

**OPEN SESSION MINUTES**

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**PRESENT:**

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

**REGRETS:**

Diane Koch

**STAFF:**

John Marsh – Administrator  
Janine Sibley - Assistant Admin

**GUESTS: 4**

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**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**

January 20, 2026 Regular Open Session minutes

**MOVED** by Trustee Thompson

**SECONDED** by Trustee Kuun

THAT the Board approve the January 20, 2026 Regular Open Session minutes as circulated.

**Unanimous CARRIED**

**C. ITEMS COMING OUT OF CLOSED SESSION**

None

**D. INTRODUCTIONS OF LATE ITEMS**

1. Fire Protection Committee vacancy to fill
2. March 17<sup>th</sup> Regular Board meeting date

**E. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS**

1. E-mail from the Administrator regarding Capital Projects for RDN Community Works Grant.

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT DBID apply for a Community Works Fund for Capital Project Grants for #1 New generator for well #6 (\$50,000) and #2 PRV improvements for repairs 1,2,3 and 4 (\$33,587).

**Unanimous CARRIED**

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the Board prioritize items 1 and 2 in case the RDN allows grant money for only 1 item, with item #2 being first priority and item #1 being second priority.

**CARRIED**

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT the 3<sup>rd</sup> priority be added to the Community Works Fund for Capital Project Grants and that would be to add a trailer (\$16,413) for the Sprinkler Protection Unit (SPU) for the Fire Department to bring the total ask for the Grant to \$100,000.

**Unanimous CARRIED**

**F. PETITIONS AND DELEGATIONS**

None

**G. CORRESPONDENCE IN**

None

**H. REPORTS**

1. January 2026 Water Operator's Report

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

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

**Unanimous CARRIED**

2. January 2026 Fire Chief's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

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

**Unanimous CARRIED**

3. January 2026 Financial Reports

- a. Total cheques issued for Water Department for January 2026: \$38,985.89

- b. Total cheques issued for Fire Department for January 2026: \$6,704.75

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Kerstens

THAT the January 2026 cheque registers be received for information as amended.

**Unanimous CARRIED**

4. January 2026 Administrator's Report

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Woodward

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

**Unanimous CARRIED**

**I. BYLAWS - None**

**J. RESOLUTIONS – None**

**K. NEW BUSINESS**

1. 2026 AGM to take place on April 30, 2026 at 6:30 pm.
2. Fire Protection Committee vacancy

**MOVED** by Trustee LaRoy

**SECONDED** by Trustee Kuun

THAT Alissa Woodward be appointed as a member of the Fire Protection Committee to replace Suzanne LaRoy who has withdrawn from the committee.

**Unanimous CARRIED**

3. March 17 monthly board meeting reschedule

**MOVED** by Trustee Kerstens

**SECONDED** by Trustee Kuun

THAT the Board move the monthly board meeting from March 17 to March 10.

**Unanimous CARRIED**

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

- No questions

**M. ADJOURNMENT**

*The meeting was adjourned at 8:20 pm*

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Chair of the Trustees

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Corporate Officer