

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: 7

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

May 15, 2025 AGM minutes

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board approve the May 15, 2025 AGM minutes as circulated.

Unanimous CARRIED

May 20, 2025 Regular Open Session minutes

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

THAT the Board approve the May 20, 2025 Regular Open Session minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. July 15th Regular Board meeting, to be added to New Business K2

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Pressure Reducing Valve (PRV) station inspection
 - June 11, 2025 email from Craig Kerstens
 - June 3, 2025 Worksafe BC Inspection Report

MOVED by Trustee Koch

SECONDED by Trustee LaRoy

THAT the Board authorize staff to hire Ridgeline Mechanical to proceed with a preliminary visit using confined entry procedure and approval through Worksafe BC and the inspection of the existing 3 PRV's for a fee of \$7,377.60. Subsequent visits to inspect the existing 3 PRV's is estimated to be \$1,834.60 annually.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE

None

H. REPORTS

1. May 2025 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

Unanimous CARRIED

2. May 2025 Fire Chief's Report

MOVED by Trustee Koch

SECONDED by Trustee Kerstens

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

Unanimous CARRIED

Date: June 17, 2025

3. May 2025 Financial Reports

- a. Total cheques issued for Water Department for May 2025: \$32,818.28
- b. Total cheques issued for Fire Department for May 2025: \$16,230.50

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the May 2025 cheque registers be received for information.

Unanimous CARRIED

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

- 1. DBID July 2025 Draft Pipeline Newsletter for review along with an RDN water restrictions chart for reference.

MOVED by Trustee LaRoy

SECONDED by Trustee Kerstens

THAT the Board recommend Voluntary Stage 3 water restrictions effective immediately.

Unanimous CARRIED

MOVED by Trustee LaRoy

SECONDED by Trustee Woodward

THAT the Board authorize staff to produce water restriction signs to add to the current fire rating boards, wording to be approved via email.

Unanimous CARRIED

MOVED by Trustee LaRoy

SECONDED by Trustee Kerstens

THAT the Board approve the Draft July 2025 Pipeline with modifications to include a link to Observation 310 well (water level chart) to be added and also remove the July meeting date.

Unanimous CARRIED

Date: June 17, 2025

2. July Regular Board meeting

MOVED by Trustee Kuun

SECONDED by Trustee Kerstens

THAT the Board cancel the July 15, 2025 Regular Board meeting.

Unanimous CARRIED

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

- Summary report for the final costs of the TCW project
- Confined space regulations

M. ADJOURNMENT

MOVED by Trustee Thompson

SECONDED by Trustee Koch

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that are related to employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting.

Unanimous CARRIED

The meeting adjourned into a closed session at 8:26 pm

Chair of the Trustees

Corporate Officer