

## **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 April 21, 2026 Regular Open Session minutes as circulated.

***Motion:***

That the Board approve the April 30, 2026 Annual General Meeting (2025 AGM) minutes as circulated.

### **C. ITEMS COMING OUT OF CLOSED SESSION**

1. Archaeological Consultant Motion (January 28, 2026, closed meeting) – Sea Beneath Marine & Heritage

**MOVED** by Trustee Koch  
**SECONDED** Trustee Kuun

That the Board authorizes the Administrator to enter into an agreement for DBID to engage Sea Beneath to apply for and hold a Heritage Conservation Act Multi-Assessment Permit (MAP) to authorize archaeological work for domestic water infrastructure projects within the DBID catchment area as outlined in the Sea Beneath December 17, 2025 proposal.

2. Archaeological Consultant Motion (April 21, 2026, closed meeting) – Sea Beneath Marine & Heritage

**MOVED** by Trustee Woodward  
**SECONDED** Trustee Kuun

THAT the Board authorizes the Administrator to enter into an agreement for DBID to engage Sea Beneath Marine & Heritage to apply for a Heritage Conservation Act (HCA) Section 12.4 Site Alteration Permit (SAP) to authorize archaeological work within the DBID catchment area as outlined in the Sea Beneath April 2, 2026 proposal with a \$4,851 cost estimate.

**D. INTRODUCTION OF LATE ITEMS**

**E. PETITIONS and DELEGATIONS**

None

**F. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS**

1. Verbal update on generator maintenance

**G. CORRESPONDENCE IN**

1. RDN Correspondence pertaining to secondary suites, e-mail thread attached.

***Recommendation:***

THAT the May 7, 2026 email from Greg Keller, RPP, MCIP, Senior Planner, Current Planning Regional District of Nanaimo, be received as correspondence in.

2. Email from M. Martens – Annual Water System Report

***Recommendation:***

THAT the May 14, 2026 email from M. Martens be received as correspondence in.

**H. REPORTS**

1. **Staff Report - Amendment to 2025 Annual Water Report**

***Recommendation:***

THAT the Board accept the amended copy of the 2025 Water Annual Report as attached.

2. **April 2026 - Water Operator's Report**

***Recommendation:***

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

3. **April 2026 - Fire Chief's Report**

***Recommendation:***

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

**4. April 2026 - Financial Reports**

- a. Total cheques issued for Water Department for April 2026: \$40,567.96
- b. Total cheques issued for Fire Department for April 2026: \$4,953.54

***Recommendation:***

THAT the April cheque registers be received for information.

**5. Quarterly Financial Reports**

***Recommendation:***

THAT the Quarterly Financial Reports for the period ending March 31, 2026, be received for information.

**6. May 2026 – Administrator’s Report**

***Recommendation:***

THAT the May 2026 Administrator’s Report be received for information.

**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.

**OPEN SESSION MINUTES**

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**PRESENT:**

Colin Thompson, Chair  
Alissa Woodward  
Suzanne LaRoy - Remote  
Craig Kerstens  
Christo Kuun  
Lisa Sharcott  
Diane Koch

**STAFF:**

John Marsh – Administrator  
Janine Sibley – Assistant Admin

**GUESTS:**

Graham Roberts – MNP Auditors

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**A. CALL TO ORDER**

The meeting was called to order at 7:02 PM.  
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

**B. ADOPTION OF MINUTES**

March 10, 2026 Regular Open Session minutes

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

THAT the Board approve the March 10, 2026 Regular Open Session minutes as amended.

**CARRIED**

**C. ITEMS COMING OUT OF CLOSED SESSION**

None

**D. INTRODUCTIONS OF LATE ITEMS**

None

**E. PETITION AND DELEGATIONS**

1. MNP Auditors – Graham Roberts, DBID 2025 Financial Audit

**Date:** April 21, 2026

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board Receive and Approve the 2025 financial statements as presented by MNP.

**CARRIED**

**F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS**

1. Verbal update on Well #6 generator including the option of purchasing a used generator.

**G. CORRESPONDENCE IN**

None

**H. REPORTS**

1. March 2026 Water Operator's Report

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

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

**CARRIED**

2. March 2026 Fire Chief's Report

**MOVED** by Trustee Sharcott

**SECONDED** by Trustee Kerstens

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

**CARRIED**

3. March 2026 Financial Reports

a. Total cheques issued for Water Department for March 2026: \$30,506.50

b. Total cheques issued for Fire Department for March 2026: \$2,861.88

**MOVED** by Trustee Koch

**SECONDED** by Trustee Woodward

THAT the March 2026 cheque registers be received for information.

**CARRIED**

Page 2 of 3

4. April 2026 Administrator's Report

The Administrator reviewed the monthly report with the Board. Administrator Marsh added important guidance regarding the Freedom of Information segment, emphasizing the need to avoid referencing individuals by name and instead referring to their position. The Administrator further noted that the agenda for the Annual General Meeting will be posted on the website no later than Monday, April 27, 2026.

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

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

**CARRIED**

5. March 2026 – DBID Detailed Financial Fund Accounting Statements for 2025

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board receive the DBID Detailed 2025 Financial Fund Accounting Statements for the Water Department and the Fire Department.

**CARRIED**

**I. BYLAWS** - None

**J. RESOLUTIONS** - None

**K. NEW BUSINESS** - None

**L. QUESTION PERIOD**

Questions were asked by members of the gallery in relation to the following topics:

- Timing on the next chlorine/flushing maintenance

**M. ADJOURNMENT**

The meeting was adjourned to an in camera meeting at 7:50 pm

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Chair of the Trustees

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Corporate Officer

**Date:** April 30, 2026

**2025 Annual General Meeting Minutes**

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**PRESENT:**

Colin Thompson – Chair  
Diane Koch  
Craig Kerstens  
Alissa Woodward  
Lisa Sharcott  
Christo Kuun

**STAFF:**

John Marsh – Administrator  
Janine Sibley – Admin Assistant

**PRESENTER:**

Cory Vanderhorst – CPA, CA, MNP  
Adam Norman – Core Water Management Ltd.

20 members of the public in attendance

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**1. CALL TO ORDER**

The meeting was called to order at 6:30 PM.

The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

**2. WELCOME AND INTRODUCTIONS**

Introductions of the current board consisting of Craig Kerstens, Diane Koch, Christo Kuun, Lisa Sharcott, Alissa Woodward and Colin Thompson, along with the Administrator John Marsh and Admin Assistant Janine Sibley. Cory Vanderhorst from MNP was a guest presenter along with Adam Norman from Core Water Management Ltd.

**3. APPROVAL OF AGENDA**

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board approve the 2025 DBID Annual General Meeting agenda.

**CARRIED**

**DEEP BAY**  
.....  
**IMPROVEMENT DISTRICT**

**DBID BOARD OF TRUSTEES  
ANNUAL GENERAL MEETING**

**Date:** April 30, 2026

**4. APPROVAL OF 2024 AGM MINUTES**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Woodward**

THAT the Board receive the 2024 Deep Bay Improvement District Annual General Meeting minutes.

**CARRIED**

**5. 2024 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

**MOVED by Trustee Sharcott**

**SECONDED by Trustee Koch**

THAT the Board receive the 2025 Deep Bay Improvement District Financial Statements and Auditor's report as presented. (These financial statements were approved at the April 21, 2026 Board meeting).

**CARRIED**

**6. 2025 ANNUAL GENERAL MEETING REPORT**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Kuun**

THAT the Board receive the 2025 Annual General Meeting Report and that it be published on the website.

**CARRIED**

**7. 2024 ANNUAL WATER SYSTEM REPORT**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Kuun**

THAT the Board accept the 2025 Annual Water System Report for information and direct staff to forward the report to VIHA and publish on the website.

**CARRIED**

**8. TRUSTEE HONORARIUM FOR 2026**

**MOVED by Stuart McLean**

**SECONDED by Manfred Winter**

THAT the 2026 Trustees Honorarium be set at \$1,800.00 for the Board Chair and \$1,200.00 for each trustee for a total of \$9,000.

**CARRIED**

**DEEP BAY**  
.....  
**IMPROVEMENT DISTRICT**

**DBID BOARD OF TRUSTEES  
ANNUAL GENERAL MEETING**

**Date:** April 30, 2026

**9. WRITTEN PRESENTATION FROM THE DEEP BAY FIRE/RESCUE SOCIETY**

**MOVED by Trustee Kuun**

**SECONDED by Trustee Sharcott**

THAT the Board receive the April 27, 2026 written presentation from the Deep Bay Fire/Rescue Society.

