Deep Bay Improvement District
Bowser, British Columbia

DBID OPEN BOARD OF TRUSTEES MEETING

Date: June 16, 2026

Time: 7:00 p.m.

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 May 19, 2026 Regular Open Session minutes as circulated.

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTION OF LATE ITEMS

E. PETITIONS and DELEGATIONS

None

F. BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Christo Kuuns, Response to Concerns raised by Martin Martens on May 14, 2026

Recommendation:

THAT the June 10, 2026 letter from Christo Kuuns responding to concerns raised by Martin Martens on May 14, 2026 be received as correspondence in.

2. Christo Kuuns, Response to Concerns raised by Don Coghill on May 27, 2026

Recommendation:

THAT the June 10, 2026 letter from Christo Kuuns responding to concerns raised by Don Coghill on May 27, 2026 be received as correspondence in.

G. CORRESPONDENCE IN

1. Regional District of Nanaimo – Invitation to Participate Rural Housing Strategy Open House

Recommendation:

THAT the Regional District of Nanaimo – Invitation to Participate Rural Housing Strategy Open House be received as correspondence in.

2. Regional District of Nanaimo – Water Restrictions June 2, 2026 Email and Framework

Recommendation:

THAT the Regional District of Nanaimo water restrictions email and water framework chart be received as correspondence in;

AND THAT staff be authorized to change water conservation stages when necessary.

3. D. Coghill May 17, 2026 email and May 27, 2026 letter

Recommendation:

THAT the D. Coghill May 17, 2026 email and May 27, 2026 letter be received as correspondence in.

H. REPORTS

1. May 2026 - Water Operator's Reports

***Recommendation*:**

THAT the May 2026 Water Operator's Report and the Fire Hydrant & Standpipe Report be received for information.

2. May 2026 - Fire Chief's Report

***Recommendation*:**

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

3. May 2026 - Financial Reports

a. Total cheques issued for Water Department for May 2026: $41,499.76

b. Total cheques issued for Fire Department for May 2026: $4,499.22

***Recommendation*:**

THAT the May cheque registers be received for information.

4. June 2026 – Administrator's Report

***Recommendation*:**

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

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS

1. June 2026 – Trustee Elections

That the Administrator be appointed as the Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Admin Assistant be appointed as the Deputy Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Administrator be authorized to carry-out the required tasks to plan for a November 21st, 2026 Election.

2. June 2026 – Island Health Water System Inspection Report

***Recommendation*:**

1. THAT the June 11, 2026 Administrator's Water System Inspection Report be received for information.
2. THAT the May 21, 2026 Island Health Drinking Water Inspection Report be received as correspondence in.

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.

Deep Bay Improvement District
Bowser, British Columbia

DBID BOARD OF TRUSTEES OPEN MEETING

Date: May 19, 2026

OPEN SESSION MINUTES

PRESENT:
Colin Thompson, Chair
Alissa Woodward
Craig Kerstens
Christo Kuun
Lisa Sharcott
Diane Koch

STAFF:
John Marsh – Administrator
Janine Sibley – Assistant Admin

GUESTS: 7

DRAFT

A. CALL TO ORDER

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

B. ADOPTION OF MINUTES

April 21, 2026 Regular Open Session minutes

MOVED by Trustee Kuun
SECONDED by Trustee Woodward
THAT the Board approve the April 21, 2026 Regular Open Session minutes.

CARRIED

April 30, 2026 Annual General Meeting (2025 AGM) minutes

MOVED by Trustee Kuun
SECONDED by Trustee Woodward
THAT the Board approve the April 30, 2026 Annual General Meeting minutes.

CARRIED

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.

CARRIED

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.

CARRIED

D. INTRODUCTIONS OF LATE ITEMS - None

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Verbal update on Well generator maintenance. The generator at the Firehall and also the generator at Well #8 have been serviced by a mobile mechanic. There will be additional maintenance once the fuel filter head kit arrives, it is on order.
2. Well #6 generator, a refurbished previously owned generator has been purchased. The Sea Can and base to house the well #6 generator is in the works with an estimated completion date to be end of June.

G. CORRESPONDENCE IN

1. RDN Correspondence pertaining to secondary suites

MOVED by Trustee Kuun
SECONDED by Trustee Sharcott

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

CARRIED

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

MOVED by Trustee Koch
SECONDED by Trustee Sharcott

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

CARRIED

DRAFT

H. REPORTS

1. Staff Report - Amendment to 2025 Annual Water Report

   MOVED by Trustee Woodward
   SECONDED by Trustee Kuun

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

   CARRIED

2. April 2026 Water Operator's Report

   MOVED by Trustee Kerstens
   SECONDED by Trustee Kuun

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

   CARRIED

3. April 2026 Fire Chief's Report

   MOVED by Trustee Kerstens
   SECONDED by Trustee Kuun

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

   CARRIED

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

   MOVED by Trustee Kuun
   SECONDED by Trustee Sharcott

   THAT the April 2026 cheque registers be received for information.

   CARRIED

5. Quarterly Financial Reports

   MOVED by Trustee Sharcott
   SECONDED by Trustee Kuun

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

   CARRIED

DRAFT

6. May 2026 – Administrator's Report

   MOVED by Trustee Woodward
   SECONDED by Trustee Kuun

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

CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS - None

L. QUESTION PERIOD and COMMENTS

Questions/Comments by members of the gallery in relation to the following topics:

- Interesting and informative to have James McKerr attending the meeting to explain the procedures the Core Water follows
- Reasons that the Archeological Consultants was originally an in-camera item
- Site Alteration Permit (SAP), location discussion

M. ADJOURNMENT

The meeting was adjourned at 8:00 pm.

Chair of the Trustees

Corporate Officer

DRAFT

June 10, 2026

RE: Response to concerns raised by Martin Martens on May 14, 2026

I, Christo Kuun, am a Board Trustee of the Deep Bay Improvement District (DBID). I would like to respond to concerns raised by Martin Martens on May 14, 2026 (email subject: 2025 DBID Annual Water Report).

Mr. Martens alleges that: “the DBID Board continues to provide inaccurate and conflicting information to DBID ratepayers.” As mentioned by John Marsh in the Amendment to 2025 Annual Water Report on May 19, 2026: “water infrastructure, including the reservoir, requires continuous maintenance and all these maintenance details do not need to be detailed in the annual water report.” Therefore, failure to include full statement from the Herold Engineering report and the MSR Solutions report is not a serious omission since maintenance details are not intended to be included in the annual water report.

The accusatory comment by Mr. Martens towards the DBID Board about providing inaccurate and conflicting information is incredibly disrespectful. The persistent criticism and harassment of the current DBID Board and administration from certain community members has been ongoing for too long, and in my opinion has been unjust targeting. It is easy to be a critic when there is a lack of proper understanding, and cherry-picking information to suit a personal agenda is not constructive and not appreciated.

However, I would like to address details mentioned in these reports for those ratepayers who have expressed uncertainty as to why the reservoir is not being replaced at this time.

Herold Engineering:

- Water Tank Assessment Conditions report from Aug. 10, 2023:
    - Section 2.0 - Limits of the Investigation: Herold Engineering assessed the structural *integrity*, not the water quality. “A review of the tank interior was not completed…” therefore any recommendations regarding the interior were made without a comprehensive assessment.
    - Herold Engineering recommendations to maintain the Deep Bay Water tank included: could put a membrane (liner) in the tanks (est. cost $140,000); could install a torch on membrane on the roof (est. cost $70,000); could fill ledge on top of wall with concrete (est. $5,000-10,000).
        - The ledge was flagged as a potential contamination point by D. R. Faust Finishing in 2012. However, the DBID Board at the time did not act on this. The ledge was finally filled with concrete in Sep. 2024 at my request and organization.
- In February 2024, Herald Engineering did an internal inspection and concluded the reservoir was structurally adequate and no issues present in the short to medium term, with re-review in future condition assessments.

Proper Maintenance of Water Reservoir:

- In October 2023, I noticed that water had been leaking into the reservoir around the access hatches and where a PVC pipe (housing the SCADA wires) had been drilled into the hatch flange and the hole around the pipe had not been caulked. This issue should have been identified by the Water Operators at the time.
    - After I discovered these issues, repairs were made. These areas have now been caulked with potable caulking. Also, a gasket has been installed to seal the metal

reservoir hatch lids where there were gaps. In my opinion, the reservoir was not adequately maintained in the past.
    - *Note to my involvement with the reservoir and testing*: Bylaw No. 185 – Section Improvement District's Works, #10: "No person except the Trustees or their designate will open, shut, adjust, draw water from or tamper with any of the Improvement District's works."
- In November 2023, I organized it to be pressure-washed, which had not been done for many years, and was in disgusting shape. Dirt from the roof was running into the cracks. Some cracks on the roof had been caulked by D. R. Faust in 2012 and they were still good.
- It is worthwhile noting that testing the reservoir water was neglected for about three years. When I became a trustee in Sep. 2023 and asked the Water Operator for past reservoir testing information, it was concerning to discover that the reservoir had not been tested for over three years, from Jul. 6, 2020 until Sep. 11, 2023. Testing should have been done by the Water Operators, and in my opinion, this lack of testing should have been noticed and addressed.
- Certain previous DBID Board Trustees were very adamant that the reservoir needed to be replaced. It brings into question whether the reservoir did not have regular water testing and was arguably not well maintained, was related to the premature insistence that the current reservoir should be disregarded and a new one should be built instead.

MSR Solutions Reservoir study, Oct. 2023:

- MSR did not look inside the reservoir, so assumptions were made about remedies.
- MSR recommended sealing the inside cracks by gouging, cleaning, and filling them with an epoxy coating (est. cost $51, 300). To do this work, would also need assessment from Orca Health & Safety Consulting (protocol for working in confined spaces), which is an additional cost.
    - In Feb. 2024, D. R. Faust recommended a different, and less invasive approach, to fill the cracks from the outside. The equipment D. R. Faust would use had enough pressure to inject polyurethane through the exterior cracks to the inside.
- MSR mentioned his microorganism info is anecdotal, in my opinion that is not substantiated information that would warrant action to address (further accurate, professional information was needed, but not provided, to make an informed decision).
- MSR suggested internal mixing pipes (tide flex). This has been discussed and mentioned in previous engineering reports in 2008, but that work was never addressed. MSR's estimate for the tide flex was $40,500 plus additional costs for Orca Health & Safety Consulting. This method would bring water in at the top of the pipe and take it out the bottom, thus better mixing the water. In 2017, previous engineers suggested lowering the levels to get the water mixed by the jet flow when filling. This method was implemented in Jan. 2025. By lowering the reservoir levels, the jet flows were more effective at mixing the water.

