

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 June 16, 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. Hydrant & Standpipe Inspection Report

G. REPORTS

1. June 2026 - Water Operator's Reports

Recommendation:

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

2. June 2026 - Fire Chief's Report

Recommendation:

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

3. June 2026 - Financial Reports

- a. Total cheques issued for Water Department for May 2026: \$46,281.88
- b. Total cheques issued for Fire Department for May 2026: \$21,612.81

Recommendation:

THAT the June cheque registers be received for information.

4. July 2026 – Administrator’s Report

Recommendation:

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

H. BYLAWS - None

I. RESOLUTIONS - None

J. NEW BUSINESS

1. Consideration to cancel August Board meeting

K. QUESTION PERIOD

L. ADJOURNMENT

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

OPEN SESSION MINUTES

PRESENT:

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

REGRETS:

Lisa Sharcott

STAFF:

John Marsh – Administrator
Janine Sibley – Assistant Admin

GUESTS: 1

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

May 19, 2026 Regular Open Session minutes

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board approve the May 19, 2026 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION - None

D. INTRODUCTIONS OF LATE ITEMS

1. Letter from Don Coghill dated June 12, 2026 -
2. G. W. Solutions Water System Regulatory Requirements dated April 22, 2026.
3. White Pacific Replacement of Two Failing SCADA Packs at Well 4 and Well 8 dated March 27, 2026
4. Email from Corewater Management for Water Sample Port Replacement at the Reservoir Site dated June 16, 2026.

Date: June 16, 2026

Item 1 - Motion to accept as a late item -

DEFEATED

Item 2 - Motion to accept as a late item – To be added under New Business

CARRIED

Item 3 – Motion to accept as a late item – To be added as #3 under the water operator’s report

CARRIED

Item 4 – Motion to accept as a late item – To be added as #4 under the water operator’s report

CARRIED

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

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

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

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

CARRIED

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

MOVED by Trustee Kerstens

SECONDED by Trustee Woodward

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

CARRIED

G. CORRESPONDENCE IN

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

MOVED by Trustee Koch

SECONDED by Trustee Kuun

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

CARRIED

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

MOVED by Trustee Woodward

SECONDED by Trustee Kuun

Date: June 16, 2026

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.

CARRIED

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

MOVED by Trustee Kerstens

SECONDED by Trustee Koch

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

CARRIED

H. REPORTS

1. May 2026 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the Board proceed with having White Pacific replace two failing SCADA packs at Well 4 and Well 8 as quoted on their March 27, 2026 quote of \$10,040.63

CARRIED

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board go ahead and have Corewater change the sample port at the reservoir at an estimated cost of \$4,500 plus installation and labour.

CARRIED

2. May 2026 Fire Chief's Report

MOVED by Trustee Woodward

SECONDED by Trustee Koch

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

CARRIED

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

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the May 2026 cheque registers be received for information.

CARRIED

4. June 2026 – Administrator’s Report

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

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

CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS

1. June 2026 – Trustee Elections

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

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 as written.

CARRIED

2. June 2026 – Island Health Water System Inspection Report

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the June 11, 2026 Administrator’s Water System Inspection Report be received for information.

AND THAT the May 21, 2023 Island Health Drinking Water Inspection Report be received as correspondence in.

CARRIED

Date: June 16, 2026

3. G.W. Solutions Water System Regulatory Requirements dated April 22, 2026

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board authorize G.W. Solutions to proceed with Task 1, 2, 3 and 4 as written on their April 22, 2026 cost estimate proposal and proceed with looking at wells 1 and 3 with the possibility of bringing them back online.

CARRIED

L. QUESTION PERIOD and COMMENTS - None

ADJOURNMENT

The meeting was adjourned at 9:28 pm to go into an camera meeting.

Chair of the Trustees

Corporate Officer

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.	<i>Outside archaeological zone, inside buffer zone — confirm buffer requirements before excavation.</i>
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 IMPROVEMENT DISTRICT

Monthly Water Report

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

Report Period: June 1, 2026 – June 30, 2026

Well Meter Readings

	Well #1	Well #2	Well #3	Well #4	Well #5	Well #6	Well #8	TOTAL	Units
Flow	0	0	0	2621	3006	3712	12,668	22,007	<i>m3</i>
Pump RTM	0	0	0	144.25	110.82	147.71	341.74	744.52	<i>hrs</i>
Starts	0	0	0	78	69	68	93	308	<i>ct</i>

