



Mayne Island Improvement District

61st Annual General Meeting

Meeting Minutes

Date: Saturday June 7, 2025 @ 1:00 pm

Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Debra Milne, Bob McKinnon & Brian Dearden
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Eric Walker, Deputy Fire Chief
Janelle Lawson, Administrative Assistant
Absent with Notice: Trustee Joey Hartman

Guests: Robin Cleator and Greg Martin

1. CALL TO ORDER

The meeting was called to order at 10:01 pm by Chairperson, Doug Hill. He acknowledged that the meeting was taking place on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the agenda as circulated.

CARRIED

3. APPROVAL OF MINUTES¹ OF PREVIOUS AGM

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Annual General Meeting held on June 22nd, 2024.

CARRIED

4. ANNUAL REPORT² FROM THE CORPORATE ADMINISTRATIVE OFFICER

A brief discussion was held about finding a new auditor for 2025.

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

CARRIED

5. ANNUAL REPORT³ FROM THE FIRE CHIEF

Trustee Milne inquired about the membership numbers. Fire Chief Stobart confirmed that they plan on recruiting in the fall.

There was a brief discussion around the acquisition of the new Engine as well as disposal of the old Engine. The purchase of the new engine will be reflected in the 2025 financial statements.

¹ AGM Meeting Minutes – June 22, 2024

² Corporate Administrative Officer's Annual Report 2024

³ Fire Chief's Annual Report 2024

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to accept the annual report from the Fire Chief.

CARRIED

6. ANNUAL REPORT FROM DEPUTY CHIEF

MOTION: Trustee McKinnon moved and Greg Martin seconded the motion to accept the Deputy Chief's report.

CARRIED

7. ANNUAL REPORT⁴ FROM THE AUDITOR & 2024 FINANCIAL STATEMENTS

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

Greg Martin asked why there is no amortization in the budget. CAO Somerville explained that amortization is only on financial statements for presentation purposes and because the District does not pay income tax amortization is not a true expense, therefore the District does not budget the expense.

MOTION: Trustee Milne moved and Greg Martin seconded the motion to accept the auditor's report and 2024 financial statements as submitted.

CARRIED

8. APPOINTMENT OF THE AUDITOR FOR 2025

The District must find a new auditor for 2025. CAO Somerville has reached out to several but has not yet secured one. She is confident that a new auditor will be found by the end of the year. A motion will be made on this at an upcoming meeting.

9. OTHER BUSINESS / TOWN HALL

None

10. TRUSTEE ELECTION

Two nominations were received. They were Doug Hill and Robin Cleator. 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 10:22am by motion made by Trustee Dearden.

Approved:

Doug Hill, Chair

Date:

Katherine Somerville, CAO

Date:

Recorded and Transcribed by J. Lawson

⁴ Auditor's Annual Report & Audited Financial Statements