

**OPEN SESSION MINUTES**

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**PRESENT:**

Colin Thompson, Chair  
Alissa Woodward  
Suzanne LaRoy - Remote  
Craig Kerstens  
Christo Kuun  
Lisa Sharcott  
Diane Koch

**STAFF:**

John Marsh – Administrator  
Janine Sibley – Assistant Admin

**GUESTS:**

Graham Roberts – MNP Auditors

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**A. CALL TO ORDER**

The meeting was called to order at 7:02 PM.  
The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

**B. ADOPTION OF MINUTES**

March 10, 2026 Regular Open Session minutes

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

THAT the Board approve the March 10, 2026 Regular Open Session minutes as amended.

**CARRIED**

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

None

**D. INTRODUCTIONS OF LATE ITEMS**

None

**E. PETITION AND DELEGATIONS**

1. MNP Auditors – Graham Roberts, DBID 2025 Financial Audit

**Date:** April 21, 2026

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board Receive and Approve the 2025 financial statements as presented by MNP.

**CARRIED**

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

1. Verbal update on Well #6 generator including the option of purchasing a used generator.

**G. CORRESPONDENCE IN**

None

**H. REPORTS**

1. March 2026 Water Operator's Report

**MOVED** by Trustee Kuun

**SECONDED** by Trustee Woodward

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

**CARRIED**

2. March 2026 Fire Chief's Report

**MOVED** by Trustee Sharcott

**SECONDED** by Trustee Kerstens

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

**CARRIED**

3. March 2026 Financial Reports

- a. Total cheques issued for Water Department for March 2026: \$30,506.50

- b. Total cheques issued for Fire Department for March 2026: \$2,861.88

**MOVED** by Trustee Koch

**SECONDED** by Trustee Woodward

THAT the March 2026 cheque registers be received for information.

**CARRIED**

**Date:** April 21, 2026

4. April 2026 Administrator's Report

The Administrator reviewed the monthly report with the Board. Administrator Marsh added important guidance regarding the Freedom of Information segment, emphasizing the need to avoid referencing individuals by name and instead referring to their position. The Administrator further noted that the agenda for the Annual General Meeting will be posted on the website no later than Monday, April 27, 2026.

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

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

**CARRIED**

5. March 2026 – DBID Detailed Financial Fund Accounting Statements for 2025

**MOVED** by Trustee Koch

**SECONDED** by Trustee Kuun

THAT the Board receive the DBID Detailed 2025 Financial Fund Accounting Statements for the Water Department and the Fire Department.

**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:

- Timing on the next chlorine/flushing maintenance

**M. ADJOURNMENT**

The meeting was adjourned to an in camera meeting at 7:50 pm

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Chair of the Trustees

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Corporate Officer