

OPEN SESSION MINUTES

PRESENT:

Colin Thompson, Chair
Alissa Woodward
Craig Kerstens
Christo Kuun
Lisa Sharcott

REGRETS:

Diane Koch
Suzanne LaRoy

GUESTS:

Adam Norman, Water Operator - remote
James McKerr, Core Water - remote

STAFF:

John Marsh – Administrator
Janine Sibley - Assistant Admin

GUESTS: 6

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

December 16, 2025 Regular Open Session minutes

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board approve the December 16, 2025 Regular Open Session minutes as circulated.

Unanimous CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

None

D. INTRODUCTIONS OF LATE ITEMS

None

E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Emergency plan roles and procedures review and tabletop exercise.

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the Board ask staff to schedule a planning meeting to deal with the emergency plan roles and procedures review and table top exercise. The planning meeting should be held in the next couple of weeks with a recommendation to be brought forward to the next Board meeting.

Unanimous CARRIED

F. PETITIONS AND DELEGATIONS

None

G. CORRESPONDENCE IN

None

H. REPORTS

1. December 2025 Water Operator's Report

MOVED by Trustee Thompson

SECONDED by Trustee Kerstens

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

Unanimous CARRIED

2. December 2025 Fire Chief's Report

MOVED by Trustee Sharcott

SECONDED by Trustee Kuun

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

Unanimous CARRIED

Date: January 20, 2026

3. December 2025 Financial Reports

- a. Total cheques issued for Water Department for December 2025: \$43,701.97
- b. Total cheques issued for Fire Department for December 2025: \$34,346.20

MOVED by Trustee Thompson

SECONDED by Trustee Kuun

THAT the December 2025 cheque registers be received for information.

Unanimous CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS

None

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

- TCW Report on total spend
- Clarifications on a couple of cheque log descriptions
- Statutory Right of Way, TCW, update on the progress
- Fire hydrant rock
- Water billing dates/meter read dates

M. ADJOURNMENT

The meeting was adjourned at 7:45 pm

Chair of the Trustees

Corporate Officer