

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

Motion:

That the Board approve the February 17, 2026 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

F. PETITIONS and DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. February 2026 - Water Operator's Report

Recommendation:

THAT the February 2026 Water Operator's Report be received for information.

2. February 2026 - Fire Chief's Report

Recommendation:

THAT the February 2026 Fire Chief's Report be received for information.

3. February 2026 - Financial Reports

- a. Total cheques issued for Water Department for February 2026:
\$35,095.20
- b. Total cheques issued for Fire Department for February 2026: \$24,517.37

Recommendation:

THAT the February cheque registers be received for information.

4. February 2026 – Administrator's Report

Recommendation:

THAT the February 2026 Administrator's Report be received for information.

5. February 2026 – Privacy and Confidential Information Report

Recommendation:

1. That the Administrator provide a written apology to the complainant regarding the two privacy breaches and noting that DBID Administrator erred in not following privacy requirements by forwarding private information to DBID Board members.
2. That the Administrator provide written notification to all Trustees that served DBID in the past five years informing them that DBID has not always handled privacy issues in accordance with requirements in DBID Freedom of Information Policy, DBID Confidential Information – Privacy Rights of Personal Information Policy and the British Columbia's Freedom of Information and Protection of Privacy Act and due to this that they be reminded of the Confidentiality Acknowledgement statement that they have signed and that they also consider deleting all DBID related mail from their personal email addresses.
3. That the Administrator provide a report to the provincial government Office of the Information and Privacy Commissioner notifying of the two DBID privacy breaches and outline corrective actions taken.

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS - None

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 contract matters, and the approval of minutes for a closed session of a committee or Board meeting, if necessary.

**DBID OPEN BOARD OF
TRUSTEES MEETING**

Date: March 10, 2026

Time: 7:05 p.m.

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Suzanne LaRoy
Craig Kerstens
Christo Kuun
Lisa Sharcott

REGRETS:

Diane Koch

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 4

A. CALL TO ORDER

The meeting was called to order at 7:05 PM.
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

January 20, 2026 Regular Open Session minutes

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board approve the January 20, 2026 Regular Open Session minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. Fire Protection Committee vacancy to fill
2. March 17th Regular Board meeting date

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. E-mail from the Administrator regarding Capital Projects for RDN Community Works Grant.

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT DBID apply for a Community Works Fund for Capital Project Grants for #1 New generator for well #6 (\$50,000) and #2 PRV improvements for repairs 1,2,3 and 4 (\$33,587).

Unanimous CARRIED

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT the Board prioritize items 1 and 2 in case the RDN allows grant money for only 1 item, with item #2 being first priority and item #1 being second priority.

CARRIED

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT the 3rd priority be added to the Community Works Fund for Capital Project Grants and that would be to add a trailer (\$16,413) for the Sprinkler Protection Unit (SPU) for the Fire Department to bring the total ask for the Grant to \$100,000.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. January 2026 Water Operator's Report

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the January 2026 Water Operator's Report be received for information.

Unanimous CARRIED

2. January 2026 Fire Chief's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the January 2026 Fire Chief's Report be received for information.

Unanimous CARRIED

3. January 2026 Financial Reports

- a. Total cheques issued for Water Department for January 2026: \$38,985.89

- b. Total cheques issued for Fire Department for January 2026: \$6,704.75

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the January 2026 cheque registers be received for information as amended.

Unanimous CARRIED

4. January 2026 Administrator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Woodward

THAT the January 2026 Administrator's Report be received for information.

Unanimous CARRIED

Date: February 17, 2026

I. BYLAWS - None

J. RESOLUTIONS – None

K. NEW BUSINESS

1. 2026 AGM to take place on April 30, 2026 at 6:30 pm.
2. Fire Protection Committee vacancy

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT Alissa Woodward be appointed as a member of the Fire Protection Committee to replace Suzanne LaRoy who has withdrawn from the committee.

Unanimous CARRIED

3. March 17 monthly board meeting reschedule

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board move the monthly board meeting from March 17 to March 10.

