



Cowichan Bay Improvement District

General Meeting Minutes

Date: March 18, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

Present

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

1. Call to Order / Declaration of Conflict of Interest

In the absence of Chair Stanley, Trustee Doran assumed the chair and called the meeting to order at 6:11

No conflicts of interest were declared.

2. Approval of Agenda

Motion: *That the agenda be approved as presented.*

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

3. Approval of Minutes

February 19, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented.*

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



4. Business Arising from the Minutes

a) Capital Asset Plan

Chief Stennes provided a presentation outlining the department's current apparatus replacement needs. Two trucks are scheduled for replacement in 2026, followed by the replacement of an engine within the next five years. Chief Stennes will be providing the same presentation at the AGM on April 27, 2026.

b) Hose Tower

Chief Stennes presented a quote 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.

The matter was tabled, with a motion to be considered at the next regular Board meeting on April 15, 2026.

c) Annual General Meeting

Motion: *That the 2026 Annual General Meeting be held Monday, April 27, 2026, at 6:30 p.m.*

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

5. Standing Reports

5.1 Finance

Monthly Financial Report

Monthly Expenditures

Secretary Manager A. Fowler reported that there were no significant changes and that the department remains on track with budgeted expenses.

5.2 Fire Chief's Report

Chief Stennes reported that for the month of February CBFR attended 16 incidents.

Medical Aid 3

Fire Related 3

MVI 5

Alarms 4

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

6. New Business

a) Superior Tanker Shuttle Service (STSS)

Deputy Chief Rickett reported that the department successfully completed the Superior Tanker Shuttle Service accreditation for residential protection on Saturday, March 14, 2026. The official certificate is expected to arrive over the coming weeks and will be provided to the appropriate agencies upon receipt. To maintain accreditation, a video demonstrating departmental completion of the practice is required at year five, and a full renewal is required at year ten.

b) Ministry of Housing

Secretary Manager A. Fowler reported that she had received an email from the Ministry of Housing regarding verification of discrepancies between Land Title and Survey Authority (LTSA), BC Assessment, and the CBID roll. With the help of Chief Stennes, 345 discrepancies were addressed, and LTSA and BC Assessment accounts were made for taxation purposes. CBID is now in the process of being recognised as a taxation authority with LTSA.

7. Correspondence

None.

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

The meeting was adjourned at 7:22 p.m.

Next Meeting

Regular Board Meeting: Wednesday, April 15, 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 March 18, 2026

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