**CARRIED**

**10. OTHER BUSINESS**

A. Question, Answer and Comments

Questions were asked by members of the public gallery in relation to the following topics:

- Reservoir – 2 lines / 1 lines, future plans to twin the line
- DBID Strategic plan process
- Reservoir – benefits of agitation in the tank
- Reservoir – temperature range in the tank
- Observation well depth, aquifer depth
- Commercial property wells drawing from the same aquifer
- Reservoir options – tank on legs
- Fire budget – increase in diesel costs to be considered
- Reservoir – repair status
- Discussion on local aquifers 416 and 665

**11. MOTION TO ADJOURN**

**MOVED by Trustee Koch**

**CARRIED**

The meeting adjourned at 8:00 PM

The above minutes were approved on \_\_\_\_\_.

\_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer

## Deep Bay Improvement District - General Email

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**From:** Greg Keller <GKeller@rdn.bc.ca>  
**Sent:** Thursday, May 07, 2026 9:02 AM  
**To:** Deep Bay Improvement District - General Email  
**Subject:** RE: Secondary Suite Issue

Hi John,

I wanted to follow up on the issue of secondary suites in this development. Have the concerns been addressed or does this require further investigation? We do have the ability to recommend that suites not be permitted or alternatively to require the detailed servicing review to form the basis for allowing suites as in if it is determined that there is not enough water at that time, suites would not be permitted.

**Hay ch q' a/Thank You/ Merci**

**Greg Keller**, RPP, MCIP  
Senior Planner, Current Planning  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
T: 250-390-6527 | Email: [gkeller@rdn.bc.ca](mailto:gkeller@rdn.bc.ca)  
[RDN](#) | [Get Involved RDN](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

*We acknowledge with respect that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now have the honour to work.*

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**From:** Deep Bay Improvement District - General Email <admin@dbid.ca>  
**Sent:** Wednesday, September 17, 2025 11:36 AM  
**To:** Greg Keller <GKeller@rdn.bc.ca>  
**Subject:** Secondary Suite Issue

**EXTERNAL** Verify links before clicking.

Hi Greg. Another question that I have is regarding additional suites (attached and detached) as per your bylaw 2500. This issue was brought up at a DBID Board Meeting. Are there any referral processes on these potential additional suites due to the impact on water availability? This has the potential to significantly increase water demand and consumption. This could impact water supply and reservoir capacity. Please advise. Thanks. John

John Marsh  
Administrator  
Deep Bay Improvement District  
5031 Mountainview Road  
Bowser, BC V0R 1G0  
Phone/Fax: 250.757.9312 | [www.dbid.ca](http://www.dbid.ca)

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**From:** Greg Keller <[GKeller@rdn.bc.ca](mailto:GKeller@rdn.bc.ca)>  
**Sent:** Monday, September 08, 2025 12:23 PM  
**To:** [admin@dbid.ca](mailto:admin@dbid.ca)  
**Subject:** RDN Amendment Application File No. PI 2018-148, 85 Henry Morgan Drive

Hi John,

I am writing in response to your email below. We have been working on a zoning amendment application (now known as PL2023-101) for a number of years. We have not sent out referrals on it yet however, the application is ready to start moving forward. We anticipate starting the online engagement process in the next few weeks and would also be sending out a referral to the DBID.

The proposal is for 8 fee simple lots and a 19 unit strata.

Please feel free to contact me if you have any questions.

**From:** Deep Bay Improvement District - General Email <[admin@dbid.ca](mailto:admin@dbid.ca)>  
**Sent:** Wednesday, September 3, 2025 4:12 PM  
**To:** Planning Email <[planning@rdn.bc.ca](mailto:planning@rdn.bc.ca)>  
**Cc:** Stuart McLean <[stuart.mclean@rdn.bc.ca](mailto:stuart.mclean@rdn.bc.ca)>  
**Subject:** RDN Amendment Application File No. PI 2018-148, 85 Henry Morgan Drive

**EXTERNAL** Verify links before clicking.

Greetings. I am not sure who I should be contacting directly at the RDN. At the August 19, 2025 Deep Bay Improvement District meeting the Board passed the following motion:

1. Development Permit for residences at the Farm and Henry Morgan project

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Koch

THAT the Administrator be directed to contact the RDN to enquire about the development permit process and specifically the Henry Morgan and recent Gainsberg permits.

I am not sure on the process for RDN/Deep Bay approval of development within the Deep Bay boundaries and specifically how it relates to the DBID water system. There could be capacity and distribution issues, for example looping of the water line at the end of the water system. I am not aware of any referral to our office. Your assistance to clarifying the process and then specifically to the developments mentioned in the resolution would be appreciated. Thanks. John

John Marsh  
Administrator  
Deep Bay Improvement District  
5031 Mountainview Road  
Bowser, BC V0R 1G0  
Phone/Fax: 250.757.9312 | [www.dbid.ca](http://www.dbid.ca)

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### **Hay ch q' a/Thank You/ Merci**

**Greg Keller**, RPP, MCIP  
Senior Planner, Current Planning  
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6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
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## Deep Bay Improvement District - General Email

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**From:** Martin L. Martens [REDACTED]  
**Sent:** Thursday, May 14, 2026 2:58 PM  
**To:** Deep Bay Improvement District  
**Subject:** 2025 DBID Annual Water Report

Hello John -

I am writing to you regarding my concerns related to the Deep Bay Improvement District Annual Water System Report, as presented in the package for the DBID recent Annual General Meeting. I have a number of concerns about the report, as included in the AGM document. My concerns are presented without prejudice.

As you know, this report is required by the BC Drinking Water Protection Act. The BC Small Water System Guide notes that the annual report provides an opportunity for water suppliers to share important information about their water supply system, **significant recent events**, and water topics in general (e.g., water conservation).

My primary concern is the absence of any mention or discussion of the two boil water notices that were issued in 2025. This is a serious omission that, in my opinion, makes the report legally questionable, and could be considered deliberate concealment of significant recent events and a breach of duty. The failure to include any mention of the two Boil Water Notices potentially places the DBID at considerable legal risk. As you are the author of the report, you are also possibly at risk.

The Annual Water Report is a legally required important historical document. A person considering the purchase of a property in the DBID is likely to seek information about the state of the water system and the most recent Annual Water System report would be the most likely source of information. The DBID website pages do not mention the two boil water notices on any of the main tabs. It can only be found with a specific search for the phrase 'boil water' and is buried within a few meeting minutes. Section 4 of the Annual Water System Report, Water Quality Inquiries and Complaints, is incomplete and vague. At a minimum, it should provide accurate information about the two boil water notices, the causes, outcomes, and steps taken as a result of the notices. By failing to discuss the Boil Water Notices in the report, you are potentially opening the DBID and yourself to a lawsuit by someone who purchases a property in the DBID and then discovers information about the Boil Water Notices and system contamination. It's possible that that purchase may not have proceeded had the purchaser known about the boil water notice. The purchaser may also have made a substantially different offer if they had prior knowledge about the boil water notice. There is academic research that shows that Boil Water Notices reduce the value of a property by as much as 1% per day for each notice.

The report should also provide links to specific reports in the Technical/Operational Documents tab and the Water Reports tab. A person unfamiliar with the history of the DBID system would find it difficult to determine relevant reports.

Another concern relates to a statement on page 3 of the report that states: "*In the recommendation section of the Herold Engineering report it states: The water tank appears to be in a serviceable condition and can be expected to provide more years of service (10 – 15+ years).*" That quotation omits critical information. The Herold Engineering report goes on to state "*It is however noted that this remaining life estimate is based on continued maintenance activities. It was reported to HEL that the water tank suffers from water contamination issues. As previously discussed, this assessment did not consider the courses of potential contamination.*" The failure to include the full statement from the Herold Engineering report is also a serious omission that fails to provide sufficient important information about the DBID water system.

My last major concern relates to the absence of a mention or link to the MSR Solutions report into DBID Reservoir Coliform Contamination. This report provides a more thorough discussion related to reservoir contamination and recommendations. Both the Herold Engineering report and the MSR report make a number of recommendations. Not all of these recommended maintenance steps have been completed. Although your Annual Water System Report does note that "*Deep Bay continues to carry out these identified tasks*", the Chair's report at the AGM states "*The reservoir has been inspected, assessed and repaired.*" This is yet another example of how the DBID Board continues to provide inaccurate and conflicting information to DBID ratepayers.

You may be interested in reading more about the recent court decision on a lawsuit by the Mayor of Sayward as it includes multiple points related to the importance of following proper procedures. The judge noted that the proper management and functioning of a municipal government affects a community's quality of life. An Administrator has a critical role in making sure that the governance, conduct, and activities of Improvement District Trustees comply with appropriate regulations and relevant law in order to protect the public interest.

I know you are trying your best to improve many aspects related the DBID Trustee conduct and general operations of the DBID. My comments are meant to help you reduce potential risks.

