

MINUTES

SHAWNIGAN IMPROVEMENT DISTRICT

Meeting **Annual General Meeting**
Date Wednesday, April 28, 2010
Place Board Room - Fire Hall No. 1

Present Keith Shields, Chairman; Dennis Whitehead, Vice-Chair; Doug Prenevost, Trustee; Glen Sanders, Trustee; Mike Wright, Trustee; Brad Kornelson, Fire Chief; Karen Bereczki, Administrator.

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 condition 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 two Trustees to each serve for a "3" year term.

ADOPTION OF MINUTES

Minutes of the April 29th, 2009, Annual General Meeting were distributed to the attendees for advance review.

Moved: Dave Bremner
Second: Heather Plumb

Carried: That the April 29, 2009 Annual General Meeting minutes be accepted as circulated.

CHAIRMAN'S REPORT - *Keith Shields*

We continue our upgrade of #1 fire station. This year should see the completion of the addition and exterior upgrade along with insulated bay doors for the existing bays to help reduce the heating cost. The new training room has proven to be a very welcome addition with a couple of courses already being held in there. There are more plans to upgrade the grounds but that will be next year's project and budget. #2 station will be getting a metal roof replacement soon to deal with a few leaking and old age issues. A monitored alarm system has been installed in both stations after we had 2 break-ins at #2 station where essential life safety equipment was stolen. It is incomprehensible to me how anyone could steal safety equipment essential to the community we live in. The thieves aren't just stealing from the fire station they are stealing from all of us as we all pay for the replacement equipment.

I am happy to report that the Improvement District boundary issues we had are almost resolved with just a few properties left to be clarified.

The fire boat had to have the engine replaced this last year. The new engine has proven to be very reliable for this essential piece of apparatus. The walkway to the boat house was in dire need of replacement so we went ahead and had that done. The new one looks great and should last for a long time. Age seems to be catching up to us on the buildings and apparatus but we will endeavor to keep ahead of it.

I would like to express my disappointment with the CVRD directors with the recently imposed land clearing by-law. This was done with no consultation with the improvement district even though we have our own burning by-law in place with ministry of environment and forestry burning practices backing it up. Some years ago when Glen Sanders was Chief it was brought up at an area chiefs meeting as a concept. Next time we hear about it is enacted. After sending a letter to CVRD voicing our concerns a meeting was held with a couple of area directors and CVRD staff to review more of our concerns. They are working on some revisions and additions to this by-law. I had heard about a backyard burning by-law in the works so inquired about it at that meeting. They did admit they were working on it and would now be asking for input from others. The Trustees were polled and unanimously agreed we were not in favor of it. Some of the concerns were as follows. It is not reasonably enforceable with only 1 by-law officer in the whole of CVRD. Another concern is the illegal dumping of debris at road ends and in the bush etc. Some people will not drive to a dump or recycle site. Another concern is the increase in call volume for burning complaints. If people see their neighbor burning they will phone the fire department not the CVRD even though we have no authority to enforce the CVRD by-law. You only have to drive around the community this time of year to see how many people are having a small yard cleanup fire or campfire to realize they expect to be able to do this in the country. This same move tried to happen in North Saanich a few years ago with the Mayor being the push behind it. The community at large spoke out and at election time the Mayor was gone. The trustees understand the environmental issue up the point of if you own a farm or you are a logging company you can burn under the forest practices code. I would venture to say that one logging setting slash burn produces more environmental impact than all of the districts small cleanup fires for a year. We need to have a common sense approach to this. The trustees feel we

have a burning by-law that works and don't look forward to taxing the volunteers anymore chasing burning complaints.

On behalf of the trustees I would like to thank all the fire department members once again for all they do and the sacrifices they make. The regular practices, the extra practices, the weekend courses, the behind the scenes maintenance issues not to mention the calls at anytime of the day or night are what we have come to expect from our membership. Without all these people and effort this fire department wouldn't exist. Thanks again.

I would also like to thank my fellow trustees for the time and effort they put forth. All of the trustees have had good input on the various issues we deal with. Special thanks go to the trustees that have taken on special projects over the years such as buildings and grounds, truck issues etc. You help for a smooth operation.

Another big thanks goes to our administrator Karen. Karen keeps us in line financially and properly connected with the other agencies.

It is with regret that after 15 years as a trustee Doug Prenevost is stepping down due to a move out of the district. Over the years Doug has brought a lot of real world experience to the table and an attitude of tell it as you see and feel it. I know he will be missed. Thanks Doug for doing your part.

