



Mayne Island Improvement District

56th Annual General Meeting

Meeting Minutes

Date: Sunday, November 22, 2020 @ 10:00 am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Doug Hill, Debra Milne & Wayne Peace
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Eric Walker, Deputy Fire Chief
Hailey Flynn, Administrative Assistant

Guests: Two members of the public

1. CALL TO ORDER

The meeting was called to order at 10:02 am by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

CAO Somerville requested additional time to discuss COVID-19 meeting protocols.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the agenda as amended. CARRIED

3. COVID-19 MEETING PROTOCOLS

Chairperson Hill reviewed the COVID-19 safety measures put in place for the meeting.

- Seating spaced 2 meters apart.
- Face masks required.
- Hand sanitizer located at entrance table.
- Washrooms at coned off area.
- Attendance list and contact tracing required and held for a 30-day period.

4. APPROVAL OF MINUTES¹ OF PREVIOUS AGM

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the minutes from the Annual General Meeting held on April 13, 2019. CARRIED

5. ANNUAL REPORT² FROM THE CORPORATE ADMINISTRATIVE OFFICER

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the annual report from the Corporate Administrative Officer. CARRIED

¹ AGM Meeting Minutes – April 13, 2019

² Corporate Administrative Officer's Annual Report 2019

6. ANNUAL REPORT³ FROM THE FIRE CHIEF

MOTION: Trustee Deaden moved and Trustee Milne seconded the motion to accept the annual report from the Fire Chief. CARRIED

7. ANNUAL REPORT⁴ FROM THE AUDITOR & 2019 FINANCIAL STATEMENTS

Sheila Henn, CPA, CA, submitted her Auditor’s Summary Report in lieu of her attendance to the meeting in person.

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to accept the auditor’s report and 2019 financial statements as submitted. CARRIED

8. APPOINTMENT OF THE AUDITOR FOR 2020

Trustee Hill made a recommendation to appoint the current accounting firm, Paterson Henn CPA, as auditor for 2020.

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion that Paterson Henn CPA be appointed as auditor for 2020. CARRIED

9. OTHER BUSINESS / TOWN HALL

None.

10. TRUSTEE CANDIDATE ACCLIMATION

Chairperson Hill asked the Election Officer, Jon Hoff, to speak about the trustee election. He summarized the following:

- Due to COVID-19 the trustee nomination procedure was adjusted with guidance from the Ministry of Municipal Affairs and Housing. Advance nominations were requested in October.
- Two valid nominations were received. They were Bob McKinnon & Brian Dearden. Therefore, they were elected as trustees for the 3-year term by acclamation.

11. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Annual General Meeting was adjourned at 10:10 am by motion made by Trustee Milne.

Approved:

Doug Hill, Chair

Date:

Katherine Somerville, CAO

Date:

Recorded and Transcribed by H. Flynn

³ Fire Chief’s Annual Report 2019

⁴ Auditor’s Annual Report & Audited Financial Statements