Reservoir Water Main – Current water testing results:

- Island Health website (https://inspections.myhealthdepartment.com/island-health/program-drinking-water-sample) states: "The following results are considered acceptable for drinking water:
    - E. Coli:
        - No E. Coli detectable per 100 ml of each water sample.
    - Coliform:
        - If only one sample is taken in a 30-day period:
        - No detectable Coliform per 100 ml of water
        - If more than one sample is taken in a 30-day period:

        - At least 90% of samples will have no detectable Coliform per 100 ml of water, and
        - No sample has more than 10 total Coliform per 100ml of water”
- I would like to address the reservoir water testing results. The Deep Bay Reservoir Water test results were obtained from Island Health website (https://inspections.myhealthdepartment.com/island-health/water-sample-history/?permitID=A1C87272-5ADE-49E6-89E1-C3AD7802B469), see link for coding system descriptions. **See attached DBID Reservoir Water Tests results list.**
    - Only 13 results in 2020 and no samples recorded prior to Feb. 2020
    - No results after Jul. 6, 2020 until Sep. 11, 2023
    - 4 results in 2023, 2 LT1 and 1 ESTHCD
    - No results after Sep. 18, 2023 until Feb. 20, 2024
    - From Feb. 20, 2024 to May 27, 2026:
        - 205 samples collected
        - 4 samples were inconclusive (QRWRT, REJCT, ESTHCD)
        - 190 results with LT1 reading (less than 1 Coliform per 100ml of water)
        - 11 inadequate results (more than LT1), still well below the Island Health benchmark of no sample has more than 10 total Coliform per 100ml of water.

Reviewing the regular results from Feb. 2024 to May 2026, only 11 of 190 were inadequate. The very minimal percentage of bad results compared to good results is evidence that the reservoir is in good working condition and should be recognized as such. It is important to note that *recommendations* are not the same as *requirements*. While recommendations have been made in the past to improve the reservoir, the significant costs were associated with these recommendations. The high costs involved with the recommendations cannot be justified to spend ratepayers money in order to make updates to the reservoir while it is already in good working order. Future updates will be done as and when needed.

The reservoir water is now being tested weekly by our current Water Operator and continues to have a high rate of adequate results. In my opinion, and in addition to the facts of the water results, it is not worthwhile to pay for expensive updates while the water testing is consistently showing good results. An inspection of the reservoir and water system was just conducted by Island Health on May 21, 2026 and report is available.

I hope that this information provides context and perspective to those who are concerned about the reservoir. I believe the statement that “the reservoir has been inspected, assessed and repaired” is valid and true.

Christo Kuun
DBID Trustee

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
222	Reservoir Water Main, Reservoir Water Main	27-May-2026	LT1	LT1
221	Reservoir Water Main, Reservoir Water Main	19-May-2026	LT1	LT1
220	Reservoir Water Main, Reservoir Water Main	13-May-2026	LT1	LT1
219	Reservoir Water Main, Reservoir Water Main	05-May-2026	LT1	LT1
218	Reservoir Water Main, Reservoir Water Main	28-Apr-2026	LT1	LT1
217	Reservoir Water Main, Reservoir Water Main	14-Apr-2026	LT1	LT1
216	Reservoir Water Main, Reservoir Water Main	08-Apr-2026	LT1	LT1
215	Reservoir Water Main, Reservoir Water Main	31-Mar-2026	QRWRT	QRWRT
214	Reservoir Water Main, Reservoir Water Main	25-Mar-2026	1	LT1
213	Reservoir Water Main, Reservoir Water Main	16-Mar-2026	LT1	LT1
212	Reservoir Water Main, Reservoir Water Main	10-Mar-2026	LT1	LT1
211	Reservoir Water Main, Reservoir Water Main	02-Mar-2026	LT1	LT1
210	Reservoir Water Main, Reservoir Water Main	24-Feb-2026	LT1	LT1
209	Reservoir Water Main, Reservoir Water Main	18-Feb-2026	LT1	LT1
208	Reservoir Water Main, Reservoir Water Main	10-Feb-2026	LT1	LT1
207	Reservoir Water Main, Reservoir Water Main	04-Feb-2026	LT1	LT1
206	Reservoir Water Main, Reservoir Water Main	27-Jan-2026	LT1	LT1
205	Reservoir Water Main, Reservoir Water Main	20-Jan-2026	LT1	LT1
204	Reservoir Water Main, Reservoir Water Main	13-Jan-2026	LT1	LT1
203	Reservoir Water Main, Reservoir Water Main	06-Jan-2026	LT1	LT1
202	Reservoir Water Main, Reservoir Water Main	16-Dec-2025	LT1	LT1
201	Reservoir Water Main, Reservoir Water Main	10-Dec-2025	LT1	LT1
200	Reservoir Water Main, Reservoir Water Main	01-Dec-2025	LT1	LT1
199	Reservoir Water Main, Reservoir Water Main	25-Nov-2025	LT1	LT1
198	Reservoir Water Main, Reservoir Water Main	18-Nov-2025	LT1	LT1
197	Reservoir Water Main, Reservoir Water Main	03-Nov-2025	LT1	LT1
196	Reservoir Water Main, Reservoir Water Main	28-Oct-2025	LT1	LT1
195	Reservoir Water Main, Reservoir Water Main	21-Oct-2025	LT1	LT1
194	Reservoir Water Main, Reservoir Water Main	14-Oct-2025	LT1	LT1
193	Reservoir Water Main, Reservoir Water Main	07-Oct-2025	LT1	LT1
192	Reservoir Water Main, Reservoir Water Main	02-Oct-2025	LT1	LT1
191	Reservoir Water Main, Reservoir Water Main	01-Oct-2025	LT1	LT1
190	Reservoir Water Main, Reservoir Water Main	22-Sep-2025	LT1	LT1
189	Reservoir Water Main, Reservoir Water Main	16-Sep-2025	LT1 GTR200	LT1 GTR200
188	Reservoir Water Main, Reservoir Water Main	10-Sep-2025	LT1	LT1
187	Reservoir Water Main, Reservoir Water Main	02-Sep-2025	3.1	LT1
186	Reservoir Water Main, Reservoir Water Main	27-Aug-2025	LT1	LT1
185	Reservoir Water Main, Reservoir Water Main	20-Aug-2025	LT1	LT1
184	Reservoir Water Main, Reservoir Water Main	12-Aug-2025	LT1	LT1
183	Reservoir Water Main, Reservoir Water Main	06-Aug-2025	LT1	LT1

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
182	Reservoir Water Main, Reservoir Water Main	30-Jul-2025	LT1	LT1
181	Reservoir Water Main, Reservoir Water Main	23-Jul-2025	LT1	LT1
180	Reservoir Water Main, Reservoir Water Main	14-Jul-2025	LT1	LT1
179	Reservoir Water Main, Reservoir Water Main	08-Jul-2025	LT1	LT1
178	Reservoir Water Main, Reservoir Water Main	02-Jul-2025	1	LT1
177	Reservoir Water Main, Reservoir Water Main	25-Jun-2025	LT1	LT1
176	Reservoir Water Main, Reservoir Water Main	16-Jun-2025	LT1	LT1
175	Reservoir Water Main, Reservoir Water Main	11-Jun-2025	LT1	LT1
174	Reservoir Water Main, Reservoir Water Main	03-Jun-2025	LT1	LT1
173	Reservoir Water Main, Reservoir Water Main	27-May-2025	LT1	LT1
172	Reservoir Water Main, Reservoir Water Main	21-May-2025	LT1	LT1
171	Reservoir Water Main, Reservoir Water Main	12-May-2025	LT1	LT1
170	Reservoir Water Main, Reservoir Water Main	05-May-2025	LT1	LT1
169	Reservoir Water Main, Reservoir Water Main	28-Apr-2025	2.0	LT1
168	Reservoir Water Main, Reservoir Water Main	22-Apr-2025	2	LT1
167	Reservoir Water Main, Reservoir Water Main	15-Apr-2025	LT1	LT1
166	Reservoir Water Main, Reservoir Water Main	08-Apr-2025	LT1	LT1
165	Reservoir Water Main, Reservoir Water Main	02-Apr-2025	LT1	LT1
164	Reservoir Water Main, Reservoir Water Main	25-Mar-2025	LT1	LT1
163	Reservoir Water Main, Reservoir Water Main	19-Mar-2025	LT1	LT1
162	Reservoir Water Main, Reservoir Water Main	10-Mar-2025	LT1	LT1
161	Reservoir Water Main, Reservoir Water Main	05-Mar-2025	LT1	LT1
160	Reservoir Water Main, Reservoir Water Main	26-Feb-2025	LT1	LT1
159	Reservoir Water Main, Reservoir Water Main	18-Feb-2025	QRWRT	QRWRT
158	Reservoir Water Main, Reservoir Water Main	11-Feb-2025	LT1	LT1
157	Reservoir Water Main, Reservoir Water Main	27-Jan-2025	LT1	LT1
156	Reservoir Water Main, Reservoir Water Main	20-Jan-2025	LT1	LT1
155	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	14-Jan-2025	LT1	LT1
154	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	14-Jan-2025	LT1	LT1
153	Reservoir Water Main, Reservoir Water Main	14-Jan-2025	LT1	LT1
152	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	08-Jan-2025	LT1	LT1
151	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	08-Jan-2025	LT1	LT1
150	Reservoir Water Main, Reservoir Water Main	08-Jan-2025	LT1	LT1
149	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	17-Dec-2024	LT1	LT1
148	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	17-Dec-2024	LT1	LT1
147	Reservoir Water Main, Reservoir Water Main	17-Dec-2024	LT1	LT1
146	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	10-Dec-2024	LT1	LT1
145	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	10-Dec-2024	LT1	LT1
144	Reservoir Water Main, Reservoir Water Main	10-Dec-2024	LT1	LT1
143	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	04-Dec-2024	LT1	LT1

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
142	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	04-Dec-2024	LT1	LT1
141	Reservoir Water Main, Reservoir Water Main	04-Dec-2024	LT1	LT1
140	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	27-Nov-2024	LT1	LT1
139	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	27-Nov-2024	LT1	LT1
138	Reservoir Water Main, Reservoir Water Main	26-Nov-2024	LT1	LT1
137	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	18-Nov-2024	LT1	LT1
136	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	18-Nov-2024	LT1	LT1
135	Reservoir Water Main, Reservoir Water Main	18-Nov-2024	LT1	LT1
134	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	13-Nov-2024	LT1	LT1
133	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	13-Nov-2024	LT1	LT1
132	Reservoir Water Main, Reservoir Water Main	13-Nov-2024	LT1	LT1
131	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	05-Nov-2024	LT1	LT1
130	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	05-Nov-2024	LT1	LT1
129	Reservoir Water Main, Reservoir Water Main	05-Nov-2024	LT1	LT1
128	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	28-Oct-2024	LT1	LT1
127	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	28-Oct-2024	LT1	LT1
126	Reservoir Water Main, Reservoir Water Main	28-Oct-2024	LT1	LT1
125	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	22-Oct-2024	LT1	LT1
124	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	22-Oct-2024	LT1	LT1
123	Reservoir Water Main, Reservoir Water Main	22-Oct-2024	LT1	LT1
122	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	16-Oct-2024	LT1	LT1
121	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	16-Oct-2024	LT1	LT1
120	Reservoir Water Main, Reservoir Water Main	16-Oct-2024	LT1	LT1
119	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	08-Oct-2024	LT1	LT1
118	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	08-Oct-2024	LT1	LT1
117	Reservoir Water Main, Reservoir Water Main	08-Oct-2024	LT1	LT1
116	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	01-Oct-2024	LT1	LT1
115	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	01-Oct-2024	LT1	LT1
114	Reservoir Water Main, Reservoir Water Main	01-Oct-2024	LT1	LT1
113	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	24-Sep-2024	LT1	LT1
112	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	24-Sep-2024	LT1	LT1
111	Reservoir Water Main, Reservoir Water Main	24-Sep-2024	LT1	LT1
110	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	17-Sep-2024	LT1	LT1
109	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	17-Sep-2024	LT1	LT1
108	Reservoir Water Main, Reservoir Water Main	17-Sep-2024	LT1	LT1
107	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	10-Sep-2024	LT1	LT1
106	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	10-Sep-2024	LT1	LT1
105	Reservoir Water Main, Reservoir Water Main	10-Sep-2024	LT1	LT1
104	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	04-Sep-2024	LT1	LT1
103	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	04-Sep-2024	LT1	LT1