Unanimous CARRIED

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

- No questions

M. ADJOURNMENT

The meeting was adjourned at 8:20 pm

Chair of the Trustees

Corporate Officer

DBID Water Report

Report period: February 1, 2026 - February 28, 2026

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	3469	2856	2157	1132	0	0	0	9614	m3
Pump RTM	103.03	103.05	78.34	60.42	0	0	0	344.84	hrs
Starts	76	77	76	76	0	0	0	305	ct

DATE	LOGBOOK	OPERATOR
2026-02-04	Rounds. Sampled Reservoir, Mapleguard and Deep Bay Dr.	AN
2026-02-09	Craig tested the FH generator. It didn't start though the batteries we replaced in Dec 2025. He replaced the battery charger and it operates well now.	AN
2026-02-10	Rounds. Sampled reservoir water main, fire hall and TCE. Cycled power at well 8 to verify generator start sequence. All systems work.	AN
2026-02-18	Rounds. Sampled reservoir, Mapleguard and Deep Bay Dr.	AN
2026-02-24	Rounds. Sampled reservoir, TCE and Fire hall.	AN

Deep Bay Volunteer Fire Department

February 2026 Chief's Report

Burn permits are required for all class 2 and 3 fires in the area, which includes any fires over ½ meter by ½ meter. Please contact us for a burn permit if you need one, and make sure the venting index is **good** before lighting your fires.

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.

We received word on the 2025 Volunteer and Composite Fire Departments Equipment and Training intake and we did not receive the grant request we had submitted.

Our training for the next while will be working in house on the Minimum Standard for our newer members as well as a few things that were not completed by some of the other members.

The Society will be hosting a bottle drive on March 28, 2026, please put that into your schedule to donate and/or help with the sorting. It is an event that helps the community fire department.

Tony with McCormick and Sons was in on February 5th to check the shore power to the trucks. He did not find any issues and was asked to put it in writing when he submits his bill to the Improvement District.

Truck maintenance all items listed below will be repaired by professional and/or volunteers.

- 8-1 weather stripping around doors waiting on material delivery.
- 8-1 Back up air compressor malfunction repaired.
- 8-2 Drivers seat needs seat cover parts are in waiting for proper fitting.
- 8-2 one front scene light is burned out waiting on bulb.
- 8-2 Battery for inverter changed.
- 8-3 Seat cover installed on driver's seat.

If you have any questions or concerns, please send an email to deepbayfire@dbid.ca and we will address your questions or concerns. If it is an urgent matter call 911.

Chief George Lenz

DBVFD

DBID Volunteer Fire Department - February

Deep Bay Fire Department		2026 Jan	2026 Feb	2026 Mar	2026 April	2026 May	2026 June	2026 July	2026 Aug	2026 Sept	2026 Oct	2026 Nov	2026 Dec	2026 YTD
Response:	# Structural fires	0	0											0
	# Other fire calls	0	1											1
	# Motor Vehicle Incidents	5	7											12
	# First responder calls	1	7											8
	# Miscellaneous calls	0	1											1
Safety	# Worksafe related incidents	0	0											0
	Total calls	6	16	0	0	0	0	0	0	0	0	0	0	22
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
Active Membership	Chief:													
	# Active officers (not incl Chief):													
	# Other active members (not in officer role):													
	Total # - Active Members:													
	Target range optimal:		30		30		30		30		30		30	
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters													
	# Members fully qualified as exterior firefighters, interior firefighting in progress													
	# Members fully qualified as exterior firefighters													
	# Members in training for exterior firefighting													
	# New members: no training													
Instructors & Evaluators:	# Instructors qualified to train for interior & exterior operations level "in-house"													
	# Instructors qualified to train ONLY to exterior operations level "in-house"													
	# Competency evaluators "in-house"													
	# Certified as first responders													

