

MAYNE ISLAND IMPROVEMENT DISTRICT
DRAFT MINUTES of the 52nd ANNUAL GENERAL MEETING
Held on SATURDAY, APRIL 23th, 2016

The 52nd Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Fire Hall, Mayne Island, on Saturday, April 23rd 2016 commencing at 1:00 PM. Trustee Bob McKinnon chaired the meeting.

Present:

Trustees: Bob McKinnon; Cilla Brooke, Sharon Hinton, Brian Dearden, Doug Walker,
Staff: Corporate Administrative Officer: Katherine Somerville;
Administrative Assistant: Gerrie Wise; Fire Chief Steve DeRousie
Auditor: Sheila Henn
Approx 70 Mayne Island property owners and/or residents

1) MEETING CALLED TO ORDER:

The meeting was called to order at 1:03 PM 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 Millie Leathers and seconded by Kyle Stobart that the Agenda for the 52nd Annual General Meeting of Saturday, April 23rd 2016 be adopted.

Motion was carried unanimously by show of hands.

3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 25th, 2015:

MOTION: Moved by Carl Bunnin and seconded by Jim Deverill that the Minutes of the 51st Annual General Meeting held on Saturday, April 25th, 2015 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. He added several remarks regarding the improvements to the Health Centre and the building of the new Fire Hall. There are some considerations with the fire hall which the engineers and architect still need to sign off, following which the final occupancy permit will be obtained. The Chair briefly reviewed the costs and funding of the new fire hall. The Board and staff are pleased with the new hall and look forward to serving the community.

Q: Sid Mister Do you think the people who voted No are happy? He noted that he was denied a vote because there was no mail in vote.

The Chair stated his concerns would be noted in the Minutes.

The Chair continued his remarks, reviewing the staffing changes and stating that his resignation from the Board is effective at the end of this AGM. He then thanked the Trustees he has served with. He then asked for questions.

¹ Report from the Board of Trustees

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Q. Bill Warning: Where did the overages occur in the building of the fire hall?

A. Chair There were approximately 1000 of truckloads of excavated material taken off the site for the foundation. There were a number of electrical engineering corrections and the fire sprinkler system was more costly than originally planned. Finally, time delays caused overages in supervisory wages and temporary accommodations.

Q. Sid Mister: Who approved the building design without a sprinkler system?

A Chair: It was not approved without a sprinkler system, the sprinkler system was only roughed in on the original plans, which was not allowable, hence a functional sprinkler system had to be installed.

A short discussion on the sprinkler system ensued.

MOTION: Moved by Jon Hoff and seconded Mary Cooper by 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 by Fire Chief DeRousie. He mentioned the highlights of the busy year, and reported we were able to operate out of temporary facilities. Unfortunately, some of our firefighters have moved away or resigned, however we have an active recruiting program to keep up our roster, and have been able to recruit some new firefighters. The Fire Chief mentioned one incident in particular: the August windstorm which caused multiple outages over the whole province, although the outages on Mayne were short with no damage reported.

He recognized all the long time service medals awarded to firefighters, highlighting Ron Willick as the longest serving active firefighter with 38 years and Harry Lane with 45 years including his service as an Auxiliary. A round of applause followed.

The Fire Chief reported on the number of emergency calls by our neighbouring Gulf Islands which are closely comparable to ours.

He reminded all that the Trustees are also volunteers, and thanked all the Trustees for their service.

MOTION: "Moved by Mary Cooper and seconded by Marion Worrall to accept the Fire Chief's Report."

Motion was carried unanimously by show of hands.

6) ANNUAL REPORT OF THE CORPORATE ADMINISTRATIVE OFFICER:

The Report³, a copy of which is attached to these minutes, was reviewed by Katherine Somerville and she asked for questions

MOTION: "Moved by Millie Leathers and seconded by Tracey DeRousie to accept the Corporate Administrative Officer's Report".

Motion carried unanimously by show of hands

² Fire Chief's Report for 2015

³ Administrator & Finance Officers' Report

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7) MOTION TO APPROVE REMUNERATION FOR TRUSTEES

The Chair explained that the MIID Trustees do not receive remuneration; but serve as volunteers.

MOTION: Moved by Kyle Stobart and seconded by Ken Chubb that Trustees receive no remuneration in 2016.

Motion was carried unanimously by show of hands.

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 her “unqualified” Audit Report and gave an explanation of the Financial Statements including the Statement of Financial Position at December 31, 2015 and the Expenses for the year, as stated for Government Accounting Standards. The Notes were then briefly explained. The Revenues and Expenses for the Fire Protection Governance and Health Centre Operation were reviewed as well as the Statements of Reserves and Surpluses. The effects of the fire hall build on the balance sheet and expenses to Dec 31st were reviewed. The one exception for Audit adjustments was to adjust the operating statements to allow for temporary accommodations; however those were included in the fire hall construction budget.

