



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: August 19, 2026

Time: 6:00 p.m.

Location: Cowichan Bay Fire Hall

Present

- Trustee: B. Doran
- Trustee: R. Mellson
- Trustee: C. Krystia
- Trustee: C. Haynes
- Trustee Chair: M. Stanley – Microsoft Teams
- Chief: D. Stennes
- Recording Secretary: R. Smith-Hodgkin
- Regrets: Secretary Manager A. Fowler

1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:02 p.m.

No conflicts of interest were declared.

2. Approval of Agenda

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

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

3. Approval of Minutes

July 22, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented.*

Moved by Trustee M. Stanley, seconded by Trustee C. Krystia. Carried.



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

4. Business Arising from the Minutes

Replacement of T42

Correspondence from the Ministry of Housing and Municipal Affairs was received giving the Cowichan Bay Improvement District approval to proceed with a Special General Meeting to obtain landowner approval for long-term financing up to \$325,000.00.

Motion: *THAT the Special General Meeting date be set for Wednesday, September 9, 2026, at 7:00 p.m.*

Moved: Trustee M. Stanley, seconded by Trustee R. Mellson. Carried.

5. Standing Reports

a) Finance

The financial report was reviewed.

Discussion included budget vs actual report and bill payments for the month of July.

b) Fire Chief Report

Chief Stennes presented his monthly report, which included 25 incidents for the month of July.

A discussion was held regarding the departments deployment to the interior to aid BC Wildfire Services. Acting Chair B. Doran expressed his thanks to the members on deployment.

c) Chairperson Report

None provided.



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

d) Trustee Report

Trustee C. Haynes – Rural Water Reserve Fund

Trustee Haynes provided a report regarding the funds set aside in the Rural Water Reserve Fund. Clarification was made regarding the difference between an internal reserve and a capital reserve. Based on this discussion it was decided that the Rural Water Reserve was not a capital reserve and did not require a bylaw, meaning those funds can be moved by resolution.

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

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

6. New Business

a) Operating Working Capital – Policy Discussion

A discussion was held regarding the timing of the annual funding draws in January and July and the benefits of establishing an operating surplus to provide a financial cushion between funding draws. The Board discussed gradually building an operating surplus over the next several years and considered including a percentage of the annual operating budget as a budget line item.

Motion: *THAT the board include a line item in the annual budget for an operating surplus, calculated at 10% of the annual operating budget.*

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

b) Special General Meeting.

Approved under Business Arising from the Minutes – Replacement of T42

c) Use of the Capital Works and Replacement Reserve Fund

It was noted that the purchase of the new Chief's truck was paid for in error from the wrong reserve account. Trustee Haynes will work on drafting the appropriate recission, motion, or bylaw required to address this.



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

7. Correspondence

- a) For Action
- b) For Information

There was no correspondence.

8. Committee/Projects

None.

9. Notice of Motion

None.

10. In Camera

No in camera session was held.

11. Adjournment

The Meeting was adjourned at 7:11 p.m.

Next Meeting

Regular Board Meeting: Wednesday, September 16, 2026 – 6:00 p.m.

Certification

Minutes recorded by Recording Secretary R. Smith-Hodgkin.

This is a certified true copy of the minutes of the Cowichan Bay Improvement District General Meeting held August 19, 2026

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