

OPEN SESSION MINUTES

PRESENT:

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

STAFF:

John Marsh – Interim Administrator
Janine Sibley - Assistant Admin

GUESTS: 16

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

April 15, 2025 Regular Open Session Minutes

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve the April 15, 2025 Regular Open Session Minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. Pipeline Special Edition newsletter - Reservoir/Waterline Replacement Update, add to New Business section K3
2. Update of Firehall Deutz diesel generator, add to section E under Business arising from the minutes and unfinished business E2

Date: May 20, 2025

3. Well 1 through 4 confined space entry as per Worksafe BC and field visit, add to section E under Business arising from the minutes and unfinished business E3

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board accept the addition of 3 late items to be added to the agenda.

Unanimous CARRIED

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Flag pole acknowledgement, kudos to Trustees Kuun, Kerstens and Thompson who have volunteered their time and effort to get the flag pole back up.

MOVED by Trustee LaRoy

SECONDED by Trustee Koch

THAT the Board request staff send a notice of Thank You to Tammi Cyr, the person that donated the flagpole.

Unanimous CARRIED

2. Deutz diesel generator update, the mechanics have suggested that the fan belt needs replacing in addition to installing an oil pan heater that will help with the operation of the generator. Approx costs of \$900 to be taken from the maintenance budget.

3. Well 1 through 4 confined space entry as per Worksafe BC and field visit discussion.

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE

None

H. REPORTS

1. April 2025 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

Unanimous CARRIED

2. April 2025 Fire Chief's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Koch

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

Unanimous CARRIED

3. Financial Reports

a. Total cheques issued for Water Department for April 2025: \$24,045.74

b. Total cheques issued for Fire Department for April 2025: \$24,202.41

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the April 2025 cheque registers be received for information.

Unanimous CARRIED

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

1. 2025 Election Report

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

THAT the Deep Bay Improvement District appoint the Administrator as the Returning Officer for the 2025 Deep Bay Improvement District General Election and THAT the Deep Bay Improvement District authorizes the Administrator to carry-out the required tasks to plan for an October 4th, 2025 General Election.

Unanimous CARRIED

Date: May 20, 2025

2. Asset Management Plan

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the Administrator be authorized to prepare an Asset Management Plan for the Deep Bay Improvement District.

CARRIED

Recorded vote: 5 for/1 against

3. Pipeline Special Edition newsletter - Reservoir/Waterline Replacement Update

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Pipeline Special Edition newsletter be posted to the DBID website and also mailed out to all ratepayers prior to the quarterly July newsletter mail out if possible (due to impending Canada Post strike action).

Unanimous CARRIED

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

- Advance voting during the Election
- Asset Management Plan
- Emergency Response Plan
- Summary of the TCW project

M. ADJOURNMENT

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board adjourns the meeting.

Unanimous CARRIED

The meeting adjourned into a closed session at 8:11 pm