-Martin Martens  
DBID Ratepayer



**Report Date:** May 15, 2026  
**Meeting Date:** May 19, 2026  
**From:** John Marsh, Administrator  
**Subject:** Amendment to 2025 Annual Water Report

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**Recommendation**

THAT the Board accept the amended copy of the 2025 Water Annual Report as per attached Amended 2025 Water Annual Report.

**Comments**

This memorandum addresses the email from a ratepayer that is included in the Correspondence In section of this agenda package. This correspondence outlines several concerns related to the DBID Annual Water System Report. The primary concern noted is the absence of any mention of the two boil water notices that were issued in 2025. I prepared the report and the ratepayer makes an excellent point that I had not considered. Although the report listed the high coliform counts in the Appendix A listing of the water testing results, there was no mention of the Boil Water issues. The seriousness of the boil water notices justifies additional disclosure and an amendment to the report to address the issue would be appropriate.

The other concerns are more discretionary points and as such do not specifically need to be added to the 2025 water report. Reservoir details included in the Harold Engineering report on the Water Tank Assessment Condition Report and the MSR report on Reservoir Study & Disinfection Issues including Questions and Answers Report are documents received in 2023 and early 2024. The public has access to this information on the dbid.ca website if they want more information. The reason for me including the statement that “The water tank appears to be in a serviceable condition and can be expected to provide more years of service (10 – 15+ years)” is based on uncertainty that has been expressed to staff by ratepayers as to why the reservoir is not being replaced at this time. Water infrastructure, including the reservoir, requires continuous maintenance and all these maintenance details do not need to be detailed in the annual water report. This level of detail would more appropriately be detailed in an asset management plan.

To further improve the report, it is also being recommended that technical report titles be added to the report. This should provide better information as to the type of content that is in the technical/operational documents included on the dbid.ca website.



Section 4 of the 2025 Annual Water report is proposed to change as follows:

Original Section 4 Report:

4 Water Quality Inquiries and Complaints

DBID receives water quality inquiries throughout the year. There are several detailed engineering studies available for review on the DBID website under the Technical/Operational Documents tab and the Water Reports tab.

Recommended Amended Section 4 Report:

4 Water Quality Inquiries and Issues

DBID receives water quality inquiries throughout the year. There are several detailed engineering studies available for review on the DBID website under the Technical/Operational Documents tab and the Water Reports tab and these include:

- Water Tank Assessment Condition
- Reservoir Study & Disinfection Issues including Questions and Answers
- Water System Evaluation
- Asbestos Cement Pipe Replacement
- And Other Miscellaneous Technical Reports

There were two significant water quality issues that occurred in 2025. As shown on the water testing results in “Appendix A” there were two time periods where there were significant coliform counts that occurred in 2025 at the following locations:

- January 14, 2025, at 4503 Mapleguard Drive coliform count of 34
- September 22, 2025, at 4503 Mapleguard Drive coliform count of 25.4
- September 22, 2025, at 5532 Deep Bay Drive coliform count of 28.8

A Boil Water Advisory notice was issued by the Vancouver Island Health Authority on January 17, 2025, and this notice was sent to all residents on the Jamieson side of Deep Bay, and then another Boil Water Advisory notice was sent to all Deep Bay residents on September 25, 2025, because of these high coliform counts.

DBID can not be certain what caused the high coliform counts, but the limited evidence points to there being sediment built up in the inside of the water distribution pipes that need to be eliminated through full scour flushing of the water pipes. The intention is to flush the water lines twice per year in the spring and in the fall. The first flush occurred in November 2025 and the process to carry out this work was as follows:



IMPROVEMENT DISTRICT

- Temporary Chlorination – Chlorine is temporarily added to the system prior to flushing to ensure water potability during and after flushing
- Flushing Procedure – Flushing starts at the top end of the system and then work through to the end of the system. Each hydrant/blowoff will be flushed for varying durations based on observed water quality.
- Monitoring – Operators will be observing water clarity, chlorine residual, flush water drainage, reservoir level and hydrant/valve operations.
- Evaluation – After flushing, any hydrant or valve issues will be documented for repair or follow-up.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Marsh".

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John Marsh  
Administrator

# DEEP BAY IMPROVEMENT DISTRICT

## ANNUAL WATER SYSTEM REPORT 2025

(As amended at the May 19, 2026, DBID Board Meeting)

## 1 Introduction

This annual water report describes the Deep Bay Improvement District (DBID) water system and summarizes the water quality and production data from January 1, 2025 - December 31, 2025. This report also includes a summary of completed and proposed maintenance activities, and the Emergency Response Plan.

The DBID operates under a permit issued by Island Health (Vancouver Island Health Authority).

## 2 Deep Bay Improvement District

The Deep Bay Improvement District was incorporated in 1972 (originally as the Deep Bay Waterworks District). The water source comes from 7 groundwater wells. Water supply is stored in an above ground concrete reservoir and is not treated. The DBID supplies water to 630 metered services.

### 2.1 Groundwater Wells

Water supply for the DBID system is provided by seven wells that are located north and south of the Island Highway for a distance of 700 meters on either side of Gainsberg Road. Water from these wells is pumped directly into the distribution system.

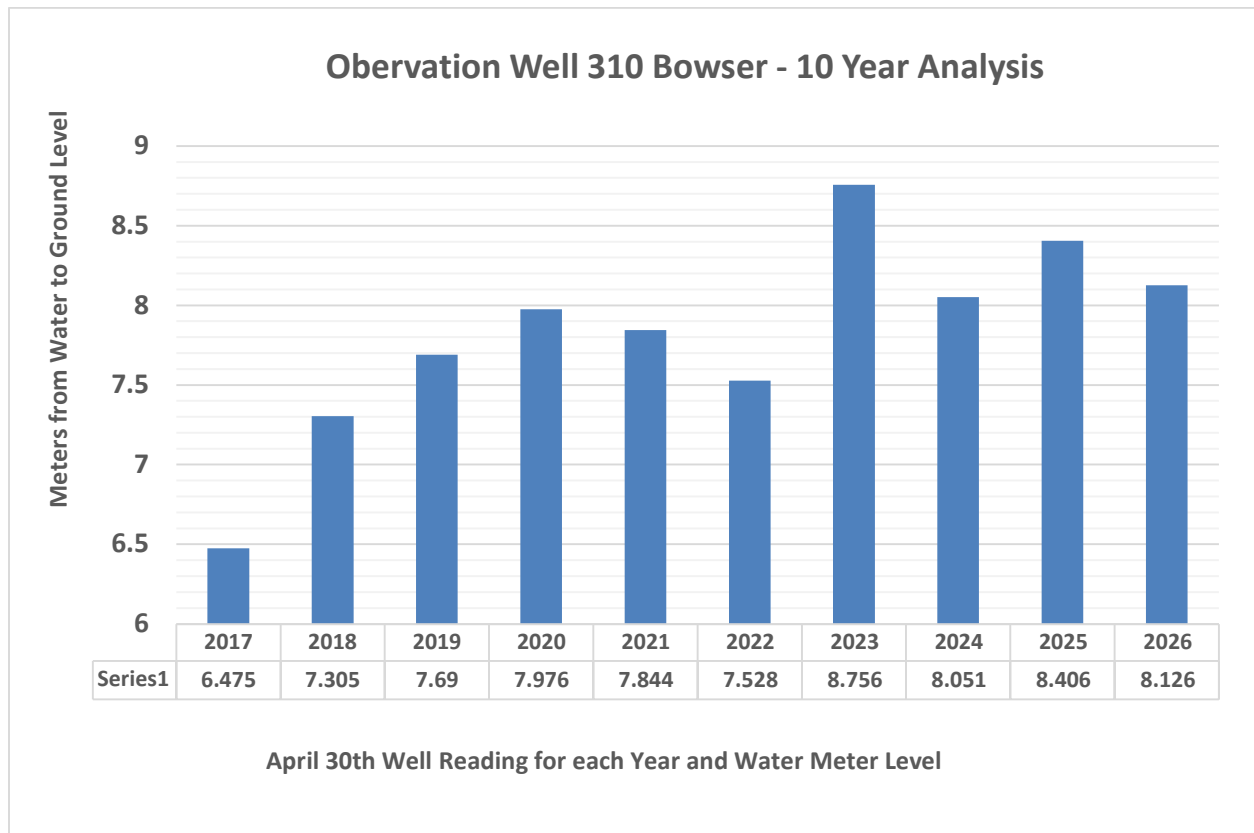
Currently Wells 4, 5, 6 & 8 are used for production supply. Wells 1, 2 & 3 are on standby for emergency use only.