Logbook

DATE	LOG ENTRY	OPERATOR
2026-06-01	Rounds. Sampled Reservoir, Deep Bay Dr. and Mapleguard. PRV outflow pressure gauges not reading. Checked line pressure at next downstream hydrant and found a pressure consistent with normal readings. Ridgeline will investigate when they come to do their repairs.	AN
2026-06-02	Flushing. Encountered failed isolation valve for the standpipe at 85 Privateer Dr. Hand dug the valve in hopes it may have just been a stripped operating nut, but it appears to be the internal valve stem that has broken. Isolated the main and capped the standpipe, limiting the leak to the drain hole only until the valve can be fully excavated and replaced.	AN
2026-06-04	Excavated and installed a new isolation valve at 85 Privateer Dr. Upon returning water service to the area, noted that corrosion has damaged the steel pipe running from the main to the standpipe. Left the new isolation valve secured and the pinhole-leaking steel pipe until Monday, when the remaining steel section (~6-10') will be trenched out and replaced with PVC. Completed the flushing program and turned off the chlorine dosing pump.	AN
2026-06-08	Rounds. Sampled Reservoir, TCE and Fire Hall. Excavated the remaining corroded/leaking steel pipe back to the main and replaced the line from the main to the standpipe.	AN
2026-06-16	Monthly board meeting.	AN
2026-06-17	Rounds. Sampled Reservoir, Mapleguard and Deep Bay Dr. Met with Trustee Kuun and a contractor to have the reservoir hatches sanded and repainted.	AN
2026-06-22	Met Ridgeline onsite to enter the PRV valve chamber: replaced 1-1/2" PRV and isolation valves, rebuilt the 6" valve. Water was shut down from 5300 Gainsberg, isolating every address downstream. The shutdown window in the public notice was 9-11am but had to be extended to 11:30am due to unforeseen issues.	AN
2026-06-24	Ridgeline returned to continue work on the 6" valve. Intent was to replace the upstream isolation valve, which was not closing tight; after exercising the valve repeatedly with and without pressure, it closed tight and replacement was not needed. 6" rebuild kit installed, but on start-up they were unable to get the valve to seat and reduce pressure. 6" valve left isolated.	AN
2026-06-25	Ridgeline got the valve to seat using several work-arounds. A part had previously been removed by a former valve technician/operator in order to make this valve operable. Ridgeline will provide their recommendations moving forward in a written report.	AN
2026-06-26	The known leak near 151 Crome Pt Rd has worsened. Elevated the response to an emergency and applied for the archaeological permit extension. Contractors will be on site July 3 to excavate and repair.	AN

Deep Bay Volunteer Fire Department

July 2026 Chief's Report

As of July 16th 2026 there will be a total burn ban in effect. Please do not light you open air fires till further notice. We will post changes at the top of Jamison and Gainsberg as well as on the DBID website.

It was discussed a couple of years ago and an opportunity to get some free clean dirt to widen the roadway beside the fire hall. With the free fill we needed to bring a machine in to level the dirt and thought it would be a good time to put some good road material on top. This might settle a little over the next couple of years at which time if needed we can bring in another load to build it up. This was all done as cost efficient as possible.

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

We are making good headway on getting members trained and had a couple of new volunteers show up in June but still encourage more people to join.

We are starting the purchase of equipment for the Structural Protection Unit (SPU). We are hoping to have it ready to protect up to 15 houses in the event of an interface fire. A trailer has been purchased and should be ready for us to pick up (done) early in July.

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 see if volunteers are needed at Sandcastle Days. They have had a garage sale on July 11, 2026

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 leak. Checking to see if parts are needed.
- 8-1 had its annual CVI with no required repairs
- 8-2 had a partially plugged fuel filter (repaired in house).

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							0
	# Other fire calls	0	1	0	0	2	1							4
	# Motor Vehicle Incidents	5	7	0	0	3	0							15
	# First responder calls	1	7	12	3	8	3							34
	# Miscellaneous calls	0	1	1	1	4	2							9
Safety	# Worksafe related incidents	0	0	0	0	0	0							0
	Total calls	6	16	13	4	17	6	0	0	0	0	0	0	62
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
Active Membership:	Chief:	1			1									
	# Active officers (not incl Chief):	5			5									
	# Other active members (not in officer role):	17			19									
	Total # - Active Members:	23			25									
	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			3									
	# Members fully qualified as exterior firefighters, interior firefighting in progress	6			7									
	# Members fully qualified as exterior firefighters	5			6									
	# Members in training for exterior firefighting	15			13									
	# New members: no training	0			2									
Instructors & Evaluato	# Instructors qualified to train for interior & exterior operations level "in-house"	4			3									
	# Instructors qualified to train ONLY to exterior operations level "in-house"	0			0									
	# Competency evaluators "in-house"	3			4									
# Certified as first responders		8			8									

