

MAYNE ISLAND IMPROVEMENT DISTRICT
DRAFT MINUTES of the 51st ANNUAL GENERAL MEETING
Held on SATURDAY, APRIL 25th, 2015

The 51st Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Agricultural Hall, Mayne Island, on Saturday, April 25th, 2015 commencing at 1:00 PM. Trustee Bob McKinnon chaired the meeting.

Present:

Trustees: Bob McKinnon; Cilla Brooke, Sharon Hinton, Brian Dearden, Doug Walker,
Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville
Fire Chief Steve DeRousie, Captain Kyle Stobart
Returning Officer: Jon Hoff; Auditor: Sheila Henn
Approx 20 Mayne Island property owners and/or residents

1) MEETING CALLED TO ORDER:

The meeting was called to order at 1:00PM and introductions of the Trustees, Fire Chief, Auditor, and Staff were made by the Chair, Bob McKinnon.

2) ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION: Moved by Harry Lane and seconded by Brian Haller that the Agenda for the 51st Annual General Meeting of Saturday, April 25th, 2015 be adopted.

Motion was carried unanimously by show of hands.

3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 26th, 2014:

MOTION: Moved by Bill Jamieson and seconded by Tracey DeRousie that the Minutes of the 50th Annual General Meeting held on Saturday, April 26th, 2014 be adopted.

Motion was carried unanimously by show of hands.

4) ANNUAL REPORT OF THE BOARD OF TRUSTEES:

The Chair, Bob McKinnon presented the report¹, a copy of which is attached.

MOTION: Moved by Tracey DeRousie and seconded by Jon Hoff that the Annual Report of the Board of Trustees be accepted as circulated.

Motion was carried unanimously by show of hands.

5) ANNUAL REPORT OF THE FIRE CHIEF:

The Fire Chief's Report, a copy² of which is attached to these minutes, was reviewed. The Chief commented that the Training Program as reported is proceeding very well.

MOTION: Moved by Bill Jamieson and seconded by Derek Atha to accept the Fire Chief's Report.

Motion was carried unanimously by show of hands.

6) ANNUAL REPORT OF THE ADMINISTRATOR AND FINANCIAL OFFICER:

The Report³, a copy of which is attached to these minutes, was reviewed.

¹ Report from the Board of Trustees

² Fire Chief's Report for 2013

³ Administrator & Finance Officers' Report

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MOTION: Moved by Dennis Watts and seconded by Jean Chizeck to accept the Administrator and Financial Officers' Report

Motion carried unanimously by show of hands

7) MOTION TO APPROVE REMUNERATION FOR TRUSTEES

The Chair explained that at present, the MIID Trustees do not receive remuneration; but have served as volunteers. The Chair called for a Motion.

MOTION: Moved by Harry Lane and seconded by Terry Miller that Trustees receive no remuneration in 2015.

Motion was carried unanimously by show of hands.

Bill Jamieson thanked the Trustees for all their work in the past

8) PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS:

The Financial Statements⁴, copy of which is attached to these minutes, were presented by Sheila Henn, the Auditor for the Improvement District. The Auditor presented the "Unqualified" Audit Report and gave a short explanation of the Financial Statements. The Auditor explained that the building of the Fire Hall affects this year's statements and will also be reflected in next year's Financial Statement. The Bank Loan, Capital Assets, Cash Flows, and the Notes were then briefly reviewed. The Statement of Operations for the Fire Protection Governance and Health Centre Operation were then reviewed as well as the Statements of Reserves and Surpluses, and the statement of Tangible Assets. She explained briefly that the operating costs relating to rentals of temporary accommodations during the build were shown as 2014 Expense, as they will be in 2015, but will be included in the cost of the fire hall build, as financed by the Province this fall. The Auditor then asked for questions. There being no questions, the Chair thanked Sheila Henn, the Auditor, for her work in completing the Financial Statements.

9) MOTION TO APPROVE THE AUDITED FINANCIAL STATEMENTS.

MOTION: Moved by Kyle Stobart and seconded by Al Wood that the Auditor's Financial Report be adopted as presented.

Motion was carried unanimously by show of hands.

