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
June 13, 2023, 7:00 pm – Cowichan Bay Fire Hall

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

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**

   There was one addition to the Agenda:
   4.1.1 Board Chair Appointment for the 2023 year.

   The motion to Approve the Amended Agenda was made by Trustee R. Mellson, seconded by Trustee K Huebner. Carried

3. **Approval of the Minutes from April 18, 2023.**

   There was one error in the Minutes from the April 18th General meeting.

   4.1 Should state Renumeration Policy, not Trustee's Policy.

   The minutes were amended.

   Trustee D. Stennes made a motion to approve the amended minutes from the April 18th General Meeting. The motion was seconded by Trustee K Huebner. Approved

4. **Business Arising from the Minutes**

   4.1. AGM
   The AGM was held May 18, 2023. Trustee K. Huebner was awarded the open 3-yr. term by acclamation.

   Trustee D. Stennes made a motion to approved the minutes from the AGM held May 28, 2023. Trustee R. Mellson seconded the motion. Approved.

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Admin. Assistant will post the minutes on the website.

4.1.1 Chair Appointment

As per the Local Government Act, the Board of Trustees of the Cowichan Bay Improvement District are to elect one of trustees to also serve as Chair.

Trustee K. Huebner made a motion to elect Trustee M Stanley as Chair of the Cowichan Bay Improvement District. Trustee R Mellson seconded the motion.

A vote was held, all were in favor. Approved

4.2 Well Repairs

Work was done on the present well. The casing was extended and the water tested. It did not meet the drinking water standards. The was a recommendation that the board could dig a new well or put a treatment system in. Another water sample will be submitted before any further decisions will be made.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed to those attending the meeting. The monthly financials were reviewed. The invoice for BC Wildfire services has been sent by the Chief. This has been deemed a receivable.

5.1.2 The monthly expenditures were reviewed. It was also noted that the payroll had be released.

The final draw of government funding is expected to be released the end of June or beginning of July.

A motion was made by Trustee K Huebner be received as presented. Seconded by Trustee R Mellson Approved

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5.2 Fire Chief Report

Chief Grossman sent out his report prior to the meeting via email. He went over the stats of the incidents for both April and May. The number of incidents is up compared this time last year.

Five members have completed the Instructor Level 1 Officers Training.

Four members have completed the First Responder Instructors Course. This certification qualifies these members to train the other members, saving money by training inhouse. There is also the opportunity that funds can be raised by training outside the hall as well.

The members also participated in some Public Education by attending the Bench School fun fair as well as had two preschool groups do a tour of the hall and trucks.

It was noted that the back stairs going upstairs to the hall have been closed due to them being unsafe.

The Fire Underwriters stated that the CBVFR could be approved for the Superior Tender Shuttle.

There was a discussion on the yellow tank on Kingburne road that is supposed to belong to the CBVFR. Chief was going to investigate this.

It was suggested that the expected Wild Fire funds, after expenses, should be put in separate fund.

Trustee D. Stennes made a motion to put the Net funds from the Wildfire deployment into a separate account called Deployment Reserve. These funds will be required to be approved by the Board prior to spending for extra ordinary items outside of the budget.

Trustee R. Mellson seconded the motion. *Approved*

Chief Grossman reported that the CVRD had approached him regarding a Use Agreement. The CVRD would pay $1000.00 per day during an emergency situation for the hall, kitchen, power and storage.
A copy of the agreement will be reviewed and a discussion will be included on next month's agenda.

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An agreement is being drafted between the CBVFR and Cowichan Tribes. Chief has taken agreements from other areas and composed a draft to be reviewed by the board and presented at next month's meeting.

Chief Grossman reported to the Board queries regarding the back building. One query was, could that back building be placed somewhere on the property. Due to the application for the new hall, there would not be time to include this idea to the application. The process would stall the timeline of the construction as well as increase the costs due to permits and electrical.

The Board discussed the question and felt that it would not be feasible to accommodate the idea. They did say that if someone wanted to move the building at their expense, that could be reviewed.
The Lifetimer boat will be put on BC Bid. It will have a reserved bid of $14,500.00.

5.3 Chairperson report - Chair Stanley reported that she did not have a report, due to the items to report were already being discussed throughout the meeting.

5.4 Trustee Report - Trustee Huebner reported that the Improvement District does not qualify for Municipal funds as per the responses she received from her queries. She did receive an Improvement District conversion guide, which will be reviewed at a later date.

6.0 Correspondence

6.1 For Action -

6.1.1 There has been emails regarding taxes in the Improvement District. A draft response will be formatted and loaded onto the website to help breakdown the local taxes.

6.1.2 Sealed bid for Boat

6.1.3 Letter from Improvement District landowner.

6.2 For information - no information correspondence to report

7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

Fire Chief Grossman and the Board have been working with the Project Team.

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8.0 New Business

8.1 Communication Strategy

The Waterboard is requesting a meeting with the CBID board. They have a potential rental with a lease on the building.
A meeting will be set up for Sept.

9.0 Notice of Motion - there was no notice of motion

10. Question Period - no question period was required.

11. In Camera meeting was held

Motion: *To increase the Fire Chief's yearly wage $5000.00 or 5.26% effective immediately.*
Moved by Trustee R Mellson, seconded by Trustee Huebner, Approved

12. Adjournment - *A motion was made by Trustee D. Stennes to adjourned the meeting, seconded by Trustee R Mellson – meeting was adjourned at 9:00 pm*

Next meeting will be Tuesday July 18, 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 June 13, 2023

M Stanley dated July 18th 2023
Marsha Stanley, Chair, Cowichan Bay Improvement District