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
102	Reservoir Water Main, Reservoir Water Main	04-Sep-2024	LT1	LT1
101	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	27-Aug-2024	LT1	LT1
100	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	27-Aug-2024	LT1	LT1
99	Reservoir Water Main, Reservoir Water Main	27-Aug-2024	LT1	LT1
98	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	20-Aug-2024	LT1	LT1
97	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	20-Aug-2024	LT1	LT1
96	Reservoir Water Main, Reservoir Water Main	20-Aug-2024	LT1	LT1
95	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	13-Aug-2024	LT1	LT1
94	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	13-Aug-2024	LT1	LT1
93	Reservoir Water Main, Reservoir Water Main	13-Aug-2024	LT1	LT1
92	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	07-Aug-2024	LT1	LT1
91	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	07-Aug-2024	LT1	LT1
90	Reservoir Water Main, Reservoir Water Main	07-Aug-2024	LT1	LT1
89	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	29-Jul-2024	LT1	LT1
88	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	29-Jul-2024	LT1	LT1
87	Reservoir Water Main, Reservoir Water Main	29-Jul-2024	LT1	LT1
86	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	22-Jul-2024	LT1	LT1
85	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	22-Jul-2024	LT1	LT1
84	Reservoir Water Main, Reservoir Water Main	22-Jul-2024	LT1	LT1
83	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	16-Jul-2024	LT1	LT1
82	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	16-Jul-2024	ESTCT 74 ESTHCD	LT1
81	Reservoir Water Main, Reservoir Water Main	16-Jul-2024	LT1	LT1
80	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	09-Jul-2024	8	LT1
79	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	09-Jul-2024	LT1	LT1
78	Reservoir Water Main, Reservoir Water Main	09-Jul-2024	LT1	LT1
77	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	03-Jul-2024	LT1	LT1
76	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	03-Jul-2024	LT1	LT1
75	Reservoir Water Main, Reservoir Water Main	03-Jul-2024	LT1	LT1
74	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	25-Jun-2024	LT1	LT1
73	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	25-Jun-2024	LT1	LT1
72	Reservoir Water Main, Reservoir Water Main	25-Jun-2024	LT1	LT1
71	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	18-Jun-2024	REJCT LKS2	REJCT LKS2
70	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	18-Jun-2024	LT1	LT1
69	Reservoir Water Main, Reservoir Water Main	18-Jun-2024	LT1	LT1
68	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	11-Jun-2024	LT1	LT1
67	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	11-Jun-2024	LT1	LT1
66	Reservoir Water Main, Reservoir Water Main	11-Jun-2024	LT1	LT1
65	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	04-Jun-2024	LT1	LT1
64	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	04-Jun-2024	LT1	LT1
63	Reservoir Water Main, Reservoir Water Main	04-Jun-2024	LT1	LT1

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
62	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	28-May-2024	LT1	LT1
61	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	28-May-2024	LT1	LT1
60	Reservoir Water Main, Reservoir Water Main	28-May-2024	LT1	LT1
59	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	22-May-2024	1.0	LT1
58	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	22-May-2024	LT1	LT1
57	Reservoir Water Main, Reservoir Water Main	22-May-2024	3.1	LT1
56	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	14-May-2024	LT1	LT1
55	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	14-May-2024	1.0	LT1
54	Reservoir Water Main, Reservoir Water Main	14-May-2024	LT1	LT1
53	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	07-May-2024	LT1	LT1
52	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	07-May-2024	LT1	LT1
51	Reservoir Water Main, Reservoir Water Main	07-May-2024	LT1	LT1
50	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	30-Apr-2024	1.0	LT1
49	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	30-Apr-2024	LT1	LT1
48	Reservoir Water Main, Reservoir Water Main	30-Apr-2024	LT1	LT1
47	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	23-Apr-2024	LT1	LT1
46	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	23-Apr-2024	LT1	LT1
45	Reservoir Water Main, Reservoir Water Main	23-Apr-2024	LT1	LT1
44	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	16-Apr-2024	LT1	LT1
43	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	16-Apr-2024	LT1	LT1
42	Reservoir Water Main, Reservoir Water Main	16-Apr-2024	LT1	LT1
41	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	09-Apr-2024	LT1	LT1
40	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	09-Apr-2024	LT1	LT1
39	Reservoir Water Main, Reservoir Water Main	09-Apr-2024	LT1	LT1
38	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	03-Apr-2024	LT1	LT1
37	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	03-Apr-2024	LT1	LT1
36	Reservoir Water Main, Reservoir Water Main	03-Apr-2024	LT1	LT1
35	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	26-Mar-2024	LT1	LT1
34	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	26-Mar-2024	LT1	LT1
33	Reservoir Water Main, Reservoir Water Main	26-Mar-2024	LT1	LT1
32	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	19-Mar-2024	LT1	LT1
31	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	19-Mar-2024	LT1	LT1
30	Reservoir Water Main, Reservoir Water Main	19-Mar-2024	LT1	LT1
29	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	12-Mar-2024	LT1	LT1
28	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	12-Mar-2024	LT1	LT1
27	Reservoir Water Main, Reservoir Water Main	12-Mar-2024	LT1	LT1
26	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	04-Mar-2024	LT1	LT1
25	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	04-Mar-2024	LT1	LT1
24	Reservoir Water Main, Reservoir Water Main	04-Mar-2024	LT1	LT1
23	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	26-Feb-2024	LT1	LT1

DBID Reservoir Water Tests - 1998 to 2026

May 31, 2026

Test #	Location	Date	Coliform	E. Coli
22	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	26-Feb-2024	LT1	LT1
21	Reservoir Water Main, Reservoir Water Main	26-Feb-2024	LT1	LT1
20	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	20-Feb-2024	LT1	LT1
19	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	20-Feb-2024	LT1	LT1
18	Reservoir Water Main, Reservoir Water Main	20-Feb-2024	LT1	LT1
17	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	18-Sep-2023	LT1	LT1
16	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	18-Sep-2023	LT1	LT1
15	Deep Bay ID Concrete Reservoir - Lower, Storage Reservoir	11-Sep-2023	ESTCT 3 ESTHCD	LT1
14	Deep Bay ID Concrete Reservoir - Upper, Storage - Reservoir	11-Sep-2023	ESTCT 34 ESTHCD	LT1
13	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	06-Jul-2020	LT1	LT1
12	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	22-Jun-2020	LT1	LT1
11	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	15-Jun-2020	2	LT1
10	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	08-Jun-2020	ESTCT 1 ESTHCD	LT1
9	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	01-Jun-2020	LT1	LT1
8	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	19-May-2020	3	LT1
7	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	11-May-2020	5	LT1
6	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	30-Mar-2020	LT1	LT1
5	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	09-Mar-2020	LT1	LT1
4	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	02-Mar-2020	LT1	LT1
3	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	18-Feb-2020	LT1	LT1
2	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	10-Feb-2020	LT1	LT1
1	Deep Bay ID STORAGE CONCRETE ABOVE GROUND	03-Feb-2020	1	LT1

June 10, 2026

RE: Response to concerns raised by Don Coghill on May 27, 2026

I, Christo Kuun, am a Board Trustee of the Deep Bay Improvement District (DBID). I would like to respond to concerns raised by Don Coghill on May 27, 2026 (letter regarding May 20, 2026 DBID General Board Meeting recording).

Some of Mr. Coghill's "facts" are missing necessary context and are inaccurate. I have provided clarification below.

1. A) The Reservoir was also tested on Jul. 6, 2020 (so Mr. Coghill's Jun. 22, 2020 date is incorrect). Since consistent water testing was brought up, I would like to point out the unexplained and concerning large gap where no water samples were collected for over three years from Jul. 6, 2020 until Sep. 11, 2023. And from Sep. 18, 2023 to Feb. 20, 2024 - another gap with no available results.

   B) In the recording (22:17-22:34), Mr. Marsh did say that "the reservoir was not being tested previously" but in his following sentence he clarified that "...in 2023 when I came here it was not being tested." So Mr. Marsh's statement in its full context is true - the reservoir was not being tested when he was hired in 2023 (as it was during that three-year gap in testing).

2. A) To clarify, the 2012 report from D. R. Faust Finishing was not an "engineering inspection".

   B) I acknowledge that some remediation work was done by Faust to the cracks on the roof in 2012, after the report. Most of the caulking in the roof cracks stood up well except for one in the center of the reservoir where I could see water was running in when it was being pressure washed in Nov. 2023. The most important area of concern is the lip/shelf where the roof meets the concrete wall - the reservoir was built with this thin ledge for the intention of future expansion. But roof run-off of rainwater would pool on this ledge and find its way into the cracks on the corners. My comment at the meeting about "nothing was done" was to emphasize that not *all* repairs from the 2012 report were done and for many years the ledge issue was not fixed until Sep. 2024 at my request and organization, when concrete was finally filled in on that shoulder.

3. A) My recollection is that the reservoir was verbally reported as being in pristine condition by Don Buchner at a previous monthly board meeting and attendees of that meeting can confirm that it was stated.

   B) The fact that there were skeletal remains of dead newts (or salamanders) and sediment inside the reservoir indicates there was a lack of proper maintenance. The newts might have entered around the PVC pipe that was drilled into the hatch and not sealed. The sediment likely entered where the concrete roof meets the support wall - obvious entry points. A note from the engineer Craig Appleman, in Apr. 2024, addresses the interior condition. My questions are in black text and Mr. Appleman's responses are in red:
   - I would like you to address your observations about the cracks and in your opinion are they affecting the structural integrity of the walls, etc. The cracks are not affecting the structural integrity of the wall. It is however recommended this is re-reviewed in future condition assessments.
   - Also the sounding on the walls. Is this an issue? This is not an issue in the short to medium term. It is recommended this is re-reviewed in future condition assessments.

- The rust around the stair rungs and the rusted ties? This is not an issue in the short to medium term. It is recommended this is re-reviewed in future condition assessments.

I would like to also speak to my knowledge and expertise. I have been a general contractor in the area for 50 years. I designed and built multiple residential custom homes, medical clinics, and oversaw the construction of the new DBID firehall. I have poured hundreds of yards of concrete, so have hands-on experience with concrete structures and issues.

Thank you,

Christo Kuun
DBID Trustee

Re: Invitation to Participate – Rural Housing Strategy Open House

Dear Community Organization,

The Regional District of Nanaimo (RDN) invites your organization to participate in the development of the Rural Housing Strategy.

The Rural Housing Strategy (Strategy) is being developed to better understand and respond to housing needs, challenges and opportunities across the RDN's rural Electoral Areas. Rural communities face unique housing pressures, including limited servicing, infrastructure constraints and fewer housing options. This work will help identify realistic and appropriate housing solutions to inform future policy and regulatory decisions.

Your input is important. We are seeking participation from interest groups, including housing providers, non-profits, industry representatives and community organizations, to ensure the Strategy reflects a range of perspectives and lived experience.