The Auditor then asked for questions.

Q. Sid Mister How much was the rental for the temporary accommodation?

A. The Auditor replied that information is covered in Schedules: 1, 2, and 3 on page 13 and also on page 2 of CAO report shown as \$145,000

Q. Millie Leathers On schedule 3, what is the cause of the budget overage in the Health Centre Water system?

A. There were significant upgrades needed to the Health Centre water system

Q Sean Skiffington What does an unqualified audit mean?

A. It is the terminology used to denote that the audit process was not limited in any way and included all areas of the District’s finances. It means there were no exemptions or areas which could not be included in the audit.

Q. Jon Hoff regarding the Fire Hall Costs on page 2 of the CAO report, what amount was originally budgeted for the site work and septic system?

A. The Auditor referred the question to the CAO who replied that she does not have the complete construction records here but can supply that information later.

The Auditor explained that her role does not include auditing budgets and identifying overruns – but to ensure that all transactions are done properly according to Government standards.

The Chair stated he believed the overage in that area was \$140,000

Q. Sid Mister asked if all the extra excavation and trucking off the site was included in that figure?

A. The Chair replied that those costs were included and acknowledged the saving of funds since the district did not have to pay “dumping fees” for any of the material removed.

⁴ Audited Financial Statements

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9) MOTION TO APPROVE THE AUDITED FINANCIAL STATEMENTS:

MOTION: “Moved by Sean Skiffington and seconded by Jon Hoff that the Auditor’s Financial Report be adopted as presented”.

Motion was carried unanimously by show of hands.

10) MOTION TO APPOINT THE AUDITOR:

MOTION: Moved by Katherine Somerville and seconded by Tracy DeRousie that Patterson Henn be appointed as Auditor for the year 2016

Motion was carried unanimously by show of hands.

11) COMMITTEE REPORTS:

Fire Hall Committee The report was presented by Chair Bob McKinnon earlier under the Report from the Board.

12) OTHER BUSINESS: Questions and comments:

Q Sid Mister how many square feet in this part of the building?

A. Fire Chief replied approximately 3400 square feet.

Q. Sid Mister then asked for the number of firefighters.

A. The Fire Chief replied 23.

Q. Sid Mister commented that it seemed like a lot of space for such a few people

Q. Mary Cooper thanked the Board and Firefighters for their service, particularly during this past difficult year.

A round of Applause followed her comments

13) ELECTION OF TRUSTEES

Chair Bob McKinnon turned the meeting over to Trustee Walker, acting as Returning Officer, for the election of one Trustee for a 2-year term and two Trustees for a 3 year term. Trustee Walker thanked Bob McKinnon for his service. He then thanked the Staff for their dedication during the difficult construction time.

The Returning Officer then provided a summary of the election process and asked for two volunteer Ballot Counters. Mary Cooper and Carl Bunnin volunteered.

He then asked if any candidates wished to appoint a scrutineer to observe the ballot counting. Nominations were then presented by Trustee Walker:

For the 2-year position

Dereck Atha

Jim Deverill – Jim Deverill withdrew his candidacy

For the 3-year position:

Millie Leathers

Sean Skiffington

Bob Soper

(Bill) William Maylone

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A call was made for nominations from the floor.

David Maude was nominated by Wayne Ming and seconded by Marion Worrall for a 3year term.

David Maude accepted the nomination.

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 Trustee Walker declared Dereck Atha as elected by acclamation as the two-year term Trustee.

Trustee Walker asked new Trustee Atha and then each candidate to speak. Trustee Atha and each candidate spoke for approximately 3 minutes.

The Returning Officer thanked all the candidates and asked if there were any questions regarding the voting procedure. He then indicated the ballot box. Voting commenced and ballots were collected and counted by Doug Walker, Jon Hoff and Mary Cooper

Results were announced by the Trustee Walker as Elections Officer that Bob Soper and Sean Skiffington are elected as Trustees and offered his congratulations. He then thanked all the Candidates who put their name forward, and asked if any candidates would request a re-count and then for a motion to destroy the ballots.

MOTION: Jon Hoff moved and Brian Haller seconded the motion to destroy the ballots.
The Motion was carried by a majority show of hands

The outgoing Chair Bob McKinnon thanked Doug Walker for acting as Elections Officer and asked for a motion to adjourn.

10)ADJOURNMENT:

MOTION: Doug Walker moved to adjourn the meeting. **Carried.**

Meeting adjourned at 2:15 PM

Priscilla Brooke, Chair

Katherine Somerville, Corporate Officer

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