



Cowichan Bay Improvement District

Monthly Board of Trustees Meeting Agenda

Date: May 21, 2026

Time: 6:00 - 8:00 p.m.

Location: Cowichan Bay Fire Hall

1) Call to Order / Declaration of Conflict of Interest

2) Approval of the Agenda

Motion: To approve the agenda as presented

Moved:

Seconded:

3) Review of the Minutes April 15, 2026, Regular Board Meeting

[CBID Meeting DRAFT Minutes April 15, 2026.pdf](#)

Motion: To approve the minutes as presented.

Moved:

Seconded:

4) Trustee and Staff Introductions

5) Business Arising from the Minutes

a) Hose Tower – Deferred from the April 15, 2026, General Meeting

b) Apparatus Replacement

Recommendation from Chief Stennes to rescind the previously approved motion authorizing replacement of Utility 46 and approve a revised operational vehicle plan intended to reduce immediate capital expenditures while maintaining operational requirements and preserving reserve capacity for the anticipated replacement of Tender 42.



The proposed revised plan includes:

- Purchase of a custom Bobcat skid unit/insert from Parksville at a cost not to exceed \$35,000.00.
- Reassignment of the duty pickup previously approved and purchased to replace Command 47.
- Reassignment of the existing C47 Ford F-350 into the Utility 46 operational role.

Motion: That the Board rescind the previous motion authorizing replacement of Utility 46 in an amount not to exceed \$200,000.00, inclusive of taxes and outfitting, and further approve the purchase of a custom Bobcat unit/insert from Parksville for an amount not to exceed \$35,000.00, inclusive of taxes and outfitting.

Moved:

Seconded:

6) Standing Reports

- a) Finance
 - i) Monthly Financial Report
[BalanceSheet.pdf](#)
[BudgetvsActualsBudget.pdf](#)
 - ii) Monthly Expenditures
[BillPaymentList April 2026.pdf](#)
- b) Fire Chief Report
[CBFR Fire Chief's Monthly Report April 2026.pdf](#)
- c) Chairperson Report
- d) Trustee Reports

Motion That all reports be received for information.

Moved:

Seconded:

7) New Business

- a) Discontinuation of Rural Water Reserve Funds
Report prepared by Chief Stennes and presented by DC Rickett
[CBFR May 21 Discontinuation of Rural Water Reserve Funds Report.pdf](#)



- b) Review of Policy 015 Purchasing Policy Statement
[15 CBID Policy No. 015 Purchasing Policy \(2020\).pdf](#)

8) Correspondence

- a) For Action
- b) For Information
 - i. Collective Response Improvement Districts in the Fire Safety Act.

9) Committee / Project Reports

10) Notice of Motion

11) In Camera

12) Adjournment

Next Meeting: June 17, 2026, at 6:00 p.m.

*Agenda Prepared by: Amanda Fowler, CBID Secretary Manager
Marsha Stanley, Chair of the Board of Trustees*