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 19, 2024, 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
2 guests

Regrets: Trustee C Krystia, Chief Grossman

1. **Call to Order/Declaration of Conflict of Interest**
Meeting called to order at 7:00 pm.
CBID Chair Stanley opened the June 19th meeting welcoming 2 guests from the Cowichan Bay district.

The were no conflicts of interest.

2. **Approval of the Agenda**

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

3. **Approval of the Minutes from April 17th and May 15th , 2024.**

Trustee D. Stennes made a motion to approve the minutes from the April 17th 2024, General Meeting. The motion was seconded by Trustee R Mellson. Approved

An error in the May 15th minutes 4.4 was corrected.

Trustee Stennes made a motion to approve the amended minutes from May 15, 2024 General meeting. The motion was seconded by Trustee Mellson. Approved

4. **Business Arising from the Minutes**

4.1. Strategic Plan
Trustee Huebner reported that she and Chief Grossman met the Fire Chief of the East Sooke Department. The East Sooke department has recently completed their Strategic plan.

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In order to complete a Strat plan, the following questions arose:

1 Who is going to facilitate.
2 When would this process start?
3 Who will be involved
4 Expectations of individuals involved

4.2 Website

The website is live, but does have some issues.

- The site does not let people sign up for updates.
- Old sites need to be taken down, this might aid in the running of the new site. Contact will need to be arranged with the persons controlling those sites to have them removed.

It was noted that the contractor reports would be good reports to upload to inform the public of the hall's progress.

Secretary Manager and Chief Grossman continue to meet with the site creator to update and learn the new program.

4.3 Old To New Hall transition plans

The Association has started packing for the Feb 7th moving day.
Trustee Mellson has a moving company lined up to pack up, move and unpack if required.
The firefighters will move their gear, trucks and some equipment.
Some contractors will need to be brought in to move the large equipment.

5. Standing Reports

5.1 Finance Reports

The Financial reports were circulated and reviewed.

GST will be submitted at the end of June.

Trustee Mellson made a motion to approved the presented Financial reports. Trustee Huebner seconded the motion. Approved

5.2 Fire Chief Report

The Fire Chief report was circulated prior to the meeting. In the Chief's absence the report will be deferred to the next meeting.

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5.3 Chairperson Report

The Chairperson report will be deferred to the be part of 7.1

5.4 Trustee's Report

There is no Trustee's report this meeting.

6. Correspondence

6.1 For Action

A letter of resignation was received. The member was moving off the island. An exit interview will be conducted. Trustee Huebner will arrange the interview.

6.2 For Information

A letter was received from the Association in response to a letter written from the Board, in regards to the requirements and expectations of hall events .

7. Committee/Project Reports

7.1 Fire Hall Construction Project

Building project budget	$ 14,533,038.00
Spent to date	- 4,702,778.00
Cost to complete	$ 9,830,260.00
Cost to complete includes contingency of	$ 1,378,250.00

Project is on target for February 7, 2025 move in, with April 2025 completion.

8. New Business

There was no new business to report

9. Notice of Motion

There was no notice of Motion

10. Question Period

There were questions from the guests in attendance.

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The guests indicated that they had concerns regarding the new website.

Their concerns were as follows:
- no search option to find new site
- unable to sign up for email notifications
- missing minutes & agendas
- no new bylaw with Cowichan Tribes.

It was suggested by our guests that we alert people thru social media, about the new site.
The guests were thanked for their input on the new site.

11. In Camera

The Board went in camera at 8:05 pm

The In Camera session ended at 8:40 pm

12. Adjournment

Trustee Huebner made a motion to adjourn the meeting at 8:45 pm
The motion was seconded by Trustee Mellson – Approved

Next meeting: July 17th 2024 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 June 19th, 2024

_____ dated July 17 2024
Marsha Stanley, Chair, Cowichan Bay Improvement District