Ways to Participate

1. Attend an Ideas Exchange Open House

The RDN is hosting three in-person open houses to gather input, exchange ideas and explore opportunities for rural housing. These sessions will include facilitated discussions and interactive activities focused on housing forms such as secondary suites, tiny homes and other rural housing options.

Open House Dates & Locations:

- **June 16, 2026**, 5 p.m. to 8 p.m.
  Location: St Columba's Presbyterian Church, Parksville
- **June 18, 2026**, 5 p.m. to 8 p.m.
  Location: Lighthouse Community Center, Qualicum Bay
- **June 24, 2026**, 5 p.m. to 8 p.m.
  Location: Cedar Community Hall, Cedar

➤ To attend, please confirm your participation by email to planning@rdn.bc.ca. Please include the following information:

- Organization name
- Attendee name(s)
- Preferred session date and location

2. Complete the Survey

A survey is available to gather input on rural housing needs, challenges and potential solutions. There are four ways to access and participate in the Survey:

➤ Complete the survey online at: **www.getinvolved.rdn.ca/rural-housing-strategy-outreach.**
➤ Access the survey by scanning the attached QR code below.
➤ Request a paper copy by contacting us at planning@rdn.bc.ca.
➤ Paper copies will also be available at each open house session.

Why Your Input Is Important

Engagement is a key component of this project. Input gathered will help inform the following:

- Identify housing needs, gaps and lived experiences in rural communities;
- Explore barriers and opportunities related to land use, servicing and affordability;
- Help test the feasibility of different rural housing forms; and
- Directly inform the Rural Housing Strategy, including policy recommendations and implementation approaches.

All input will be documented, analyzed and used to inform Strategy development and future decision-making.

If you have any questions or would like additional information, please contact Angela Buick at planning@rdn.bc.ca or 250-390-6510.

Thank you for your time and participation. The RDN looks forward to hearing from you.

Sincerely,

Angela Buick
Senior Planner, Long Range Planning
Regional District of Nanaimo

From: Erica Forssman
To: Deep Bay Improvement District - General Email
Subject: Re: Regional Water Purveyor Check-In
Date: Tuesday, June 02, 2026 11:46:49 AM

Hi John,

The RDN Water Service Areas are not yet going into Stage 3, so no news release has gone out yet; we are monitoring weather patterns and are anticipating that elevation of restrictions in the coming weeks. Several other systems across the RDN have already gone into stage 3, however. That can be viewed at the map here: https://rdn.bc.ca/watering-restriction-map

A pdf that shows what is allowed at each water conservation level can be viewed at the link above and also here: https://rdn.bc.ca/sites/default/files/inline-files/Proof2_RDN%20Watering%20Restrictions%20for%202024.pdf

Keep me posted on your plans; I'll send out a meeting invite for water purveyors for mid-month.

Thanks!

Erica Forssman
Drinking Water & Watershed Protection Program Coordinator
Water Services, Regional District of Nanaimo
T: (250) 390-6586 C: (778) 674-0498 | Email: eforssman@rdn.bc.ca

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From: Deep Bay Improvement District - General Email <admin@dbid.ca>
Sent: Tuesday, June 2, 2026 11:32 AM
To: Erica Forssman <EForssman@rdn.bc.ca>
Subject: RE: Regional Water Purveyor Check-In

EXTERNAL Verify links before clicking.

Hi Erica. Please send me a pdf copy of the chart stages and a news release that shows this stage 3, and the difference between stage 2 and 3. I have looked at your web site, and I could not find these documents. Once I see these documents I will get back to you on implementation date for Deep Bay. Thanks. John

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

P Please consider the environment before printing this e-mail.
This transmission (including any attachments) may contain confidential information, privileged material (including

Regional Outdoor Water Conservation Framework

WATER CONSERVATION LEVEL	1	2	3	4
EFFECTIVE DATES	Begins April 1	May 1–October 31	As required	
Frequency	ANY DAY	Every other day: Even # houses = Even # days Odd # houses = Odd # days	One day per week: Even # houses = Thursdays Odd # houses = Mondays	SPRINKLING BAN: LAWN WATERING NOT PERMITTED
Watering times	Between 7 pm - 7 am	Between 7–10 am OR 7–10 pm for 2 hrs MAX	Between 7–10 am OR 7–10 pm for 2 hrs MAX	
Washing vehicles, boats, houses (siding)	ANYTIME	ANYTIME (on your watering day)	Between 7–10 am OR 7–10 pm on your watering day	Between 7–10 am OR 7–10 pm once per week on your Level 3 watering day
Hand-watering, drip irrigation	ANYTIME	ANYTIME	VOLUNTARY RESTRICTIONS encouraging residents to reduce water use where they are able to	Between 7–10 am OR 7–10 pm
Filling fountains, pools, hot tubs	ANYTIME	ANYTIME (on your watering day)		NOT PERMITTED
Pressure washing walkways, driveways, siding	ANYTIME	ANYTIME (on your watering day)		ONLY prior to application of paint, preservative, stucco, or sealant
New lawn permits	Can apply for a permit	Can apply for a permit		NO PERMITS ISSUED

Vegetable gardens and fruit trees are exempt from all watering restrictions, even in Level 4.

Deep Bay Improvement District - General Email

From: Deep Bay Improvement District <email@dbid.ca>
Sent: Sunday, May 17, 2026 8:47 AM
To: admin@dbid.ca
Subject: New message from "Deep Bay Improvement District"

Your Name*: Don Coghill
E-mail*: [redacted]
Phone*: [redacted]
Your Message*: Thank you for the response to my earlier concerns about high levels of chlorine in the water system.
I'm sorry I will not be able to attend the next DBID General Meeting Tuesday May 19. I do have questions though for the DBID Board.
Seeing as the DBID Board has decided to forgo building a new reservoir for 10 to 15 years.
When will a scheduled cleaning and disinfection be done on the reservoir?
With the documented knowledge that contamination does exist within the reservoir does the board and operator feel that steps to clean & disinfect the reservoir would be a prudent measure in mitigating future further spread of contamination within the districts water system?
Is the operator currently flushing the contents of the reservoir through the distribution system while chlorinating?
What is the current volume being maintained in the reservoir?

Thank you.

Don Coghill
[redacted]

Date: May 17, 2026
Time: 8:46 am
Page URL: https://dbid.ca/contact/
User Agent: Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/26.4 Safari/605.1.15
Remote IP: 24.69.92.172
Powered by: Elementor

RECEIVED
05/27/24

DBID Administrator.
Hello Mr Marsh.

First I wish to thank you for addressing my questions In past and bringing forward to the DBID Board my current questions which I understand the board will try and have answered by the next General Board Meeting.
I would like to note that my questions are coming as a concerned tax payer living in the DBID and nothing more.
Some of my questions may be of a technical nature but I can not excuse the fact that I do have extensive knowledge of the DBID water system and I'am a current Level 2 Water Operator, therefore my questions follow my knowledge and expertise.

I have recently listened to the May 20th DBID General Board Meeting.
I must say there are certainly a number of inaccurate statements that were clearly made by both yourself and some board members at this public meeting.

Please let me enlighten you with some facts.

1) You stated that the Deep Bay Reservoir had never been tested prior to your arrival.

Fact; Both the Reservoir and the Wells 4,5,6 & 8 were all tested consistently from Feb 3, 2020 to June 22, 2020. See VIHA Water Quality Sample Results.
Also see Don Buchner's Water Operator Reports for these same months regarding reasons for sampling.

2) Mr Kunn states that nothing was done to mitigate the cracks on top of the reservoir noted during the the 2012 engineering inspection.

Fact; Faust contracting did the caulking of the top of the reservoir in 2012. (See 2012 Water System Report - Major repairs to exterior of Reservoir $11,650).
Faust told me this while I was overseeing the concrete work on top of the reservoir in 2024. I also have pictures of the top of the reservoir showing caulking in all of the cracks across the top.
It was noted though during the most recent engineering inspection that rain water was penetrating the caulking in the cracks and entering the reservoir especially in the drain groove on top of the reservoir.

3) It was stated by Mr. Kunn that both myself and Mr. Buchner reported that the inside of the Reservoir was in " Pristine Condition " upon being inside the reservoir during the 2024 Herold Engineering Structural Inspection.

Fact; Neither Mr. Buchner nor I reported that the reservoir was in
"Pristine Condition"
In fact my written Observational Report which you have on file states, that numerous cracks were observed large in length and width, substantial rust buildup on pipes, failed caulking repair attempts on cracks especially in chamber A, water leaking through ceiling cracks and 2 skeletal remains of dead newts
(looks like a Salamander).
Some sediment was also noted in chamber A and it was swept up with the skeletal remains at that time.
Upon completion of this inspection Mr Buchner and I Flushed water through the reservoir to the waste line and partially refilled, added chlorine and completed the fill to mix and let stand 24 hours for disinfection before discharging to the waste line using dechlorination pucks and then refilling to be put back into service.
Fact: Potable Water Reservoirs should be cleaned every 5 to 7 Years depending on conditions.

If you would like I would be happy to provide some recommendations for cleaning crews for Potable Water Reservoirs.
I have used 2 different local companies in recent years and both provided excellent service followed by detailed inspection reports.

4) The DBID Contracted Water Operator stated that a Health Report of the entire system is required to be submitted by the operator to the government by June 30th of each year.

fact; This is inaccurate. The water operator is not required to submit a health report annually to the government.
An "Annual Water System Report" is required to published by the water provider by June 30th of each year and is required to be made public at this time.
In this report it describes the water system assets and it should state any changes to the system and any plans for future changes as well as water quality fails in that year.
I'm not sure if the DBID Contracted Water Operator was confused in regards to the required publication of Annual Water System Report with what he believes to be a Health Report but no such report exists or is required by VIHA.
The Annual Water System Report has been generated by the DBID for many years and it appears to be clearly posted on the DBID Website Dating back to 2008.
The Water Operator will often assist in helping provide the information required for the Annual Water System Report.
A annual water system inspection preformed by VIHA is also required and a report with recommendations is generated by VIHA and submitted to the water provider and operator.
Water Chemical Analysis Reports are also required by VIHA every 5 years or sooner depending on conditions of the chemical water analysis results.(See Licensing Permit). Water samples are taken by the Water Operator and submitted to a private licensed lab to be analyzed and results are then submitted to VIHA through the water provider.
Any requirements by the BC government in relation to providing potable water to the consumer will be posted on the permit provided to the water provider by the BC government.

One last thing. To your comment that perhaps I would attend the next DBID General Meeting to hear the response to questions and possibly answer some questions from the DBID Board.
I would not be interested in answering questions from the DBID Board because while I have a good knowledgeable of the DBID Water System I was not the contractor for the DBID and any questions that may arise by the board should be addressed by the contractor of that time period.

I would very much appreciate it if you would pass along this information to the DBID Board members.

Once again I thank you and the board for answering my questions and addressing my concerns as a tax payer of this community.

Regards.

