



Cowichan Bay Improvement District

General Meeting Minutes

Date: April 15, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

Present

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

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 presented.*

Moved: by Trustee R. Mellson, seconded by Trustee B. Doran. Carried.

3. Approval of Minutes

March 18, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented.*

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



4. Business Arising from the Minutes

a) Capital Asset Plan

Chief Stennes delivered a presentation outlining the department's current apparatus replacement needs. He emphasized the urgency of replacing frontline apparatus to reduce operational risk and explained how the Fire Underwriters Survey (FUS) grading system directly impacts homeowners' insurance rates.

The presentation included an overview of projected apparatus replacement costs, along with the proposed replacement schedule aligned with FUS grading requirements. This approach is intended to help reduce operational risk and ensure that residents continue to benefit from reduced insurance premiums.

Apparatus identified as needing immediate replacement include Utility 46 and Tender 42.

Following review of the Improvement District's financial position for apparatus replacement, the following motion was made:

Motion: *That Utility 46 be replaced using funds from the Equipment Reserve, in an amount not to exceed \$200,000.00 including taxes and outfitting.*

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

b) Hose Tower

Chief Stennes presented a quote at the previous Regular Board meeting for a ceiling-mounted 15 kW heater to assist with hose drying during the winter months. The quote, which includes full installation, is \$13,600 plus applicable taxes and is valid until May 15, 2026. If approved, installation would take place in early fall 2026.

No motion was made, and the matter was deferred to the next regular meeting scheduled for May.

c) Annual General Meeting

A review of the draft Annual General Meeting (AGM) agenda was conducted. The following amendments were noted: Item 6.1, "2025 Audited Financial Report", should be corrected to "2025 Financial Report", and 8, "Strategic Plan", should be amended to "Strategic Plan Update".



5. Standing Reports

5.1 Finance

Monthly Financial Report

Monthly Expenditures

Secretary Manager A. Fowler reported that there were no significant changes and that all statutory remittances have been filed, and the department is on track with budgeted spending.

5.2 Fire Chief's Report

Chief Stennes reported that for the month of March CBFRR attended 18 incidents.

Medical Aid 2

Fire Related 6

MVI 4

Alarms 1

Public Service 2

Wires Down 3

5.3 Chairperson's Report

No report submitted

5.4 Trustee Reports

Trustee R. Mellson reported that he had been approached by Area D Director Hillary Abbott regarding the potential use of the department's training room to host town hall meetings.

Director Abbott noted that there are limited venue options within the Cowichan Bay area, and existing options presented mobility challenges.

Following discussion, it was confirmed that the department could accommodate bookings on Tuesday evenings. It was further agreed that a meeting schedule be provided in advance, with all bookings coordinated through administration.

Motion: *That all reports be received for information.*

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



6. New Business

Review of the 2025 Draft Financial Statements

A review of the 2025 Draft Financial Statements was conducted noting no changes.

7. Correspondence

a) New Trustee Candidate

An email was received regarding the upcoming election for a three-year term commencing April 27, 2026. Secretary Manager A. Fowler responded by inviting the individual to this evening's meeting and will follow up with additional details regarding the election process.

8. Committee / Project Report

None.

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 C. Krystia. Carried.

The meeting was adjourned at 8:11 p.m.

Next Meeting

Regular Board Meeting: Thursday, May 21, 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 April 15, 2026

Marsha Stanley, Chair

Cowichan Bay Improvement District

Dated: _____, 2026