#### DBID Well Data:

Well Name	Completion Depth	Capacity	Treated/Untreated	Year Drilled
#1	15.9 m (52 ft)	4.8 l/s (65 IGPM)	Untreated	1973
#2	11.6 m (38 ft)	3.0 l/s (40 IGPM)	Untreated	1973
#3	16.4 m (53.7 ft)	5.7 l/s (75 IGPM)	Untreated	1969
#4	19.3 m (63.5 ft)	5.3 l/s (70 IGPM)	Untreated	1977
#5	21.5 m (70.5 ft)	10.0 l/s (130 IGPM)	Untreated	1985
#6	23.2 m (76 ft)	9.0 l/s (120 IGPM)	Untreated	1990
#7	26.1 m (85.6 ft)	Not in production	Untreated	1996
#8	23 m (75.4 ft)	11.0 l/s (145 IGPM)	Untreated	1997

## 2.2 Observation Well 310 Bowser

This is an observation well that is monitored by the provincial government to provide data showing the meter distance from the ground to the water level in the well. The meter number increasing is indicative that the well water level is lower than the previous year, in other words the distance from the ground to the water. This also indicates that the aquifer water level is generally dropping over the past 10 years.



## 2.3 Reservoirs

Water storage for the DBID system is provided by an above ground concrete reservoir located on the hillside south of the Island Highway. This structure was built in 1975 and provides 545 cubic meters (120,000 Imperial Gallons) of storage. This reservoir is divided in half by a vertical wall and both sides can operate independently.

Herold Engineering completed a 2024 Water Tank Condition Assessment. This report provides a number of recommendations to maintain the Water Tank (Reservoir) and

Deep Bay continues to carry out these identified tasks. In the recommendation section of the Herold Engineering report it states:

The water tank appears to be in a serviceable condition and can be expected to provide more years of service (10 – 15+ years).

This professional water tank condition assessment and recommendation was a factor in why the Board did not proceed with reservoir replacement. Reservoir replacement is now budgeted in the long-term capital budget in 2039. The reservoir will continue to be monitored, and the replacement year could be adjusted if necessary.

## **2.4 Distribution System**

The DBID water distribution system serves an area of approximately 5 square kilometers. The system has been constructed over a period of more than 45 years. The original lines were built before the District was established in 1972. Approximately 80% of the system was constructed using Asbestos Cement (AC) pipe and the remainder is Polyvinyl Chloride (PVC) pipe. The system has 58 fire hydrants.

## **3 Water Sampling and Testing Program**

Bacteriological monitoring is carried out weekly throughout the distribution system. There are 5 sample sites, as identified by Island Health. At least three samples are normally taken each week, alternating between sample sites. Samples are delivered to the Parksville Health Unit where they are sent on for testing.

Full test results from bacteriological monitoring are included with this report as an attachment “Appendix A” at the back of this document. These test results are also available on the VIHA website and there is a link to the test results on the DBID website under the Water Reports tab.

## **4 Water Quality Inquiries and Issues**

DBID receives water quality inquiries throughout the year. There are several detailed engineering studies available for review on the DBID website under the Technical/Operational Documents tab and the Water Reports tab and these include:

- Water Tank Assessment Condition
- Reservoir Study & Disinfection Issues including Questions and Answers
- Water System Evaluation
- Asbestos Cement Pipe Replacement
- And Other Miscellaneous Technical Reports

There were two significant water issues that occurred in 2025. As shown on the water testing results in “Appendix A” there were two time periods where there were significant coliform counts that occurred in 2025 at the following locations:

- January 14, 2025, at 4503 Mapleguard Drive coliform count of 34
- September 22, 2025, at 4503 Mapleguard Drive coliform count of 25.4
- September 22, 2025, at 5532 Deep Bay Drive coliform count of 28.8

A Boil Water Advisory notice was issued by the Vancouver Island Health Authority on January 17, 2025, and this notice was sent to all residents on the Jamieson side of Deep Bay, and then another Boil Water Advisory notice was sent to all Deep Bay residents on September 25, 2025, because of these high coliform counts.

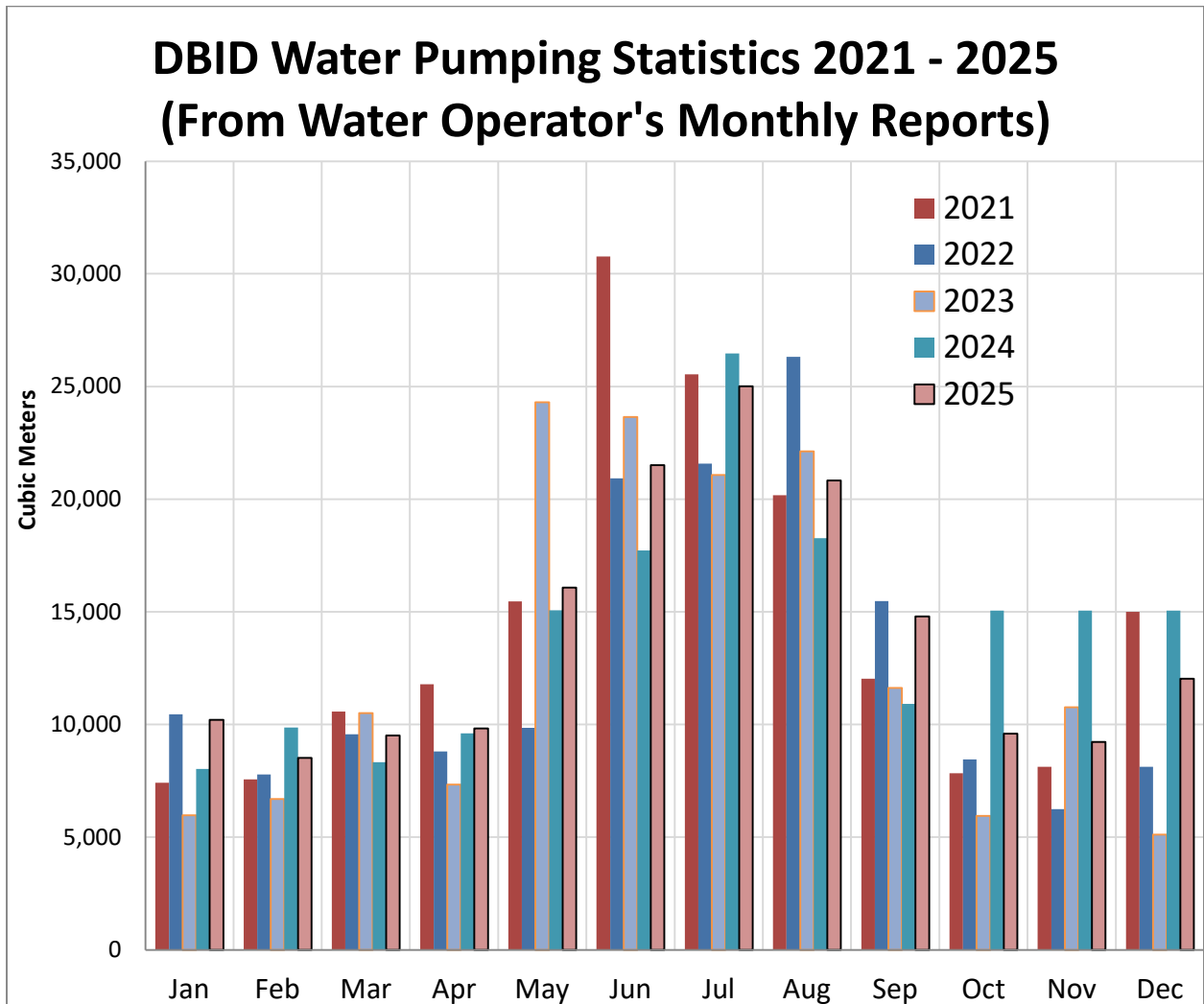
DBID can not be certain what caused the high coliform counts, but the limited evidence points to there being sediment build up in the inside of the water distribution pipes that need to be eliminated through full scour flushing of the water pipes. The intention is to flush the water lines twice per year in the spring and in the fall. The first flush occurred in November 2025 and the process to carry out this work is as follows:

- Temporary Chlorination – Chlorine is temporarily added to the system prior to flushing to ensure water potability during and after flushing
- Flushing Procedure – Flushing starts at the top end of the system and then work through to the end of the system. Each hydrant/blowoff will be flushed for varying durations based on observed water quality.
- Monitoring – Operators will be observing water clarity, chlorine residual, flush water drainage, reservoir level and hydrant/valve operations.
- Evaluation – After flushing, any hydrant or valve issues will be documented for repair or follow-up.

