

OPEN AGENDA

A. CALL TO ORDER

The Chair will call the meeting to order and respectfully acknowledge the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

1. *Motion:*

That the Board approve the April 15, 2025 Regular Open Session minutes as circulated.

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTION OF LATE ITEMS

E. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Flag Pole acknowledgement

F. PETITIONS and DELEGATIONS

None

G. CORRESPONDENCE

None

H. REPORTS

1. April 2025 - Water Operator's Reports

Recommendation:

THAT the April 2025 Water Operator's Report be received for information.

2. April 2025 - Fire Chief's Report

Recommendation:

THAT the April 2025 Fire Chief's Report be received for information.

3. Financial Reports

a. Total cheques issued for Water Department for April 2025: \$24,045.74

b. Total cheques issued for Fire Department for April 2025: \$24,202.41

Recommendation:

THAT the April cheque registers be received for information.

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

1. 2025 Election Report

Recommendation:

THAT the Deep Bay Improvement District appoint the Administrator as the Returning Officer for the 2025 Deep Bay Improvement District General Election and THAT the Deep Bay Improvement District authorize the Administrator to carry-out the required tasks to plan for an October 4th, 2025 General Election.

2. Asset Management Plan

Recommendation:

THAT the Administrator be authorized to prepare an Asset Management Plan for the Deep Bay Improvement District.

L. QUESTION PERIOD

M. ADJOURNMENT

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that are related to employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting, if necessary.

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Diane Koch
Craig Kerstens
Christo Kuun
Suzanne LaRoy

STAFF:

John Marsh – Interim Administrator
Janine Sibley - Assistant Admin

GUESTS:

A. CALL TO ORDER

The meeting was called to order at 7:00 PM.
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

March 18, 2025 Regular Open Session Minutes

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve the March 18, 2025 Regular Open Session Minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

None

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Flag Pole in front of the Firehall

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Board authorized the Administrator to spend up to \$1,000 to fix and repair the flagpole in front of the firehall.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE

None

H. REPORTS

1. March 2025 Water Operator's Report

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

THAT the March 2025 Water Operator's Report be received for information.

Unanimous CARRIED

2. March 2025 Fire Chief's Report

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the March 2025 Fire Chief's Report be received for information.

Unanimous CARRIED

3. Financial Reports

- a. Total cheques issued for Water Department for March 2025: \$38,107.06
- b. Total cheques issued for Fire Department for March 2025: \$4,232.38

MOVED by Trustee Koch

SECONDED by Trustee Thompson

THAT the March 2025 cheque registers be received for information.

Unanimous CARRIED

4. Quarterly Financials - January 1, 2025 to March 31, 2025

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Quarterly Financial Reports for the period of January 1, 2025 to March 31, 2025 be received for information.

Unanimous CARRIED

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

- 1. 2022 Annual Water System Report

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Board accept the 2022 Annual Water System Report for information and direct staff to forward to VIHA and publish on the website.

Unanimous CARRIED

Date: April 15, 2025

2. 2023 Annual Water System Report

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the Board accept the 2023 Annual Water System Report for information and direct staff to forward to VIHA and publish on the website.

Unanimous CARRIED

L. QUESTION PERIOD - Questions were asked by members of the gallery in relation to the following topics:

- update on the RDN trail between Ocean Trail and TCW West
- Hydrant inspection and maintenance/repair
- Reservoir updates and budget
- Well #4 issue, it was not engaging automatically
- 2022 and 2023 Water Reports indicate that Water consumption is dropping, meaning that revenue from water consumption will also drop

M. ADJOURNMENT

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Board adjourns the meeting.

Unanimous CARRIED

The meeting adjourned at 7:48 pm

Chair of the Trustees

Corporate Officer

DBID Water Report

Report period: April 1, 2025 - April 30, 2025

Prepared by: Adam Norman (Core Water Management Ltd.)

