

OPEN SESSION MINUTES

PRESENT:

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

STAFF:

John Marsh – Administrator

GUESTS: 3

A. CALL TO ORDER

The meeting was called to order at 7:05 PM.
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

February 17, 2026 Regular Open Session minutes

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board approve the February 17, 2026 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. DBID Board Meeting Start Time

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. None

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. February 2026 Water Operator's Report

The Water Operator reviewed the monthly report for the Board. The Water Operator informed the Board, and the public, not to hesitate to contact him with questions about the water system.

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the February 2026 Water Operator's Report be received for information.

CARRIED

2. February 2026 Fire Chief's Report

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the February 2026 Fire Chief's Report be received for information.

CARRIED

3. February 2026 Financial Reports

a. Total cheques issued for Water Department for February 2026: \$35,095.20

b. Total cheques issued for Fire Department for February 2026: \$24,517.37

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

THAT the February 2026 cheque registers be received for information.

CARRIED

4. February 2026 Administrator's Report

The Administrator reviewed the monthly report with the Board. Trustee LaRoy expressed concern with the archaeological matter being an open agenda topic without approval from the Board to take it out of in camera. The Administrator acknowledged that this in camera aspect was considered by staff but felt that because there was a cheque written for the Archaeological consultant included in this agenda package, that a general description of the work being done, rather than contract details, that it was okay to describe the archaeological work in the open meeting.

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

THAT the February 2026 Administrator's Report be received for information.

CARRIED

Roll call vote - 6 For and 1 Opposed

For – Trustees Kerstens, Koch, Kuun, Sharcott, Thompson, Woodward

Opposed – Trustee LaRoy

5. Privacy and Confidential Report

The Board and staff considered the issue of DBID related correspondence in personal email accounts which would potentially include privacy matters. The Administrator advised the Board that this personal email issue needed further review by staff and that a separate report would be prepared to address this issue. This report could include a file retention policy. Another issue will be how to increase the privacy knowledge base for staff and the Board to reduce the possibility of privacy breaches in the future.

MOVED by Trustee Koch

SECONDED by Trustee Sharcott

That the Administrator provide a written apology to the complainant regarding the two privacy breaches and noting that DBID Administrator erred in not following privacy requirements by forwarding private information to DBID Board members.

And That the Administrator provide a report to the provincial government Office of the Information and Privacy Commissioner notifying of the two DBID privacy breaches and outline corrective actions taken.

CARRIED

I. BYLAWS - None

J. RESOLUTIONS – None

K. NEW BUSINESS

1. DBID Board Meeting Start Times

MOVED by Trustee LaRoy

SECONDED by Trustee Kerstens

THAT the Deep Bay Improvement District Regular Board Meeting Start Time be changed back to 7:00 p.m.

CARRIED

L. QUESTION PERIOD

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

- Thompson Clarke West Project Cost Summary on the website
- RDN Grant Process
- Archaeological Issues and Process

M. ADJOURNMENT

The meeting was adjourned at 8:31 pm

Chair of the Trustees

Corporate Officer