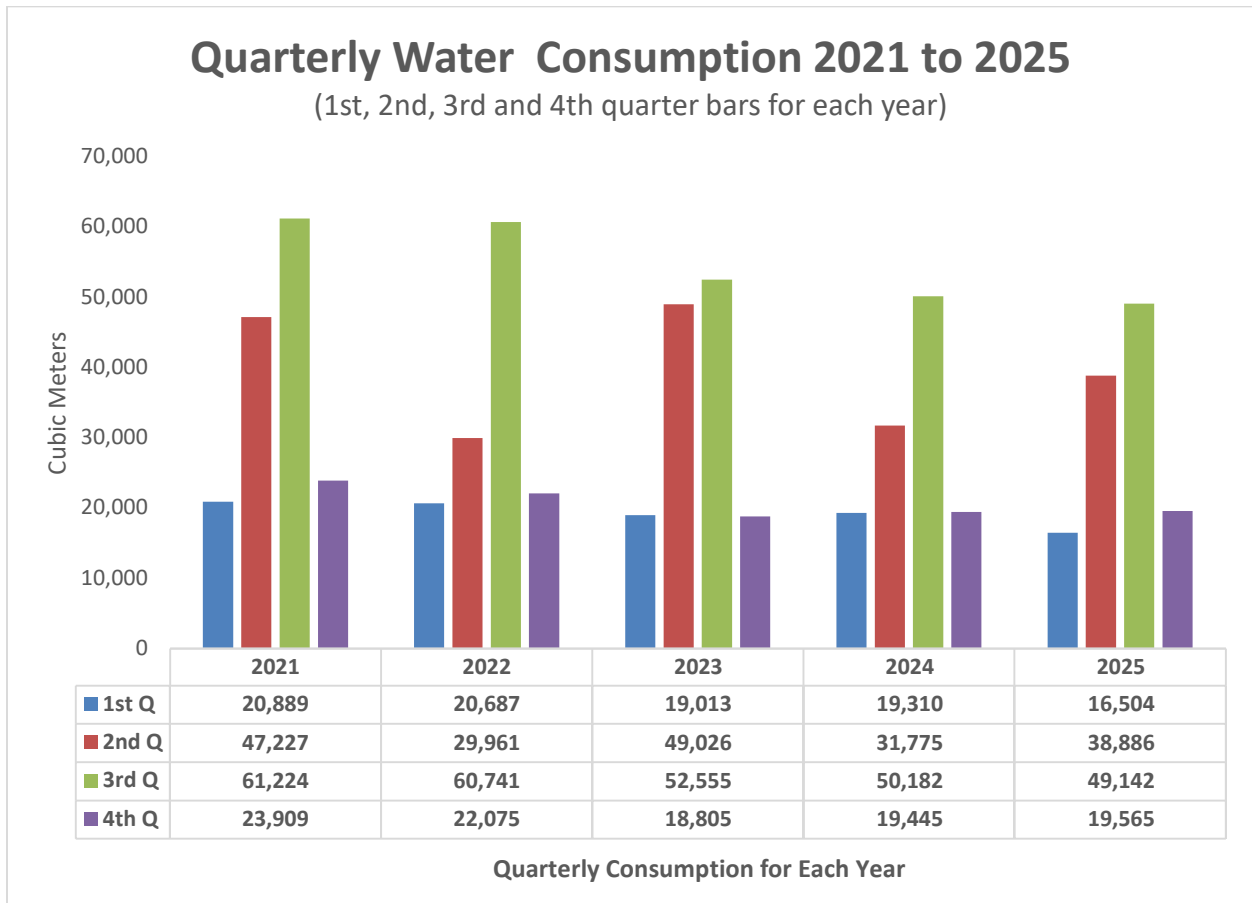
## 5 Groundwater Production and Consumption

The following graph shows the monthly water delivery figures (a measure of water pumped from the DBID wells) and quarterly water consumption numbers.

**DBID Water Pumping Statistics** show the water pumped from the wells each month. This does not correlate directly to water consumption measured at the meters as it also includes all distribution system flushing, hydrant use and water used during routine repairs and maintenance. Water pumping statistics were not available for October and November 2024, resulting in the final three months of 2024 being averaged.



**Quarterly Water Consumption** reflects usage measured by the quarterly meter reads. Water consumption has decreased slowly but steadily over the last few years, except for higher usage during the Spring of 2023. Mandatory watering restrictions have not been implemented but all water users are asked to continue to use our resource responsibly. Voluntary watering restrictions based on other RDN areas is followed.



## 6 Maintenance Program

Production wells and the reservoir are inspected on a weekly basis to reduce or eliminate the risk of contamination and system failure. All meters have dual check valves that are tested annually to prevent backflow into the system. Isolation valves are exercised bi-annually and air valves are inspected annually. Flushing program has been expanded to flush all water lines at least once per year. Fire hydrants are inspected and serviced as required. Fire hydrant servicing has been budgeted to move towards a more proactive approach to regularly service the fire hydrants.

## 7 Water System Projects

### 7.1 2025 Completed Studies

There were no major engineering or other studies undertaken in 2025.

### 7.2 2025 Completed Projects

There were no major capital projects in 2025. There were some water capital payments made in 2025 for the Thompson Clarke West Watermain Replacement project, but these payments were mostly related to work that was carried out in 2024. A full accounting of direct and indirect costs associated with this project was publicly reported and is posted on the DBID website.

## 8 Emergency Response Plan

The Emergency Response Plan (ERP) was reviewed and updated in 2021. The ERP is in the process of being reviewed and updated. The DBID ERP includes:

- Emergency Phone Contact Lists
  - Personnel,
  - Government Agencies,
  - Contractors/Repair Services,
  - Technical Resources,
  - Parts Supply,
  - Bulk Water Suppliers, and
  - Media Contacts.
- Emergency Procedures
  - Unsafe Water Guidelines (Contamination of Well Space/s),
  - Loss of Source, Water Shortage, Broken Water Main, Pump Failure, Power Failures,
  - Flooding, Backflow or Back Siphonage,
  - Earthquake, and
  - Fire.
- Maps of System & Electrical Schematics

## 9 Report Distribution

Residents are notified by direct mail-out in the Pipeline Newsletter each year regarding the availability of this report. Annual Water System reports are available from the DBID office and on the website at [www.dbid.ca](http://www.dbid.ca) under "Water Quality Reports".

A copy of this report is submitted to Island Health.

# DEEP BAY IMPROVEMENT DISTRICT

Monthly Water Report

Prepared by: Adam Norman, CWP CWWP — Core Water Management Ltd.

Report  
Period:

April 1, 2026 – April 30, 2026

## Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
<b>Flow</b>	0	0	0	1,347	2,577	3,467	4,024	<b>11,415</b>	<i>m3</i>
<b>Pump RTM</b>	0	0	0	74.28	96.59	128.12	128.12	<b>427.11</b>	<i>hrs</i>
<b>Starts</b>	0	0	0	89	89	89	89	<b>356</b>	<i>ct</i>

## Logbook

DATE	LOG ENTRY	OPERATOR
2026-04-03	A courier issue delayed the shipment of our samples and they were unable to be analyzed.	AN
2026-04-08	Rounds. Sampled all 5 distribution sample sites to compensate for the lack of results last week.	AN
2026-04-11	Sample from "4529 Thompson Clarke E" came back with a Total Coliform count of 1. Resample next week.	AN
2026-04-14	Rounds. Sampled Reservoir, TCE and Fire Hall.	AN
2026-04-18	All this week's samples LT1.	AN
2026-04-21	Rounds. Sampled Mapleguard and Deep Bay Dr. Reservoir sample port seized and leaking. Will replace and resample. Tested and power cycled Well 8 generator.	AN
2026-04-24	Sample results: Total Coliform count of 1 at Deep Bay Dr. LT1 for Mapleguard.	AN
2026-04-28	Rounds. Sampled Reservoir, Mapleguard, Fire Hall and resampled Deep Bay Dr. Replaced sample port at Reservoir Water Main, disinfected, flushed and sampled. Replaced aging sampling equipment that may be contributing to inconsistent low Coliform counts.	AN

# Deep Bay Volunteer Fire Department

April 2026 Chief's Report

We are in a **total burn ban** situation as of May 7<sup>th</sup> so we ask that people take extra caution with all combustible materials.

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](mailto:deepbayfire@dbid.ca) or just show up.

Our training continues with members to meet the Minimum Standard for our newer members as well as a few things that were not completed by some of the other members. This is an ongoing process and I have to thank the trainers for the hours they put in to organize those things.

The Society is organizing another bottle drive for September 12<sup>th</sup>. They have also been accepted to man the Sandcastle Days event this year but have not received the dates yet. They are also planning a garage sale in July but have not set a date yet to make sure it is not on a date they have Sandcastle duties.

I think the property needs to have some maintenance with vegetation trimming and cleaning of the buildings. Things should also be trimmed around fire hydrants where required as well.

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

- 8-1 weather stripping around doors waiting on material delivery.
- 8-3 will have summer tires put on in May.
- 8-5 had a leak in the foam system which has been fixed in house.
- We are planning to construct a platform on the roof on the old firehall to do ladder training without damaging the metal trim or the roofing material.

