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

.

Cowichan Bay Improvement District

General Meeting Minutes

Date: September 16, 2026
Time: 6:00 p.m.
Location: Cowichan Bay Fire Hall

Present

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

1. Call to Order / Declaration of Conflict of Interest

The meeting was called to order at 6:05 p.m.
No conflicts of interest were declared.

2. Approval of Agenda

The agenda was amended under New Business to add item f) 2027 Budget

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

3. Approval of Minutes

August 19, 2026 – Regular Board Meeting

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

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

September 9, 2026 - Special General Meeting

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

4. Business Arising from the Minutes

a) Special General Meeting September 9, 2026.

The turnout for the SGM had a significant attendance by landowners. It was noted that for future landowner voting current property tax notices will be required to obtain ballots.

b) Use of Capital Works and Replacement Reserve Fund

BE IT RESOLVED THAT:

1. The Board confirms and ratifies the acquisition of the truck for the operational purposes of the improvement district;
2. The portion of the resolution dated September 3, 2025, directing that the purchase be funded from the Replacement Reserve Fund is rescinded and replaced with authorization that the purchase be funded from the internal capital reserve fund.
3. The sum of up to $100,000.00 is authorized to be transferred from the internal capital reserve fund to the Replacement Reserve Fund to reimburse the latter fund for the amount incorrectly charged to it.
4. The administration assistant is directed to make the accounting entries necessary to give effect to this resolution.
5. Except as corrected by this resolution, the resolution dated September 3, 2025, remains in force.

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

c) Operating Working Capital Policy

The operating working capital policy will continue to be developed alongside the 2027 annual budget.

d) Transfer of Rural Water Reserve to Fire Protection – Capital Works and Equipment Renewal Reserve Fund.

The Rural Water Reserve Fund is no longer required now that Cowichan Bay Fire Rescue has obtained their Superior Tanker Shuttle Service accreditation.

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

Motion: *That the Rural Water Reserve Fund be transferred to the Fire Protection-Capital Works and Equipment Renewal Reserve Fund.*
Moved by Trustee R. Mellson, seconded by Trustee C. Haynes. Carried.

5. Standing Reports

e) Finance

The financial report was reviewed.

Discussion included budget vs actual report and bill payments for the month of August.

f) Fire Chief Report

Chief Stennes presented his monthly report, which included 23 incidents for the month of August, including one mutual aid structure fire with Duncan Fire Department. He also reported that Tender 42 was deployed in support of BC Wildfire operations throughout the month of August.

g) Chairperson Report
None provided.

h) Trustee Report
None provided.

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

6. New Business

a) CBID Newsletter

Trustee C. Haynes will take on the task of forming a newsletter committee.

b) Section 708 of the Local Government Act (Preparation of the Assessment Roll)

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

The Board discussed the need to provide landowners with information on how Improvement District taxes are calculated and collected through the Province. Trustee Haynes suggested including this information in the CBID newsletter.

c) Firehall Reserve Fund

The Board discussed retaining the Firehall Reserve Fund through December 2026 to accommodate any costs that may arise during the one-year warranty period. The remaining balance will be considered for transfer to the Replacement Reserve Fund at that time.

d) Training Yard Project

The Board discussed planned improvements to the training yard to support training activities. Proposed improvements include a concrete pad for vehicle extrication exercises and new plywood flooring in the training containers. It was noted that these expenditures were identified during the 2026 budget process but not included in the approved budget.

Motion: *That up to $20,000 be approved from the Firehall Reserve Fund for the training yard project.*
Moved by Trustee C. Haynes, seconded by Trustee R. Mellson. Carried.

e) 2026 Wildfire Deployment

Chief Stennes presented a financial report outlining the revenues and expenditures associated with the 2026 wildfire deployment.

Motion: *That the surplus funds resulting from the 2026 Wildfire deployment be transferred to the Wildfire Reserve fund.*
Moved by Trustee R. Mellson, seconded by Trustee C. Haynes. Carried.

f) 2027 Budget

The Board completed its first review of the proposed 2027 annual budget. Chief Stennes and Chair Stanley will continue to review and refine the budget in preparation for a second review at the Special Meeting scheduled for October 1, 2026.

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. Correspondence

a) For Action
b) For Information

There was no correspondence.

8. Committee/Projects

None.

9. Notice of Motion

None.

10. In Camera

No in camera session was held.

11. Adjournment

The Meeting was adjourned at 8:10 p.m.

Next Meeting

Special Meeting: Thursday, October 1, 2026 – 6:00 p.m.

Regular Board Meeting: Wednesday, October 21, 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 September 16, 2026

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