

# MINUTES

## SHAWNIGAN IMPROVEMENT DISTRICT

Meeting **Annual General Meeting**

Date *Wednesday, April 25, 2012*

Place Board Room - Fire Hall No. 1

Present Keith Shields, Chairman; Glen Sanders, Trustee; Chris Shields, Trustee; Dan Fries, Fire Chief; Karen Berezki, Administrator.

Absent Dan Salmon, Trustee; Dennis Whitehead, Vice-Chair.

Call to Order 7:30 p.m.

Chairman Keith Shields called the meeting to order, introduced the head table and welcomed 19 members of the public.

Mr. Shields advised that the meeting was called for the following purposes:

- (a) To receive from the Trustees a report on the conditions of the works and a statement of the financial position of the Improvement District;
- (b) To discuss with the Trustees any matter relating to the works or finances of the Improvement District;
- (c) To fix the honorarium of the Trustees for the ensuing year;
- (d) To elect one Trustee to serve for a "3" year term.

### ADOPTION OF MINUTES

Minutes of the April 20th, 2011, Annual General Meeting were distributed to the attendees for advance review.

Moved: Mike Wright

Second: Tiffany McLain

Carried: That the April 20, 2011 Annual General Meeting minutes be accepted as circulated.

### CHAIRMAN'S REPORT - *Keith Shields*

I would like to thank-you for your interest in the Shawnigan Improvement District by way of your attendance tonight. I will start off with some of the ground we have covered this past year.

We took delivery of the new tender truck which is stationed at #2 hall and is already proving to be a very worthwhile addition. #2 hall, in keeping with our maintenance and upgrading, got painted this past year. The landscaping also had a makeover with the low maintenance theme a priority.

Over to #1 hall which saw the second half of the paving completed, curbs installed, concrete training area poured, some exterior painting and landscaping accomplished to complete the exterior upgrades. Inside the hall we have done some insulating and also took advantage of BC Hydro's power smart rebate program which entailed upgrading all the interior lights to low consumption and long life bulbs which will reduce our maintenance and operational costs.

The district also sponsored the open house that the Fire department put on that appeared to be well received by the public.

The next item that we are currently working on is #3 hall at the South end. We have provincial approval and funding is in place. The alternative approval process has come and gone with only 10 people opposed to the project. I believe this speaks highly of the reputation of the Fire Department and the Improvement District with such a low number opposed. We are now dealing with rezoning and subdivision of the property. We have a contract with the current landowners pending these processes. Hall design is in its infancy but will be forthcoming. This hall, when it comes to be, will be a great benefit to all of Shawnigan not just the south end. Decreased response times, more resources and better coverage are all part of the package.

At this point I would like to sincerely thank the Fire Department members for the countless hours that they put in at all times of the day or night. This truly is the meaning of Volunteer. It takes a special person to commit this amount of time to train and respond to help others that they probably don't even know. Evening practices, weekend courses, committee meetings, officer meetings are just some of the day to day activities never mind the actual emergency calls. It is a huge commitment that can not be taken lightly. Peoples lives and property rely on them to be able to perform at any given moment. Drop what you are doing and go help. Quite a sacrifice!

Next on my list is the Improvement District operations. Without this we have no fire department. I would like to thank my fellow Trustees and our administrator for the guidance you provide to make this a successful operation. It is an honour to work with all of you because you too are dedicated workers and in my books are here for the right reason. Every one steps up to the plate when needed and gets the job done.

It is with regret that I announce that Trustee Dennis Whitehead is not running for another term. Dennis has been a huge asset since 1999. His construction expertise, mechanical knowledge and knowledge of the CVRD functions have been tapped into extensively. Dennis has always brought the "What ifs" to the meetings to make us think about all the angles. He will be missed and I wish him well. Don't be a stranger and thanks again for all you have done.

Thanks again to everyone that make the Fire Department and Improvement District run so well.

Moved: Dave Bremner

Second: Mike Wright

Carried: That the Chairman's Report be accepted as presented.

## **FIRE DEPARTMENT REPORT** - *Dan Fries, Acting Fire Chief*

To the trustees and residents of the Shawnigan Improvement District, I submit the following report of the activities of the Shawnigan Lake Volunteer Fire Department for the year 2011.

The fire department responded to 154 alarms during the calendar year of 2011. This total is down by 20 calls from the previous year. These alarms consisted of:

- 2 – Ambulance assist calls
- 1 – Hog fuel fire
- 12 – Automatic alarms
- 21 – Motor vehicle incidents
- 3 – Bush fires
- 4 – Chimney fires
- 1 – Structure fire
- 1 – Possible structure fire
- 1 – False alarm
- 2 – Smoldering fires
- 1 – Smoke sighting
- 90 – First responder calls
- 3 – Gas leaks
- 2 – Vehicle fires
- 4 – Hydro line incidents
- 2 – Carbon monoxide alarms
- 2 – Rescues
- 2 – Mutual aid for rescue or extraction

There were 50 regular practices held during the year. Several special training sessions were held for first aid training, high angle and confined space rescue, emergency vehicle driving as well as live fire training. Personally I continue to be ever impressed by the enthusiasm of our members and their quest to become better fire fighters to serve and protect our community.