Mr. Don Coghill
[redacted]

DEEP BAY IMPROVEMENT DISTRICT

Monthly Water Report

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

Report Period: May 1, 2026 – May 31, 2026

Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
Flow	0	0	0	428	683	4,030	17,035	**22,176**	*m3*
Pump RTM	0	0	0	30.59	18.51	122.37	460.67	**632.14**	*hrs*
Starts	0	0	0	7	7	27	65	**106**	*ct*

Logbook

DATE	LOG ENTRY	OPERATOR
2026-05-01	Positive TC counts of 1 at Mapleguard and Deep Bay Dr. Filled chlorine barrel and started the dosing pump. Flushing will start late next week.	AN
2026-05-04	Checked chlorine residuals.	
2026-05-05	Rounds. Sampled Reservoir, TCE, Mapleguard and Deep Bay Dr. Installed new meter and meter box on Hembrough.	AN
2026-05-07	First day of flushing.	AN
2026-05-08	Checked chlorine residuals. Refilled chlorine barrel and adjusted dosing settings.	AN
2026-05-11	Flushing.	AN
2026-05-13	Rounds. Sampled Reservoir, Fire Hall and TCE.	AN
2026-05-14	Flushing.	AN
2026-05-19	Rounds. Sampled Reservoir, Mapleguard and Deep Bay Dr. Leak reported in front of 5340 Gainsberg Rd. Assessed on site — no services nearby, likely a water main break. Contacted archaeological consultant Rob at Sea Beneath to determine if the site is within the Archaeological zone.	AN
2026-05-20	Confirmed the site is inside the Arch Zone and requires a permit. Sea Beneath will submit the application for urgent approval, expected to be approved the following day.	

DATE	LOG ENTRY	OPERATOR
2026-05-21	VIHA routine inspection with Amanda Ding, Stacy Sowa, John Marsh, Janine Sibley, Craig Kirstens, Christo Kuun, Colin Thompson and Jim McKerr. Hydrants flushed before and after inspection. Received permit to excavate and repair the leak on Gainsberg.	AN
2026-05-22	Edget Excavating, Sea Beneath and representatives from K’omoks FN and Qualicum FN on site to dig and repair the leak at 5340 Gainsberg Rd. Leak was a small hole in an old copper service line. A 3/4" poly line running parallel was found 2ft down, servicing 5340 Gainsberg. After confirming the copper line was not in service, an approximately 5ft section was cut out and replaced with a new 3/4" poly service connection to the resident’s meter box.	AN
2026-05-25	Checked chlorine residuals. Filled chlorine dosing barrel.	AN
2026-05-27	Sampled Reservoir, TCE and Fire Hall. Met with Rob Field to GPS locate all known leaks and issues requiring excavation in designated Arch zones. Partial day flushing hydrants.	AN
2026-05-28	Flushed hydrants.	AN
2026-05-29	Filled chlorine barrel.	AN

Deep Bay Improvement District

Hydrant & Standpipe Maintenance Report

Spring 2026 | Prepared by Core Water Management Ltd. | Operator of Record: Adam Norman CWP CWWP

Section 1 — Completed Repairs

ID	Location	Work Completed
H-1	5031 Mountainview Rd	Replaced 1× 2.5" nozzle gasket. Applied cap grease (3 caps).
H-5	5141 Myhres Rd	Replaced 1× 2.5" nozzle gasket.
H-7	5181 Gainsberg Rd	Replaced 1× 4" O-ring.
H-16	Marina	Replaced 1× 2.5" nozzle gasket. Replaced 4× 4" O-rings.
H-19	5349 Deep Bay Dr	Replaced 1× 2.5" nozzle gasket.
H-21	5439 Deep Bay Dr	Replaced 1× 2.5" nozzle gasket.
H-33	4891 Thompson Clarke E	Replaced 1× 2.5" nozzle gasket.
H-34	4830 Faye Rd	Replaced 2× 2.5" nozzle gaskets.
H-39	4867 Ocean Trail Rd	Replaced 1× 2.5" nozzle gasket.
H-46	55 Jamieson Rd	Replaced 1× 2.5" nozzle gasket.
H-47	Blackbeard / TCE	Replaced 1× 2.5" nozzle gasket.
H-48	Blackbeard / Mapleguard	Replaced 1× 2.5" nozzle gasket.
H-50	4709 Mapleguard Dr	Replaced 1× 2.5" nozzle gasket.
H-56	4565 Mapleguard Dr	Replaced 1× 2.5" nozzle gasket.
H-58	4477 Mapleguard Dr	Replaced 2× 2.5" nozzle gaskets. Replaced 1× 4" O-ring.
SP8	85 Privateer Dr	Replaced 1× 2.5" nozzle gasket. Isolation valve failure on Jun 2; Isolation valve replaced Jun 4. The 2-1/2" pipe leading to the standpipe was found to be leaking on start up. Excavated and replaced Jun 8.

Section 2 — Outstanding Deficiencies

ID	Location	Priority	Deficiency & Required Action	Notes
SP1	254 Sabina Rd	**High**	Gate valve failed closed, standpipe non-operational. Requires excavation and replacement of gate valve.	*Outside archaeological zone.*
H-10	Gainsberg / Hembrough	**High**	Isolation valve broken, hydrant could not be flushed. Requires excavation and repair or installation of new isolation valve.	*Inside archaeological zone — permit required before excavation.*
H-31	4971 Thompson Clarke E	**Medium**	Hydrant very stiff to operate. Requires full tear down and internal lubrication.	—
H-32	128 Melvin Dr	**Medium**	Barrel drain hole partially blocked, draining slowly. Likely requires reaming. Monitor; ream at next scheduled tear down.	—
H-40	Blue Heron / Ocean Trail	**Medium**	Isolation valve does not close fully and is very stiff to operate. Requires tear down and grease of valve and hydrant.	—

ID	Location	Priority	Deficiency & Required Action	Notes
H-50	4709 Mapleguard Dr	**Medium**	Stiff clunk on opening, internal wear or debris. Requires tear down and grease.	—
H-51	4615 Thompson Clarke E	**Medium**	Stiff clunk on opening. Requires tear down and grease.	—
H-56	4565 Mapleguard Dr	**Low**	Small leak through flange gasket at hydrant base. Not urgent, replace gasket at next scheduled tear down.	—
H-58	4477 Mapleguard Dr	**Medium**	Isolation valve very tough to close, required many cycles to seat. All 3 internal gasket seals need replacing at next tear down.	—
H-39	4867 Ocean Trail Rd	**Low**	Slight leak through bonnet gasket. Monitor; replace bonnet gasket at next tear down.	—
H-29	5091 Shoreline Dr	**Low**	Small ongoing leak in isolation valve. Exercised valve during inspection, improved but not fully sealed. Monitor at next inspection.	—
SP3	Crome Point Rd END	**Medium**	Standpipe not draining. Requires excavation and drilling of new drain hole.	*Outside archaeological zone, inside buffer zone — confirm buffer requirements before excavation.*
SP4	5532 Deep Bay Dr	**Medium**	Standpipe isolation valve leaking. Valve requires replacement.	—
H-3	5070 Gainsberg Rd	**Low**	Isolation valve very deep, valve key extension was fabricated for this valve specifically. Barrel not draining, needs to be torn down and reamed out.	
H-6	5165 Gainsberg Rd	**Low**	Isolation valve very stiff, exercised during inspection, closes fully and opens fully. Monitor stiffness at next inspection; grease if no improvement.	—
H-49	4688 Moors Dr	**Low**	Ditch culvert clogged under driveway at 4688 Moors Dr, limited flush duration during program.	

Section 3 — Standpipes Not Included in Flushing

The standpipes located along Deep Bay Drive in between each hydrant are not part of the flushing program for the following reasons.

- They are not part of the Deep Bay Fire Departments fire fighting program. They only use the 4” pumper ports of the fire Hydrants (As confirmed by Fire Chief George Lenz)
- They are not end of line flush points. The standpipes that are included in the flushing program are located at water main dead ends and are necessary to fully clean out the lines.
- We have no records of the last time they were opened which poses a high risk of valve failure. Furthermore, they are inside the archaeological zone, and a valve failure would require excavation. My recommendation is that they are left until the districts Multi Application Permit is approved.

Section 4 — Capital Infrastructure Recommendation

Proposed Flushing Point: Main Exiting Well 2 (Island Highway / Hembrough Area)

Background

Standpipe SP2, located at 7730 Island Highway W, is the only service point on the north side of the Island Highway in the DBID system. It is supplied by a long run of 38mm service line branching off the distribution main near Well 2. Well 2 is currently inactive. There is no existing flush point on the 150mm main running from the Gainsberg/Hembrough area up to Well 2, nor anywhere between Well 2 and the SP2 service connection.

Current Flushing Limitation

The only path for water to reach SP2 is from the reservoir, the full length of Gainsberg Road, up the 150mm Hembrough Road main, and back up to Well 2, a considerable distance. The 38mm service line connecting Well 2 to SP2 is far too small to flush the 150mm main effectively; any flow through the 38mm line produces negligible velocity of approximately 0.5 ft/sec (The minimum velocity to scour is 2.5ft/sec.) As a result, the main segment from Gainsberg/Hembrough to Well 2 cannot be adequately flushed under the current infrastructure, and SP2 itself can only be flushed through a 38mm line. The very sandy discharge observed at SP2 during the Spring 2026 program is consistent with a long, dead-end main that has not been effectively flushed.

Recommendation

Install a properly sized flushing point (minimum 50mm, ideally 75mm blow-off assembly) on the 150mm main at or immediately adjacent to the Well 2 site. This would enable:

1. A direct flush of the 150mm main from Gainsberg/Hembrough up to Well 2, producing adequate pipe velocity for effective sediment scour in that segment.
2. A secondary short flush of the 38mm service line from Well 2 to SP2, adequately purging the small-diameter branch.
3. A reliable flushing point to serve the north-highway section of the system in future annual programs without dependence on the undersized 38mm service line.

Deep Bay Volunteer Fire Department

May 2026 Chief's Report

We are allowing campfire until further notice. Signs will be change at the top of Jamison and Gainsberg when conditions change.

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.

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.

We are starting the purchase of equipment for the Structural Protection Unit (SPU). We are hoping to have it ready to protect up to 50 houses in the event of a interface fire.

The Society is organizing another bottle drive for September 12th. They have also been accepted to man the Sandcastle Days event this year. Contact Barb Nixon to volunteer at Sandcastle Days. They are also planning a garage sale in mid July watch for signs and check the website.

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 has a minor water leek. Checking to see if parts are needed.
- 8-3 has summer tires on for the summer.

