



EST. 1967
**COWICHAN BAY
FIRE RESCUE**
IMPROVEMENT DISTRICT

Cowichan Bay Improvement District
4461 Trans Canada Hwy,
Cowichan Bay, BC V0R 1N1

EMAIL cbid@cbvfr.com
WEBSITE <https://cbid.cbvfr.com/>
PHONE 250.743.7111

Cowichan Bay Improvement District

General Meeting Minutes

Date: June 17, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

Present

- Trustee: B. Doran (Acting Chair)
- Trustee: R. Mellson
- Trustee: C. Krystia
- Trustee: C. Haynes
- Chief: D. Stennes
- Deputy Chief: M. Rickett
- Secretary Manager: A. Fowler
- Regrets: Chair M. Stanley

1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:08 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 C. Haynes. Carried.

3. Approval of Minutes

May 21, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented.*

Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

4. Business Arising from the Minutes

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

The Board noted that the motion made at the May 21, 2026, Regular Board Meeting was incomplete. To correct the record, the Board considered motions to rescind the original motion and replace it with a revised 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the motion adopted at the May 21, 2026, Regular Board Meeting authorizing the purchase of a ceiling-mounted heater be rescinded.*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 by Trustee R. Mellson, seconded by Trustee C. Haynes. Carried

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: Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

b) Draft Expenditure Policy 015

Chair Stanley provided a draft expenditure policy for the Board's review. Chair Stanley and Chief Stennes will continue working together to prepare an updated policy for further consideration.

c) Rural Water Reserve Fund

Trustee C. Haynes reported that, after reviewing the Improvement District bylaws, no bylaw was found establishing the Rural Water Reserve Fund. Trustee Haynes noted that this appeared to be a historical error and that the fund may not have been established as a formal reserve. Trustee Haynes will prepare a report outlining two options for the Board's consideration: creating a validating bylaw to address the historical error or transferring the funds by resolution.

5. Standing Reports

a) Finance

Secretary Manager A. Fowler reported that as of May 31, 2026, the Improvement District remains in a stable financial position, and overall spending is currently within budget expectations.

b) Fire Chief Report

Chief Stennes reported that, during the month of May, Cowichan Bay Fire Rescue attended 20 incidents. He also reported one member retirement and noted that the department held its annual awards night, recognizing members for their dedication, commitment, and accomplishments.



- c) Chairperson Report
None provided.
- d) Trustee Report
None provided.

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

Moved: Trustee C. Haynes, seconded by Trustee C. Krystia. Carried.

6. New Business

Reallocation of Budgeted Funds – CAD Grant Funding

A discussion was held regarding the reallocation of the budgeted funds to the Equipment Reserve Fund.

7. Correspondence

- a) For Action
- b) For Information

8. Committee/Projects

9. Notice of Motion

None.

10. In Camera

No in camera session was held.

11. Adjournment

Motion: *To adjourn the meeting.*

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

The Meeting was adjourned at 7:00.

Next Meeting

Regular Board Meeting: Wednesday, July 15, 2026 – 6:00 p.m.



EST. 1967
**COWICHAN BAY
FIRE RESCUE**
IMPROVEMENT DISTRICT

Cowichan Bay Improvement District
4461 Trans Canada Hwy,
Cowichan Bay, BC V0R 1N1

EMAIL cbid@cbvfr.com
WEBSITE <https://cbid.cbvfr.com/>
PHONE 250.743.7111

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 June 17, 2026

Brad Doran, Acting Chair
Cowichan Bay Improvement District
Dated: _____, 2026

DRAFT