

**DEEP BAY**  
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**IMPROVEMENT DISTRICT**

**DBID BOARD OF TRUSTEES  
ANNUAL GENERAL MEETING**

**Date:** April 30, 2026

**2025 Annual General Meeting Minutes**

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**PRESENT:**

Colin Thompson – Chair  
Diane Koch  
Craig Kerstens  
Alissa Woodward  
Lisa Sharcott  
Christo Kuun

**STAFF:**

John Marsh – Administrator  
Janine Sibley – Admin Assistant

**PRESENTER:**

Cory Vanderhorst – CPA, CA, MNP  
Adam Norman – Core Water Management Ltd.

20 members of the public in attendance

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**1. CALL TO ORDER**

The meeting was called to order at 6:30 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, Lisa Sharcott, Alissa Woodward and Colin Thompson, along with the Administrator John Marsh and Admin Assistant Janine Sibley. Cory Vanderhorst from MNP was a guest presenter along with Adam Norman from Core Water Management Ltd.

**3. APPROVAL OF AGENDA**

**MOVED by Trustee Koch**

**SECONDED by Trustee Kuun**

THAT the Board approve the 2025 DBID Annual General Meeting agenda.

**CARRIED**

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**4. APPROVAL OF 2024 AGM MINUTES**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Woodward**

THAT the Board receive the 2024 Deep Bay Improvement District Annual General Meeting minutes.

**CARRIED**

**5. 2024 FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

**MOVED by Trustee Sharcott**

**SECONDED by Trustee Koch**

THAT the Board receive the 2025 Deep Bay Improvement District Financial Statements and Auditor's report as presented. (These financial statements were approved at the April 21, 2026 Board meeting).

**CARRIED**

**6. 2025 ANNUAL GENERAL MEETING REPORT**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Kuun**

THAT the Board receive the 2025 Annual General Meeting Report and that it be published on the website.

**CARRIED**

**7. 2024 ANNUAL WATER SYSTEM REPORT**

**MOVED by Trustee Kerstens**

**SECONDED by Trustee Kuun**

THAT the Board accept the 2025 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 2026**

**MOVED by Stuart McLean**

**SECONDED by Manfred Winter**

THAT the 2026 Trustees Honorarium be set at \$1,800.00 for the Board Chair and \$1,200.00 for each trustee for a total of \$9,000.

**CARRIED**

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**9. WRITTEN PRESENTATION FROM THE DEEP BAY FIRE/RESCUE SOCIETY**

**MOVED by Trustee Kuun**

**SECONDED by Trustee Sharcott**

THAT the Board receive the April 27, 2026 written presentation from the Deep Bay Fire/Rescue Society.

**CARRIED**

**10. OTHER BUSINESS**

A. Question, Answer and Comments

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

- Reservoir – 2 lines / 1 lines, future plans to twin the line
- DBID Strategic plan process
- Reservoir – benefits of agitation in the tank
- Reservoir – temperature range in the tank
- Observation well depth, aquifer depth
- Commercial property wells drawing from the same aquifer
- Reservoir options – tank on legs
- Fire budget – increase in diesel costs to be considered
- Reservoir – repair status
- Discussion on local aquifers 416 and 665

**11. MOTION TO ADJOURN**

**MOVED by Trustee Koch**

**CARRIED**

The meeting adjourned at 8:00 PM

The above minutes were approved on \_\_\_\_\_.

\_\_\_\_\_  
Chair of the Trustees

\_\_\_\_\_  
Officer