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

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	0	0								0
	# Other fire calls	0	1	0	0	2								3
	# Motor Vehicle Incidents	5	7	0	0	3								15
	# First responder calls	1	7	12	3	8								31
	# Miscellaneous calls	0	1	1	1	4								7
Safety	# Worksafe related incidents	0	0	0	0	0								0
	Total calls	6	16	13	4	17	0	0	0	0	0	0	0	56
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
Active Membership:	Chief:	1												
	# Active officers (not incl Chief):	5												
	# Other active members (not in officer role):	17												
	Total # - Active Members:	23												
	Target range optimal:	30			30			30			30			
Firefighters: (no member should be counted twice in this section)	# Members fully qualified as interior & exterior firefighters	3												
	# Members fully qualified as exterior firefighters, interior firefighting in progress	with some interior												
	# Members fully qualified as exterior firefighters	5												
	# Members in training for exterior firefighting	15												
	# New members: no training	0												
Instructors & Evaluators	# Instructors qualified to train for interior & exterior operations level "in-house"	4												
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0												
	# Competency evaluators "in-house"	3												
# Certified as first responders		8												

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/05/2026 to 31/05/2026

Cheque No.	Payee	Amount
4825	Super Save Disposal Inc. (garbage bin)	74.39
4826	NextGen Automation (photocopier)	206.24
4827	Core Water Management Ltd. (monthly 4,500 + materials)	5,143.68
4828	Bowser Builders' Supply Ltd. (generator base blocks)	257.15
4829	David Scott Tranfield (Well 6 pre-owned generator)	18,000.00
4830	Janine Sibley (Padlock, DBID web domain)	29.17
4831	Denise Coghill	480.00
OBP-422475256	Municipal Pension Plan	438.70
OBP-417287948	Municipal Pension Plan	508.88
OBP-963302	BC Hydro	133.08
OBP-827802	BC Hydro	366.21
OBP-802802	Rogers (Shaw)	213.99
OBP-737502	BC Hydro	458.77
OBP-678802	BC Hydro	180.06
OBP-662503	BC Hydro	1,115.80
OBP-557302	BC Hydro	128.79
OBP-439402	BC Hydro	545.60
OBP-129100	Receiver General	4,333.13

Generated On: 09/06/2026

Waterworks cheque log May 2026	**$32,613.64**
Employee Deposits for May 2026	**$8,886.12**
Total Waterworks May 2026	**$41,499.76**

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/05/2026 to 31/05/2026

Cheque No.	Payee	Amount
4076	David Moase (Air bottles)	113.88
4077	Barry Foster (Burger night)	117.68
4078	Associated Fire Safety Equipment (Jaws of life service/repair)	1,553.34
4079	City of Nanaimo (training)	315.00
4080	Mid-Island Fire Equipment Ltd (Air pack service)	193.20
4081	Bowser Builders' Supply Ltd.	36.80
4082	Air Liquide Canada Inc (Oxygen)	42.35
4083	Pacific Air Mechanical Ltd. (Maintenance as per contract)	517.00
4084	Barry Foster (supplies for hall)	66.13
4085	David Moase (Batteries, door seal, seat organizer)	168.46
4086	Margaret Furnell (Truck maintenance breakfast)	64.83
4087	Mid-Island Fire Equipment Ltd (Air pack service)	166.95
OBP-642405	Telus Mobility	84.00
OBP-312802	TELUS Communications	56.13
4088	Minister of Finance	21.48
4089	Janine Sibley (ICBC SPU Trailer)	134.00
4090	Air Liquide Canada Inc (Oxygen tank lease)	847.99

Generated On: 09/06/2026

Total Fire cheque log May 2026	**$4,499.22**

DEEP BAY

IMPROVEMENT DISTRICT

BOARD REPORT

June 16, 2026 Meeting

Report Date: June 11, 2026

Meeting Date: June 16, 2026

From: John Marsh, Administrator

Subject: Monthly Report

Recommendation

1. THAT the June 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

The RDN passed the following motion 26-314 at their May 26, 2026 Board Meeting:

> WHEREAS the Regional Board of the Regional District of Nanaimo confirms that the Capital Upgrades to Deep Bay Improvement District in Electoral Area H:
>
> 1. is identified as a regional priority within a long-term capital investment plan;
>
> 2. has not been prioritized over a local government-owned priority project;
>
> 3. is supported by asset management planning.
>
> THEREFORE BE IT RESOLVED that $103,587 from Electoral Area H Community Works Fund be allocated in 2026 to the Deep Bay Improvement District for Capital Upgrades; AND FURTHER that the 2026-2030 Financial Plan be amended accordingly.

Official grant confirmation and requirements for grant payment has not yet been received by DBID.

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

Water Flushing

The Spring 2026 water flushing program was completed on June 4, 2026. A detailed report is provided with the Water Operators report included in this agenda package.

Water Leaks

Water leaks seem to be occurring more frequently and there is a financial impact of this. The leaks have primarily been at service connections. Four water leaks have been repaired in the past six months. These water leaks are listed on the Water Operator's Report in the month that they occur. The leaks were on Thompson Clarke West, Shoreline Drive, Privateer Drive, and Gainsberg.

The water pipes are aging out and as a result there is more potential for weak spots in the pipe and connections. The four leaks noted have been due to corrosion on the outside of old copper service lines or cracked pipes due to roadway settling.

The Gainsberg leak was within archaeological site DiSe-7a and as a result a provincial Heritage Conservation Act permit was required to carry out the leak repairs. The permit application work was completed by the DBID's archeological consultants, and the provincial Ministry issued an emergency permit described as: "Site alterations with monitoring as part of emergency waterline repairs near 5340 Gainsberg Road, Bowser, BC within DiSe-7 S'uqsen."

The construction methods are much different in the archaeological area than traditional methods used in the past. For instance, no Hydrovac equipment, a toothed bucket can only be used for asphalt removal and a combination of finishing bucket and hand digging for the remainder. These requirements result in the repairs taking longer and more costly. The Gainsberg repair in an archaeological area cost approximately $20,000 as compared to the Thompson Clarke West repair that was not in an archaeological area that cost approximately $7,000. This cost difference will have to be looked at on the DBID long term 25-year capital budget when projecting water line replacement costs in archeological areas.

Fixing the Gainsberg leak require turning the water off basically from the leak location all the way down the hill on Gainsberg including the restaurant and marina. Those properties that were signed up for emergency notification email system were advised of the repair the day before the work was carried out. In addition, staff phoned the restaurant and followed up by email.

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc. Late fee penalties were added, and the penalty amount was consistent with last year. A grounds person was retained to weed wack the fire hydrants and well site areas.

Need to be Completed Projects

There are several projects that staff and the Board are working on or have identified that need to be worked on. These include:

- Working with the engineers to identify computer mapping requirements and the approximate cost to carry out this work.
- Contacting property owners who have delinquent property taxes and explaining that when they are three years behind the property is subject to tax sale. Hopefully, a tax sale will not be required. If there is a tax sale it may be in September.
- Strategic Planning. Carry out preliminary work to be ready for the new Board to work on and establish a DBID Strategic Plan for 2027 and into the future.
- Update the Emergency Response Plan.
- Resolve confined space issues.
- Reservoir lease area.
- Asset management work.
- Prepare next years budget.
- Clean up the old firehall work bay area including proper shelving for water equipment and parts. This will free up necessary room for the storage of the Fire Department Structure Protection Unit.
- Web site changes including adding multi year water operator and water inspection reports.
- Create a file retention policy and address retaining and removing electronic files.

Respectfully submitted,

John Marsh
Administrator

DEEP BAY

IMPROVEMENT DISTRICT

BOARD REPORT

June 16, 2026 Meeting

Report Date:	June 11, 2026
Meeting Date:	June 16, 2026
From:	John Marsh, Administrator
Subject:	Deep Bay Improvement District (DBID) Trustee Elections

Recommendation:

That the Administrator be appointed as the Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Admin Assistant be appointed as the Deputy Returning Officer for the 2026 Deep Bay Improvement District Election;

And That the Administrator be authorized to carry-out the required tasks to plan for a November 21st, 2026 Election.

Background

The Deep Bay Improvement District (DBID) has one vacant trustee position, and two other trustee positions whose term will be expiring in 2026, and an election is required to fill the positions. A total of three Trustee positions will need to be filled.

This report provides an overview of the DBID election process and confirms the proposed upcoming dates for a General Election on November 21st, 2026.

Discussion

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

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

As noted in the Policy, the Board consists of 7 elected trustees each elected for 3-year terms, and each year vacancies are identified on a rotational basis as follows: 2-2-3. The Policy also notes that a general election occurs annually on a day and time (general voting day), specified by the

Returning Officer. DBID has appointed the Administrator as the Returning Officer in the past, therefore the Returning Officer is responsible for setting the election date.

There are three Trustee positions that will be up for election in 2026. These trustees were elected in 2023 for three-year terms expiring in 2026. The Trustee positions held by Craig Kerstens, Christo Kuun and the now vacant position previously held by Suzanne LaRoy. These three positions will be up for election for a three-year term.

Election Date (General Voting Day)

Holding the election on November 21st works in terms of providing notice to the ratepayers through the Pipeline newsletter that will be mailed out with the semi-annual October water billing and working around statutory holiday time constraints.

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

- The nomination period will be scheduled for 10 business days and will close at least 14 days prior to general voting day.
- Notice of the nomination period will be given at least 14 days in advance of the start of the nomination period. There is no legislative mailing requirement for this.
- Per Letters Patent, notice of an election will be provided at least 14 days in advance of the election. This notice is required to be mailed to ratepayers.
- In addition to general voting day, an advanced voting opportunity will be established on a day and time specified by the Returning Officer. The advance voting opportunity will be at least 3 days prior to general voting day.

A general voting day of Saturday, November 21st, results in a sequence of election requirements noted below. It is intended that all these requirements and dates will be listed in the Pipeline that will be mailed approximately October 7th, 2026:

- Notice of Nomination Period (in the Pipeline) – Wednesday, October 7th
- Nomination Period Opens – Thursday, October 22nd
- Nomination Period Closes – Thursday, November 5th
- Advanced Voting Day – Monday, November 16th, from 3:00 pm to 7:00 pm
- General Voting Day – Saturday, November 21st, from 10:00 am to 2:00 pm

In terms of next steps, staff will move forward preparing for the 2026 Trustee Elections.

Financial Implications

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

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

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

Operational Implications

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

Attachments

1. Deep Bay Improvement District Election Procedures Policy 10.01.01

Respectfully submitted,

_____

John Marsh
Administrator

Deep Bay Improvement District

Election Procedures Policy

Policy Number: **10-01-01**

1. INTRODUCTION

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

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

2. DEFINITIONS

RETURNING OFFICER

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

POLL CLERK

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

SCRUTINEER OR CANDIDATE REPRESENTATIVE

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

3. VOTER ELIGIBILITY

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

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

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

4. TRUSTEE ELIGIBILITY

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

5. NUMBER OF TRUSTEES

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

6. ANNUAL ELECTIONS

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

7. BY-ELECTIONS

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

8. ADVANCE VOTING OPPORTUNITY PROCEDURES

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

9. NOMINATIONS

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

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

10. NOTICES

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

11. VOTERS LIST

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

12. ELECTION PROCEDURES FOR VOTING

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

b. asks the individual to give an oral declaration;
c. initials beside the elector's information confirming that an oral declaration was given;
d. provides the elector with a ballot;
e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.

5. If the individual presents themselves as an agent of a board or corporation or authorized agent or legal representative, the individual must also present formal documentation supporting that they have been assigned authority as agent for that board or corporation's interest or legal representative in property owned within the Deep Bay Improvement District jurisdiction. Only one agent per board or corporation will be permitted to vote. The Poll Clerk:

    a. asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership, attaching a copy of the board or corporation's authorization as agent or legal representative documentation;
    b. asks the individual to give an oral declaration;
    c. initials beside the elector's information on the voters list confirming that an oral declaration was given;
    d. provides the elector with a ballot; and,
    e. reminds the elector they have an opportunity to mark, with an X, one or more choices, to a maximum of the number of trustee vacancies there are to fill.

6. The elector then marks their ballot and deposits the folded ballot into the ballot box.

13. BALLOT COUNT:

1. Ensure only the Returning Officer, Poll Clerk and appointed scrutineers are present at the count:

    a. a candidate's scrutineer may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that any potentially spoiled ballots are ruled on by the Returning Office in a fair and consistent manner.

