



Mayne Island Improvement District

60th Annual General Meeting

Meeting Minutes

Date: Saturday, June 22, 2024 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Guests: Rob McFarlane, representative of Mayne Island Health Centre Association,
Bill Jamieson, representative of MIVFA, and Joey Hartman.

1. CALL TO ORDER

The meeting was called to order at 1:04 pm by Chairperson, Bob McKinnon. Trustee McKinnon acknowledged that the meeting was taking place on the unceded territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Addition to agenda item 7- note from auditor

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

CARRIED

3. APPROVAL OF MINUTES¹ OF PREVIOUS AGM

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the minutes from the Annual General Meeting held on June 17th, 2023.

CARRIED

The CAO reminded Trustees that at an AGM the public is invited to participate in the meeting and can vote and make motions.

4. 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 – June 17, 2023

² Corporate Administrative Officer's Annual Report 2023

5. ANNUAL REPORT³ FROM THE FIRE CHIEF

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

CARRIED

6. ANNUAL REPORT⁴ FROM DEPUTY CHIEF

Trustee Milne inquired about the frequency of use of the Forcible Entry prop and how often it is used in practice. Trustee Milne asked whether firefighters need to be re-certified for those skills. Deputy Chief Walker explained that training with the prop is a popular exercise within the department but does not require certification.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the Deputy Chief's report.

CARRIED

7. ANNUAL REPORT⁵ FROM THE AUDITOR & 2023 FINANCIAL STATEMENTS

Sheila Henn, CPA, CA, submitted her Auditor's Summary Report in lieu of her attendance to the meeting in person. Sheila Henn informed the District that she will be available as the auditor for the 2024 year end, but is unlikely to be available for following years, due to staffing issues. The District will need to engage a new auditor for the 2025 year end.

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the auditor's report and 2023 financial statements as submitted.

CARRIED

8. APPOINTMENT OF THE AUDITOR FOR 2024

Trustee Peace made a recommendation to appoint the current accounting firm, SC Henn CPA, as Auditor for 2024.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion that SC Henn CPA be appointed as auditor for 2024.

CARRIED

9. OTHER BUSINESS / TOWN HALL

Bill Jamieson thanked the Trustees for the work they do for the community.

10. TRUSTEE ELECTION

As Trustee Peace is not running for another term, Chair McKinnon thanked him for the work he has done serving as a Trustee.

One nomination for Trustee was received. Chair McKinnon declared that Joey Hartman has been elected to the Board of Trustees by acclamation.

A Board reorganization meeting was scheduled for July 11th at 1pm.

³ Fire Chief's Annual Report 2023

⁴ Deputy Chief's Annual Report

⁵ Auditor's Annual Report & Audited Financial Statements

11. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Annual General Meeting was adjourned at 1:13pm by motion made by Trustee Peace.

Approved:

Bob McKinnon, Chair

Date:

Katherine Somerville, CAO
Recorded and Transcribed by J. Lawson

Date:

DRAFT