



Cowichan Bay Improvement District

Monthly Board of Trustees Meeting Agenda

Date: June 17, 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 May 21, 2026, Regular Board Meeting.

Motion: To approve the minutes as presented.

[CBID Meeting DRAFT Minutes May 21, 2026.pdf](#)

Moved: _____ Seconded: _____

4) Business Arising from the Minutes

a) Ceiling-Mounted Heater Purchase – Recission and Replacement Motion

Motion: That the motion adopted at the May 21, 2026, Regular Board Meeting authorizing the purchase of a ceiling-mounted heater be rescinded.

Moved: _____ Seconded: _____

New Motion: That the Board approve the purchase of a ceiling-mounted heater in the amount of \$13,600.00, including applicable taxes, with funding to be drawn from the Equipment Reserve Fund.

Moved: _____ Seconded: _____



- b) **Draft Expenditure Policy 015**
[Draft Policy 015 Expenditure Authority.pdf](#)

- c) **Rural Water Reserve Fund**

5) Standing Reports

- a) Finance
 - a) Monthly Financial Report
[BalanceSheet May 31, 2026.pdf](#)
[BudgetvsActuals.pdf](#)
 - b) Monthly Expenditures
[BillPaymentList May 31, 2026.pdf](#)
- b) Fire Chief Report
[CBFR Fire Chief's Monthly Report - May 2026.pdf](#)

- c) Chairperson Report

- d) Trustee Reports

Motion That all reports be received for information.

Moved:

Seconded:

6) New Business

- a) **Reallocation of Budgeted Funds – CAD Grant Funding**

The Board previously allocated funds of \$33,280.00 in the 2026 budget under Capital Expenses for the purchase of new CAD systems. As this purchase was subsequently funded through the UBCM grant, these budgeted funds are no longer required for that purpose and will be transferred to the Equipment Reserve Fund.



7) Correspondence

- a) For Action
- b) For Information

8) Committee / Project Reports

9) Notice of Motion

10) In Camera

11) Adjournment

Next Meeting: July 15, 2026, at 6:00 p.m.

Agenda Prepared by: Amanda Fowler, CBID Secretary Manager

Marsha Stanley, Chair of the Board of Trustees