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

Chief George Lenz

DBVFD

Deep Bay Fire Department		6	6	6	6	6	6	6	6	6	6	6	6	6
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>Response:</b>	# Structural fires	0	0	0	0									0
	# Other fire calls	0	1	0	0									1
	# Motor Vehicle Incidents	5	7	0	0									12
	# First responder calls	1	7	12	3									23
	# Miscellaneous calls	0	1	1	1									3
<b>Safety</b>	# Worksafe related incidents	0	0	0	0									0
	Total calls	6	16	13	4	0	0	0	0	0	0	0	0	39
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
<b>Active Membership:</b>	Chief:	1												
	# Active officers (not incl Chief):	5												
	# Other active members (not in officer role):	17												
	Total # - Active Members:	23												
	Target range optimal:	30			30			30			30			
<b>Firefighters:</b> (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	10												
	# New members: no training	0												
<b>Instructors &amp; Evaluators:</b>	# 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 01/04/2026 to 30/04/2026

Cheque No.	Payee	Amount
4810	Janine Sibley (ASAP printed cheques)	229.19
4811	McCormack and Sons (Install LED fixtures, DBID meeting room)	530.25
4812	Super Save Disposal Inc.	74.39
4813	Sea Beneath Marine & Heritage (Archeological consultant)	546.00
4814	Dave Mitchell & Associates Ltd. (Fire Dept Response analysis)	2,625.00
4815	Core Water Management Ltd. (monthly 4,500 + materials)	6,124.13
4816	Super Save Disposal Inc. (bin delivery)	99.59
4817	Island Health (Annual permit)	250.00
4818	Kelvin Creek Contracting Ltd. (Isolation valves at 3 well sites)	924.00
4819	Wells Fargo Equipment Finance Company (photocopier)	211.68
4820	Web Hosting Canada (WHC Online website hosting)	151.07
4821	Owners Pride Home Maintenance (Building maintenance)	3,755.38
4822	Lighthouse Community Centre Society (AGM hall rental)	135.00
4823	Denise Coghill	600.00
4824	Craig Kerstens (shipping container, delivery)	3,805.24
OBP-411228267	Municipal Pension Plan	517.66
OBP-403914065	Municipal Pension Plan	508.88
OBP-888306	Waste Connections of Canada Inc	73.15
OBP-778904	Work Safe BC	1,529.35
OBP-608403	Rogers (Shaw)	213.00
OBP-539703	BC Hydro	1,500.25
OBP-513002	Receiver General	5,629.13

Generated On: 12/05/2026

<b>Waterworks cheque log April 2026</b>	<b>\$30,032.34</b>
<b>Employee Deposits for April 2026</b>	<b>\$10,535.62</b>
<b>Total Waterworks April 2026</b>	<b>\$40,567.96</b>

**DBID - Fire Protection**

Cheque Log for 1030 Credit Union from 01/04/2026 to 30/04/2026

Cheque No.	Payee	Amount
4065	Central Island Truck and Trailer Ltd. (Commercial vehicle inspection)	300.30
4066	Minister of Finance (Medical supplies)	82.66
4067	Rocky Mountain Phoenix (Compressor Service/Repair)	1,360.30
4068	Bowser Builders' Supply Ltd.	49.25
4069	Edith Valdez (Hall supplies)	109.86
4070	Rob Michael Field (HIT Inflatable vest)	473.69
4071	Don Coghill (Hall supplies)	75.21
4072	Keith Wurr (Fuel pump for 8-1)	489.14
4073	Orca Health & Safety Consulting (SCBA Fit testing)	1,359.44
4074	Air Liquide Canada Inc (Oxygen)	292.27
4075	George Lenz (Hydrotest)	221.92
OBP-279402	Telus Mobility	84.00
OBP-160301	TELUS Communications	55.50

Generated On: 12/05/2026

<b>Total Fire cheque log April 2026</b>	<b>\$4,953.54</b>
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## DBID - Waterworks

### Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 31/03/2026	Actual 01/01/2025 to 31/03/2025	Actual 01/01/2025 to 31/12/2025
REVENUE				
REVENUE				
Water Base Rate	204,000.00	102,650.40	91,456.83	183,129.87
Water Consumption	115,000.00	29,783.60	24,142.42	98,322.65
Penalties / Interest Charges	6,000.00	4,767.18	7,623.61	9,942.39
Building/Ins. Shared	69,750.00	17,437.50	15,960.00	63,840.00
Shared Office Staff	45,750.00	11,437.50	10,437.00	41,748.00
Applications / Connections	1,000.00	0.00	300.00	1,418.85
Other Income	500.00	200.00	200.00	1,600.00
Interest Earned	5,000.00	3,165.90	1,231.59	8,382.04
WATER OPERATING INCOME	447,000.00	169,442.08	151,351.45	408,383.80
Total Waterworks Income	447,000.00	169,442.08	151,351.45	408,383.80
TOTAL REVENUE	447,000.00	169,442.08	151,351.45	408,383.80
EXPENSE				
OPERATING EXPENSES				
Advertising	1,000.00	0.00	0.00	0.00
Adjustments	0.00	0.00	740.45	0.00
Bank Charges	500.00	37.99	56.74	174.23
Hydro bldg. 9711 4442 601	16,500.00	3,789.31	5,587.41	14,888.64
Audit	18,000.00	1,000.00	12,700.00	25,200.00
Insurance	44,000.00	33,275.80	31,527.87	40,555.07
Trustee Honorarium	9,000.00	0.00	0.00	5,618.24
Licenses/Water Tests	3,000.00	0.00	253.70	2,746.56
Office Supplies	2,500.00	1,614.38	175.94	1,889.65
Office Equip / Service Contracts	8,000.00	2,958.52	3,709.94	7,033.16
Postage	5,000.00	832.30	1,395.03	4,090.26
Cable Expense	2,000.00	256.80	385.20	1,688.31
Telephone	2,000.00	150.67	368.79	1,464.79
Professional Fees	18,500.00	2,233.00	236.45	2,381.95
Wages - Assistant	64,000.00	15,682.37	21,438.70	67,895.16
Wages - Administrator	80,000.00	18,929.88	12,781.62	74,977.98
Admin Benefits	16,000.00	3,199.95	766.93	15,438.25
CPP Expense	8,000.00	2,150.26	1,738.69	7,696.51
EI Expense	3,400.00	867.94	724.51	3,179.99
WorkSafe BC	3,600.00	0.00	656.38	3,300.99
MPP Employer	8,000.00	1,476.90	5,223.22	7,464.90
TOTAL ADMINISTRATION	313,000.00	88,456.07	100,467.57	287,684.64
Hydro Pump #2 9711 2647 001	700.00	125.67	231.56	825.04
Hydro pump #3 9711 4400 601	700.00	138.35	261.15	878.69
Hydro pump #4 9711 2650 401	800.00	186.68	89.98	915.86
Hydro pump #5 9711 2650 801	2,000.00	358.91	346.44	2,048.27
Hydro pump #6 9711 2650 601	2,800.00	454.64	734.37	2,984.79
Hydro pump #8 2925 207	4,000.00	562.77	1,293.99	4,570.14
Generator - fuel/repairs	5,000.00	133.74	0.00	8,433.00
Maintenance-Buildings	19,000.00	2,406.46	4,717.24	16,151.26
Maintenance-Contract	57,000.00	9,000.00	13,500.00	59,086.94
Call outs/Emergencies	5,000.00	210.00	1,850.00	2,560.31
Machine Rental	3,000.00	0.00	0.00	7,048.56

**DBID - Waterworks**  
Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 31/03/2026	Actual 01/01/2025 to 31/03/2025	Actual 01/01/2025 to 31/12/2025
Casual Labour	4,000.00	0.00	0.00	3,329.99
Hydrants	0.00	84.82	0.00	689.34
Wages - Other Works	0.00	0.00	455.93	2,367.79
Maint. Material/Equipment	6,000.00	791.35	87.22	1,536.60
Repairs & Maintenance	0.00	0.00	0.00	1,040.00
Major Repairs & Maintenance	22,000.00	0.00	2,405.00	18,200.57
Mileage	1,000.00	58.40	308.44	809.49
Seminars	1,000.00	0.00	0.00	0.00
TOTAL OPS & MAINTENANCE	134,000.00	14,511.79	26,281.32	133,476.64
WATER OPERATING EXPEN...	447,000.00	102,967.86	126,748.89	421,161.28
TOTAL EXPENSE	447,000.00	102,967.86	126,748.89	421,161.28
NET INCOME	0.00	66,474.22	24,602.56	-12,777.48