2. Determine the number of eligible electors that voted;

3. Open the sealed ballot boxes. The ballots from the advance voting opportunity and general voting day will be kept separate;

4. The Returning Officer will count the ballots using tally sheets, a separate tally sheet will be used for the advanced voting opportunity and general voting day:

    a. a ballot will be counted when it clearly identifies not more than the maximum number of vacancies with an X,

b. a tick mark will be accepted if the intent of the elector is clearly indicated; and,
c. any writing, drawings or distinguishable markings will spoil the ballot and the ballot will not be counted towards the total votes.

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

14. ELECTION CHALLENGE

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

15. RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

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

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

Approval History

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

DEEP BAY

IMPROVEMENT DISTRICT

BOARD REPORT

June 16, 2026 Meeting

Report Date: June 11, 2026

Meeting Date: June 16, 2026

From: John Marsh, Administrator

Subject: Island Health Drinking Water Inspection Report

Recommendation

1. THAT the June 11, 2026 Administrator's Water System Inspection Report be received for information.
2. THAT the May 21, 2026 Island Health Drinking Water Inspection Report be received as correspondence in.

Background

The Vancouver Island Health Authority (VIHA) conducted a routine inspection of the DBID water system on May 21, 2026 and have provided a detailed 2026 water system inspection report, copy attached. The report identifies the DBID water system with a hazard rating of Low. There were no critical hazard or sanitation and maintenance violations identified in the 2026 report.

In contrast to this recent inspection the previous 2023 VIHA inspection report, copy attached, had a hazard rating of moderate. The 2023 report had a critical hazard violation relating to the operation and maintenance of the reservoir. A sanitation and maintenance violation was also identified in 2023 due to there not being a drought component in the Emergency Response Plan.

Report Details

The 2026 Island Health Drinking Water Inspection Report results are very good news in that the DBID water system now has a hazard rating of low and there were no critical hazard violations. This is a significant improvement over the 2023 inspection report. The maintenance and operations problems with the reservoir that were identified by VIHA in September 2023 where they stated that "The current operation of the reservoir is not a long-term solution, and a permanent fix is required. The source of contamination must be identified and remediated.", have been fixed. By receiving a clean report on the reservoir in the 2026 VIHA Inspection report is confirmation that the source of contamination was identified and corrected.

A summary of the information included in the 2026 and the 2023 VIHA Water System Inspection Reports follow:

<u>VIHA Water Inspection Report – May 21, 2026</u>

- VIHA Hazard rating of the DBID water system at the time of inspection – Low
- VIHA Report Violation Summary
    - Critical Hazard – None
    - Sanitation and Maintenance - None

Highlights identified by VIHA in the 2026 VIHA Water Inspection Report:

- Well 8 currently has chlorine added during the flushing process. The full process has been submitted to file. Chlorine is monitored as it enters the system and throughout the distribution.

- Reservoir has been assessed by engineers in the latest Water Tank Conditions Assessment, February 2024. The assessment outlines recommendations and remedial options for the serviceable life of the tank. Since the tank has been assessed to be in serviceable condition for the next 10-15+ years, it would be ideal to have a brief, updated report every 5 years to monitor its condition and any repairs required. Optionally, any significant findings or monitored changes could be briefly included in the annual report.
- A sample port at the reservoir was shown during the inspection by the operator. It was noted that the type of sampling port may create false positives in bacteriological sampling. Upgrades to the sampling port to improve efficiency and eliminate false positives were discussed. These upgrades do not require permit waivers or applications.
- Last full chemical analysis for all source water wells was completed November 2022. This is due every 5 years and is next due in November 2027.
- A Maintenance Plan appears to be in place and records are well kept by the water operators.
- Treatment plans and communication with our office for Wells 1, 2 and 3 before they come online.

Previous VIHA Water Inspection Report – September 20, 2023

- VIHA Hazard rating of the DBID water system at the time of inspection – Moderate
- VIHA Report Violation Summary
    - Critical Hazard – Operations and Maintenance - Reservoir
    - Sanitation and Maintenance – Emergency Response Plan

Highlights identified by VIHA in the 2026 VIHA Water Inspection Report:

- The reservoir has been identified as a likely source of recurring total coliforms observed in 2019/2020. There is indication that the reservoir cannot be completely severed off from the distribution system as fire suppression needs require the reservoir storage. There is a plan in place to ensure that stored water does not remain stagnant which would potentially allow for bacteriological growth in the reservoir. However, there is a risk of stored water entering the distribution system. Water quality results from two samples collected on September 11, 2023 had 3 and 34 total coliforms present and showed high background bacteriological counts.
- Reservoir Corrective Action – The reservoir is an integral component of the drinking water system and should be continuously online and free of total coliforms. The current operation of the reservoir is not a long-term solution, and a permanent fix is required. The source of contamination must be identified and remediated.
- The April 2022 Emergency Response plan was submitted. Island Health requires all Emergency Response Plans to include a drought component that is separate from the generic “loss of source” emergency and this plan does not include that.

Respectfully submitted,

John Marsh
Administrator

Drinking Water Inspection Report

Environmental Public Health

System Name	System Number
Deep Bay Improvement District	1310854
Facility Address	**EHO**
5031 Mountain View Road, Bowser, BC V0R 1G0	Amanda Ding
Manager	**Manager email**
James McKerr	james@corewater.ca
Legal Owner	**Legal Owner email**
Deep Bay Improvement District	admin@dbid.ca
Operator	**Operator email**
System Type 301 - 10,000 Connections	

Inspection Information

Inspection Date May 21, 2026	**Inspection Time**
Inspection Type Routine	**Follow-up required** NO
Hazard Rating at Time of Inspection Low	**Follow-up Date**

Comments (Additional Comments may be on next pages)

System Description:
Routine Inspection was conducted on site with the Water System Owners and Operator (third party contractor).
The water system supplies a drinking water to the Improvement District, consisting of residences and commercial facilities and a total of around 647 connections, population of around 1500.

Water System Info/General Observations:
Water is sourced from 4 deep wells, drawing from Aquifer Number 416:
Well 6 (Well Tag Number 102152, Well ID Plate Number 13736) - Drilled 89ft depth, Static level 1.95ft.
Well 5 (Well Tag Number 96930, Well ID Plate Number 13735) - Drilled 86ft depth, Static level unknown/unindicated on well logs.
Well 8 (Well Tag Number 74923, Well ID Plate Number 13737) - Drilled 82.3ft depth, Static level 4.6ft.
Well 4 (Well Tag Number 22088, Well ID Plate Number 13734) - Drilled 70ft depth, Static level 17ft.
Well caps appear secure and have sanitary seals in place. Wells 6, 5 and 8 are inside locked well houses, designated staff access only.
Well 4 also has locked access and is located inside a pit/confined space. Well 4 may have condensation build up or a small leak and operators are aware of the issue.
Well houses are insulated and in sanitary condition.
There is no treatment or disinfection in the system.
Well 8 currently has chlorine added during the flushing process. The full process has been submitted to file. Chlorine is monitored as it enters the system and throughout the distribution. Adding chlorine here would mean it is diluted during blending in the reservoir. Readings in the distribution system are kept on file with the operator and the logs for the last

Signatures

Received By
Adam Norman

EHO Signature Amanda Ding

amanda.ding@islandhealth.ca

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Deep Bay Improvement District	1310854
Facility Address	**EHO**
5031 Mountain View Road, Bowser, BC V0R 1G0	Amanda Ding
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System Type 301 - 10,000 Connections	

Inspection Information

Inspection Date May 21, 2026	**Inspection Time**
Inspection Type Routine	**Follow-up required** NO
Hazard Rating at Time of Inspection Low	**Follow-up Date**

Comments (Continued from previous page)

month have been submitted to file. The average readings are around 0.48mg/L chlorine in the distribution system.

Reservoir is an above ground concrete tank with gated access.
Reservoir has been assessed by engineers in the latest Water Tank Conditions Assessment, February 2024. The assessment outlines recommendations and remedial options for the serviceable life of the tank. Since the tank has been assessed to be in serviceable condition for the next 10-15+ years, it would be ideal to have a brief, updated report every 5 years to monitor its condition and any repairs required. Optionally, any significant findings or monitored changes could be briefly included in the annual report.

A sample port at the reservoir was shown during the inspection by the operator. It was noted that the type of sampling port may create false positives in bacteriological sampling. Upgrades to the sampling port to improve efficiency and eliminate false positives were discussed. These upgrades do not require permit waivers or applications; please send a picture once completed. After the install is complete, take a routine sample after ample flushing.

Facility Operator Training: Operator has completed EOCP Water Treatment Operator Level II and is qualified to maintain/operate the system including emergency repairs. A copy of the operator's certificate is on file.

Water samples:
Bacteriological samples have been submitted weekly. Recent results have been mostly satisfactory. Some Total Coliform counts of 1 in April were likely attributed to sampling error, potentially due to the type of sampling ports mentioned above.

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Inspection Information

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Inspection Type Routine	**Follow-up required** NO
Hazard Rating at Time of Inspection Low	**Follow-up Date**

Comments (Continued from previous page)

The frequency and number of samples meet or exceed required number of samples as per Schedule B of the Drinking Water Protection Regulation.

Last full chemical analysis for all source water wells was completed November 2022. This is due every 5 years and is next due in November 2027.
The only parameter above Aesthetic Objectives is Iron (Well #4) at 0.438mg/L (AO = 0.1mg/L). Well water is blended in the reservoir and the other wells in use are below the AO. There are no readings for concentrations in blended water.
The operator has not mentioned any complaints or noted any major discoloration in the water to date and since there is no Maximum Allowable Concentration (MAC) for iron according to the Guidelines for Canadian Drinking Water Quality, thus there is no treatment required for iron at this time.
Well 4 (2.88 NTU) and Well 6 (1.13 NTU) have turbidity levels above 1.0 NTU.
Resampling for turbidity would be highly recommended for Wells 4 and 6, to determine whether filtration would be needed, especially if there is a consistent turbidity issue above 1.0 NTU.
There are no other parameters exceeding the Maximum Allowable Concentration according to last sample results for other wells that are in use.

Wells 1, 2, and 3 were also tested for chemistry in November 2022. There was some interest in bringing these online again for drinking water.
Well #2 is especially high in Iron and Lead. It also has significantly more turbidity, reduced pH and more corrosivity.
These issues may need to be considered in addition to the last hydrogeologist assessment for Ground Water at Risk of Pathogens (GARP). A treatment system at the source may be required for these wells before it is blended at the

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Inspection Information

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Inspection Type Routine	**Follow-up required** NO
Hazard Rating at Time of Inspection Low	**Follow-up Date**

Comments (Continued from previous page)

reservoir.

Administration:
Source to Tap document has been completed in the past and is on file.
Emergency Response and Contingency Plan is in the file and last updated September 2023. If this has further updates, please send an updated copy to our office. Include a copy in your office and/or the well houses in case of emergencies to aid in staff response.
GARP Assessment for sources was last completed by a hydrogeologist in September 2023.
A Maintenance Plan appears to be in place and records are well kept by the water operators.
The Annual Report for 2025 is due on June 30, 2026; this can be completed by sending a copy to our office for the file or having it posted online for public view. Please update the estimated number of connections on this next report.
Please provide treatment plans and communication with our office for Wells 1, 2 and 3 before they come online.

