

**DEEP BAY IMPROVEMENT DISTRICT**  
**AGENDA FOR THE TCW COMMITTEE MEETING**

**April 29, 2024 – 10:00 am**

**Call to Order**

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

**Introduction of late items**

**Approval of agenda for current meeting**

Approval of Minutes of the TCW Committee meeting December 11, 2023

**Business arising from minutes**

**Old Business:**

**New Business:**

- TCW Committee update on recent site tour – recommendation will be made and presented at future Special Board meeting

**Motion to adjourn**

## Deep Bay Improvement District

Minutes for the Dec 11/23 TCW committee meeting

Attendees: Bob Leggett (chair)  
Colin Thompson (trustee)  
Craig Kerstens (trustee and meeting minutes taker)

Suzanne LaRoy (guest chair)  
Christo Kuun (guest trustee)  
Four members of the public

Meeting called to order at 1007 hrs.

- Verbal agenda read out and 2nd.
- The TCW committee minutes from Nov 21/23 were approved. In those minutes a survey cost quote is documented.
- Bob presented a history of the ravine water main issue and the progress to date of the TCW committee towards evaluating the "4th option". That being relocating the water main to the south side of the E&N tracks and paralleling the tracks within the 50 ft ICF SRoW. The first step is to have a legal survey conducted to establish property lines of two privately held lots and the ICF SRoW.
- The TCW committee submits it's Terms of Reference (ToR) to the DBID board for approval.
- With some discussion from Suzanne LaRoy, the TCW committee to amend some of the wording in the ToR and present it to the board for the Dec 21/23 monthly meeting. Trustee Bob Leggett will take care of the edits.
- TCW committee proposed a motion to proceed with recommending to the DBID board of trustees to pass a motion to proceed with the land survey and also recommends retaining the services of Peter Mason Geomatics as per the quote. Peter Mason has been to the ravine site as of Nov 21/23 and is familiar with the scope of work. This motion was presented by Craig Kerstens and 2nd by Colin Thompson. Bob Leggett volunteered to ensure this motion gets to the administrator to be added to the Dec 21/23 monthly board meeting.

Meeting was adjourned at 1105 hrs.