

DEEP BAY
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IMPROVEMENT DISTRICT

**DBID BOARD OF TRUSTEES
ANNUAL GENERAL MEETING**

Date: May 15, 2025

2024 Annual General Meeting Minutes

PRESENT:

Colin Thompson – Chair
Diane Koch
Craig Kerstens
Alissa Woodward
Suzanne LaRoy
Christo Kuun

STAFF:

John Marsh – Interim Administrator
Janine Sibley – Admin Assistant

PRESENTER:

Cory Vanderhorst – CPA, CA, MNP

40 members of the public in attendance

1. CALL TO ORDER

The meeting was called to order at 7:02 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, Suzanne LaRoy, Alissa Woodward and Colin Thompson, along with the Interim Administrator John Marsh and Admin Assistant Janine Sibley. Cory Vanderhorst from MNP was a guest presenter.

3. APPROVAL OF AGENDA

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board approve the 2024 Deep Bay Improvement District Annual General Meeting agenda amended as follows: transpose item 5 and 6 and include the DBVFRS report along with the Fire Chief's report in the agenda. Q & A will be after the auditor's report and at the end of the meeting.

CARRIED

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4. APPROVAL OF 2023 AGM MINUTES

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

THAT the Board receive the 2023 Deep Bay Improvement District Annual General Meeting minutes.

CARRIED

5. 2024 FINANCIAL STATEMENTS AND AUDITOR'S REPORT

A. Question and Answer Period

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

- Difference between Restricted Reserve Funds vs Internal Restricted Reserve Funds
- Clarification on budget vs actuals

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

THAT the Board receive the 2024 Deep Bay Improvement District Financial Statements and Auditor's report as presented. (These financial statements were approved at the March 25, 2025 Board meeting).

CARRIED

6. 2024 ANNUAL GENERAL MEETING REPORT

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board receive the 2024 Annual General Meeting Report and that it be published on the website.

CARRIED

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7. 2024 ANNUAL WATER SYSTEM REPORT

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the Board accept the 2024 Annual Water System Report for information and direct staff to forward the report to VIHA and publish on the website.

CARRIED

8. TRUSTEE HONORARIUM FOR 2024

MOVED by Skyeanne Jenkins

SECONDED by Karen Huish

THAT the 2025 Trustees Honorarium be set at \$1,400.00 for the Board Chair and \$800.00 for each trustee for a total of \$6,200.

CARRIED

9. OTHER BUSINESS

A. Question and Answer Period

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

- Water operator's contract discussion
- RDN Trail update
- Audio recording at meetings
- Water reservoir remediation tasks that have been completed
- Discussion of reports on the DBID website
- TCW Project, engineering reports
- Capital Reserve fund discussion based on priorities
- Clarification on reports
- Strategic planning process
- TCW Project, written report on expenses

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10. MOTION TO ADJOURN

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

CARRIED

The meeting adjourned at 8:27 PM

The above minutes were approved on _____.

Chair of the Trustees

Officer