



# Mayne Island Improvement District

## Minutes of the 54<sup>th</sup> Annual General Meeting

### Saturday, April 21<sup>st</sup>, 2018

### Mayne Island Fire Hall

The 54<sup>th</sup> Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Fire Hall, Mayne Island, on Saturday, April 21st, 2018 commencing at 1:03 PM. Trustee David Maude chaired the meeting.

#### **PRESENT:**

Trustees: David Maude, Doug Hill, and Wayne Peace  
Staff: Corporate Administrative Officer: Katherine Somerville;  
Administrative Assistant: Hailey Flynn; Recording Secretary: Gerrie Wise;  
Fire Chief Kyle Stobart, Deputy Fire Chief Eric Walker;  
Auditor: Sheila Henn, CPA, CA of Paterson, Henn  
Approx 7 Mayne Island property owners and/or members of the public

**ABSENT:** Trustees Sean Skiffington and Brian Dearden

#### **1) MEETING CALLED TO ORDER:**

The meeting was called to order at 1:03 PM and introductions of the Trustees, Fire Chief, Deputy Fire Chief, Auditor, and Staff were made by the Chair, Trustee Maude.

#### **2) ADDITIONS TO/APPROVAL OF THE AGENDA**

The Chair pointed out an error in the date of Item 10 which should be corrected to 2018, rather than 2017 as shown.

**MOTION:** Moved by Jan Peace and seconded by Katja Korinth that the Agenda for the 54<sup>th</sup> Annual General Meeting of Saturday, April 21<sup>st</sup>, 2018 be adopted as corrected.

**Motion was carried by show of hands.**

#### **3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 8<sup>th</sup>, 2017:**

**MOTION:** Moved by Deb Milne and seconded by Jon Hoff that the Minutes of the 53<sup>rd</sup> Annual General Meeting held on Saturday, April 8<sup>th</sup>, 2017 be adopted.

**Motion was carried by show of hands.**

#### **4) APPROVAL OF MINUTES OF SPECIAL GENERAL MEETING HELD ON October 28<sup>th</sup>, 2017:**

**MOTION:** Moved by Rick Milne and seconded by Faith D'Arcy that the Minutes of the 53<sup>rd</sup> Annual General Meeting held on Saturday, October 28<sup>th</sup>, 2017 be adopted.

**Motion was carried by show of hands.**

## 5) ANNUAL REPORT OF THE BOARD OF TRUSTEES:

The Chair presented the report<sup>1</sup>, a copy of which is attached, and then asked for questions.

**Q.** Rick Milne asked about the terms of the License with CRD for space in the Fire Hall

**A.** The Chair explained the payment of \$20,000 was a one-time payment for the term. The CAO explained the lease defined the areas within the fire hall to be used by the Emergency Program (CRD).

**Q.** Rick Milne asked for details regarding the VIHA Lease for the Health Centre.

**A.** The CAO explained that Island Health (VIHA) pays \$500 per month as rent for part of the premises under the terms of a 5 year commercial lease. There are other tenants who pay rent as well.

**MOTION:** Moved by Jan Peace and seconded by Rick Milne that the Annual Report of the Board of Trustees be accepted as circulated.

**Motion was carried by show of hands.**

The Chair recognized the time and efforts of Trustee Skiffington to obtain the final Occupancy Certificate.

## 6) ANNUAL REPORT OF THE CORPORATE ADMINISTRATIVE OFFICER:

The Report<sup>2</sup>, a copy of which is attached to these minutes, was reviewed by Katherine Somerville and she asked for questions.

**Q.** Rick Milne asked the CAO for her impression of the highlights of her report.

**A.** The CAO explained that her report is meant to be an explanation of the mandate and purpose of the Improvement District along with a bit of the history. She recognized and thanked all those Staff and Volunteers whose work contributes to meeting the goals of the District.

**Q.** Jan Peace asked if the Garbage collection would remain with a private business.

**A.** The CAO confirmed that Garbage collection would remain with the private business for now. Our Letters Patent allows for taxation to fund a garbage service if that service is what the population of the island wants at some time in the future.

**Q.** Rick Milne asked if there are measures used to analyze if it is a successful year; such as the number of fire calls or medical services used.

**A.** The CAO explained that the Fire Chief will address measurements for the Fire Department in his report; her concerns are to operate without exceeding the Budget, and to deal effectively and efficiently with any concerns which may arise.

**MOTION:** Moved by Jon Hoff and seconded by Katja Korinth to accept the Corporate Administrative Officer's Report.

**Motion was carried by show of hands.**

## 7) ANNUAL REPORT OF THE FIRE CHIEF:

The Fire Chief's Report, a copy<sup>3</sup> of which is attached to these minutes, was reviewed by Fire Chief Kyle Stobart, who also invited the public to come to his office anytime.

