CBID EST. 1967 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

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

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CBID General Meeting
April 18, 2023 – Cowichan Bay Fire Hall

Present: Chair. M Stanley, Trustee D. Stennes, Trustee R. Mellson, Trustee K. Huebner, Trustee C Krystia, Chief R Grossman, Admin Assistant R. Smith-Hodgkin

Also in attendance 6 persons from the Improvement District Area.

1. **Call to Order/Declaration of Conflict of Interest**
   Meeting called to order at 7:00 pm. There were no conflicts of interest.

2. **Approval of the Agenda**

   The motion to approve the April 18, 2023 Agenda was made by Trustee D Stennes, seconded by Trustee R. Mellson Carried

3. **Approval of the Minutes from February 21, 2023.**

   The approval of the minutes from the February 21 2023 meeting were tables until corrected. A motion to approve corrected minutes of the February 21, 2023 was made my Trustee K Huebner, seconded by Trustee R Mellson, approved

   Trustee D. Stennes made a motion to approved the minutes from the March 20, 2023 general meeting. The motion was seconded by Trustee K Huebner. carried

4. **Business Arising from the Minutes**

   4.1. Remuneration Policy – Trustee Huebner gave the final reading of the Trustee Policy. Prior to the vote, Trustee Huebner went over the Policy in detail.
   A motion was made by Trustee Mellson to approve and accept the Trustee Policy. Trustee Huebner seconded the motion. All in favor, approved.

   The Policy will be uploaded to the public share file by the Admin Assistant

   4.2 The board all agreed that the AGM will be held Thursday May 18, 2023. Doors open at 6:30 with registration with proof of address. Meeting to start at 7 pm.

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It was discussed that a representative from Grant Thornton would present the Financials.

There is one - three year Trustee term up for election. Current Trustee K. Huebner would like to stand as a candidate for the position. Admin Assistant will arrange the advertising in the local paper;

Chief will arrange for the martinet sign to display it as well.

5. Standing Reports

5.1 Finance

Financial reports were distributed to those attending the meeting as well as through email.

The Draft Financial Review was presented and reviewed.
Capital Assests increased for the Project costs.

It was noted that Mike from GT will attend the AGM and review the Financials.

Motion was made by Trustee R. Mellson to accept the Financial Reports as submitted, Trustee D. Stennes seconded the motion. Approved

5.2 Fire Chief Report

Chief Grossman reviewed his reports that he sent out via email prior to the meeting. It was noted that the highest number of calls were Motor vehicle accidents.

Chief explained the requirements of the Fire Underwriters.
We will need a to upgrade vehicles soon. The wait time for a truck is 2 years from ordering.
A preliminary report is expected in the next week.

Chief discussed the Performance reviews that have been ongoing at the hall.

It was noted that our trucks do not meet the criteria to participate in the Wild Fire. It is hopeful that the Fire Underwriters will do an extension on the truck requirements.

It was discussed that the Fire Chief Reports should be put on the website. Admin Assistant will post them to the site.

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Trustee Krystia made a motion to approved the Fire Chief's report, seconded by Trustee Huebner. Approved

5.3 Chairperson Report

No report was presented at this time

5.4 Trustees Report

Trustee Huebner stated she was looking into the new Government funding release. She will see if CBID qualifies to apply for any.

6. Correspondence

6.1

An email was received inquiring why the previous months minutes were not posted on the website. The landowner also requested a copy of the minutes prior to them being posted on the site.

It was addressed by email as well reiterated at the meeting that minutes will not be posted until they have been approved by the board, free of errors and omissions.

A letter was received from the Association President requesting information on whether the Association will a have room allotted to them in the new hall.

Admin Assistant will send a letter in response to the questions and concerns, she will have it reviewed by the board prior to sending.

An email was received from a landowner with numerous questions and queries.

Since this is not the first letter from this landowner, the Board will review and discuss later In Camera.

7. Committee/Project Reports

It was reported that a Development Permit had been received as of today. Everything is on track for the building permit in May.

Chief reported that he had quotes from BC Aquifer and Vortex regarding the well. To date BC Aquifer was the best deal for services and supplies to extending the pipe in the well. A sealant will be put on the pipe so ground water will not be able to seep in.

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After the completion of the extension the well will likely need to be shocked. The quote for installation and services is approx. $5000.00

Chair Stanley opened the floor to the guests to ask if there were any questions. The questions were asked and address.

It is noted that someone from the team will attend the AGM to help with questions regarding the project.

8. New Business – there was no new business

9. Notice of Motion – there was no Notice of Motion

10. Question Period

As the floor was open after the Project report. Some questions came from the gallery regarding the building its layout, and costs. They guests left at approx. 8:20pm

11. An In Camera meeting was held

12. Adjournment - *A motion was made by Trustee R. Mellson to adjourned the meeting, seconded by Trustee Stennes – meeting was adjourned at 9:34 pm*

Next meeting will be Tuesday May 16, 2023 7:00 pm

Minutes recorded by Admin Assistant R. Smith Hodgkin

This is a certified true copy of the minutes of the Cowichan Bay Improvement District meeting of April 18, 2023



_____ _____dated _____2023
Marsha Stanley, Chair, Cowichan Bay Improvement District