

MAYNE ISLAND IMPROVEMENT DISTRICT  
DRAFT MINUTES of the 53<sup>rd</sup> ANNUAL GENERAL MEETING  
Held on SATURDAY, APRIL 8<sup>th</sup>, 2017

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The 53<sup>rd</sup> Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Fire Hall, Mayne Island, on Saturday, April 8<sup>th</sup> 2017 commencing at 1:00 PM. Trustee Sean Skiffington chaired the meeting.

**Present:**

Trustees: Sean Skiffington, Dereck Atha, Bob Soper, and Brian Dearden,  
Staff: Corporate Administrative Officer: Katherine Somerville;  
Administrative Assistant: Gerrie Wise; Deputy Fire Chief Eric Walker;  
Auditor: Sheila Henn, Paterson, Henn  
Approx 36 Mayne Island property owners and/or members of the public

**1) MEETING CALLED TO ORDER:**

The meeting was called to order at 1:01 PM and introductions of the Trustees, Deputy Fire Chief, Auditor, and Staff were made by the Chair.

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

**MOTION:** Moved by Dereck Atha and seconded by Brian Dearden that the Agenda for the 53<sup>rd</sup> Annual General Meeting of Saturday, April 8<sup>th</sup> 2017 be adopted.

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

**3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 23<sup>th</sup>, 2016:**

**MOTION:** Moved by Brian Dearden and seconded by Bob Soper that the Minutes of the 52<sup>nd</sup> Annual General Meeting held on Saturday, April 23<sup>th</sup>, 2016 be adopted.

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

**4) ANNUAL REPORT OF THE BOARD OF TRUSTEES:**

The Chair and each Trustee presented their reports<sup>1</sup>, a copy of which is attached. The Chair then asked for questions. None were asked.

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

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

**5) ANNUAL REPORT OF THE FIRE CHIEF:**

The Fire Chief's Report, a copy<sup>2</sup> of which is attached to these minutes, was reviewed by Deputy Fire Chief Walker.

**Q. Bob McKinnon** Is there a current plan in place to continue the dry hydrant program and do the new Chief and Deputy support that program?

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

<sup>2</sup> Fire Chief's Report for 2016

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**A. Deputy Chief Eric Walker** Yes, the dry hydrant program will continue and the Chief and I are in support of the program.

**MOTION:** “Moved by Wayne Peace and seconded by Colin Shew to accept the Fire Chief’s Report.”

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

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

The Report<sup>3</sup>, a copy of which is attached to these minutes, was reviewed by Katherine Somerville and she asked for questions

**MOTION:** “Moved by Colin Shew and seconded by Bob McKinnon to accept the Corporate Administrative Officer’s Report”.

**Motion carried by show of hands**

**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 Richard Jarco and seconded by Carol Kennedy that Trustees receive no remuneration in 2017.

**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. The Auditor then presented her “unqualified” Audit Report and gave an explanation of the Financial Statements including the Statement of Financial Position at December 31, 2016 and the Expenses for the year, as stated for Government Accounting Standards. The Notes were then briefly explained. This was the first year of the Loan repayment for the new fire hall. 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 31<sup>st</sup> of this year were reviewed. The Auditor then asked for questions.

None were asked.

**9) MOTION TO APPROVE THE AUDITED FINANCIAL STATEMENTS:**

**MOTION:** “Moved by Brian Haller and seconded by Allan Evans that the Auditor’s Financial Report be adopted as presented”.

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

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<sup>3</sup> Administrator & Finance Officers’ Report

<sup>4</sup> Audited Financial Statements

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**10) MOTION TO APPOINT THE AUDITOR:**

**MOTION:** Moved by Brian Dearden and seconded by Bob Soper that the firm of Patterson Henn be appointed as Auditor for the year 2017.

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

**11) COMMITTEE REPORTS:** None

**12) OTHER BUSINESS: Questions and comments:** None

**13) ELECTION OF TRUSTEES**

Chair turned the meeting over to Jon Hoff, acting as Elections/Returning Officer, for the election of one Trustee for a 1-year term and two Trustees for a 3 year term.

The Returning Officer then provided a summary of the election process and asked for volunteer Ballot Counter: Brian Haller volunteered.

He then asked if any candidates wished to appoint a scrutineer to observe the ballot counting. Nominations received prior to the meeting were then presented:

For the 1-year position

Richard Jarco, Nominated by Brian Dearden Seconded by Bill Hayward  
Wayne Peace. Nominated by Dereck Atha Seconded by Ralph Croizier

For the 3-year position:

Brian Dearden, Nominated by Bob Soper Seconded by Dereck Atha  
David Maude. Nominated by Moe MacLeod Seconded by Ian Beattie

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 Brian Dearden and David Maude were declared elected as Trustees for the three year term by acclamation.

Jon Hoff asked each candidate for the one-year term to speak. Each candidate spoke for approximately 3 minutes.

The Returning Officer thanked all the candidates and reviewed the voting procedure. Voting commenced for the one-year term and ballots were collected in the ballot box and counted by Jon Hoff and Brian Haller.

Results were announced by Jon Hoff as Elections Officer that the election has resulted in a tie. The Ministry will be consulted on Monday as to the proper procedure\*\*. He then thanked all the Candidates who put their name forward. The ballots were placed in safekeeping, pending checking the procedure under the Local Government Act.

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

**14) ADJOURNMENT:**

**MOTION:** Jon Hoff moved to adjourn the meeting at 1:45 PM. **Carried.**

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, Chair

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Katherine Somerville, Corporate Officer

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

**\*\*NOTE:**

Immediately following the meeting, Richard Jarco submitted a letter<sup>5</sup> withdrawing his candidacy for Trustee.

The CAO has referred to Sections 151 and 152 of the Local Government Act regarding the procedure for a tie-vote. As MIID has no bylaw to determine the election by drawing a name, a second election must be held, with all candidates running again, unless a written withdrawal is submitted from any candidate.

Wayne Peace was then declared elected as Trustee for the one-year term

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<sup>5</sup> Letter withdrawing his candidacy: Richard Jarco