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/02/2026 to 28/02/2026

Cheque No.	Payee	Amount
4798	Janine Sibley (Search WP, Elementor - website)	352.38
4799	Core Water Management Ltd. (monthly 4,500 + materials)	5,034.56
4800	NextGen Automation (photocopier)	141.56
4801	MNP LLP (audit)	5,512.50
4802	Sea Beneath Marine & Heritage (Archaeological consulting)	2,344.65
4803	Craig Kerstens (battery charger for generator)	198.39
4804	Denise Coghill (Feb building maintenance)	480.00
OBP-383060542	Municipal Pension Plan	438.70
OBP-380451146	Municipal Pension Plan	473.79
OBP-844205	Receiver General	8,016.29
OBP-749905	Waste Connections of Canada Inc	325.91
OBP-637605	Rogers (Shaw)	213.48
OBP-578505	BC Hydro	1,989.54

Generated On: 03/03/2026

Waterworks cheque log February 2026	\$25,521.75
Employee Deposits for February 2026	\$9,573.45
Total Waterworks February 2026	\$35,095.20

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/02/2026 to 28/02/2026

Cheque No.	Payee	Amount
4034	1309894 BC Ltd (Canco 150)	229.30
4035	Minister of Finance (medical supplies)	496.08
4036	Ronald G. LaRoy (exam expenses)	25.93
4037	Receiver General for Canada (communication license)	731.60
4038	Ian Wilson (live fire training)	537.25
4039	Lana Harach (live fire training)	300.00
4040	Uni-Select Canada Inc (Bumper to Bumper parts)	251.41
4041	Associated Fire Safety Equipment (air pack service)	3,074.41
4042	Comox Firefighters Association (fire training)	1,800.00
4043	Bowser Builders' Supply Ltd. (hall supplies)	44.78
4044	Garage Door Mechanix Ltd (bay doors - maintenance)	441.00
4045	Associated Fire Safety Equipment (fire pant/coats)	14,254.24
4046	Margaret Furnell (meeting night supplies)	206.74
4047	Bobby Goetz (live fire training)	422.64
4048	Ronald G. LaRoy (meeting night supplies)	31.44
4049	David Moase (seat covers, organizers, grill, fire hall supplies)	767.33
4050	City of Nanaimo (exams)	210.00
4051	Bowser Builders' Supply Ltd. (hall supplies)	106.39
5917	Emergency Services Marketing Corp., Inc. (I am responding subscription)	446.47
OBP-197205	Telus Mobility	84.00
OBP-186900	TELUS Communications	56.36

Generated On: 03/03/2026

Total Fire cheque log February 2026	\$24,517.37
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Report Date: March 5, 2026
Meeting Date: March 10, 2026
From: John Marsh, Administrator
Subject: Monthly Report

Recommendation

1. THAT the February 2026 Administrator’s Monthly Report be received for information.

Background

This report is intended to provide a review of administrative and financial tasks carried out over the past month including any matters outstanding from previous Board Meetings.

Report Details

Parcel Tax & Fire Protection Invoice

Tax billings have been collected throughout the month as the due date was February 28, 2026. Staff are in the process of balancing the receivable accounts and will be adding late payment penalties to applicable accounts. DBID billed out \$632,000 for taxes and approximately \$547,000 has been collected by the due date leaving \$85,000 owing. These unpaid accounts will be subject to a 12% penalty.

Community Works Fund Grant

At the February 17th meeting the Board passed motions to apply for a Community Works Fund for Capital Project Grants in the following priority order: #1 New generator for well #6 (\$50,000) , #2 PRV improvements for repairs 1,2,3 and 4 (\$33,587) and #3 a trailer (\$16,413) for the Structure Protection Unit (SPU) for the Fire Department to bring the total ask for the Grant to \$100,000.

As a result of these motions a grant application was filled out by staff and sent to the RDN through sending a copy to Area H Director and Chair Stuart McLean. In the application staff stated: Deep Bay Improvement has a number of smaller important capital projects that are needed and as such would like to apply grant monies to three projects in the following priority order:

1. Emergency generator for water well station \$50,000
2. Pressure Reducing Valve (PRV) Replacement, Rebuild, Strainer and Gate Valves \$33,587
3. Fire Department Structure Protection Unit (SPU) \$20,000

Please note that the Fire Department SPU cost for the grant application was adjusted upwards to \$20,000 based on further input from the Fire Chief.



Freedom of Information and Privacy Issues

There was significant time spent on Freedom of Information and Privacy issues during February and there is a separate report included on the March 10, 2026 agenda that outlines this issue in more detail.

