

Date: September 10, 2024

2023 Annual General Meeting Minutes

PRESENT:

Suzanne LaRoy – Chair
Diane Koch
Craig Kerstens
Bob Leggett
Colin Thompson
Regrets – Trustee Christo Kuun

STAFF:

Sundance Topham – Administrator
Janine Sibley – Admin Assistant

PRESENTER:

Cory Vanderhorst – CPA, CA, MNP

46 members of the public in attendance

1. 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.

2. WELCOME AND INTRODUCTIONS

Introductions of the current board consisting of Craig Kerstens, Diane Koch, Christo Kuun (who was unable to attend), Suzanne LaRoy, Bob Leggett and Colin Thompson, along with the Administrator Sundance Topham and Admin Assistant Janine Sibley.

3. APPROVAL OF AGENDA

MOVED by Trustee Koch

SECONDED by Trustee Leggett

Date: September 10, 2024

THAT the Board approve the 2023 Deep Bay Improvement District Annual General Meeting agenda.

CARRIED

4. APPROVAL OF MINUTES

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

THAT the Board accept the 2022 Deep Bay Improvement District Annual General Meeting minutes.

CARRIED

5. 2023 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

a. Question and Answer Period

Questions were asked by members of the public gallery in relation to the Financial Statements and Auditor's Report:

- Difference between Reserve Funds vs Restricted Reserve Funds
- Investment income opportunities
- Itemized Professional fees, legal or engineering
- Salaries and Benefits breakdown
- Segregation of duties between trustees and staff
- Cost liability to pull up existing asbestos cement pipe that is obsolete

MOVED by Trustee Leggett

SECONDED by Trustee Kerstens

THAT the Board receive the 2023 Deep Bay Improvement District Financial Statements and Auditor's report as presented.

CARRIED

6. ANNUAL REPORT

a. Question and Answer Period

Date: September 10, 2024

Questions were asked by members of the public gallery in relation to the Annual Report:

- VIHA's involvement in the permit process for the reservoir remediation
- Reservoir contamination, procedures to deal with any high coliform count
- Asbestos testing with the regular water tests
- Risk Mitigation Plan in place for potential emergencies

MOVED by Trustee Kerstens

SECONDED by Trustee Leggett

THAT the Board receive the 2023 Deep Bay Improvement District Annual Report as amended to include Colin Thompson's name in the trustees on the Board in 2023. This detail was inadvertently omitted from the second last paragraph in the message from the chair.

CARRIED

7. TRUSTEE HONORARIUM FOR 2024

MOVED by Don Milburn

SECONDED by Susan Mielke

THAT the 2024 Trustees Honorarium be set at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6200.

CARRIED

8. OTHER BUSINESS

a. Question and Answer Period

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

- Financial statements, competitive quotes / RFP for audit process
- VIHA involvement in Thompson Clarke West (TCW) Project and the Reservoir
- Reservoir remediation process
- Clarification of communication between VIHA and DBID

DEEP BAY
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IMPROVEMENT DISTRICT

DBID BOARD OF TRUSTEES
ANNUAL GENERAL MEETING

Date: September 10, 2024

- Discussion of reports on DBID website
- TCW Project, First Nations consultation as part of the permit process
- TCW Project, ICF agreement, land owners agreement for slope remediation in the future
- Discussion on Referendums, needed if borrowing money
- Audio Recording for Board meetings, also DBID trustee public email addresses, suggestion of Read Assist
- Seismic event risks for Reservoir / TCW pipeline
- TCW permit process and Engineering contractors
- Potential amalgamation with Bowser Waterworks to loop into their system
- Tax rates and water tolls

9. MOTION TO ADJOURN

MOVED by Trustee Leggett

SECONDED by Trustee Koch

CARRIED

The meeting adjourned at 9:10 PM

The above minutes were approved on _____.

Chair of the Trustees

Officer