CBID EST. 1967 COWICHAN BAY FIRE RESCUE IMPROVEMENT DISTRICT

Cowichan Bay Improvement District
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CBID General Meeting
January 17, 7:00 pm – Cowichan Bay Fire Hall

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

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 D Stennes. Approved

3. **Approval of the Minutes from November 15th, 2023 Regular Board Meeting**

   Trustee C. Krystia made a motion to approve the minutes of the November 15th 2023 General Meeting. Seconded by Trustee K Huebner. Approved

4. **Business Arising from the Minutes**

4.1 Waterboard Meeting

A member of the CB Water District was present at the CBID Open House and discussed some of the Water Districts questions with the Board Members. Trustee Huebner with the assistance of the Fire Chief will draft a response letter to some of the Water Board's questions.

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4.2 District Title Adjustments

Secretary Manager Hodgkin is working with M Marson with the Title Adjustments.

5. Standing Reports

5.1 Finance

5.1.1 Financial reports were distributed and discussed.

5.1.2 The monthly expenditures were reviewed.

5.1.3 It was noted that Grant Thornton will again do the Financial Review for CBID of the 2023 year. It has been discussed that the review should be completed by March 15 for the AGM planned for the end of March.

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

5.2 Fire Chief Report

Chief Grossman presented his report for the past two months. It was reported the Cowichan Bay Volunteer Fire Protection responded to 260 calls for 2023. Up 12% from 2022.

5.3 Chair Person Report

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

5.4 Trustee Reports

There was no Trustee report.

6.0 Correspondence

6.1 For Action: An email was received by the Ministry with the new AGM forms to be completed and submitted after the AGM

6.2 For Information: There was no correspondence to report .

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7.0 Committee/Project Reports

7.1 Fire Hall Construction Project

Excavation has begun. Forms are now being made. Change order has been submitted for costs to remove unstable soil at old septic site and replace and compact with suitable materials.

8.0 New Business

8.1 Communication Strategy

8.1.1 Website – It has been discussed that the Salt Spring Department has a very good website. It is well laid out, and clean. CBID currently has information in 3 places and it is time to have a new site created which would incorporate all our current sites into one.

A quote has been received from one company and Fire Chief will contact Salt spring for information on their site as well as the hourly rate and total cost they paid for their site.

8.1.2 Open House - The Open House was Jan 13, 2024 at Bench School. Two notices were put in the paper, on the sign board at the hall as well as on the Website and Facebook. Attendance by general public was low and weather may have been a contributor. A Trustee from the Saltspring Improvement District attended and was very interested as they are going through planning for a new hall. The Board thanked the fire fighters for being present for questions and support.

8.1.3 Canada Community Building – (Gas Tax Fund) in BC
Trustee Huebner and Stanley have been researching the Canada Community building Fund and it has been found that the New Fire Hall is an eligible project. Improvement districts can not apply directly; however the CVRD receives the funding on a per capita basis at $44.00 per person and can allocate funding to areas with eligible projects.

To the best of our knowledge Cowichan Bay improvement area has not seen any projects completed to date that would qualify. A discussion was held on the importance of obtaining an allocation of this funding for 2024

and future years. Assistance would be required to draft a compelling letter to be sent to the CVRD. As the budget process for the CVRD is well underway there is urgency to get this done as soon as possible.

Trustee D Stennes made a motion to hire Natasha Horsman to draft a letter to the CVRD, on our behalf, to access the Gas Tax Funds which they received at $44/person per capita.

Trustee C Krystia seconded the motion. – Approved.

8.2 Strategic Plan- Fire Chief Grossman suggested the need for a long range strategic plan. The Trustees are in agreement and suggested that it should be completed for roll out at the 2025 AGM.

Fire Chief will contact the Sechelt department for information on who they used as their consultant.

8.3 Hall Staffing – The position for volunteer Deputy Chief has been posted. Two persons applied and will be interviewed. This is a difficult position to fill as the level of training needed is high and all members have a full time jobs as well as being a fire member.

A discussion was put forth on whether there is enough work to have a full time paid deputy chief, or would a part time admin assistant be enough.

The discussion has been tabled until the February 2024 meeting

8.4 AGM – A date of March 25, 2024 has been set for the AGM. Doors will open at 6:30 pm, meeting at 7 pm.

A discussion was held regarding expanding the board by two more Trustees. The current bylaw will be amended and will be presented at the AGM.

Secretary Manager will inquire whether the HUB is available. She will also contact the paper for submission dates once the venue is finalized.

9. **Notice of Motion** – there was no notice of motion

10. **Question Period** – there was no question period required.

11. **In Camera** – there was no in camera required.

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12. Adjournment

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

The meeting was adjourned at 8:58 pm

13. Next meeting: February 28th 2024 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 January 17, 2024

M Stanley dated Feb 28 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District

January 29, 2024 8:47 pm

Trustee R Mellson made a motion that the Cowichan Bay Improvement District, use Doug Ponsford to Redesign & Implementation of the Website.

Trustee K Huebner seconded the motion;

A vote was held via email, all in favor?
Approved