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

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

1. **Call to Order/Declaration of Conflict of Interest**
   Meeting called to order at 6:55 pm.
   There was no conflict of interest.

2. **Approval of the Agenda**

   A motion to Approve the amended Agenda was made by Trustee C Krystia seconded by Trustee R Mellson. Approved

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

   Trustee C. Krystia made a motion to approved the minutes of the October 18th 2023 General Meeting. Seconded by Trustee R Mellson. Approved

   Trustee R. Mellson made a motion to approve the minutes from the Cowichan Bay Improvement District Special Meeting held October 26th 2023. The motion was seconded by Trustee C Krystia. Approved

4. **Business Arising from the Minutes**

   4.1 Waterboard Meeting

   Trustee Huebner left a report in her absence, indicating that an informal meeting would need to be planned with members of the Water board. The meeting would be held to get a better understanding of areas of overlapping concern and to develop an agenda for a future formal meeting.

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4. District Title Adjustments

We have received an updated list of properties in the Cowichan Bay Improvement District. The list of was forwarded onto Services Governance to help find list discrepancies.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed and discussed.

5.1.2 The monthly expenditures were reviewed.

A motion was made by Trustee C Krystia that the Financial Reports be received as presented. Seconded by Trustee R Mellson. Approved

5.2 Fire Chief Report

As Chief Grossman was absent due to hall Practise night, he sent his report prior to the meeting, via email.

5.3 Chair Person Report

Chair Stanley reported there would be no report, as it would be the same as the project report below.

5.4 Trustee Reports

The was no Trustee report.

6.0 Correspondence

6.1 For Action: Received an email from a tax payer looking for clarification of the September minutes posted on the website. Secretary Manager responded by email.

6.2 For Information: Ministry has registered Bylaw 110 2024 Budget. Registered Bylaw has been posted it to the website.

6.3 Received the 2024 WCB rate - it has decreased for fiscal 2024.

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7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

Excavation will begin on November 27th.

Update from Project Team.
Heatherbrae carrying construction insurance.
Project monitor is reviewing insurances.
For wrap liabilities and soft cost endorsements, CBID will get a quote from Megson & Fitzpatrick.

8.0 New Business

8.1 Communication Strategy

Ground Breaking ceremony – Nov 27th, time TBA. Hoping area directors and media.

8.2 Open House

Discussion was held on hosting a public open house to show the final plans, list of tenders, and expected timeline of completion. Facebook, website and paper will be the sources of communication of event, as well as signage. Planning date is Jan 13, 2024. 11-1 pm
Secretary Manager to book school.
Taiji Group will be asked to assist with signage and presentation materials

9. Notice of Motion

There was no notice of Motion

10. Question Period

There were no questions.

11. In Camera

There was no in camera

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12. Adjournment

A motion to adjourn the meeting was made by Trustee C. Krystia, seconded by Trustee R. Mellons Approved

The meeting was adjourned at 7:45 pm

13. Next meeting: January 17th 2023 7:00 pm

Minutes recorded by Secretary Manager, R. Smith

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

M Stanley dated 01/17/ 2023

Marsha Stanley, Chair, Cowichan Bay Improvement District