WELL METER READINGS									
	Well #8	Well #6	Well #5	Well #4	Well #3	Well #2	Well #1	TOTAL	Units
Flow	4727	2774	1829	496	0	0	0	9826	m3
Pump RTM	134.88	99.59	66.62	13.88	0	0	0	314.97	hrs
Starts	70	70	70	32	0	0	0	242	ct

DATE	LOGBOOK	OPERATOR
2025-04-01	Flushed water at end of deep bay dr. A leak was reported at 5536 Deep Bay Dr and [REDACTED] so I turned off their water at the curb at the request of the ratepayer.	AN
2025-04-02	Rounds. Sampled Gainsberg side and reservoir.	
2025-04-09	Rounds. Sampled reservoir. Flushed and sampled Jamison side.	
2025-04-12	Emergency call out to a leak at 4664 Thompson Clarke E. leak in meter box but after that was repaired it was evident that there was more water leaking on the property.	AN
2025-04-15	Rounds. Met with Craig and Colin to look at the reservoir and get information from the charging system for the reservoir kiosk. Craig will investigate its age and maintenance requirements.	AN
2025-04-21	Received a report of water leaking in a meter box at 5300 Gainsberg road. On arrival I found that the bottom of the meter had cracked and was leaking. I observed that with the water leaking out the meter was not turning indicating there shouldn't be concerns about a high water bill. The meter was specific to unit #6	AN
2025-04-24	Total Coliform count of 2 at the reservoir water main. I have been instructed to flush the sample port and resample next week.	
2025-04-28	Rounds. Sampled reservoir and fire hall. Sample port at 5532 Deep Bay Dr was seized and I was unable to collect my sample there. I will replace the sample port. Met with Christo to test the health of the battery at the reservoir. A resident at 5300 Gainsberg Rd reported a water leak. It was determined that the damaged component was part of their irrigation system and downstream from their meter so it is their responsibility.	AN

Deep Bay Volunteer Fire Department

April 2025 Chief's Report

If you are looking to get a burn permit please check with the improvement district office, phone or email the fire department.

I would like to invite those interested in serving the community as a fire fighter, first responder to join us. This is a very satisfying way to help people in their time of need. I would encourage you to join our phenomenal group of volunteers. We train Monday evening 6:30 till 9:00 (except long weekends) contact us at deepbayfire@dbid.ca or just show up.

The society had their bottle drive on March 29,2025 with a good turnout for help, to those who were able to be there thank you. We have not yet received the final amount raised but expect to find out soon. The Society has also received word that they will be participating in the Beach Fest fund raiser again this year. Contact Barb with the Society to book your slot to helping out.

Though announced at the March board meeting we received a \$40,000.00 grant for some equipment and training. These are specific items that the money is allocated toward some of the equipment has already been received with other things organized.

A thank you to those who organized the new flag pole.

If you have any questions or concerns, please send an email to deepbayfire@dbid.ca and we will address your questions or concerns.

Thank You

Chief George Lenz

DBVFD

Deep Bay Fire Department		2025 Jan	2025 Feb	2025 Mar	2025 April	2025 May	2025 June	2025 July	2025 Aug	2025 Sept	2025 Oct	2025 Nov	2025 Dec	2025 YTD
Response:	# Structural fires	1	0	0	0									1
	# Other fire calls	0	0	0	2									2
	# Motor Vehicle Incidents	2	5	1	2									10
	# First responder calls	3	4	8	1									16
	# Miscellaneous calls	0	0	0	4									4
Safety # Worksafe related incidents		0	0	1	0									1
Total calls		6	9	10	9	0	0	0	0	0	0	0	0	34

		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
Active Membership:	Chief:	1								
	# Active officers (not incl Chief):	5								
	# Other active members (not in officer role):	16								
	Total # - Active Members:	22		0		0		0		
	Target range optimal:	30		30		30		30		
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	3								
	# Members fully qualified as exterior firefighters, interior firefighting in progress	10								
	# Members fully qualified as exterior firefighters	0								
	# Members in training for exterior firefighting	7								
	# New members: no training	2								
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"	4								
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0								
	# Competency evaluators "in-house"	3								
# Certified as first responders		8								

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/04/2025 to 30/04/2025

Cheque No.	Payee	Amount
4691	Madill - The Office Company	219.11
4692	McCormack and Sons	177.14
4693	Core Water Management Ltd.	4,884.54
4694	Nina LeBlanc (expenses)	30.00
4695	John Marsh (April employment services)	5,961.80
4696	Janine Sibley (expenses)	50.00
4697	Island Health	250.00
4698	Denise Coghill	600.00
4699	Wells Fargo Equipment Finance Company	211.68
4700	Echo Valley Earthworks	813.75
4701	Craig Kerstens (flag pole materials)	270.55
OBP-254128593	Municipal Pension Plan	485.53
OBP-246225861	Municipal Pension Plan	464.05
OBP-200906	Rogers (Shaw)	192.92
OBP-187006	BC Hydro	1,358.75
OBP-135404	Receiver General	2,831.66

