



Cowichan Bay Improvement District

General Meeting Minutes

Date: February 19, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

Present

- Trustee Chair: M. Stanley
- Trustee: K. Huebner
- Trustee: B. Doran
- Chief: D. Stennes
- Deputy Chief: M. Rickett
- Secretary Manager: A. Fowler
- Via Telephone: Trustee C. Krystia
- Regrets: Trustee R. Mellson

1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:00 p.m.

No conflicts of interest were declared.

2. Approval of Agenda

Motion: *That the agenda be approved as amended, with the addition of items e) Hose Tower and f) Capital Asset Plan under New Business.*

Moved: Trustee K. Huebner seconded: Trustee B. Doran. Carried.

3. Approval of Minutes

3.1 January 21, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented.*

Moved: Trustee B. Doran, seconded by Trustee K. Huebner. Carried.

4. Business Arising from the Minutes

None



5. Standing Reports

5.1 Finance

Monthly Financial Report

Monthly Expenditures

Secretary Manager A. Fowler reported that all year-end documents have been submitted to Doane Grant Thornton. T4's have been issued to staff, members, and trustees. As of February 12th, the department is on track with budgeted expenses and there were no notable bill payments or upcoming expenditures.

5.2 Fire Chief's Report

Chief Stennes reported that for the month of January CBFR attended 23 incidents.

Medical Aid 7

Fire Related 7

MVI 5

Alarms 3

Public Service 0

Wires Down 1

5.3 Chairperson's Report

No report submitted

5.4 Trustee Reports

No report submitted

Motion: To receive all reports for information.

Moved: K. Huebner seconded: B. Doran. Carried.

6. New Business

a) GIC 58

After reconciling the GIC 58 account (Project Reserve Funds), Chair Stanley noted that \$27,318.64 can be transferred from GIC 58 into the operating account.

Motion: *That \$27,318.64 be transferred from the GIC 58 account (Project Reserve Funds) to the operating account.*

Moved: Trustee B. Doran, seconded by Trustee K. Huebner. Carried.



b) Wildfire Reserve Funds

Transfer of \$94,598.10 from the Wildland Reserve Fund to the operating account, as per the 2026 budget.

Motion: *That \$94,598.10 be transferred from the Wildfire Reserve Fund to the operating account, in accordance with the 2026 budget.*

Moved: Trustee K. Huebner seconded by Trustee B. Doran. Carried.

c) Strategic Plan Review

A review of the strategic plan was conducted by the CBID Board, with Chief Stennes and Deputy Chief Rickett in attendance. Overall, the department and Board are on track and, in some instances, ahead of the five-year plan. Secretary Manager A. Fowler will update the strategic plan to reflect current progress and planned future actions.

d) Microsoft 365 Business License Upgrade

Chief Stennes provided information regarding the potential upgrade of the current Microsoft 365 business license to include SharePoint Online. The monthly cost for three users would be less than the current plan. He will investigate pricing for including all trustees, noting that not all may require access, and will select a package accordingly.

e) Hose Tower

Chief Stennes reported that the hose tower is currently cold and humid, preventing hoses from drying within a reasonable timeframe and raising concerns about potential mold. He noted the possibility of adding electric heat and a fan but expressed concern regarding increased hydro costs and the need to isolate heat to the hoses.

Recommendation: That Chief Stennes provide quotes for heating solutions and potential alternatives for review.

f) Capital Asset Plan

A discussion was held regarding the purchase of a new frontline engine. Currently, E44 is approaching the end of its 25-year service life. To extend service to 30 years, maintenance records and approval from the Fire Underwriters are required. Chief Stennes is in the process of submitting the necessary service records and documentation. This review will determine whether immediate replacement is necessary or if it can be deferred over the next five years



g) Annual General Meeting

A discussion was held regarding the 2026 AGM, and a tentative date of April 27 has been proposed. The date will be confirmed at the next regular meeting scheduled for March 18, 2026.

7. Correspondence

Cowichan Bay Volunteer Firefighters Association

A letter from the CBVFA was received on February 9th indicating their intent to enact two bylaws regarding membership dues and requesting that these dues be deducted from members' pay through administration. Upon review of the bylaws provided by the CBVFA, the Board is requesting additional information.

8. Committee / Project Report

9. Notice of Motion

None.

10. In-Camera Session

No in-camera session was held.

11. Adjournment

Motion: To adjourn the meeting.

Moved: by Trustee K. Huebner, seconded: Trustee B. Doran. Carried.

The meeting was adjourned at 8:06 p.m.

Next Meeting

Regular Board Meeting: Wednesday, March 18, 2026 – 6:00 p.m.

Certification

Minutes recorded by Secretary Manager A. Fowler.

This is a certified true copy of the minutes of the Cowichan Bay Improvement District General Meeting held February 19, 2026

Marsha Stanley, Chair
Cowichan Bay Improvement District
Dated: _____, 2026