Many thanks and much appreciation should be given to the officers of the department for their continued dedication and commitment to the fire department. Deputy Chief Mike Wright, Captains Keith Shields and Dave Bremner, and lieutenants Cam Fries and Derek Porter are all to be commended for continuing to motivate the members and bring new ideas forward that we can develop and build on. Without their support and assistance throughout the year, we could not operate. Officers often take on extra responsibilities and their contributions help in the team effort it takes to make our fire department so successful.

I would like to thank all the fire fighters and their families for their time and individual effort. Their willingness to share their many and varied talents contribute greatly to our success. We have a relatively younger department than we have experienced in the past and the positive attitude and exuberance of our demographic is infectious and appreciated. We would not be such a dynamic department without the efforts of each and every one of our members.

Thank you also to the trustees, who provide the excellent support, equipment and facilities for the fire fighters, enabling us to fulfill our mandate and provide the care and protection the community has come to expect and appreciate. Their foresight, good management and proper planning in the past now stands us very well as we have excellent facilities and equipment but can still afford to upgrade to meet the demands in our area. The hall 3 project has put an extra burden on this group of individuals yet they still remain steadfast in the face of adversity to see the project through.

As is our practice, an updated five-year plan is presented for consideration at the annual meeting. This plan is as follows:

For the two years including 2012 and 2013 a budget of \$2.0 M for the addition of a third fire hall to better service our community at the south end of the Shawnigan Lake. This number represents a complete turnkey station including apparatus and support infrastructure.

For the subsequent 3 years including 2014 to 2016 contributions of \$50 K to be made to the renewal reserve fund for the replacement of apparatus and equipment in the coming years.

Our fire department is in a comparatively unique position in that we have many applications on file for people requesting to be part of our team. It is my belief that this can be directly attributed to the positive attitude of our current members and our reputation in the community. As the fire departments responsibilities continue to grow in southern area of the district it will be important for us to continue to encourage the public's interest in the fire department.

On a personal note, as a relatively inexperienced fire chief I wish to express thanks to our senior members for their support as I continue to learn this important leadership role. I am learning that time management is critical in this position and our administrative assistant Heather Plumb is a crucial part to this ever changing puzzle, thank you Heather. I look forward to continuing to be a positive influence and mentor for the department in whatever capacity I can.

Moved: Leon Mack  
Second: Mike Wright  
Carried: That the Fire Department's Report be accepted as presented.

## **2011 AUDITED FINANCIAL STATEMENTS**

On behalf of SID's auditors Morine & Co., Chartered Accountants LLP, SID Administrator Karen Berezki presented the 2011 Audited Financial Statements as follows:

Morine & Co. has audited the consolidated statement of financial position of Shawnigan Improvement District as at December 31, 2011 and the consolidated statements of operations, changes in net debt and cash flow for the year then ended.

The audit was conducted in accordance with Canadian generally accepted auditing standards. Those standards require that the auditors plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation.

In the auditor's opinion, the SID consolidated financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2011 and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

In closing, the Administrator reported that SID continues to operate in a favourable financial position. It was noted that copies of the audited financial statements are available for review.

Following the report, it was

Moved: Paul Mead

Second: Dave Bremner

Carried: That the 2011 Audited Financial Statements be accepted as presented.

### **TRUSTEE HONORARIUM:**

Administrator Karen Berezki advised that the honorarium is currently set at \$10,000 per year. This amount is divided into five equal parts with each of the five Trustees receiving \$2,000. The Trustees attend 12 regular meetings, where they conduct the business of the Improvement District, any special meetings as deemed necessary, plus the AGM where they report to the land owners. The 2011 year saw increased obligations with respect to Hall No. 3 approvals: alternate approval process and financing. The honoraria was maintained at \$10,000 in 2011. (changed from \$9,000 to \$10,000 in 2010)

Moved: Tiffany McLain

Second: Roy Davis

Carried: That the trustee honorarium be set at \$10,000 for the 2012 fiscal.

### **ELECTION OF TRUSTEES:**

Chairman Keith Shields explained the election process and voting requirements. The trustees' terms of office were accounted for: Dennis Whitehead's term has expired. Mr. Whitehead has advised the Trustees that he is not able to let his name stand for re-election. An expression of thanks was extended to Dennis for his past years of service.

The qualifications and voting regulations were explained and nominations were called for from the floor.

Dave Bremner nominated Mike Wright. *Accepted.*

Further nominations were called three times and when no further nominations were received, nominations were declared closed.

Mike Wright was declared elected by acclamation, to serve for a three year term. Congratulations were extended to the candidate.

**NEW BUSINESS:**

Hall No. 3:

Trustee Glen Sanders provided a progress report with respect to Hall No. 3.

- Approvals are in place
- Interim Financing is secured
- Offer to purchase land has been extended
- Rezoning land will be next step: long term project; public meetings
- Subdivision application
- Building Permit: after SID has title on property
- If all goes well, ready to go mid 2013
- Construction will either be tendered or by invitation

**PUBLIC PERIOD:**

Questions:

What projects are planned for 2012?

- Proceed with Hall No. 3

What are the Improvement District's responsibilities?

- Fire Department
- First Response
- Streetlighting

**ADJOURNMENT:**

Moved: Mike Wright

Second: Dave Bremner

Carried: That the meeting adjourn at 8:05 p.m.

*The next regular meeting of the Board of Trustees will be held on Monday, May 14, 2012, Fire Hall No. 1, Board Room.*

**CERTIFIED CORRECT**

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Chairperson

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Administrator