Generated On: 13/05/2025

Waterworks cheque log April 2025	\$18,801.48
Employee Deposits April 2025	\$5,244.26
Total Waterworks April 2025	\$24,045.74

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/04/2025 to 30/04/2025

Cheque No.	Payee	Amount
3866	Margaret Furnell	41.82
3867	George Lenz	2,465.36
3868	Keith Wurr	28.06
3869	Uni-Select Canada Inc	278.30
3870	Altra Engine Service	608.20
3871	East Coast Laundry Equipment Ltd.	6,714.40
3872	Mid Island Wastewater Solutions	252.00
3873	Minister of Finance	51.47
3874	Orca Health & Safety Consulting	1,174.45
3875	Connect Hearing	739.20
3876	Halil Buberoglu	20.54
3877	Rob Michael Field	8.95
3878	Barry Foster	144.08
3879	Bowser Builders' Supply Ltd.	34.89
3880	Uni-Select Canada Inc	119.06
3881	Receiver General for Canada	719.36
3882	Ronald G. LaRoy	120.45
3883	1309894 BC Ltd (Canco 150)	177.31
3884	Orca Health & Safety Consulting	174.85
3885	Pacific Air Mechanical Ltd.	501.94
CU 5915	Setcom Rugged Solutions America LLC	9,687.91
OBP-250601	Telus Mobility	84.00
OBP-117901	TELUS Communications	55.81

Generated On: 13/05/2025

Fire cheque log April 2025	\$24,202.41
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Report Date: May 14, 2025
Meeting Date: May 20, 2025
From: John Marsh, Administrator
Subject: Deep Bay Improvement District (DBID) Trustee Elections

Recommendation:

1. That the Deep Bay Improvement District appoint the Administrator as the Returning Officer for the 2025 Deep Bay Improvement District General Election.
2. That the Deep Bay Improvement District authorize the Administrator to carry-out the required tasks to plan for an October 4th, 2025 General Election.

Background

The Deep Bay Improvement District (DBID) has one vacant trustee position, and two other trustee positions whose term will be expiring in 2025, and an election is required to fill the positions. A total of three Trustee positions will need to be filled.

This report provides an overview of the DBID election process and confirms the proposed upcoming dates for a General Election on October 4th, 2025.

Discussion

The Deep Bay Improvement District (DBID) Letters Patent in 1972 established the District and set out the processes to be followed to run the District. This included election processes and voter qualifications. Legislation has changed over the years to vary these processes and the DBID has made changes as a result, including increasing the number of trustees and having elections at times other than at the Annual General Meeting (AGM).

The process for the holding of DBID elections is contained within the Deep Bay Improvement District Election Procedures Policy #10-01-01 (the "Policy"), attached to this report as Schedule A.

As noted in the Policy, the Board consists of 7 elected trustees each elected for 3-year terms, and each year vacancies are identified on a rotational basis as follows: 2-2-3. The Policy also notes that a general election occurs annually on a day and time (general voting day), specified by the Returning Officer. DBID has appointed the Administrator as the Returning Officer in the past, therefore the Returning Officer is responsible for setting the election date.

There are three trustee positions that will be up for election in 2025. Two of these trustees were elected in 2022 for three-year terms expiring in 2025. Trustee Colin

Thompson and trustee Diane Koch. These two positions will be up for election for a three-year term. In addition, there is one trustee position that was not filled when the vacancy occurred in 2024 due to the lack of a candidate. This position that was not filled in 2024, is up for election for a two-year term.

Election Date (General Voting Day)

Holding the election on October 4th works in terms of providing notice to the ratepayers through the Pipeline and working around statutory holiday time constraints.

The policy notes several required notices and time-periods to be followed:

- The nomination period will be scheduled for 10 business days and will close at least 14 days prior to general voting day.
- Notice of the nomination period will be given at least 14 days in advance of the start of the nomination period.
- Per Letters Patent, notice of an election will be provided at least 14 days in advance of the election.
- In addition to general voting day, an advanced voting opportunity will be established on a day and time specified by the Returning Officer. The advance voting opportunity will be at least 3 days prior to general voting day.

A general voting day of Saturday, October 4th, results in the following dates:

- General Voting Day – Saturday, October 4th, from 10:00 am to 2:00 pm
- Advanced Voting Day – Wednesday, September 17th, from 3:00 pm to 7:00 pm
- Notice of Nomination Period (in the Pipeline) – Wednesday, July 23rd
- Nomination Period Opens – Wednesday, August 20th
- Nomination Period Closes – Wednesday, September 3rd

In terms of next steps, staff will move forward with preparing for the 2025 Trustee Elections.

