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
WEBSITE https://cbid.cbvfr.com/
PHONE 250.743.7111

Minutes of the Annual General Meeting of the Cowichan Bay Improvement District held at Cowichan Bay Firehall on Monday June 23rd, 2025, at 7.00 p.m.

In attendance:

- CBID Chair Marsha Stanley
- CBID Trustees Ron Mellson, Craig Krystia, Kim Huebner
- CBID Secretary Manager Rhonda Smith-Hodgkin
- Cowichan Bay Fire Rescue Fire Chief & Trustee Dean Stennes
- Cowichan Bay Fire Rescue Deputy Chief Matt Rickett
- Returning Officer Stella Lum
- 24 Cowichan Bay Improvement District Eligible to Vote residents
- 20 Non-Eligible Attendees
- 2 Guests – Mike Evans, Grant Thornton and Owen David Integrity Consultants

1.0 Welcome

Chair M Stanley called the meeting called to order at 7.00 pm. and welcomed those in attendance.

2.0 Introductions

Chair Stanley introduced the Trustees and others at the head table.

3.0 Approval of Minutes from March 2025

The Minutes of the Annual General Meeting held on March 25, 2024, were reviewed.
No errors or omissions were identified.

Motion was made to approve the minutes of the meeting of March 25, 2024, by T. Larminay, seconded by P. Randall Approved

4.0 Financial Report

Mike Evans of Grant Thornton presented and reviewed the Audited Financial Statements for the year ending December 31, 2024.

4.1 - Mr. Evans answered questions from the floor regarding the financial report

Q-1 – of the 3.7 million, is it cash?
A-1 – Good portion of it is cash or cashable term deposits

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

Q-2 – of the 880,000.00 how was it distributed
A-2 – 150,000.00 was put aside for capital expenditures and 730,000.00 was put toward the new building

There were no further questions for Mr. Evans

4.2 - Approval of Board Remuneration ($ 21000.00)

A motion was made by K. Huebner to approve the Trustee Remuneration for the Board. The motion was seconded by R. Mellson. Approved

Moved by L. Watt, seconded by S Frueh that the 2024 Consolidated Financial Statements be approved as presented. Carried unanimously.

5.0 Reports

5.1 - Trustees Report

- Chair Stanley reviewed the last year.
- The report reviewed the building of the new hall and the many hours the trustees gave to aid in the goal to have this AGM in the new hall.

- It was reported that the new website has been up and running. Not without its cliches. Updating the site will be an ongoing process. Guests were reminded to signed up for the newsletter.

- The Chair explained the Provincial Loan was available twice a year. Due to the delay in the building completion, CBID will be looking for the fall to transfer from bank to provincial. It is expected to be 12.6 million, with the provincial rate of 4.4% for 20 years.

- The board is anticipating very little change in taxing of landowners.

- Chair Stanley thanked her fellow trustees and fire fighters. She was happy to announce that the board had followed through with their goals

- With the unplanned departure of Fire Chief Grossman, Deputy Dean Stennes was the successful applicant for the Chief's position. The position of Deputy Chief and training officer was awarded to Matt Rickett. This restructuring made no change to the current the budget.

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

5.2 - Chiefs Report

Chief Stennes reported that there is 26 members. 204 incidents for 2024

- 54 Medical aid first responder
- 49 Fire related
- 42 Motor vehicle incidents
- 32 Alarms Activated
- 7 Public service
- 20 Wires Down
- 0 Hazardous materials

Training is held weekly as well as additional weekends. The members continue to meet the requirements set out by the Office of Fire Commissioner, WorkSafe and Fire Underwriters.

Community events that CBFR participated in were: Easter Egg hunt, Bench School fun fair, Halloween gathering on Falcon, and a special Santa.

The following members retired in 2024

Curtis Frueh – 13 years
Sarina Barraco – 1 year
Steve McCaffrey – 17 years

CBFR wishes them the best of luck and thank you for your service.

October received 5 new recruits through their annual recruit drive.

The following members were presented with the following awards for 2024:

Captain Christina Shepherd	Charlie Ennals Firefighter of the Year
Captain Christina Shepherd	Bob Evans Memorial Shield
Firefighter Dan Godin	Attendance to most Incidents and Practices
Firefighter Royce Battie	Rookie of the Year

6.0 New Hall Project

Owen David gave a report on the new hall project. He reported that the expected full completion will be July or early August. He also noted that the operational manual is 7000 pages

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

7.0 Strategic Plan

Trustee D. Stennes gave a video presentation of the strategic plan.

The video included the process on how the plan was a joint effort by a consultant. The board, and members through surveys and workshops established a mission statement.

The Mission statement listed:

Vision – What we stand for
Values – How we show up with trust and accountability

The Statement also recognizes: skills, leadership, recruitment and retention
Community relations – newsletter
Working with the CVRD and Waterworks

The new Strategic plan also assists in the planning of future purchases of new trucks and equipment

The Board will review the Strategic plan every fall.

8.0 Election of Trustees – 2 x 3yr term

The Election for 2025 would require two Trustees whose terms have completed. Trustee Ron Mellson stated he would stand for another term.

Returning Officer opened the floor for nominations.
Brad Dorran was nominated. Brad accepted the nomination.

After no further nominations were received.
Returning Officer Stella Lum announced that the 2 positions of 3yr terms would be awarded to Ron Mellson and Brad Doran.

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

9. Question Period

The floor opened to any questions regarding the topics of the evening.

The Superior Tank Shuttle was discussed. It was explained to the attendees the very stringent requirements that would need to be met to obtain this. The goal is 2027.

A discussion was also held on the trucks and the years to replacement on each.

10. Adjournment

Thierry Larminay made a motion to be adjourned at 7:45 p.m. The motion was seconded by Dave Frueh

****

Minutes recorded by Ms. Rhonda Smith-Hodgkin, Secretary Manager

This is a certified true copy of the minutes of the Annual General Meeting of the Cowichan Bay Improvement District held on June 23, 2025

_____
Marsha Stanley, Chair