



# Cowichan Bay Improvement District

---

## General Meeting Minutes

Date: January 21, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

### Present

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

### 1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:02 p.m.

No conflicts of interest were declared.

### 2. Approval of Agenda

Motion: To approve the agenda as presented

Moved: Trustee R. Mellson seconded: Trustee K. Huebner. Carried.

### 3. Approval of Minutes

3.1 December 17, 2025 – Regular Board Meeting

Motion: To approve the minutes as presented.

Moved: Trustee K. Huebner, seconded by Trustee R. Mellson. 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 the RBC Holdback account had been closed on January 15<sup>th</sup>, 2026, with funds of \$724.45 remaining. After a \$15.00 transaction fee, \$709.45 was deposited into the ISCU account on January 16<sup>th</sup>, 2026.

The GST report for the last half of 2025 had been filed, and a refund of \$55,996.80 is expected.

The capital tax advance of \$300,000.00 had been received from the Ministry on December 24<sup>th</sup>, 2025.

Secretary Manager A. Fowler and Trustee Chair M. Stanley are currently preparing the documents for the 2025 year-end, with a target date of February 2nd to submit all required materials to the accountant

There was a discussion regarding the 2026 AGM. The CBID Board is considering holding it on a Monday evening in April and will confirm an appropriate date with the Chief Officers.

Motion: To receive the Financial Report for information.

Moved by Trustee K. Huebner, seconded by Trustee C. Krystia. Carried.

### 5.2 Fire Chief's Report

Chief Stennes reported that for the month of December CBFR attended 25 incidents.

Medical Aid 0

Fire Related 5

MVI 6

Alarms 3

Public Service 2

Wires Down 9

Motion: To receive the Fire Chiefs report for information.

Moved: R. Mellson, seconded: C. Krystia. Carried.

### 5.3 Chairperson's Report

No report submitted

### 5.4 Trustee Reports

No report submitted



## 6. New Business

### a) 2026 Next Generation 911 Application based Funding Program

The Union of British Columbia Municipalities is offering grants of up to \$45,000 to support the purchase of new Computer-Aided Dispatch (CAD) agents. Eligible funding includes CAD equipment, licensing, and system setup, enabling direct integration with NG911 systems and enhancing the department's ability to receive real-time call data, location information, and incident updates from the dispatch centre.

Motion: That the board sign the application for grant funding for the purpose of purchasing new Mobile Computer-Aided Dispatch agents.

Moved: Trustee R. Mellson, seconded by Trustee K. Huebner. Carried.

### b) Superior Water Shuttle

DC. Rickett reported that he is in the process of setting a date for Superior Water Shuttle accreditation. There is an application fee of \$2,700.00 required to book the accreditation test and he is hoping to book a date sometime in March.

Motion: To use \$2,700.00 from the Rural Water account to cover the fee for the accreditation test.

Moved: Trustee R. Mellson seconded by Trustee C. Krystia. Carried.

### c) Chair Stanley's iPad

Chair Stanley reported that her iPad had experienced water damage. Chief Stennes will look into the extended warranty to see if it is covered.

## 7. Correspondence

### Acera Insurance

The Directors and Officers Insurance and Cyber Insurance policies are currently scheduled for renewal on March 20 and April 25, respectively. A discussion was held regarding the coverage provided by the Directors and Officers policy and whether it is required by the CBFR Association. Chair Stanley will contact Acera by email to request detailed policy information prior to further discussion with the Association.

## 8. Committee / Project Report

### Fire hall construction project

Rewiring work was completed on the septic system due to issues with the pump wiring. The septic installer and electrician have rectified the problem.



Heatherbrae Builders Co. has engineers currently developing a plan to remediate the concrete in the training yard. One potential option under consideration is grooving the concrete

Chief Stennes is currently seeking quotes for generator maintenance and other maintenance related to the new building.

Trustee R. Mellson brought attention to the cones protecting the grass along the highway frontage road, noting that a more permanent and visually appealing solution should be considered.

#### 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 R. Mellson, seconded: Trustee C. Krystia. Carried.

The meeting was adjourned at 6:50 p.m.

#### Next Meeting

Regular Board Meeting: Thursday, February 19<sup>th</sup>, 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 January 21, 2026

---

Marsha Stanley, Chair  
Cowichan Bay Improvement District  
Dated: \_\_\_\_\_, 2026