Financial Implications

There is no specific line item in the budget for the holding of trustee elections. Expenses typically associated with the holding of an election include mailing costs (none if it is

mailed with the Pipeline), printing costs (DBID photocopier), remuneration for election officials and any associated miscellaneous costs.

The timing of the election coincides with the mailout of the second quarter water bills; therefore, election information will be included with the water bills, which will result in cost savings.

Operational Implications

Holding the election will have operational implications for both the Administrator and Admin Assistant, including work outside of regular office hours.

Attachments

1. Deep Bay Improvement District Election Procedures Policy 10.01.01

Respectfully submitted,

John Marsh
Administrator

Deep Bay Improvement District

Election Procedures Policy

Policy Number: 10-01-01

1. INTRODUCTION

This policy is intended to provide the policies and procedures necessary to conduct a trustee election for the Deep Bay Improvement District (DBID). This policy is designed to:

1. Ensure that all elections meet the legal requirements as set out in the Improvement District Manual
2. Ensure that all elections are conducted in an open, fair and honest process

2. DEFINITIONS

RETURNING OFFICER

1. Is appointed by the Board of Trustees and is responsible for the conduct of all elections, by-elections, and assent votes (formerly referendums);
2. Has the authority to determine whether or not an individual meets the voter eligibility requirements and may require such individual to make and file with him or her a solemn declaration showing that the declarant is eligible to vote;
3. May conduct the roll of Poll Clerk or delegate it to other staff; and,
4. Is responsible for training the Poll Clerk and any additional election officials required to conduct elections, by-elections and assent votes.

POLL CLERK

1. Assists the Returning Officer to set up and open the voting place and ensure that voting proceeds in an orderly and safe fashion;
2. Confirms an individual's identity and residential address and therefore their eligibility to vote; and,
3. Assists with counting ballots.

SCRUTINEER OR CANDIDATE REPRESENTATIVE

1. May be appointed in writing by a candidate to observe the election process to ensure that proper process is followed;
2. May be present while the ballots are distributed and at the final ballot count; and
3. May not interfere with the election proceedings.

3. VOTER ELIGIBILITY

1. A Canadian citizen;
2. 18 years of age or older;
3. A resident of British Columbia for the past 6 months;

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Election Procedures Policy

4. Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;
5. Not otherwise be disqualified from voting under section 29 of the *Election Act*; and,
6. Have not voted before in the same election.

Each corporation or society that owns land within the improvement district has one vote and must designate, in writing, a person to vote on its behalf. That person can also be an owner of other property in the improvement district. If so, that person could vote twice, once on their own behalf as a landowner and as the agent authorized on behalf of the landowning corporation or society.

4. TRUSTEE ELIGIBILITY

The eligibility requirements to be a trustee on an improvement district Board are the same as the eligibility requirements to vote in an improvement district election and per Letters Patent the spouse or common-law partner of an eligible elector is also qualified to be a candidate for trustee.

5. NUMBER OF TRUSTEES

The Board consists of 7 elected trustees each elected for 3-year terms. Each year vacancies are identified on a rotational basis as follows: 2-2-3.

6. ANNUAL ELECTIONS

A general election occurs annually on a day and time (general voting day) specified by the Returning Officer.

7. BY-ELECTIONS

By-elections will follow the same procedures as set out in this policy for annual elections.

8. ADVANCE VOTING OPPORTUNITY PROCEDURES

1. In addition to general voting day, an advanced voting opportunity will be established on a day and time specified by the Returning Officer. The advance voting opportunity will be at least 3 days prior to general voting day.
2. At the close of voting at the advance voting opportunity, the Returning Officer shall ensure the ballot box is sealed to prevent insertion of any ballots.
3. The Returning Officer will keep the ballot box secure until the close of voting on general voting day.

9. NOMINATIONS

1. Eligible individuals must declare their willingness to run for the elected position of trustee by completing a nomination form and submitting it to the Returning Officer.
2. The nomination form must be signed by 1 nominator.
3. The nomination period will be scheduled for 10 business days and will close at least 14 days prior to general voting day.

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Election Procedures Policy

4. Notice of the nomination period will be given at least 14 days in advance of the start of the nomination period.

10. NOTICES

1. Per Letters Patent, notice of an election will be provided at least 14 days in advance of the election.
2. Notice will be mailed to all land owners, posted at the DBID office and posted on the DBID website.