**DBID - Waterworks**  
Comparative Balance Sheet

	As at 31/03/2026	As at 31/12/2025
<b>ASSET</b>		
<b>CURRENT ASSETS</b>		
Bank Credit Union/WD	539,627.05	39,425.27
RBC Investment Acct	89,946.40	89,946.40
RBC Savings Acct	0.22	0.22
Trust Account	132.87	132.87
M. Equity Shares	25.00	25.00
PI 24 001	31.44	31.44
GIC 28	63,000.00	63,000.00
GIC 29	63,000.00	63,000.00
GIC 27	400,000.00	400,000.00
Water Ops Term Total	526,031.44	526,031.44
Accounts Receivable	300.00	350.00
Accrued Interest Receivable	9,008.25	5,842.35
Accounts receivable Right Water	180,549.65	14,861.48
GST Receivable	12,218.17	10,745.97
Prepaid insurance	0.00	33,275.80
<b>TOTAL CURRENT ASSETS</b>	<b>1,357,839.05</b>	<b>720,636.80</b>
<b>INTERFUND ACCOUNT</b>		
Due to / from Fire Protection	-523,347.15	-228,838.15
Due to / from Renewal	-569,232.25	-254,508.25
Due to / from Capital	5,169.12	5,169.12
<b>TOTAL</b>	<b>-1,087,410.28</b>	<b>-478,177.28</b>
<b>TOTAL ASSET</b>	<b>270,428.77</b>	<b>242,459.52</b>
<b>LIABILITY</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	6,138.01	26,846.13
Accrued liabilities	5,250.00	13,529.64
Pension Payable	0.00	567.17
CPP Payable	-846.28	1,500.12
EI Payable	-289.63	554.49
Income Tax Payable	-2,879.76	2,879.76
Total Source Deductions	-4,015.67	5,501.54
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,372.34</b>	<b>45,877.31</b>
<b>TOTAL LIABILITY</b>	<b>7,372.34</b>	<b>45,877.31</b>
<b>EQUITY</b>		
<b>NET ASSETS</b>		
Unrestricted Net Assets	196,582.21	209,359.69
Current Earnings	66,474.22	-12,777.48
<b>TOTAL NET ASSETS</b>	<b>263,056.43</b>	<b>196,582.21</b>
<b>TOTAL EQUITY</b>	<b>263,056.43</b>	<b>196,582.21</b>
<b>LIABILITIES AND EQUITY</b>	<b>270,428.77</b>	<b>242,459.52</b>

## DBID - Fire Protection

### Comparative Income Statement

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 31/03/2026	Actual 01/01/2025 to 31/03/2025	Actual 01/01/2025 to 31/12/2025
<b>REVENUE</b>				
Revenue				
Fire Protection Levies	322,545.00	323,384.00	276,325.00	276,325.00
Capital Tax Advance	0.00	0.00	0.00	105,536.24
Other Income	0.00	0.00	15,000.00	57,453.00
Emergency Mgmt BC	15,000.00	4,805.75	4,346.00	14,939.00
Equipment Donations	0.00	0.00	0.00	34,000.00
Interest Earned - Operations	10,000.00	2,428.43	1,042.32	7,004.11
Interest Earned - Capital Replac.	0.00	0.00	888.64	4,509.09
Accrued Interest Revenue - Cap	0.00	0.00	0.00	709.94
<b>Total Revenue</b>	<b>347,545.00</b>	<b>330,618.18</b>	<b>297,601.96</b>	<b>500,476.38</b>
<b>TOTAL REVENUE</b>	<b>347,545.00</b>	<b>330,618.18</b>	<b>297,601.96</b>	<b>500,476.38</b>
<b>EXPENSE</b>				
<b>OPERATING EXPENSES</b>				
Associations	1,500.00	290.00	300.00	1,494.27
Mileage	1,000.00	478.15	123.22	1,098.00
Hall Supplies	4,000.00	578.29	342.89	3,160.41
Postage/Freight	50.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	24.00
Remuneration	33,000.00	0.00	0.00	32,000.00
Insurance - Accident/Sickness	2,300.00	0.00	0.00	2,293.00
Service Awards & Clothing	2,000.00	966.21	0.00	293.81
Supplies & Equipment	0.00	0.00	0.00	304.11
Telephone	1,500.00	403.62	323.60	1,545.92
Training/Seminars	20,000.00	3,121.60	2,281.66	3,107.20
Cars - JAWS Training	2,000.00	0.00	0.00	1,838.79
WorkSafe BC	600.00	0.00	0.00	0.00
Health & Safety	2,500.00	799.00	0.00	1,989.04
<b>TOTAL ADMINISTRATION</b>	<b>70,450.00</b>	<b>6,636.87</b>	<b>3,371.37</b>	<b>49,148.55</b>
#1 Insurance	1,000.00	0.00	0.00	1,056.00
#1 Repairs	4,000.00	131.31	126.24	126.24
<b>TOTAL EMERGENCY TRUCK ...</b>	<b>5,000.00</b>	<b>131.31</b>	<b>126.24</b>	<b>1,182.24</b>
#2 Loan Interest	0.00	0.00	0.00	28,246.99
#2 Insurance	1,100.00	0.00	0.00	970.00
#2 Repairs	1,500.00	328.40	211.28	3,094.16
<b>TOTAL FIRE &amp; RESCUE TRU...</b>	<b>2,600.00</b>	<b>328.40</b>	<b>211.28</b>	<b>32,311.15</b>
#3 Insurance	660.00	0.00	0.00	561.00
#3 Repair	1,500.00	80.22	0.00	2,132.93
<b>TOTAL EMERGENCY TRUCK ...</b>	<b>2,160.00</b>	<b>80.22</b>	<b>0.00</b>	<b>2,693.93</b>
#5 Insurance	1,300.00	0.00	0.00	1,313.00
#5 Repair	4,000.00	184.90	275.00	360.14
<b>TOTAL FIRE &amp; RESCUE TRU...</b>	<b>5,300.00</b>	<b>184.90</b>	<b>275.00</b>	<b>1,673.14</b>
Comm. Licence	2,000.00	1,178.07	449.02	1,168.38
Comm. Repairs & Maintenance	1,000.00	0.00	0.00	0.00
Comm. Equipment	3,000.00	0.00	0.00	2,945.20
<b>TOTAL COMMUNICATIONS</b>	<b>6,000.00</b>	<b>1,178.07</b>	<b>449.02</b>	<b>4,113.58</b>
Fuel	3,000.00	501.67	607.83	2,582.66

**DBID - Fire Protection**  
**Comparative Income Statement**

	Budget 01/01/2026 to 31/12/2026	Actual 01/01/2026 to 31/03/2026	Actual 01/01/2025 to 31/03/2025	Actual 01/01/2025 to 31/12/2025
Building Repairs & Main.	0.00	492.38	498.35	0.00
Hydrant Repairs and Flow Test...	20,000.00	0.00	0.00	0.00
Medical Supplies	4,000.00	383.18	880.81	5,766.75
Supplies & Equipment	15,000.00	1,206.06	2,247.45	9,051.23
Life Jackets	200.00	0.00	0.00	0.00
Jaws of Life Service/Repair	1,500.00	0.00	1,443.75	1,443.75
Compressor Repair	2,000.00	0.00	1,571.05	1,571.05
UBCM Training and Equipment...	0.00	0.00	0.00	12,705.16
Air Pack Servicing	4,000.00	3,114.36	1,465.50	1,706.30
Footwear	1,000.00	0.00	0.00	466.28
Shared Building/Ins. Exp.	68,335.00	17,857.50	15,960.00	63,840.00
Shared Office Staff	45,750.00	11,437.50	10,437.00	41,748.00
<b>TOTAL OPS &amp; MAINTENANCE</b>	<b>164,785.00</b>	<b>34,992.65</b>	<b>35,111.74</b>	<b>140,881.18</b>
<b>FIRE OPERATING EXPENSES</b>	<b>256,295.00</b>	<b>43,532.42</b>	<b>39,544.65</b>	<b>232,003.77</b>
<b>OTHER EXPENSES</b>				
Capital Asset Addition	0.00	13,575.47	2,634.60	49,941.52
Capital Debt Repayment	0.00	0.00	0.00	154,466.00
Renewal/Capital Contribution	91,250.00	0.00	0.00	66,250.00
Fire Hall Expenses	0.00	0.00	338.50	0.00
<b>TOTAL OTHER EXPENSES</b>	<b>91,250.00</b>	<b>13,575.47</b>	<b>2,973.10</b>	<b>270,657.52</b>
<b>TOTAL EXPENSE</b>	<b>347,545.00</b>	<b>57,107.89</b>	<b>42,517.75</b>	<b>502,661.29</b>
<b>NET INCOME</b>	<b>0.00</b>	<b>273,510.29</b>	<b>255,084.21</b>	<b>-2,184.91</b>

