

OPEN SESSION MINUTES

PRESENT:

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

STAFF:

John Marsh – 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

April 21, 2026 Regular Open Session minutes

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the Board approve the April 21, 2026 Regular Open Session minutes.

CARRIED

April 30, 2026 Annual General Meeting (2025 AGM) minutes

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the Board approve the April 30, 2026 Annual General Meeting minutes.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

1. Archaeological Consultant Motion (January 28, 2026, closed meeting) – Sea Beneath Marine & Heritage

MOVED by Trustee Koch

SECONDED Trustee Kuun

That the Board authorizes the Administrator to enter into an agreement for DBID to engage Sea Beneath to apply for and hold a Heritage Conservation Act Multi-Assessment Permit (MAP) to

authorize archaeological work for domestic water infrastructure projects within the DBID catchment area as outlined in the Sea Beneath December 17, 2025 proposal.

CARRIED

2. Archaeological Consultant Motion (April 21, 2026, closed meeting) – Sea Beneath Marine & Heritage

MOVED by Trustee Woodward

SECONDED Trustee Kuun

THAT the Board authorizes the Administrator to enter into an agreement for DBID to engage Sea Beneath Marine & Heritage to apply for a Heritage Conservation Act (HCA) Section 12.4 Site Alteration Permit (SAP) to authorize archaeological work within the DBID catchment area as outlined in the Sea Beneath April 2, 2026 proposal with a \$4,851 cost estimate.

CARRIED

D. INTRODUCTIONS OF LATE ITEMS - None

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Verbal update on Well generator maintenance. The generator at the Firehall and also the generator at Well #8 have been serviced by a mobile mechanic. There will be additional maintenance once the fuel filter head kit arrives, it is on order.
2. Well #6 generator, a refurbished previously owned generator has been purchased. The Sea Can and base to house the well #6 generator is in the works with an estimated completion date to be end of June.

G. CORRESPONDENCE IN

1. RDN Correspondence pertaining to secondary suites

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

THAT the May 7, 2026 email from Greg Keller, RPP, MCIP, Senior Planner, Current Planning Regional District of Nanaimo, be received as correspondence in.

CARRIED

2. Email from M. Martens - Annual Water System Report

MOVED by Trustee Koch

SECONDED by Trustee Sharcott

THAT the May 14, 2026 email from M. Martens be received as correspondence in.

CARRIED

H. REPORTS

1. Staff Report - Amendment to 2025 Annual Water Report

MOVED by Trustee Woodward

SECONDED by Trustee Kuun

THAT the Board accept the amended copy of the 2025 Annual Water Report as attached.

CARRIED

2. April 2026 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

CARRIED

3. April 2026 Fire Chief's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

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

CARRIED

4. April 2026 Financial Reports

- a. Total cheques issued for Water Department for April 2026: \$40,567.96

- b. Total cheques issued for Fire Department for April 2026: \$4,953.54

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

THAT the April 2026 cheque registers be received for information.

CARRIED

5. Quarterly Financial Reports

MOVED by Trustee Sharcott

SECONDED by Trustee Kuun

THAT the Quarterly Financial Reports for the period ending March 31, 2026, be received for information.

CARRIED

Date: May 19, 2026

6. May 2026 – Administrator’s Report

MOVED by Trustee Woodward

SECONDED by Trustee Kuun

THAT the May 2026 Administrator’s Report be received for information.

CARRIED

I. BYLAWS - None

J. RESOLUTIONS - None

K. NEW BUSINESS - None

L. QUESTION PERIOD and COMMENTS

Questions/Comments by members of the gallery in relation to the following topics:

- Interesting and informative to have James McKerr attending the meeting to explain the procedures the Core Water follows
- Reasons that the Archeological Consultants was originally an in-camera item
- Site Alteration Permit (SAP), location discussion

M. ADJOURNMENT

The meeting was adjourned at 8:00 pm.

Chair of the Trustees

Corporate Officer