Other Water Department Issues

Island Rail has advised DBID that they are close to finalizing the statutory right-of-way agreement for the Thompson Clarke West water line.

Staff have contacted McElhanney Engineering to carry out detailed water mapping work to upgrade DBID water maps. There is significant work to complete the mapping and staff are waiting to receive more costing information; however, the cost could be in the \$5,000 to \$10,000 range depending on the scope of the work.

Fire Protection Committee Meeting

A Fire Committee meeting was held on February 24, 2026. The main purpose of the meeting was to review the fire department capital budget. The Fire Chief is still reviewing and researching equipment requirements and this issue will be reviewed at a future meeting. In addition, the Committee discussed fire department staffing, training and other operational requirements.

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc.

Archaeological Consulting

Deep Bay Improvement District (DBID) is required to obtain archaeological assistance to repair a water standpipe valve that is within the boundaries of archaeological site DiSe-7. There are two other standpipes that require repairs that are likely affected by archaeological concerns.

Under the British Columbia (B.C.) Heritage Conservation Act (HCA), recorded and as-yet recorded archaeological sites, including those on privately owned land, whether intact or previously disturbed, cannot legally be altered without a permit issued by the Regulator.

As a result of this, DBID was advised by provincial government staff that a provincial permit is required from an archaeologist to carry out the work within an archaeological site. This is a relatively small water leak repair job however, the provincial government mandated permitting process is extensive and requires the expertise of an archaeological consultant. This process could take at least several months.



There is also significant concern on the part of the DBID that if there is a water line break within DiSe-7, or any other archaeological site, that repair delays will result from having to get a permit. At present, the water leak does not appear to be getting worse. The concern is that should the leak get worse significant property and archaeological site damage issues could result if repairs can not be carried out in a timely manner.

DBID has been advised that there are several uncertainties that exist with the archaeological permitting requirements that will not be known until specific projects commence. Once the ground is disturbed and construction begins, field observations could change the scope of the work. Additional projects could arise as well due to further infrastructure failures. These uncertainties make it almost impossible to have a fixed guaranteed cost.

DBID has retained Sea-Beneath Marine & Heritage to undertake the archaeological consulting work. It is expected that two permits will be required. A Multi-Assessment Permit (MAP) is likely necessary as there are nine (9) previously recorded and protected archaeological sites within the DBID catchment area that may overlap with existing domestic water infrastructure systems and/or new infrastructure installation or replacement. A Site Alteration Permit (SAP) is also required for specific areas of work within recorded archaeological site boundaries. This consulting work requirement is extensive and difficult to finalize cost estimates due to uncertainties previously noted. However, Sea-Beneath has committed to providing the DBID with scopes of work and discounted cost estimates for every project proposed.

It should also be noted that in addition to associated permitting work, actual construction methods will likely be affected that could increase costs for future infrastructure repairs and replacement.

Annual Audit

Staff are working on some final documents that the Auditor require to complete the audit. From staff's perspective the audit process has gone well.

Respectfully submitted,

John Marsh
Administrator



Report Date: March 5, 2026
Meeting Date: March 10, 2026
From: John Marsh, Administrator
Subject: Privacy and Confidential Information Issues

Recommendation

1. That the Administrator provide a written apology to the complainant regarding the two privacy breaches and noting that DBID Administrator erred in not following privacy requirements by forwarding private information to DBID Board members.
2. That the Administrator provide written notification to all Trustees that served DBID in the past five years informing them that DBID has not always handled privacy issues in accordance with requirements in DBID Freedom of Information Policy, DBID Confidential Information – Privacy Rights of Personal Information Policy and the British Columbia’s Freedom of Information and Protection of Privacy Act and due to this that they be reminded of the Confidentiality Acknowledgement statement that they have signed and that they also consider deleting all DBID related mail from their personal email addresses.
3. That the Administrator provide a report to the provincial government Office of the Information and Privacy Commissioner notifying of the two DBID privacy breaches and outline corrective actions taken.

