water to 233 connections in 2016.

A curbstoep inventory has been completed and as expected it's yielding results. The inventory provided the Administration staff with information required for the taxation/payment aspect of the water works.

In the fall the federal government sent out an inspector for our ten-year dam inspection. We received a risk assessment rating in the same category as previously; which was good.

At Cranby lake peat islands have floated down and come to rest near the intake. These have the potential to adversely affect water quality if they get too near the intake. We are continuing to monitor this, and so far, no problems have been detected.

We made it through last summer with a surplus of water compared to previous years, the weir at it's lowest point read at 7 inches when the consumption had began tapering off to winter levels.

Annual hydrant maintenance was done and they are all in great shape.

The summer had been a long and hot one, making it a constant effort to maintain a satisfactory chlorine residual. Several test results were on the edge of boil water advisory, however with high dosage of chlorine and discussion with the health officer we managed to get through the summer without a boil water advisory.

An out building was installed at the dam and

populated with data equipment and a game camera to monitor the area.

“we managed to get through the summer without a boil water advisory. “

Also, in May I attended the annual water conference in Victoria and attended about 25 seminars in varying aspects of the water industry. Discussions were around water systems in challenging environments like Inuvik, emergency preparedness in high flood risk Squamish, 3D aquifer mapping on salt spring Island, reducing water wastage, communicating conservation with end users, metering and the benefits of it, and package filtration systems to name a few of the over 20 seminars I participated in.

Finally, while I still cleaned garbage out of the water shed, it was definitely less severe as in the previous year.

This concludes my water report,

Ken Taylor
GBID Water Operator

Water Metering FAQ's

Why is the GBID installing meters?

a.) The current model used to determine water tolls does not accurately account for realistic use. Fair billing based on consumption will eliminate inequality in the current billing structure. The concern is that small families, seniors and those on fixed income are subsidizing larger families and others whose usage is substantially more.

b.) Water Conservation for: reducing wear and tear on existing infrastructure which is costly to replace; reducing the costs of chlorination; preserving the source (Cranby Lake);

c.) Increasing water quality during the months of elevated turbidity (summer).

d.) To establish realistic water demand as we go forward in planning capital projects, renewals and replacements, in the hopes of saving money and passing potential savings along to the rate-payer.

Where will the meters be installed?

The meters will be installed in the same location as the current curb stop (shutoff valve). This will be a concrete pit with a cast iron lid. A sensor will

be fitted to the lid for reading with an electronic wand.

Will back flow preventers be installed?

Back flow preventers will be installed at the same time as the meter. They indicate a reverse flow. Which could create cross contamination in the system. Also, prevents damage to residents plumbing system when the fire trucks are hooked up to hydrants and drawing water from the system. They also indicate constant flow and will signify if there is a leak.

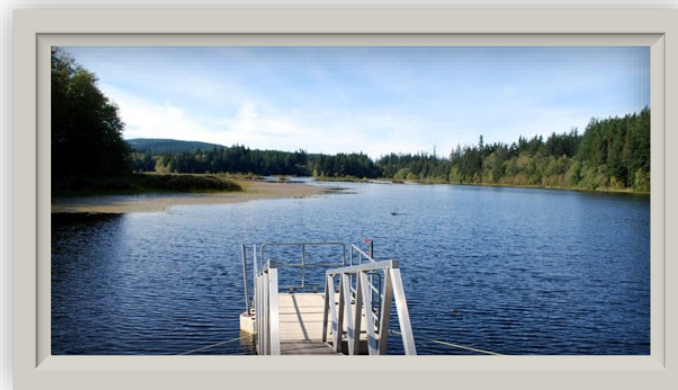
How often do we read the meters?

Meters will be read monthly.

What is the life expectancy of the meter?

The life expectancy for the meter is 20 years. We will be upgrading the system's infrastructure while we do the meter installation, as per the Master Water Plan.

Regional districts may apply on behalf of improvement districts for infrastructure planning and capital grants from the Local Government Department; however current government policy has many conditions





Gillies Bay Volunteer Fire Department

Fire Chiefs report to the Gillies Bay Improvement District
Annual General Meeting - April 25, 2018

Total calls since last AGM to date:

- 4 - MVI
- 2 - Medi-vac's at Gillies Bay Airport.
- 1 - Hydro Lines down
- 7 - Duty Officer calls

Our current membership is 19 plus a Chief.
We are always looking for new younger members.

Regular Fire Practice is on Monday evenings at 1830 hrs.

To meet the OFC standards set out in the OFC "Playbook" members have received training in:

- Conducted a controlled House burn 4375 Sanderson Rd. Joint training with Van Anda VFD
- 1 - Member has attended and received certificates in "Live Fire Attack" in Comox.
- 2 - Firefighters received their Air Brake endorsement.
Deputy Chief Rob McWilliam has successfully completed his, "Emergency Scene Management 1" certification.
- 2 - Members have completed Strategy & Tactics training at Malaspina Fire Department.
The GBVFD hosted a BC Wildfire cross training session for our members, Van Anda VFD and Selkirk Land Management.
BC Hydro training scheduled this month GBVFD to host other Island Emergency Responders.
First Aid training for members is scheduled this month
Ben Reiman will be taking a train the trainer course in Traffic Control this month
Charlie Boulet will be taking a train the trainer course in Wildland Firefighter Level 1

Emergency Services agreements:

The Gillies Bay Improvement District has entered into a "Powell River Regional Fire Departments' Emergency Services Agreement" which allows all fire departments within the district to share manpower and resources.