10) COMMITTEE REPORTS:

Fire Hall Committee A report was presented by Chair Bob McKinnon.

He explained that the superstructure is now in place. Installing rebar and prepping for the slab is being done now and the slab will be poured in the first week of May, then the crew will return to place the "skin" on the building. This means the project is approximately 2 months behind in our time line, it is expected that we are now over the majority of any obstacles causing delay. The Chair remarked that he is optimistic that the schedule of completion for August will be met. He continued that the referendum approved a loan of up to \$2.4 Million to cover the build of the fire hall. The Chair reported that the Project Manager, Financial Officer and himself have spent quite some

⁴ Audited Financial Statements

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time working together to be assured of the numbers and that as a result he is confident the build will be completed within the budgeted amounts. He then asked for questions.

Q. Harry Lane asked what besides the sprinklers took us into the contingency fund.

A. Chair: Some excavation and fill expenses cost us more than budgeted, however some areas came in cheaper than expected. The Chair expressed particular thanks to Matt Taylor and John Dodds for their efforts on the site to help us stay on budget. He also thanked the local trades who have been working on the project for helping to achieve cost efficiencies, as well as keeping the work “on the island”.

MOTION: Moved by Brian Haller and seconded by Don DeRousie to accept the Committee’s Report.

Motion was carried unanimously by show of hands.

11) OTHER BUSINESS: Questions and comments: The Chair asked for questions.

Q. Dan Innes asked if the Improvement District has any plans for the future; any projects in mind.

A. Chair: We are restricted in our mandate as to what we can or cannot do. We have a long term plan to install dry hydrants over the island to ensure adequate water supply. He invited the Fire Chief to make any further comments.

The Fire Chief spoke about the Department’s long term plan is to meet the growing needs of the island. Part of that plan is dry hydrants, efficient equipment, and well trained members in order to meet the Community’s needs in the most cost efficient manner possible. We have established the service levels to ensure the community members of the qualified service they require.

The Chair also described some upcoming maintenance issues at the Health Centre.

Q. Dan Innes then asked about Road paving and providing Internet Services. He also complained that he did not know who to contact with his questions and concerns.

A. Chair: We are restricted by our mandate as directed by the Province. We are not able to expand our responsibilities. In future, we may become either a municipality or part of the CRD. He agreed that it is difficult for the taxpayer to see who is responsible for these local issues. He then explained that roads are a responsibility of CRD who have a contract with MainRoads Contracting to maintain the island’s roads. He suggested contacting David Howe, the CRD Director

Q. Jon Hoff asked why 4 trucks have to appear on a 911 call to an accident such as a fall.

A. The Fire Chief explained the Resource Allocation Protocol used by the Emergency Dispatch office. BC Ambulance Dispatch determines who will respond and the nature of the response. For example: the number of responders, (Fire & BCAS, or only BCAS) and the urgency of the call dictating “Emergency” response.

Bill Jamieson added that in the case of a fire, the responding officer may call for additional response.

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12) ELECTION OF ONE (1) TRUSTEE FOR A THREE (3) YEAR TERM:

Chair Bob McKinnon turned the meeting over to Jon Hoff, the Returning Officer, for the election of one Trustee position for a 3-year term

The Returning Officer provided a summary of the election process and introduced a volunteer Ballot Counter and Scrutineer, Brian Haller.

Mr. Hoff then introduced the Chair of Nominations, Trustee Walker, who reported the Committee has received a nomination for Bob McKinnon, and called for Nominations from the floor.

A second call was made for further nominations from the floor.

A third call was made for further nominations from the floor.

There being none, nominations were declared closed and Trustee Walker returned the chair to the Returning Officer

Results were announced by the Returning Officer that Bob McKinnon was elected to the position of Trustee by acclamation and offered his congratulations.

Trustee McKinnon thanked everyone for his election and attending the meeting today and asked for a motion to adjourn.

13) ADJOURNMENT:

MOTION: Harry Lane moved to adjourn the meeting. **Carried.**

Meeting adjourned at 1:35 PM

Bob McKinnon, Chair

Gerrie Wise, Administrator

cc: Ministry, Trustees, Staff, Website, Library, file