Background

On the Administrator’s January 2026 monthly report, it was stated:

Potential privacy breach issues are also being reviewed by staff. Provincial legislation requires that the identity of the requester of information be protected (i.e. not disclosed). There may be situations in the past where DBID has not completely followed this requirement and this matter is currently being investigated by staff. If these types of infractions have occurred, then DBID should acknowledge the situations (while also protecting the privacy of the individual) and take other remedial steps that may be necessary. The legislation is extensive and staff are trying to learn the requirements and at the same time complete other work that is necessary for DBID staff.

DBID Policy Number 14-02-01 Confidential Information – Privacy Rights of Personal Information (copy attached) has several requirements including:



IMPROVEMENT DISTRICT

March 10, 2026 Meeting

- The Deep Bay Improvement District (DBID) is responsible to protect our ratepayers, employees, contractors, volunteers, trustees’ and the public’s legal right to privacy of their personal information under our custody and control.
- The right of privacy includes an individual’s right to determine with whom he or she will share information and to know of and exercise control over collection, use, disclosure, access and retention concerning any information collected about him or her.
- Personal information obtained in the course of ratepayers, employees, contractors, volunteers, and trustees’ dealings with DBID must be held in confidence. All reasonable measures must be taken to ensure that personal information is collected, used and disclosed only in circumstances necessary and authorized in the conduct of the business of the organization.
- A signed Confidentiality Acknowledgement is a requirement for employees, contractors, volunteers, and trustees.

DBID Policy Number 13-11-01 Freedom of Information Policy (copy attached) has several requirements including:

This policy is intended to provide the policies and procedures necessary for the release of information by the Deep Bay Improvement District (DBID) to the public.

This policy is designed to:

- i. define routinely available records;
- ii. provide guidelines regarding the release of non-routinely available records;
- iii. protect the privacy of individuals; and
- iv. ensure compliance with the *Freedom of Information and Protection of Privacy Act* (the “Act”).

Report Details

DBID has received a letter that states (slightly modified to protect privacy):

I write to raise serious concerns regarding two alleged privacy breaches involving the handling and disclosure of personal information by the Administrator position of DBID. These concerns relate to potential contraventions of the British Columbia’s Freedom of Information and Protection of Privacy Act.

Staff have reviewed this correspondence, DBID policies, and provincial government legislation. As a result of this review, I agree with the writer of the letter that the DBID Administrator erred by not protecting privacy information when the Administrator sent correspondence to Board members without protecting and/or redacting the name of the individual sending in the information. It is important to note that this information was sent to the Board and has not been distributed to the public.

Staff and Trustees are required to sign a Confidential Acknowledgement statement which is included as Schedule A in the Confidential Information – Privacy Rights of Personal Information Policy when they are hired or elected to the Board. This acknowledgement has the



effect of somewhat containing a breach of confidentiality in that it requires the DBID Board and staff to abide by the privacy and confidential policy at all times. The Confidential Acknowledgement schedule states:

I (print name) hereby acknowledge that I have read and understand the Deep Bay Improvement District's (hereinafter called "DBID") policy 14-02-01 regarding privacy and confidentiality. This policy outlines my responsibilities regarding information obtained during the course of my affiliation or assignment at the DBID. I further acknowledge that I have read and understand the consequences for breach of this policy.

Respectfully submitted,

John Marsh
Administrator

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

Policy Number: 14-02-01

1. INTRODUCTION

The Deep Bay Improvement District (DBID) is responsible to protect our ratepayers, employees, contractors, volunteers, trustees' and the public's legal right to privacy of their personal information under our custody and control. In all circumstances, DBID recognizes the value of an individual's personal information, which must be collected, used, disclosed and protected appropriately.

The purpose of this policy is to provide a framework for the consistent management of personal information collected, used, disclosed and protected by the DBID in accordance with the principles and requirements of various legislative Acts, including but not limited to BC's *Freedom of Information and Protection of Privacy Act* (the "Act"), and standards of practice.

2. POLICY

2.1. Privacy Right and Access to Personal Information

The right of privacy includes an individual's right to determine with whom he or she will share information and to know of and exercise control over collection, use, disclosure, access and retention concerning any information collected about him or her. The right of privacy and consent are essential to the trust and integrity of the relationships among ratepayers, employees, contractors, volunteers, trustees and the public.

