

**OPEN SESSION MINUTES**

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**PRESENT:**

Colin Thompson, Chair  
Alissa Woodward  
Diane Koch (remote)  
Craig Kerstens  
Christo Kuun  
Suzanne LaRoy

**STAFF:**

John Marsh - Administrator  
Janine Sibley - Assistant Admin

**GUESTS:**

Adam Norman – Core Water Management  
Cory Vanderhorst – MNP Auditors

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**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.

The chair invited John Marsh to read a statement that he had written to the Board and members of the public.

March 18, 2025 Letter from John Marsh

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

THAT the Board accept the March 18, 2025 Letter from John Marsh as correspondence in to be entered into the minutes.

**Unanimous CARRIED**

**B. ADOPTION OF MINUTES**

February 18, 2025 Regular Open Session Minutes

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

THAT the Board approve the February 18, 2025 Regular Open Session Minutes as circulated.

**Unanimous CARRIED**

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

February 18, 2025 Closed Session Meeting Minutes

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kerstens

THAT the Board approve the February 18, 2025 Closed Session Meeting Minutes as circulated.

**Unanimous CARRIED**

**D. INTRODUCTION OF LATE ITEMS**

2. E.1 Update on status of filing Bylaw No. 268 with municipal affairs
3. E.2 AGM discussion on dates
4. K.3 UBCM grant

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

1. Update on status of filing Bylaw No. 268 with municipal affairs, action item for Administrator to follow up and confirm.

**F. PETITIONS & DELEGATIONS**

1. MNP Auditors - Cory Vanderhorst, DBID 2024 Financial audit

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board Receive and Approve the 2024 financial statements as presented by MNP.

**Unanimous CARRIED**

2. Mary Martin - The Canada Community Building Fund Discussion on potential grant opportunities.

**G. CORRESPONDENCE**

Steve Arstad, Board Chair, Kaleden Irrigation District, March 6, 2024, Proposed Class Action Lawsuit against the Province of BC.

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Koch

THAT the Board is in support of the concept of the discriminatory and unfair treatment against improvement and irrigation districts for restricting our ability to access lower interest loans and grant funding. However, before making a decision on moving forward we await a decision on the estimated legal fees and what DBID's portion is proposed to be.

**Unanimous CARRIED**

**H. REPORTS**

1. February 2025 Water Operator's Report

**MOVED** by Trustee Thompson

**SECONDED** by Trustee LaRoy

THAT the February 2025 Water Operator's Report be received for information.

**Unanimous CARRIED**

2. February 2025 Fire Chief's Report

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

THAT the February 2025 Fire Chief's Report be received for information.

**Unanimous CARRIED**

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Woodward

THAT before the next Board meeting, move forward to find out the cost to fix or replace the Flag pole and bring a cost proposal and scope of work to vote on.

**Unanimous CARRIED**

3. Financial Reports

- a. Total cheques issued for Water Department for February 2025: \$111,335.98
- b. Total cheques issued for Fire Department for February 2025: \$3,854.71

**Date:** March 18, 2025

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kerstens

THAT the February 2025 cheque registers be received for information.

**Unanimous CARRIED**

4. Thompson Clarke West update - Trustee Kerstens verbal report

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the TCW verbal update from Trustee Kerstens be accepted for information.

**Unanimous CARRIED**

#### **I. BYLAWS**

None

#### **J. RESOLUTIONS**

None

#### **K. NEW BUSINESS**

1. DBID Draft April Pipeline newsletter for review

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the Board approve the Draft April Pipeline with the suggested amendments of changing the meeting facility name from the DBID Firehall to DBID Boardroom for all references on the Pipeline and the website and also increase the visibility of the water conservation statement.

**Unanimous CARRIED**

2. AGM Date

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Woodward

THAT the DBID AGM be held on May 15, 2025 at 7:00 pm at the Lighthouse Community Centre, 240 Lions way, Qualicum Bay.

**Unanimous CARRIED**

**Date:** March 18, 2025

3. UBCM 2024 CEPF Volunteer and Composite Fire Department Equipment and Training Grant

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Woodward

THAT the Board receive the UBCM Grant contribution of a \$40,000 equipment and training grant as correspondence in and ask staff to send a letter of appreciation to the UBCM Board.

**Unanimous CARRIED**

4. DBID Code of Conduct Policy

**MOVED** by Trustee Thompson

**SECONDED** by Trustee LaRoy

THAT the Board approve in principal the Deep Bay Improvement District Code of Conduct Policy 25-03-18 and direct staff to substitute city with Improvement District terminology such as Trustee vs City and other necessary minor edits.

**Unanimous CARRIED**

- L. QUESTION PERIOD** - Questions were asked by members of the gallery in relation to the following topics:

- TCW written report for the AGM
- TCW pipe ravine, environmental liability assessment

**M. ADJOURNMENT**

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kerstens

THAT the Board adjourns the meeting.

**Unanimous CARRIED**

*The meeting adjourned at 8:46 pm*

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Chair of the Trustees

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Corporate Officer