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

CBID General Meeting
August 15, 2023, 7:00 pm – Cowichan Bay Fire Hall

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

1. **Call to Order/Declaration of Conflict of Interest**
   Meeting called to order at 7:10 pm.
   There was no conflict of interest.

2. **Approval of the Agenda**

   There was one addition to the agenda. *The motion to Approve the amended Agenda was made by Trustee D Stennes, seconded by Trustee K Huebner. Approved*

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

   The was one error in the minutes.
   Section 5.2 on page 3. Should read Lieutenant, not Captain.

   Trustee K Huebner made a motion to approve the amended minutes from the July 18, 2023 General Meeting. The motion was seconded by Trustee D Stennes . Approved

4. **Business Arising from the Minutes**

   4.1. <u>Yellow storage tank on Kingburne Rd</u>

   Chief Grossman reported that a member had seen the tank and talked to the property owner. The tank has not had water in it for many years, and was not set up to be useable.
   A suggestion from the meeting was possibly the neighbor group might be interested in updating the tank and making it available incase of a fire in the area.

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4.2 CVRD agreement re rental

To date, there has been no response back from the CVRD. It was reported that Mill Bay has declined to the partnership with the CVRD EOC.
A letter will be composed and an invoice will be included for the monthly space rental.

4.3 Boat Bids

The Boat has been sold.
It sold on GovDeals for $15,400.00. Funds are to be direct deposited on August 18, 2023

4.4 Waterboard Meeting

To date, no meeting has been scheduled between CBID and the Water district.
Secretary Manager is to contact CBWD and schedule a meeting for September.

4.5 Ombudsperson Report

A package was prepared and submitted to the Ombudsperson. To date, there has no response.

4.6 EMBC Road Rescue agreement

The EMBC agreement has been tabled until the Sept meeting.

4.7 Fire Prevention Bylaw

This item was not discussed as it was discussed at a previous meeting. Item to be removed.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed to those attending the meeting.
The monthly financials were reviewed.
The final draw of government funding was received and invested in high interest savings until they get drawn upon for the new hall.

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A reserve fund is being established to hold the net wildfire funds once all deployments are completed.

5.1.2 The monthly expenditures were reviewed. All payables had been paid to date.

A motion was made by Trustee K Huebner that the Financial Reports be received as presented. Seconded by Trustee D Stennes Approved

5.2 Fire Chief Report

Chief Grossman reported that there are 139 calls to date, up from this time last year.
There are 25 members, two members are on leave. One member has left and gone to Alberta, another member has returned to the department.

There was no Health and Safety to report.

Two crews went out for a total of 18 days fighting wild fire in the Kamloops area. A new crew of three have been deployed and are taking Unit 46.

Trustee D Stennes moved that the CBID receive and approved Chief Grossman's Fire Fighters report for June 2023. Seconded by Trustee K Huebner. Approved

5.3 Chairperson Report – There was no Chairperson report.

5.4 Trustee's Report – no report put forth this meeting.

6.0 Correspondence

6.1 For Action -

6.1.1 Water test
The water test has return with all acceptable readings. It was decided that we would submit another test once the rains come and see if there is any difference in readings. Secretary Manager will forward to the Project team.

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7.0 Committee/Project Reports

7.1 Fire Hall Construction project

Project Manager requested to post the potential jobs for the new hall project on BC Tender. It has been reported that the site is difficult to access.

The Tender is over 1200 pages long.

Royal Bank Documents were reviewed and questions were raised. Chairperson Stanley will contact the RBC contact and will request a review of the questions which were brought forward.

Chair Stanley and Trustee Huebner will contact RBC and set up an appointment.

8.0 New Business

8.1 Communication Strategy

8.1.1 Website-
The Board members discussed the website. It was decided that all members are to review other departments, and Improvement district sites for ideas on what our would need and not need. Once that is decided, we will seek help to update the site. Updating the website will need to be added to the new budget.

8.2 Meeting day changes
The meeting day/night was reviewed and discussed. It was a request to change the meeting dates from the current 3rd Tuesday of each month , to the 3rd Wednesday each month.

A motion was made by Trustee D Stennes that the meeting days will be changed from Tuesday to Wednesday, effective immediately.

9. Notice of Motion

There was no notice of Motion

10. Question Period

There were no questions.

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11. In Camera

There was an In Camera session

12. Adjournment

A motion to adjourn the meeting was made by Trustee Stennes, seconded by Trustee K. Huebner. Approved

The meeting was adjourned at 8:50 pm

13. Next meeting: Wednesday Sept 20 2023 7:00 pm

Minutes recorded by Secretary Manager R. Smith Hodgkin

This is a certified true copy of the minutes of the Cowichan Bay Improvement District meeting of August 15th , 2023

_____dated _____2023
Marsha Stanley, Chair, Cowichan Bay Improvement District