

OPEN SESSION MINUTES

PRESENT:

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

OTHER:

John Marsh – Administrator
Janine Sibley – Assistant Admin
George Lenz – Fire Chief

GUESTS: 3

A. CALL TO ORDER

The meeting was called to order at 7:03 PM. The Chair respectfully acknowledged the Qualicum First Nation on whose traditional territory this meeting takes place.

B. ADOPTION OF MINUTES

July 21, 2026 Regular Open Session minutes

MOVED by Trustee Sharcott

SECONDED by Trustee Kuun

THAT the Board approve the July 21, 2026 Regular Open Session minutes as circulated.

CARRIED

C. ITEMS COMING OUT OF CLOSED SESSION

1. THAT the following motion be brought out of the September 15, 2026 in-camera meeting

Fire Services Review – Dave Mitchell, Ian MacDonald

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board retain Dave Mitchell and Associates to complete a fire services review at a cost not to exceed \$25,000.

CARRIED

D. INTRODUCTION OF LATE ITEMS –

1. Comox Valley Fire and Rescue Services Mutual Aid Agreement

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Comox Valley Fire and Rescue Services Mutual Aid Agreement be added to New Business.

CARRIED

2. Smart Container battery recycling discussion

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board discuss Smart Containers for battery recycling under New Business.

CARRIED

3. Well #6 back up power update

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the Board add Well #6 back up power update discussion to Unfinished Business.

CARRIED

E. PETITION AND DELEGATIONS - None

F. BUSINESS ARISING FROM THE MINUTES + UNFINISHED BUSINESS

1. Well #6 back up power, Trustee Kerstens verbal report

G. REPORTS

1. July and August 2026 Water Operator's Report

MOVED by Trustee Kerstens

SECONDED by Trustee Kuun

THAT the July and August 2026 Water Operator's Report be received for information.

CARRIED

2. July and August 2026 Fire Chief's Report

MOVED by Trustee Sharcott

SECONDED by Trustee Woodward

THAT the July and August 2026 Fire Chief's Report be received for information.

CARRIED

a. Battery powered Jaws of Life

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Board approve a Budget Adjustment to reassign the paving funds of \$50,000 from the Capital Budget and the remainder to come from Fire surplus and authorize the Fire Chief to spend up to \$75,000 to purchase the cordless Battery powered Jaws of Life.

CARRIED

3. July and August 2026 Financial Reports

- a. Total cheques issued for Water Department for July 2026: \$47,453.99
- b. Total cheques issued for Fire Department for July 2026: \$8,918.51
- c. Total cheques issued for Water Department for August 2026: \$84,118.47
- d. Total cheques issued for Fire Department for August 2026: \$19,972.10

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the July and August 2026 cheque registers be received for information.

CARRIED

4. Quarterly Financial Statements

MOVED by Trustee Koch

SECONDED by Trustee Woodward

THAT the DBID detailed Financial Fund accounting statements for the period ending June 30, 2026 for the Water department and the Fire department be received for information.

CARRIED

5. September 2026 – Administrator’s Report

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the September 2026 Administrator’s Report and the attached Office of the Information & Privacy Commissioner Use of Personal Email Accounts Document be received for information.

CARRIED

6. 2027 Budgets – First Draft

MOVED by Trustee Kuun

SECONDED by Trustee Sharcott

THAT the Board schedule budget meetings with the Fire Protection Committee to review the Fire Department budget, the Planning Committee to review the 2027 Fire and Water budgets and the Finance Committee to set required Fire and Water revenue budgets for recommendations to the Board.

CARRIED

7. Trustee Election's – November 21, 2026

MOVED by Trustee Koch

SECONDED by Trustee Kuun

THAT the Trustee Election report be received for information.

CARRIED

H. BYLAWS - None

I. RESOLUTIONS – None

J. NEW BUSINESS

1. Comox Valley Fire and Rescue Services Mutual Aid Agreement

MOVED by Trustee Kuun

SECONDED by Trustee Woodward

THAT the Board authorizes the Chair and Administrator to sign the Comox Valley Fire and Rescue Services Mutual Aid Agreement.

CARRIED

2. Smart Container Battery Recycling for household batteries

MOVED by Trustee Kuun

SECONDED by Trustee Koch

THAT the DBID Board request that staff research Smart Container Battery Recycling, Call2recycle.ca, and if feasible implement the household battery recycling system at the DBID office.

CARRIED

3. October 2026 Pipeline Newsletter discussion

K. QUESTION PERIOD and COMMENTS – None

L. ADJOURNMENT

The meeting was adjourned at 8:24 pm.

Chair of the Trustees

Corporate Officer