2.2. Responsibility for Confidentiality

Personal information obtained in the course of ratepayers, employees, contractors, volunteers, and trustees' dealings with DBID must be held in confidence. All reasonable measures must be taken to ensure that personal information is collected, used and disclosed only in circumstances necessary and authorized in the conduct of the business of the organization. Collection, use, sharing or disclosure of information must be in accordance with the appropriate legislative authority (e.g. the *Act* and/or DBID policy).

Personal information will be retained only as long as necessary to fulfil identified purposes.

Intentionally viewing confidential employee or ratepayer information that is not necessary to perform an individual's role is considered a breach of confidentiality even if that information is not disclosed to another party. Confidential information must not be discussed in any physical location where others, not entitled to receive that information, are present and likely to overhear, unless required in order to fulfill one's professional role, by law or with permission from an authorized individual.

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

Projects or initiatives concerning the collection, use or disclosure of personal information must have appropriate privacy protections in place.

2.3. Video Surveillance

The information collected through video surveillance will be minimal, its use will be restricted, its disclosure controlled and its retention limited

Where video surveillance takes place, signs will be displayed and will include a picture of a camera or video camera and the following information:

<p>This area is monitored by (video) surveillance cameras to protect persons and property. Contact the Deep Bay Improvement District for further information. Phone: 250-757-9312</p>

Surveillance records are overwritten on a regular basis that is a period of less than thirty (30) days, unless required during an investigation.

Authorized persons only will conduct monitoring and review of videos for the investigation of significant security or safety incidents, such as when a crime is reported to the police.

2.4. Confidentiality Acknowledgement

A signed Confidentiality Acknowledgement is a requirement for employees, contractors, volunteers, and trustees (see Schedule "A" attached).

All DBID ratepayers and designated DBID agents are required to be familiar with and abide by the DBID Confidential Information - Privacy Rights of Personal Information Policy during the course of their involvement with the DBID.

2.5. Breach of Confidentiality

Individuals will be held accountable for breaches of confidentiality.

Breaches of confidentiality include intentional and unauthorized access to, use and/or disclosure of, confidential information.

All DBID employees, contractors, volunteers, and trustees have a responsibility to report breaches of confidentiality without fear of reprisal.

If it is established that a breach of confidentiality has occurred, those individuals deemed responsible may be subject to penalty, prosecution or sanction up to and including termination.

3. SCOPE

This policy applies to:

1. All DBID employees, contractors, volunteers, and trustees.
2. All designated DBID agents.

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

3. Personal information in any format including, but not limited to, paper, electronic, film, verbal discourse.
4. Information as noted in #3 that is provided to, obtained from, or as a result of a relationship with the DBID, regardless of where that information may be subsequently stored or used.

All such information in the custody and control of the DBID is covered by this policy and the associated legislative and common law rules.

4. BREACHES

4.1. Examples of Breaches (What you should NOT do)

These are examples only. They do not include all possible breaches of confidentiality covered by the DBID Confidential Information - Privacy Rights of Personal Information Policy and the Confidentiality Policy.

Accessing information that you do not need to know in the course of your duties:

Unauthorized reading of a ratepayer's account records.

Showing, telling, copying, selling, changing, or disposing of confidential information that is not pertinent to your role.

Providing or gaining unauthorized access to physical locations (e.g. file cabinets) which contain confidential information

Lending out your keys to someone else to access file cabinets, file storage areas or other areas where confidential information is stored, OR using another's keys for the same purpose

Leaving file storage areas unlocked when they should be locked.

Sharing, copying or changing information without proper authorization:

Making unauthorized marks on a ratepayer's record

Making unauthorized changes to a volunteer file.

Discussing confidential information in a public area such as at a board meeting.

Failing to report a breach of confidentiality

Being aware of a breach of confidentiality, but not reporting the breach to a ratepayer or the board of trustees

4.2. Breaches: Reporting, Investigation and Management

A privacy breach may occur should personal information be disclosed in a manner not consistent with the DBID privacy policy.