**DBID - Fire Protection**  
Comparative Balance Sheet

ASSET	As at 31/03/2026	As at 31/12/2025
<b>Current Assets</b>		
Credit Union	51,071.40	61,372.15
RBC Investment Acct	125,694.52	125,694.52
First Savings	403.23	403.23
M. Equity Shares	25.00	25.00
GST Receivable	24,120.78	22,994.40
Accounts Receivable	3,454.25	2,431.75
Accrued Int. Receivable - Ops	5,825.18	5,417.17
Accrued Receivable - Other	0.00	20,000.00
GIC 62 Cap Replac.	48,699.08	48,699.08
GIC 61 Ops	36,893.21	36,893.21
GIC 63 Cap Replac.	35,173.03	35,173.03
GIC 64	72,500.00	72,500.00
GIC 65 Ops	72,500.00	72,500.00
GIC 58 Ops	30,610.12	29,936.55
GIC 59 Ops	30,597.00	29,923.72
GIC 60 Ops	30,610.12	29,936.55
<b>TOTAL CURRENT ASSETS</b>	<u>568,176.92</u>	<u>593,900.36</u>
<b>INTERFUND ACCOUNT</b>		
Due to From Waterworks Dist.	523,347.15	228,838.15
Due to /From Capital	1,329,447.23	1,329,447.23
<b>TOTAL</b>	<u>1,852,794.38</u>	<u>1,558,285.38</u>
<b>TOTAL ASSET</b>	<u>2,420,971.30</u>	<u>2,152,185.74</u>
<b>LIABILITY</b>		
<b>Current Liabilities</b>		
Accounts Payable	160.03	4,884.76
Accrued Liabilities	12,754.71	12,754.71
<b>Total Current liabilities</b>	<u>12,914.74</u>	<u>17,639.47</u>
<b>Long Term liabilities</b>		
Capital Tax Advance - FH	1,006,223.88	1,006,223.88
Bylaw 247	300,415.36	300,415.36
Bylaw 250	76,302.76	76,302.76
*	<u>1,382,942.00</u>	<u>1,382,942.00</u>
<b>TOTAL LIABILITY</b>	<u>1,395,856.74</u>	<u>1,400,581.47</u>
<b>EQUITY</b>		
<b>Owners Equity</b>		
Internally Restricted Fire	294,101.00	294,101.00
Retained Earnings - Previous Y...	457,157.27	459,342.18
Current Earnings	273,510.29	-2,184.91
<b>Total Owners Equity</b>	<u>1,024,768.56</u>	<u>751,258.27</u>
<b>TOTAL EQUITY</b>	<u>1,024,768.56</u>	<u>751,258.27</u>

**DBID - Fire Protection**  
Comparative Balance Sheet

	As at 31/03/2026	As at 31/12/2025
LIABILITIES AND EQUITY	<u>2,420,625.30</u>	<u>2,151,839.74</u>



**Report Date:** May 15, 2026  
**Meeting Date:** May 19, 2026  
**From:** John Marsh, Administrator  
**Subject:** Monthly Report

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**Recommendation**

1. THAT the May 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 since the previous Board Meeting.

**Report Details**

Community Works Fund Grant

Stuart McLean, RDN Director for Electoral Area H and Chair, Regional District of Nanaimo Board provided an email that stated the following:

I have great news! The grant has been reviewed by UBCM, and I will be bringing a motion to the May 26<sup>th</sup> Board meeting to approve \$103,587 for the DBID. There is one UBCM requirement that has been identified, which is that the generator be fixed in place. There will likely be some documentation to ensure that this requirement will be met. You will hear from the Finance team after the meeting on the 26<sup>th</sup> to get an agreement in place.

The \$103,587 amount was based on the DBID application that included the following items:

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

Annual Audit

The annual audit work has been completed by the Auditor and staff. Staff have completed the additional work required by the provincial government.

Annual General Meeting

Staff completed the Annual Report and other required information that was presented at the AGM on April 30<sup>th</sup> at 6:30 pm, at the Lighthouse Community Centre.

Quarterly Financial Reports

Staff completed accounting tasks relating to the quarterly financial reports for the period from January 1<sup>st</sup> to March 31<sup>st</sup> for the water and fire department operating funds. This includes comparative Income Statements showing 2026 and 2025 financial information. Balance sheets for both water and fire



department operating funds are also provided. Financial statements for Water Capital, Water Renewal and Fire Capital have not been provided as these statements are not finalized until the end of the year. Renewal and capital transactions are recorded through the water operating and fire operating funds throughout the year and then based on these final transaction amounts the renewal and capital funds statements are updated at the end of the year.

Water Flushing

The following information was sent to approximately 430 email addresses from individuals who have signed up for notification on the DBID emergency contact list.

**May 1, 2026 – Water Main Flushing Program** – The Deep Bay Improvement District Water Operator, Core Water Management Ltd., has provided the following information for the Water Main Flushing Program that is scheduled to begin on May 7, 2026. In advance of the water flushing Core Water Management has turned on the chlorination equipment on May 1, 2026. This will allow the chlorine to slowly work its way out to the community water system over the weekend and then it will be monitored in the days leading up to the first day of flushing.

1. Purpose and Objectives

The purpose of this program is to maintain and improve the quality of drinking water distributed to all residents of the Deep Bay Improvement District. Flushing helps remove sediment, biofilm, and stagnant water from pipes, keeping water clean, clear, and safe to drink. It also ensures hydrants and valves are working properly.

2. Reasons for Flushing

Flushing is carried out to:

- Remove sediment, rust, and minerals that can collect in pipes.
- Reduce the risk of Total Coliform bacterial growth
- Exercise hydrants and valves to make sure they are working.

3. Flushing Schedule

Flushing will be carried out starting May 7<sup>th</sup>. The program is expected to take about two to three weeks to complete. Work will occur during daytime hours, typically between 8:00 a.m. to 4:00 p.m.

4. Procedure

- Temporary Chlorination – Chlorine will be temporarily added to the system prior to flushing to ensure water potability during and after flushing
- Flushing Procedure – We will start at the top end of the system and work our way through to the ends. Each hydrant/blowoff will be flushed for varying durations based on observed water quality.
- Monitoring – Operators will be observing water clarity, chlorine residual, flush water drainage, reservoir level and hydrant/valve operations.



IMPROVEMENT DISTRICT

May 19, 2026 Meeting

- Evaluation – After flushing, any hydrant or valve issues will be documented for repair or follow-up.

5. What the Community Should Expect

During flushing, residents may notice temporarily discoloured or cloudy water and fluctuating water pressure. This is normal and not harmful. Water may contain air bubbles or appear milky for a short time. Residents should avoid doing laundry while flushing is taking place nearby, as discoloured water can stain clothing.

After flushing, if water appears discoloured, residents should run a cold water tap for 5–10 minutes until it clears. Water remains safe, but it’s best to wait until it looks clear before drinking or cooking with it. Normal water pressure will return once flushing is finished.

6. Communication

The Deep Bay Improvement District will provide advance notice of flushing dates. Updates will be shared online through the website and on community signage boards. We encourage all residents to sign up for email updates through the DBID Notifications form found at [www.dbid.ca](http://www.dbid.ca)

On May 14<sup>th</sup> DBID posted the following information on the website. Please note that this additional information was not sent on the email list as it was noted in the Communication Section of the May 1<sup>st</sup> information sent to email accounts that updates would be posted on the website. If there was an update that was considered an emergency, then it would have been emailed as well.

**May 14, 2026 – Ratepayer Feedback to DBID**

I sampled the water at my place several days in a row and found the chlorine to be between 0.8 & 1.2 ppm. While I know this is within allowable limits it is still much higher than what most communities maintain as a free chlorine residual in their water systems. Most communities maintain a 0.2 to 0.4 ppm.

**Water Operator Response**

My data aligns with yours, the high in the system has been 1.07 mg/L on the main line, well within the allowable limit. The 0.2–0.4 mg/L range you mention isn’t a benchmark I can apply to this system given the dead-end configurations and the nature of the high velocity flushing being done. I need adequate residual at the source to ensure minimums are met at the far reaches of the system and currently those endpoints are reading 0.3–0.7 mg/L, which leaves little room to reduce dosing without falling out of compliance in the other direction. Chlorine residuals are being monitored regularly at multiple points in the system.

If there are specific residents experiencing health effects, I’d ask that they contact me directly with details so those reports can be properly documented and investigated. At



the chlorine levels present in this system, the effects described would be unexpected, and I want to take any legitimate concerns seriously.

Residents bothered by taste or odor can leave an open container of water out for a few hours so the chlorine can off-gas on its own. Same applies to pet water bowls; for any health concerns about animals, I am unqualified to address them, a vet would be the right call.

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc. Collection for water tolls has been steady as the due date for payment to avoid penalty is May 20<sup>th</sup>.

2025 Annual Water Report

There is an email from a ratepayer that is included in the Correspondence In section of this agenda package and there is a separate staff report that covers this issue.

Respectfully submitted,

A handwritten signature in black ink that reads "John Marsh".

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John Marsh  
Administrator