11. VOTERS LIST

1. A list of eligible electors based on the assessment role.
2. If an individual confirms their name and address on the list, they are not required to show ID.

12. ELECTION PROCEDURES FOR VOTING

1. Poll Clerk and/or Returning Officer checks the name and address of individual on the voters list (if voters list is used).
2. If the individual is listed on the voters list – the Poll Clerk:
 - a. asks the elector to make an oral declaration:
 - DECLARING they meet the eligibility criteria:
 - I am a Canadian citizen;
 - I am 18 years of age or older;
 - I have resided in British Columbia for at least six months immediately preceding voting day;
 - I am a registered owner of real property in Deep Bay Improvement District immediately preceding voting day or the authorized agent or legal representative;
 - I am not disqualified under section 29 of the Election Act or any other enactment from voting in this election;
 - I have not previously voted in this election.
 - b. initials beside the elector's information on the voters list confirming that an oral declaration was given;
 - c. provides the elector with a ballot; and,
 - d. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
3. If the individual is not on the voters list, the Poll Clerk asks for identification that confirms the individual's identity and residential address and therefore their eligibility to vote;
4. If the individual does not have identification, the Poll Clerk:
 - a. asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership or the authorized agent or legal representative;

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Election Procedures Policy

- b. asks the individual to give an oral declaration;
 - c. initials beside the elector's information confirming that an oral declaration was given;
 - d. provides the elector with a ballot;
 - e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
- 5. If the individual presents themselves as an agent of a board or corporation or authorized agent or legal representative, the individual must also present formal documentation supporting that they have been assigned authority as agent for that board or corporation's interest or legal representative in property owned within the Deep Bay Improvement District jurisdiction. Only one agent per board or corporation will be permitted to vote. The Poll Clerk:
 - a. asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership, attaching a copy of the board or corporation's authorization as agent or legal representative documentation;
 - b. asks the individual to give an oral declaration;
 - c. initials beside the elector's information on the voters list confirming that an oral declaration was given;
 - d. provides the elector with a ballot; and,
 - e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.
- 6. The elector then marks their ballot and deposits the folded ballot into the ballot box.

13. BALLOT COUNT:

- 1. Ensure only the Returning Officer, Poll Clerk and appointed scrutineers are present at the count:
 - a. a candidate's scrutineer may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that any potentially spoiled ballots are ruled on by the Returning Office in a fair and consistent manner.
- 2. Determine the number of eligible electors that voted;
- 3. Open the sealed ballot boxes. The ballots from the advance voting opportunity and general voting day will be kept separate;
- 4. The Returning Officer will count the ballots using tally sheets, a separate tally sheet will be used for the advanced voting opportunity and general voting day:
 - a. a ballot will be counted when it clearly identifies not more than the maximum number of vacancies with an X,

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Election Procedures Policy

- b. a tick mark will be accepted if the intent of the elector is clearly indicated; and,
 - c. any writing, drawings or distinguishable markings will spoil the ballot and the ballot will not be counted towards the total votes.
- 5. Record the total ballots cast, the ballots counted, and the ballots rejected/spoiled;
- 6. Declaration of voting results by the Returning Officer:
 - a. The candidate(s) with the greatest number of votes cast will be elected to the vacant trustee position(s); and,
 - b. If there is a vacancy for different length terms, the candidate with the greatest number of votes cast will hold office for the longest term (generally a three-year term). The candidate with the second greatest number of votes cast holds office for the next longest term.
- 7. In the event of an equality of valid votes for two or more candidates at the conclusion of a recount, the results will be determined by lot between those candidates in accordance with the following:
 - a. The name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination.
 - b. The pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible.
 - c. The pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose.
 - d. The Returning Officer is to direct a person who is not a candidate or candidate representative to withdraw one paper.
 - e. The Returning Officer is to declare elected the candidate whose name is on the paper that was drawn.

14.ELECTION CHALLENGE

- 1. A person who is qualified to vote at an improvement district election and who voted or applied to vote in the election may appeal to the Supreme Court against the order of the Returning Officer accepting or rejecting a vote or ballot or the result of the election.
- 2. The appeal must be made in writing within two weeks after the election.

15.RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

- 1. Until the end of the appeal period (two weeks after the election) the Returning Officer:
 - a. must keep the sealed ballot packages in their custody;
 - b. is responsible for retaining the nomination documents for the election; and,
 - c. is responsible for retaining the remainder of the election materials.

