Cowichan Bay Improvement District
4461 Trans Canada Hwy,
Cowichan Bay, BC V0R 1N1

EMAIL cbid@cbvfr.com
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Cowichan Bay Improvement District

General Meeting Minutes

Date: October 21, 2026
Time: 7:00 p.m.
Location: Cowichan Bay Fire Hall

Present

- Trustee Chair: M. Stanley
- Trustee: R. Mellson
- Trustee: C. Haynes
- Trustee: C. Krystia
- Chief: D. Stennes
- Secretary Manager: A. Fowler
- Regrets: Trustee Co-Chair: B. Doran

1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 7:00 p.m.
No conflicts of interest were declared.

2. Approval of Agenda

The agenda was amended to include the second reading of Bylaw No. 122 – Fire Protection-Capital Works and Equipment Renewal Reserve Fund Disbursement Bylaw, and to reverse the order of items (a) and (b) under New Business.

Motion: *That the agenda be approved as amended.*
Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

3. Approval of Minutes

September 16, 2026 – Regular Board Meeting

Motion: *To approve the minutes as presented*.
Moved by Trustee R. Mellson, seconded by Trustee C. Haynes. Carried.

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4. Business Arising from the Minutes

a) Bylaw No. 121 Fire Protection Bylaw 2027

Motion: ***THAT*** *Cowichan Bay Improvement District Bylaw No. 121 cited as the "Fire Protection Taxation Bylaw 2027", be introduced and given its first reading.*

Moved by Trustee C. Haynes, seconded by Trustee C. Krystia. Carried.

Motion: ***THAT*** *Cowichan Bay Improvement District Bylaw No. 121 cited as the "Fire Protection Taxation Bylaw 2027", be reconsidered and finally adopted.*

Moved by Trustee R. Mellson, seconded by Trustee C. Krystia. Carried.

5. Standing Reports

a) Finance

The financial report was reviewed, followed by a discussion regarding the allocation of Reserve Account funds into one-year cashable term deposits.

Chief Stennes provided a report outlining the need to replace the Self-Contained Breathing Apparatus (SCBA) packs to meet the new NFPA standards.

The Board requested that Chief Stennes develop a capital replacement and procurement plan incorporating the previously discussed timing of fire apparatus replacements and the anticipated purchase of SCBA equipment. The plan will assist the Board in ensuring sufficient reserve funds are available when required.

b) Fire Chief Report

Chief Stennes presented his monthly report, which included 28 incidents for the month of September.

c) Chairperson Report
None provided.

d) Trustee Report
None provided.

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Motion: *That all reports be received for information.*
Moved by Trustee C. Haynes, seconded by Trustee C. Krystia. Carried.

6. New Business

a) Purchase of new Tender

Motion: THAT *the Board of Trustees of the Cowichan Bay Improvement District approve the purchase of a replacement water tender (Tender 42) at a base cost of $574,995, plus additional associated costs of $16,535.00 and applicable taxes.*

Moved by Trustee C. Krystia, seconded by Trustee C. Haynes. Carried.

b) Bylaw No. 122- Fire Protection-Capital Works and Equipment Renewal Reserve Fund Disbursement Bylaw

Motion: THAT *the Cowichan Bay Improvement District Bylaw No. 122, cited as the "Fire Protection-Capital Works and Equipment Renewal Reserve Fund Disbursement Bylaw," authorizing the appropriation of $325,000 from the Renewal Reserve Fund for the purchase of a truck and tank for water hauling, be given its first reading.*

Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

Motion: THAT *the Cowichan Bay Improvement District Bylaw No. 122, cited as the "Fire Protection-Capital Works and Equipment Renewal Reserve Fund Disbursement Bylaw," authorizing the appropriation of $325,000 from the Renewal Reserve Fund for the purchase of a truck and tank for water hauling, be reconsidered and finally adopted.*

Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

c) In-Camera Meetings

Deferred to the next regular meeting.

7. Correspondence

a) For Action

The Board will finalize a response to the landowner.

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b) For Information.

8. Committee/Projects

None.

9. Notice of Motion

None.

10. In Camera

Motion: THAT *the Board of Trustees close the meeting to the public to discuss a confidential human resource matter.*

Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

The meeting was closed to the public at 8:00 p.m.

The in-camera portion of the meeting concluded at 8:22 p.m.

The Board reports that, during the in-camera portion of the meeting, a resolution was passed authorizing retention of legal counsel in relation to a confidential human resource matter.

11. Adjournment

The Meeting was adjourned at 8:30 p.m.

Next Meeting

Regular Board Meeting: Wednesday, November 18, 2026 – 7:00 p.m.

Certification

Minutes recorded by Secretary Manager A. Fowler.
This is a certified true copy of the minutes of the Cowichan Bay Improvement District General Meeting held October 21, 2026

_____
Marsha Stanley, Chair
Cowichan Bay Improvement District
Dated: _____, 2026