DBID - Waterworks

Cheque Log for 1020 Bank Credit Union/WD from 01/06/2026 to 30/06/2026

Cheque No.	Payee	Amount
4832	Sea Beneath Marine & Heritage (contract, SAP for QFN and Komoks FN)	5,357.08
4833	White Pacific Automation (monthly charge)	228.38
4834	Super Save Disposal Inc. (garbage bin)	78.59
4835	Core Water Management Ltd. (monthly 4,500 + materials)	6,176.92
4836	Tamara Lee Hutchison (ratepayer overpayment)	1,250.00
4837	Wes-Coast Yardbirds (weed whacking/well head and hydrant maintenance)	1,785.00
4838	MNP LLP (2025 audit)	5,595.19
4839	Edgett Excavating (5340 Gainsberg emergency repair)	10,155.82
4840	Bowser Builders' Supply Ltd.	6.55
4841	Madill - The Office Company (paper, office supplies)	203.15
4842	McCormack and Sons (new LED strip lighting in old truck bay)	915.73
4843	Haylock Bros. Paving Ltd. (paving at 5340 Gainsberg)	3,127.95
OBP-436403984	Municipal Pension Plan	438.70
OBP-792000	Rogers (Shaw)	215.26
OBP-715205	BC Hydro	636.49
OBP-221200	ADT Security Services	185.66
OBP-430516322430516	Municipal Pension Plan	438.70

Generated On: 14/07/2026

Waterworks cheque log June 2026	\$36,795.17
Employee Deposits for June 2026	\$9,486.71
Total Waterworks June 2026	\$46,281.88

DBID - Fire Protection

Cheque Log for 1030 Credit Union from 01/06/2026 to 30/06/2026

Cheque No.	Payee	Amount
OBP-429871928	1309894 BC Ltd (Canco 150)	85.70
4091	City of Nanaimo (training)	210.00
4092	Margaret Furnell (Trip inspection forms, ERG books)	247.80
4093	Keith Wurr (8-3 parts)	67.16
4094	Barry Foster (Pizza night)	124.20
4095	Air Liquide Canada Inc (Oxygen tank lease)	208.12
4096	Uni-Select Canada Inc (Bumper to Bumper supplies)	75.30
4097	Kootenay Murphy Holding Ltd. (Firepro subscription)	2,240.00
4098	Comox Valley RV Ltd. (Cargo trailer)	17,811.36
OBP-435831322	1309894 BC Ltd (Canco 150)	104.18
4099	1309894 BC Ltd (Canco 150)	187.88
4100	Minister of Finance (Medical supplies)	91.44
4101	Bowser Builders' Supply Ltd.	20.41
OBP-951301	Telus Mobility	84.00
OBP-861401	TELUS Communications	55.26

Generated On: 14/07/2026

Total Fire cheque log June 2026	\$21,612.81
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Report Date: July 15, 2026
Meeting Date: July 21, 2026
From: John Marsh, Administrator
Subject: Monthly Report

Recommendation

1. THAT the July 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

Pressure Reducing Valve Repairs

The water operator has reported on a water service interruption that occurred on Monday June 22, 2026 to allow for repairs to be made in the Pressure Reducing Valve (PRV) chamber on Gainsberg Rd. This shut down affected all residents down hill from 5300 Gainsberg Rd. (Including units 1-6 5300 Gainsberg Rd) down to and including Burne Rd, Crome Point Rd and Deep Bay Dr. This repair required additional work that was completed on July 14th and this additional work did not require a water shut off.

Water Leaks

Last month it was reported that:

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

IMPROVEMENT DISTRICT

July 21, 2026 Meeting

monitoring as part of emergency waterline repairs near 5340 Gainsberg Road, Bowser, BC within DiSe-7 S'uqsen."

In July there was an additional water leak in the same area as the June leak at 5340 Gainsberg Road which is within archaeological site DiSe-7a. This leak resulted in a lengthy water shut off time period that necessitated a boil water notice from July 2 to 10th. The boil water notice was for properties downstream of 5340 Gainsberg Road. The invoices from contractors for this work and some of the June works are either in process of being paid or DBID is still waiting for invoices. Once all invoices are received staff will provide a breakdown of the costs at an upcoming Board meeting.

I would like to acknowledge the great response from the Water Operator dealing with the water leak including making the arrangements to hire a contractor to carry out the repair. The break occurred on July 1st so being able to respond and to retain a contractor, In the Dirt Contracting, was very beneficial for Deep Bay. I would also acknowledge our Admin Assistant for her work in helping notify residents with web site updates.

Trustee and Contract Employee Relationships

DBID has received two enquiries from ratepayers regarding liability and Worksafe issues regarding Trustees assisting employees and/or the Water Operator. Staff are reviewing this issue.

Miscellaneous Regular Tasks

Staff completed regular tasks during the month including accounts payable, payroll, deposits, customer enquires, minutes, agendas, web site, etc. There was significant time spent dealing with water shut off and boil water notices.

Need to be Completed Projects

There are a couple of projects that staff are working on that will be presented at an upcoming Board meeting relating to a file retention policy and some preliminary work on possible next steps for preparing a strategic plan.

Respectfully submitted,



John Marsh
Administrator