Signatures

Received By
Adam Norman

EHO Signature Amanda Ding

amanda.ding@islandhealth.ca

Violation Summary

Critical Hazard

Signatures

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EHO Signature Amanda Ding

amanda.ding@islandhealth.ca

Violation Summary

Sanitation and Maintenance

Signatures

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EHO Signature Amanda Ding

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Critical Hazard (requiring immediate attention)

301 Microbiological Contamination Due to Flood
- Flood waters impacting well or surface water source
- Flood waters surrounding well head
- Source water quality deterioration or contamination

302 Microbiological Contamination Due to Sewage
- Sewerage system constructed within 30m, or holding tank within 15 meters, of well without a professional report
- Discharge of domestic sewage causing, or likely to cause, contamination of water supply system

303/304 Microbio. Contamination Due to Industrial/Agricultural
- Contamination of source water from industrial or agricultural operation or incident

305 Microbiological Contamination Due to Other (Specify)
- Turbidity compromising water quality and/or impacting disinfection / treatment systems
- Surveillance data indicates drinking water related to outbreak or illness
- Failure to provide potable water
- Failure to monitor for total coliforms and E. coli

306 Chemical Contamination of Raw Water Supply
- High risk incident (spill or storage) potentially resulting in chemical contamination of source water
- Chemical and/or physical water quality parameters in excess of Health Canada GCDWQ

307 Contamination of Finished Water – Reservoir
- Evidence or high probability of intentional or unintentional contamination of stored water without further treatment afterwards (e.g. Dead animal in reservoir, hatch left open, vandalism)

308 Contamination of Finished Water (Distribution)
- Evidence or confirmation of compromised water mains causing contamination in distribution
- Distribution system integrity failure

309 Cross-Connection
- Evidence or confirmation of cross connection

310 Use of Unapproved Source
- Groundwater, surface water, or rainwater source added to water system without notification to DWO

311 Interruption of Treatment/Disinfection
- Equipment not operating as designed/intended

312 Inadequate Treatment/Disinfection
- Inadequately treated/disinfected drinking water at risk of containing chemical exceedances or pathogens
- Failure to provide disinfection to surface water or GARP well
- Failure to meet treatment objectives for source water
- Updated risk assessment of source water requires increased treatment (i.e. GARP, ongoing chemical exceedances)
- Chemical or bacteriological analysis demonstrates health risk and need for increased treatment
- Chemical analysis demonstrates need for pre-treatment to ensure subsequent treatment equipment is effective

313 Operations and Maintenance/Other
- Inadequate operator training as per EOCP Classification for Large System or for SWS as per OP conditions
- Failure to meet requirements of OP conditions
- Inadequate construction or protection of infrastructure
- Construction on water system without CP or CW

Sanitation & Maintenance

314 Improper Maintenance of Distribution System
- Inadequate flushing program in place
- Inadequate asset management
- Evidence of sediment release from distribution system
- Insufficient disinfection residual

315 Improper or No Disinfection of New or Repaired Mains
- Acceptable standard not followed or bacteriological testing demonstrates inadequate disinfection prior to use of water main.

316 Source Unprotected and Subject to Contamination
- Well construction unsatisfactory (lack of sealed well cap, surface seal, adequate stick-up)
- Mechanisms / physical barriers to prevent damage to well/intake absent
- No adequate watershed or wellhead protection plan in place

317 Inadequate or Improper Construction of Water Works
- Unapproved materials or equipment used
- Work not completed by a qualified person
- Works completed without a Construction Permit/Waiver
- Construction works do not match Construction Permit/Waiver

318 Inadequate Microbiological Analysis Data
- Frequency of bacteriological analysis is inadequate
- Total coliforms and/or E. coli are not included in analysis
- Resamples are not submitted as required.

319 Inadequate Chemical Analysis Data
- Frequency of chemical analysis is inadequate
- Parameters included in analysis do not meet requirements

320 Interruption of Treatment
- A non-essential component of treatment system non-functional

321 Inadequate Treatment
- A component of treatment system, for aesthetic based parameters, removed
- Change to aesthetic water quality requires increased treatment

322 Emergency Response Plan
- ERP not available on site for staff
- ERP not submitted to DWO
- ERP content is inadequate or outdated

323 Other (Specify)
- Annual Report not made publicly available
- Monitoring equipment not available

DRINKING WATER SYSTEM INSPECTION REPORT

VANCOUVER ISLAND health authority

Health Protection

SYSTEM NAME: Deep Bay Improvement District		E.H.O. NAME: Stacey Sowa	
ADDRESS: 5031 Mountain View Road Deep Bay		POSTAL CODE: V0R 1G0	SYSTEM NUMBER: 1310854
OPERATOR: Don Buchner		INSPECTION DATE (DMY): 20 / 09 / 23	TIME SPENT(Hrs. - nearest 1/4): ~~2 hrs~~ 4hrs

SYSTEM TYPE(CHECK One)

☐ > 20,000 (DWP) ☐ 10,001 - 20,000 (DWM) ☒ 301 - 10,000(DWT) ☐ 15 - 300(DWC) ☐ 2 - 14(DWS)

☐ 1 - SERVES PUBLIC (DWQ) ☐ 1 HAULER (DWH)

TYPE OF INSPECTION

☐ INITIAL ☒ ROUTINE

☐ COMPLAINT ☐ FOLLOW-UP

CRITICAL HAZARD

These items relate to Public Health Safety & **MUST RECEIVE IMMEDIATE ATTENTION**

Microbiological Contamination of Raw Water Supply Due to:

- ☐ 301 Flood
- ☐ 302 Sewage
- ☐ 303 Industrial
- ☐ 304 Agriculture
- ☐ 305 Other (Specify) _____
- ☐ 306 Chemical Contamination of Raw Water Suply
- ☐ 307 Contamination of Finished Water - Reservoir
- ☐ 308 Contamination of Finished Water - Mains
- ☐ 309 Cross-Connection
- ☐ 310 Use of Unapproved Source
- ☐ 311 Interruption of Treatment
- ☐ 312 Inadequate Treatment
- ☒ 313 Other (Specify) Operations and Maintenance - Reservoir

SANITATION & MAINTENANCE

These items must be corrected within a designated time period

- ☐ 314 Improper Maintenance of Distribution Sytsem
- ☐ 315 Improper or No Disinfection of New or Repaired Main
- ☐ 316 Source Unprotected and Subject to Contamination
- ☐ 317 Inadequate or Improper Construction of Water Works
- ☐ 318 Inadequate Microbiological Analysis Data
- ☐ 319 Inadequate Chemical Analysis Data
- ☐ 320 Interruption of Treatment
- ☐ 321 Inadequate Treatment
- ☒ 322 Emergency Response Plan
- ☐ 323 Other (Specify) _____

CODE	FINDINGS AND ACTIONS REQUIRED

- System currently operating with four wells (Well 4, 5, 6, 8). Well 7 has no pump in it and Wells 1, 2, 3 are segregated off the system with 2 gate valves (these wells are routinely flushed).
- All wells adequately secured, free of sources of contamination around the well heads, and protected from the elements (eg. frost protection).
- Idle wells are routinely flushed. There is a mechanism to flush water lines from well to distribution for these idle wells.
- Wells feed into a bi-directional distribution system and there is no primary or secondary disinfection in place. Wells can feed directly to users or can be used to fill reservoir.
- Back-up emergency power in place at Well 8 to ensure continued water service during power outages.
- All connections have a cross connection control back-flow prevention device.
- Operators meet training requirements outlined in the Drinking Water Protection Regulation.
- Routine bacteriological samples from distribution submitted as required. Results have been satisfactory.

313

Observation - The reservoir has been identified as a likely source of recurring total coliforms observed in 2019/2020. There is indication that the reservoir is compromised in several locations with evidence of leaks. The reservoir has not been actively in use since 2020. The reservoir cannot be completely severed off from the distribution system as fire suppression needs require the reservoir storage. There is a plan in place to ensure that stored water does not remain stagnant which would potentially allow for bacteriological growth in the reservoir. However, there is a risk of stored water entering the distribution system. Water quality results from two samples collected on September 11th, 2023 had 3 and 34 total coliforms present and showed high background bacteriological counts. The reservoir was shock chlorinated and follow-up sample results from two samples collected on September 18th, 2023 showed <1 total coliforms and E. coli present.
Corrective Action - The reservoir is an integral component of the drinking water system and should be continuously online and free of total coliforms. The current operation of the reservoir is not a long term solution and a permanent fix is required. The source of contamination must be identified and remediated. The owner and operator of the system must provide an Implementation Plan to resolve the ongoing contamination potential by November 1, 2023.

At the time of inspection this system has a hazard rating of ☐ HIGH ☒ MODERATE ☐ LOW ☐ Issue Permit ☐ Conditions of Permit

FOLLOW UP ☐ VISIT ☐ PHONE Date / /

RECEIVED BY	PRINT NAME	E.H.O.
Emailed to Operator	Sept 21, 2023	Stacey Sowa

H:\EHO\FORM\DIRNKING WATER SYSTEM INSPECTION REPORT- JUNE 2012 WHITE COPY - OPERATOR YELLOW COPY - INTERNAL PINK COPY - E.H.O.

VANCOUVER ISLAND health authority

Health Protection and Environmental Services

INSPECTION SUPPLEMENTARY REPORT

REFERENCE #_____

Deep Bay Improvement District - Page 2 | September 20, 2023

NAME | DATE

CODE	REMARKS	CORRECTION DATE

322

Observation - The April 2022 Emergency Response plan was submitted. Island Health requires all Emergency Response Plans to include a drought component that is separate from the generic "loss of source" emergency and this plan does not include that.

Corrective Action - Please update the plan to include a drought specific component by November 1, 2023. The drought response should include water conservation measures implemented by the water system (i.e. watering restrictions, leak mitigation, etc.)

Items for Follow-up:

1. Chemical analysis requirements are met. All wells, including idle wells are tested annually. 2021 results submitted. 2022 results will be submitted.
2. Wells 5, 6, and 8 have had check-valves installed; these were installed without a construction permit or construction permit waiver. Please provide spec details on valves. All future construction works must have a construction permit or waiver issued by the Island Health Public Health Engineer before commencing.
3. The Payne Engineering Technology report from 2016 recommends that the Aquifer and Well Protection Plan be updated in 2015. Island Health supports this recommendation.
4. The 2022 Annual Report was due on June 30, 2023. Please submit the 2022 Annual Report as soon as possible.
5. The British Columbia Guidelines (Microbiological) on Maintaining Water Quality in Distribution Systems outline the requirement for secondary disinfection (i.e. chlorine residual) in large municipal distribution systems to ensure that water distributed to users is protected from contamination. With the ongoing total coliform concerns from the reservoir, the Deep Bay Improvement District should begin planning for the implementation of secondary treatment. The Guideline will be provided via email and follow-up with these requirements will follow.
6. There is interest to bring Well #1 back on line. This well has been assessed at At Risk for Groundwater at Risk of Containing Pathogens by the Drinking Water Officer. Further assessments are being finalized by the operator and that information will inform the next steps. Please submit final hydrogeo report as soon as it becomes available.

Received By: Emailed to Don Buchner

Printed Name: _____

Inspected By: _____

Printed Name: Stacey Sowa

Dec 2004 WHITE - OPERATOR YELLOW - DATA ENTRY PINK - INSPECTOR