

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Diane Koch - remote
Craig Kerstens
Christo Kuun
Suzanne LaRoy
Lisa Sharcott

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 11

A. CALL TO ORDER

The meeting was called to order at 7:15 PM.
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

November 18, 2025 Regular Open Session minutes

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the Board approve the November 18, 2025 Regular Open Session minutes as circulated.

Unanimous CARRIED

Agenda Note: - Item F was moved to follow Item B.

F. PETITIONS AND DELEGATIONS

Stuart McLean, Chair RDN and DBID Volunteer Fire Fighter, discussion on potential capital grant opportunities through the RDN.

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. Discussion on the Reservoir site plan, to be discussed under New Business
2. Well #4 drainage ditch discussion on site plan, to be discussed under New Business

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Start time of monthly Board meetings.

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board consider to return the start time of our monthly board meetings on the 3rd Tuesday of the month to 7:05 pm.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

See above

G. CORRESPONDENCE IN

1. November 27, 2025 – Deep Bay Fire Rescue Society (DBFRS) Generous donation letter to DBID regarding the \$32,000 donation to be used towards the purchase of a Sprinkler Protection unit for the DBVFD.

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

THAT the November 27, 2025 letter from the DBFRS be received as correspondence in.

AND THAT the Board request that staff send a thank you letter to the DBFRS for the recent donation of \$32,000 and recognize their total donations to date of \$264,670.

Unanimous CARRIED

H. REPORTS

1. November 2025 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the November 2025 Water Operator's Report, as amended to mention the names of the individual Trustees who met 2025-11-10, be received for information.

Unanimous CARRIED

Date: December 16, 2025

2. November 2025 Fire Chief's Report

MOVED by Trustee LaRoy

SECONDED by Trustee Kerstens

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

Unanimous CARRIED

3. November 2025 Financial Reports

a. Total cheques issued for Water Department for Nov. 2025: \$38,943.74

b. Total cheques issued for Fire Department for Nov. 2025: \$7,980.26

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

THAT the November 2025 cheque registers be received for information.

Unanimous CARRIED

4. Fire Rescue Truck Replacement

MOVED by Trustee Kerstens

SECONDED by Trustee Woodward

That the Fire Department be authorized to start looking for a replacement vehicle for rescue truck 8-2 subject to the Board having final approval on whether to authorize the purchase.

CARRIED

MOVED by Trustee Koch

SECONDED by Trustee Kuun

That we investigate the electrical issues on Unit 8-2 through an outside mechanic as well as look at how the shore power issues are in the Fire Hall by the end of February.

CARRIED

1 opposed/ 6 for

5. RDN Potential Grant Opportunity

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board take advantage of a Union of BC Municipalities (UBCM) capital grant opportunity through the RDN for a capital grant for water and/or fire department purposes.

Unanimous CARRIED

MOVED by Trustee LaRoy

SECONDED by Trustee Kuun

And THAT the Board ask the Administration to come forward with recommended projects at the next Board meeting.

Unanimous CARRIED

6. Water Billing Frequency

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT staff be directed to change the water billing cycle from a quarterly every 3-month billing to a semi annual 6-month billing with the billing cycles being from April 1 to September 30 and October 1 to March 31.

Unanimous CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS

1. Taxation: Court of Revision

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Court of Revision be held Wednesday, December 17, 2025 9:00 am to 12:00 noon, and that the Board appoint Administrator John Marsh, Admin Assistant Janine Sibley and Trustee Kerstens to make up the Court of Revision.

Unanimous CARRIED

Date: December 16, 2025

2. DBID Holiday office hours

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board authorize that the office be closed on December 23, 24 and also December 30 and 31 for staff holidays.

3. Reservoir Design, access road

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the Board ask McElhanney to draw up an increased site plan for the renewal of the reservoir lease which is to be renewed in March 2026.

Unanimous CARRIED

4. Well #4

MOVED by Trustee LaRoy

SECONDED by Trustee Sharcott

THAT the Board ask McElhanney to draw up a site plan for the Right of Way (ROW) at Well #4 to increase the size so that we can have a drainage ditch to drain any rain water to help alleviate confined space requirements at Well #4.

Unanimous CARRIED

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

- Water billing vote clarification
- Meeting times
- Water operator attending meetings
- Thompson Clarke West leak reason
- Water meter reader question
- 8-2 fire truck

M. ADJOURNMENT

The meeting was adjourned at 9:42 pm