1. When any employee, trustee, or volunteer becomes aware of a potential or actual violation or breach, they will follow the **CAN DO** protocol:
- **CONTAIN** incident to limit its impact by acting to stop further spread of the private information. For example, by locking rooms, locking computers, retrieving and securing papers, mobile devices or other forms of information not properly stored or

Deep Bay Improvement District

Confidential Information - Privacy Rights of Personal Information Policy

secured or by requesting individuals discussing Sensitive Information in public places to stop.

- **ASSESS** its associated impact by taking note of the nature, circumstances and time, what Sensitive Information was compromised and how that occurred, what role the physical environment had in the incident and all involved individuals to identify and minimize any immediate risks of harm to the ratepayer, other involved persons, staff or the organization.
 - **NOTIFY** the DBID Administrator of the incident, the immediate containment steps taken and details of the assessment of its impact. Depending on the impact of the Breach, the Administrator may decide to immediately notify the Board of Trustees, the Chair of the Board may decide to call a special board meeting.
 - **DOCUMENT** the facts
 - **OFFER** to assist in the investigation and prevention of subsequent incidents
2. Document the incident and report it to the DBID Information and Privacy Coordinator (the Coordinator). The Coordinator will conduct an internal investigation into the matter with the objectives of:
 - a. ensuring the immediate requirements of containment and notification have been addressed;
 - b. reviewing the circumstances surrounding the breach; and reviewing the adequacy of existing policies and procedures in protecting personal information;
 - c. Identifying and notifying those individuals whose privacy was breached and, barring exceptional circumstances, notify those individuals if the breach extended outside the organization or is found to be malicious in intent;
 - d. notifying the individuals whose privacy was breached by telephone or in writing;
 - e. providing details of the extent of the breach and the specifics of the personal information at issue;
 - f. advising of the steps that have been taken to address the breach, both immediate and long-term, including recovery of personal information as set out in the *Act*;
 - g. notifying the Office of the Information and Privacy Commissioner for BC should the board decide that notification is necessary.

5. DEFINITIONS

5.1. Personal and Confidential Information

Personal and confidential information is information provided to, collected or created by the DBID that exists regardless of form and includes, but is not limited to the following:

Personal information about an identifiable individual (e.g. trustee or ratepayer) including:

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- The individual's name, street address, personal email address, or telephone number;
- The individual's age, sex, sexual orientation, marital status or family status;
- An identifying number, symbol or other particular assigned to the individual; and
- Information about the individual's education, financial, criminal or employment history.
- Confidential Information related to an identifiable individual under the custody and control of the DBID including:
 - Information (ratepayer records including banking information) prepared as part of a pending or ongoing review;
 - Employee, Contractor, Trustee, or Volunteer Information related to performance, discipline, incident reviews; and
 - Personal information collected via surveillance for security reasons (health and safety reasons and to protect assets).

Any information considered in an in-camera (closed) meeting unless public release of information is authorized by the board.

5.2. Information Privacy

Information privacy refers to the right of an individual or data subject to determine with whom their personal information is shared, under what circumstances and to know of and exercise control over use, disclosure and access concerning any personally identifiable information collected about him or her.

5.3. Confidentiality

Confidentiality refers to the responsibility or obligation of an individual or organization to ensure that personal and confidential information is kept secure and is collected, accessed, used and disclosed appropriately.

5.4. Designated DBID Agents

Designated DBID agents are individuals or organizations who have a business relationship with the DBID and, at the discretion of the DBID, are deemed to have the potential to access, intentionally or inadvertently, all forms of DBID confidential information by virtue of their relationship to the DBID (e.g website hosting).

5.5. Authorized Individual

An authorized individual is an individual who has the authority under law or policy to access specific forms of confidential information.

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POLICY HISTORY

Approved by Board:	February 19, 2014
Amended	January 16, 2019
Amended	August 25, 2021

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Schedule 'A'

CONFIDENTIALITY ACKNOWLEDGEMENT

Please use a pen to complete

I (print name) _____ hereby
acknowledge that I have read and understand the Deep Bay Improvement District's
(hereinafter called "DBID") policy 14-02-01 regarding privacy and confidentiality. This policy
outlines my responsibilities regarding information obtained during the course of my affiliation
or assignment at the DBID. I further acknowledge that I have read and understand the
consequences for breach of this policy.

