

OPEN SESSION MINUTES

PRESENT:

Craig Kerstens, Acting Chair
Alissa Woodward
Diane Koch
Christo Kuun

REGRETS:

Chair Thompson
Suzanne LaRoy

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 5

A. CALL TO ORDER

The meeting was called to order at 7:00 PM.

The Administrator respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place. Administrator Marsh noted that the Chair was absent, and as per the Meeting Procedures Bylaw asked for a volunteer to Chair the meeting. Trustee Kerstens volunteered to act as Chair for the meeting.

B. ADOPTION OF MINUTES

August 19, 2025 Regular Open Session minutes

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve the August 19, 2025 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

1. Existing lease for the Reservoir, to be added to New Business K2
2. To grade the road up to the Reservoir, to be added to New Business K3

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the Board accept the two late items to be added to the agenda.

CARRIED

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. RDN Development Process in DBID

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Staff Report on the RDN Development Process in DBID be received for information.

CARRIED

2. DBID Policy for Signing of Cheques & Agreements

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the September 16, 2025 Policy for Signing of Cheques & Agreements, Policy Number 09-01-01 be approved by the Board.

CARRIED

3. DBID Trustee Elections Update

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the 2025 Trustee Elections update be received for information.

CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE

1. Archaeological Permit Process

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the September 9, 2025, email from Diana Cooper from the Archaeology Branch of the Ministry of Forests be received as correspondence in.

AND THAT staff be authorized to contact a consulting archaeologist to assist DBID with the next steps for getting a permit to dig up the area where the water leak is located on Burne Road near the intersection of Crome Point Road.

CARRIED

H. REPORTS

1. August 2025 - Water Operator's Report

MOVED by Trustee Koch

SECONDED by Trustee Kuun

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

CARRIED

2. August 2025 - Fire Chief's Report

MOVED by Trustee Koch

SECONDED by Trustee Kuun

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

CARRIED

3. August 2025 Financial Reports

- a. Total cheques issued for Water Department for August 2025: \$15,445.01

- b. Total cheques issued for Fire Department for August 2025: \$21,302.22

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the August 2025 cheque registers be received for information.

CARRIED

4. 2026 Budget Review Process

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the 2026 Budget Process Report be received by the Board.

CARRIED

I. BYLAWS

None

J. RESOLUTIONS

None

K. NEW BUSINESS

1. Draft of the October 2025 Pipeline newsletter.

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Draft of the October 2025 Pipeline newsletter be approved by the Board adding additional information regarding the introduction of regularly scheduled flushing procedures and advising that chlorine will be introduced during the flushing procedures to ensure clean water pipes.

CARRIED

2. Existing Lease for the Reservoir.

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the Board direct staff to apply for an increase of the existing lease no 105472 to ensure there is sufficient area to construct a new reservoir adjacent to it.

CARRIED

3. To grade the road to the Reservoir.

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the Board direct staff to have the Gainsberg Road extension, which is used to access the reservoir, be properly graded to allow operational vehicles to drive to it.

CARRIED

Date: September 16, 2025

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

- Location for a new reservoir
- Candidate information
- Budget question regarding reservoir remediation
- Byrne Road water leak, minor water loss

M. ADJOURNMENT

MOVED by Trustee Kerstens

SECONDED by Trustee Koch

THAT the Board adjourn the meeting.

CARRIED

The meeting be adjourned at 7:52 pm

Chair of the Trustees

Corporate Officer