Job descriptions for all firefighters positions has been implemented.

Inspections:

An introductory visit from Branko Samoukovic Occupational Safety Officer for Worksafe BC was conducted at the GB Fire Hall.

Deputy Chief Rob McWilliam and I have attended:

- Powell River District Fire Chiefs meetings which are held every three months.
- A planning meeting with emergency personnel at the TASC hanger at Gillies Bay Airport.
- Monthly First Responders coffee breaks at the Texada Legion.
- Airport advisory committee meeting.
- EDC committee meeting at the request of the organization.
- Texada Island ESS.
- Texada Island Emergency Preparedness.

Public relations:

- GBVFD hosted an Open House with the opening of the Fargo Shed. In attendance were members from Texada Emergency Preparedness, Texada ESS, BC Ambulance, Texada Rescue, Van Anda Fire Department. GBVFD members presented the FireSmart information.
- GBVFD 40th. Anniversary was celebrated later in the evening with past members in attendance.
- Members instructed students at the Texada Aerospace Camp in the safe use of fire extinguisher at the TASC hanger at Gillies Bay Airport.
- Members attended at the Texada Island Fly-in.
- Participated in the Sandcastle parade.
- Members and guest drove through Gillies Bay Halloween night and distributed candy to kids who were trick & treating.
- GBVFD members attended the Remembrance Day ceremonies at the Legion. The GBVFF Assoc. provided a wreath.
- The GBVFFA organized a Fire Fighters Ball which was held at the Legion.
- GBVFD members were in attendance for the annual Christmas Volunteer Gala Potluck. Rob McWilliam spoke on behalf of the Fire Department.

SPU

Gillies Bay Volunteer Fire Department is planning to create a mobile Structural Protection Unit (SPU) that can be used to provide fire protection for buildings anywhere on Texada Island. A SPU is a trailer containing equipment necessary to fight forest fires that are threatening buildings.

Funding for this unit will come from Doug Talbut bequeath, donations, possible grants and other funds generated by volunteers. We will build the SPU to meet the OFC Type 3 requirements with the goal of obtaining Type 2 status as funds allow. A 7' x14' Cargo Trailer and shelving has been purchased to begin the project.

Fuel Trailer

Gillies Bay Volunteer Fire Department has acquired a smaller 4'x8' utility trailer to accommodate our Diesel "Tidy Tank" this will improve our environmental protection for fuel storage.

FP2

A Fire Department Software package has been bought and is now being used to help manage day to day record keeping.

Open burning regulations (ban) will come into effect on May 15 to October 15, 2018 please refer to the Express Lines and notice boards for any updates throughout the summer. Please remember that when conferring with the BC Wildfire web site that their ratings do not supersede our local regulations. Camp-fires are allowed until further notice.

<http://bcwildfire.ca/Prevention/firesmart.htm>

If you hear the siren please shut off any open taps.

Doug Paton
Fire Chief
Gillies Bay Volunteer Fire Department

Financial Report for 2017

It is the policy of the GBID to follow Canadian public sector accounting standards and to apply such standards consistently. As part of this policy, the resources and operations of the districts are segregated into various funds for accounting and financial reporting purposes.

The financial statements are prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

David Duke and Associates have once again prepared our audited financial statements. The Board of Trustees have met and approved the financial statements and are of the opinion that the GBID is in good financial standing.

Revenue	
Waterworks and Street Lighting	
Water Tolls	\$ 97,749
Parcel and street lighting	139,038
Other income	6,532
Interest	2,643
Total	\$245,962
Fire Department	
Tax revenue	\$100,072
Donation	14,221
Interest income	52
Total Fire Dept Income	\$114,345
Total Revenue	\$360,307

Expenses	
Fire Department	
Amortization	\$36,989
Automotive	9,422
Bank Charges	173
Honorariums	4,950
Insurance	142,18
Interest on long term debt	6,652
Licenses and dues	586
Professional fees	2,278
Repairs and maintenance	2,602
Supplies	16,383
Training and Travel	7,444
Utilities and telephone	4,968
Total Fire Department Expenses	\$106,665
Waterworks and Street Lighting	
Amortization	\$12,530
Bad Debt	3,072
Chlorine and testing	8,473
Insurance	7,728
Licenses and dues	626
Office and miscellaneous	7,439
Professional fees	2,277
Repairs, maintenance and supplies	13,891
Travel and training	6,481
Utilities	21,110
Wages, contract labour, and honorariums	83,884
Total Waterworks and Street Lighting Expenses	\$167,511
Total GBID Expenses	\$274,176
Annual Surplus (Deficit)	\$86,131



GILLIES BAY
IMPROVEMENT DISTRICT

Serving our Community since 1965!