RELATIONSHIP WITH DBID:

_____ Employee

_____ Trustee

_____ Volunteer

_____ Contractor

_____ Other (specify affiliation and name of DBID contact): _____

Signature: _____

Date _____ / _____ / _____
Day Month Year

Deep Bay Improvement District

Freedom of Information Policy

Policy Number: 13-11-01

1. INTRODUCTION

- a. This policy is intended to provide the policies and procedures necessary for the release of information by the Deep Bay Improvement District (DBID) to the public. This policy is designed to:
 - i. define routinely available records;
 - ii. provide guidelines regarding the release of non-routinely available records;
 - iii. protect the privacy of individuals; and
 - iv. ensure compliance with the *Freedom of Information and Protection of Privacy Act* (the “Act”).

2. ROUTINELY AVAILABLE RECORDS

- a. Routinely available records are available without a formal request.
- b. Schedule ‘A’ attached provides a list of documents that are routinely available upon request.
- c. Routinely available records must be made available for viewing at the DBID offices and may be made available on the DBID website.
- d. Fees for copies of routinely available records shall be applied as set out in the current DBID “Miscellaneous Service Charge Bylaw”.

3. NON-ROUTINELY AVAILABLE RECORDS

- a. Non-routinely available records are covered by the *Act*.
- b. The *Act* requires disclosure of existing records containing information, not the production of new records to comply with an information request.
- c. Some records may be (or must be) restricted from access by the general public, including records containing:
 - i. personal information;
 - ii. information being considered in confidence;
 - iii. information subject to solicitor-client privilege;
 - iv. information harmful to law enforcement or the interests of the general public if disclosed; and
 - v. information harmful to third-party business interests if disclosed.
- d. Requests for non-routinely available records should be submitted using the “Freedom of Information and Protection of Privacy Request for Access to Records” form (copy attached to this policy)

4. RESPONDING TO REQUESTS

- a. The Board of Trustees is designated as the Head for the purposes of the *Act*.
- b. The Board hereby designates the Administrator to be the Information and Privacy Coordinator (the Coordinator)

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- c. The Board hereby authorizes the Coordinator to perform the following duties or exercise the following functions of the Head under the *Act*:
- i. The duty to create a record from a machine readable record in the custody or under the control of the DBID using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the DBID
 - ii. The power to respond to a request except where the Head has the discretion under the *Act* to determine whether a record shall be released or withheld from disclosure
 - iii. The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.
 - iv. The power to refuse in a response to confirm or deny the existence of:
 1. a record containing information described in section 15 of the *Act* (information harmful to law enforcement), or
 2. a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
 - v. The duty to:
 1. provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced, or
 2. to give reasons for the delay in providing the record.
- d. An applicant making a request shall pay to the District the fees set out in the current DBID "Miscellaneous Service Charge Bylaw". As per the *Act*, an applicant must not be required to pay a fee for the first 3 hours spent locating and retrieving a record, or time spent severing information from a record.

I hereby certify that the foregoing is a true copy of Policy DBID 13-11-01 as adopted by the Deep Bay Improvement District and sealed with the District seal on the 20th day of November, 2013.

Chair of the Trustees

Officer

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Freedom of Information Policy

Schedule 'A' Routinely Available Records*

Annual Reports	Minutes of Annual and Special General Meetings (once approved)
Audited Financial Statements	Minutes of Committee meetings (once approved) ⁽¹⁾
Budgets	Minutes of District Board meetings (once approved) ⁽¹⁾
Bylaws	Newsletters
Correspondence Sent and Received by the Board ^{(1) (2)}	Policies
District Board and Committee agendas ⁽¹⁾	Public Notices
District Board Trustee list	Referendum and other Voting results
Election results	Resolutions ⁽¹⁾
Letters Patent	

* All personal information will be severed from routinely available records

⁽¹⁾ Except where considered in an in-camera (closed) meeting

⁽²⁾ Except correspondence to and from individual ratepayers