**Q.** Rick Milne asked the Chief to explain what he saw as highlights of the year.

**A.** Chief Stobart explained he feels the increase in the number of firefighters is the most important goal achieved in the past year.

**Q.** Rick Milne asked why there are increasing numbers of 1<sup>st</sup> Responder calls.

---

<sup>1</sup> Report from the Board of Trustees

<sup>2</sup> Corporate Administrative Officer's Report

<sup>3</sup> Fire Chief's Report for 2017

A. The Fire Chief explained that here, and actually world-wide, the incidence of fires is decreasing, but with population increasing people are injured or ill more frequently. Another consideration is the demographics of the population of Mayne.

Q. Rick Milne asked if there is a certain requirement for response time.

A. The Fire Chief explained that the department tries to respond within 15 minutes for all calls; however there is no specified time requirement for any of the calls. All calls are responded to as promptly as possible with no “priorities” established.

Q. Deb Milne asked what was meant by “hydro incidents” – were these the wind related trees on wires, etc.?

A. Chief Stobart confirmed that was the situation in most cases.

The Chair added that last year we had an uncomfortably low level of firefighters and in one year the Chief and Deputy have accomplished doubling that number to 28 with recruiting and training. He expressed that as a Board they leave the operation of the Fire Department to the management of the Fire Chief and Deputy Chief, and they have done an outstanding job. The Fire Chief stated he appreciates the high level of support from the Board.

Rick Milne expressed his compliments to the Chief and Deputy Chief and to the Board as well.

**MOTION:** Moved by Deb Milne and seconded by Rick Milne to accept the Fire Chief’s Report.  
**Motion was carried by show of hands.**

## 8) PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS:

The Financial Statements<sup>4</sup>, copy of which is attached to these minutes, were presented by Sheila Henn, the Auditor for the Improvement District. She thanked Katherine for her time and assistance, and presented her “unqualified” Audit Report and went on to explain the term “unqualified” meant there are no concerns or problems. She then gave a short explanation of the Financial Statements including the Statement of Financial Position at December 31, 2017 and the expenses for the year. The “long term debt” referred to in the Financial Statements is the debt for building the Fire Hall. The Revenues and Expenses for the Fire Protection Governance and Health Centre Operation were reviewed as well as Notes and the Statements of Reserves and Surpluses. The Auditor answered question throughout her report.

Q. Faith D’Arcy asked about the source of the stated income.

A. The Auditor and CAO explained the income is primarily from taxes with contributions such as rent and permit fees and an occasional contribution. She referred to page 5 for details of the changes to Capital and Reserves.

Q. Rick Milne asked what is meant by “Tangible Capital Assets”.

A. The Auditor explained they are the buildings and equipment as listed on page 9 listed by historical costs.

The Auditor then suggested that any further questions could be emailed to Katherine (CAO) and she will answer them.

## 9) MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS:

**MOTION:** Moved by Rick Milne and seconded by Deb Milne that the Auditor’s Financial Report be accepted as presented.  
**Motion was carried by show of hands.**

---

<sup>4</sup> Audited Financial Statements

## 10) MOTION TO APPOINT THE AUDITOR:

The CAO made a recommendation to appoint our present Auditor.

**MOTION:** Moved by Jan Peace and seconded by Katja Korinth that the firm of Patterson Henn be appointed as Auditor for the year 2018.

**Motion was carried by show of hands.**

## 11) OTHER BUSINESS: Questions and comments:

**Q** Deb Milne asked about the building behind the fire hall.

**A.** Fire Chief Stobart explained that the Fire Fighters Association owns the building which was donated to the Association several years ago. They are renovating the heritage building with all volunteer labour so it is taking some time. It is used by the Association for their meetings and various community and charitable events; and will also house the Food Bank when completed.

## 12) ELECTION OF TRUSTEES

The Chair turned the meeting over to Jon Hoff, acting as Elections/Returning Officer, for the election of one Trustee for a 3-year term. Jon Hoff then provided a summary of the election process and the terms of the Trustees. A Nomination for the 3-year position, received prior to the meeting was presented:

Wayne Peace, Nominated by David Maude, Seconded by Katherine Somerville

A call was made 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 further, nominations were closed and Wayne Peace was declared elected as Trustee for the three year term by acclamation.

The Chair thanked Jon Hoff for acting as Elections Officer and asked for a motion to adjourn.

## 13) ADJOURNMENT:

**MOTION:** Jon Hoff moved to adjourn the meeting at 1:35 PM. **Carried.**

---

David Maude, Chair

---

Katherine Somerville,  
Corporate Administrative Officer

Transcribed by Recording Secretary: Gerrie Wise

cc: Ministry, Trustees, Staff, Website, file