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2. The following materials must be destroyed as soon as practicable within 30 days after the appeal period expires:
 - a. the ballots used in the election;
 - b. any copies of the list of electors used for the purposes of voting proceedings;
 - c. the voting books used in the election; and,
 - d. any solemn declarations and any written statements or declarations in relation to voting proceedings.

Approval History

Policy originally adopted by Board:	January 20, 2010
Policy amended:	May 21, 2014
Policy amended:	November 5, 2020
Policy amended:	December 16, 2021

Report Date: May 15, 2025
Meeting Date: May 20, 2025
From: John Marsh, Interim Administrator
Subject: Asset Management Plan

Recommendation:

1. That the Administrator be authorized to prepare an Asset Management Plan for the Deep Bay Improvement District.

Background:

This report is intended to provide an overview of what is an asset management (AM) plan and how it relates to the Deep Bay Improvement District. If the Board authorizes proceeding with preparation of an AM Plan which includes an AM Strategy, then considerably more information will be provided as the plan is developed. The goal would be to finish the Plan by the end of this year. Once the Plan is completed it will then be updated as more information becomes available.

The Deep Bay Improvement District's (DBID) current approach to managing assets is through the operating and capital budgets. The operating budgets have general categories such as building and equipment maintenance, but almost no documented information or processes in terms of what is being maintained, how it is being maintained and the frequency. This lack of detail applies to water infrastructure assets including fire hydrants, water lines, reservoir, well stations, etc. This makes it very difficult when situations change such as a water operator resigning and there being very limited information for the new operator in terms of specific DBID issues.

The current DBID capital budget process provides more details than the operating budgets in terms of identifying the assets and costing information; however, this capital asset information could be improved and updated through an AM Plan.

Discussion:

Staff have been in contact with the Executive Director from Asset Management BC. AMBC has indicated that they are interested in working with DBID to develop an AM plan. The goal for AMBC is to refine the AM process for other improvement districts and small organizations. The goal for DBID is to develop an AM Plan. I have worked with the AMBC Executive Director in the past on an AM plan for a municipality. There is no cost to DBID with this partnership other than indirect staff time. Some staff time would occur regardless of a formal AM process, as work is required for the budgeting process that would directly tie in with the AM work. This will also give DBID access to a number of AMBC resource documents at no cost.

There has been recent information that grants may become available to improvement districts from senior governments. A condition of being eligible for senior government grants normally requires a local government to have an asset management plan. This is a major consideration as to why the timing is appropriate for DBID to develop an AM Plan.

A brief description of the elements of asset management follows.

What is Asset Management in Local Government?

Local government asset management is the process of acquiring, operating, maintaining, and disposing of government owned property in the most cost-effective and efficient manner possible. Asset management involves being a good steward of taxpayer dollars by maximizing the useful life of assets, protecting them from loss, and ensuring assets are in good condition.

Assets that the Deep Bay Improvement District owns include the following:

- Equipment and machinery
- Buildings
- Fire Department vehicles
- Land
- Water infrastructure

Each of these assets require regular maintenance to make sure they function correctly and can be available at any given time. Equipment and machinery require regular maintenance to keep them running smoothly. Buildings need to be maintained to ensure that they are safe and functional, and fire department vehicles need to be in good condition to respond quickly to community needs. Land and water infrastructure are essential assets that need regular inspections and maintenance to maintain public safety.

Why Local Governments Need an Asset Management Strategy?

Local governments need an asset management strategy to ensure assets are managed correctly and operating as efficiently as possible. An asset management strategy can help local governments streamline workflows, keep accurate records, be more responsive to community needs, and respond quickly to emergencies including weather events.

The AM strategy should address the following:

- Improve efficiency - Operational efficiency is improved when workflows are streamlined and accurate records are kept.
- Ensure accuracy - Accurate records from an asset management strategy also help with budgeting and capital planning, ensuring that local governments can afford to maintain their assets properly.
- Increase transparency - Transparency is increased when data is easily accessible and available. Data accessibility allows local governments to be more accountable to taxpayers and ensures that they are operating with a high level of transparency.
- Risk Assessment – Exposure to risk and liability is minimized by having a documented strategy and then following it. A risk assessment should be carried out to identify any potential risks associated with each asset. This will help to prioritize maintenance and replacement efforts.

Respectfully submitted,

John Marsh
Interim Administrator