Moved: Alan Sutherland

Second: Dean Freer

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

FIRE DEPARTMENT REPORT - *Brad Kornelson, Fire Chief*

2009 was a year of positive growth as seen with new addition of Engine 14 and the completion of the new bays and training facility at Hall #1. This new training facility has been utilized often hosting First Responder and High Angle rescue training.

In 2009, in anticipation of building a third hall within the next three years, a budget was presented and approved by the Improvement District with a request to increase our membership from 30 to 35 members. Furthermore, to aid and benefit the health and safety of our members the Improvement District also approved a fitness program and a washing machine extractor to remove carcinogens and other contaminants from our turnout gear.

The Shawnigan Fire Department remains focused and driven to provide the best possible service to our community. Relationships are healthy with our mutual aid departments and with other emergency service organizations such as BCAS, Forestry and RCMP. Our organization holds its standards high and the spin off for this is good morale and a positive image in our community. Our solid image helps fuel the desire for others to join and unlike other departments throughout the province we have not experienced an issue with lack of recruitment. Retention is also high, we have 13 members with more than 10

years seniority and of those 13 members, 5 have between 20 and 25 years. I would like to take this opportunity to recognize that 33 years ago today, Keith Shields joined the department.

Our call volume for 2009 was at 176 calls and remained consistent with last year's number of 174.

For 2009, the 176 calls are broken down in the following categories:

	<u>2009</u>	<u>2008</u>
FIRST RESPONDER	94 calls (53%)	71 calls (41%)
FIRE	40 calls (23%)	57 calls (33%)
MVI's & ROADWAY INCIDENTS	37 calls (21%)	39 calls (23%)
MISCELLANEOUS	5 calls (3%)	7 calls (3%)

Moving forward, the 2009 five-year plan was to increase our membership to 35 in 2010 and order a new tender for delivery in 2011. 2012, we hope to have a third hall located at the south end of Shawnigan Lake. 2013 a new Engine for #3 Hall accompanied by either a new tender or bush truck in 2014.

Budgets were adjusted in 2009 to ensure we had the funding needed to outfit some of our members with new turnout gear, a process that will continue from year to year. Shawnigan Lake Volunteer Fire Department is well fitted with the tools needed to protect our community and we can boast that our mill rate for fire fighting is the lowest in the Cowichan Valley, this is a result of good fiscal management from both the Improvement District and the fire department.

Quality training, much of it in-house continues week after week and some of the officers have taken the initiative to further their education in leadership and administrative skills.

In closing, I am proud to be a member of the Shawnigan Lake Volunteer Fire Department and look forward to the many years ahead of serving our community.

Moved: Bud Brazier

Second: Dave Bremner

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

2010 AUDITED FINANCIAL STATEMENTS

Administrator Karen Berezki presented the 2009 Audited Financial Statements. It was noted that due to changes in the Canadian generally accepted auditing standards, the financial statement presentation is quite different from past years. The key difference being that rather than reporting on individual funds, the statements are now consolidated to report on the operations as a whole.

The following report items were examined in detail: the Auditors' Report; the Consolidated Statement of Financial Position, and the Consolidated Statement of Operations. Following the report, it was

Moved: Heather Plumb

Second: Dave Bremner

Carried: That the 2009 Audited Financial Statements be accepted as presented.

TRUSTEE HONORARIUM:

Administrator Karen Berezki advised that the honorarium is currently set at \$9000 per year. This amount is divided into five equal parts with each of the five Trustees receiving \$1,800. 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 ratepayers. The honoraria increased from \$7500 to \$9000 in 2009.

Moved: Dean Freer

Second: Bud Brazier

Carried: That the Honoraria be increased to \$10,000; \$2,000 to each Trustee per year.

ELECTION OF TRUSTEES:

Chairman Keith Shield Explained the election process and voting requirements. The trustees' terms of office were accounted for: Doug Prenevost has moved out of the District and will be stepping down, and Glen Sanders' term has expired. The qualifications and voting regulations were explained and nominations were called for.

Alan Sutherland and Heather Plumb nominated Glen Sanders. *Accepted.*

Terry Finlay and Brad Kornelson nominated Dan Salmon. *Accepted.*

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

Glen Sanders and Dan Salmon were declared elected by acclamation, each to serve for a three year term.

NEW BUSINESS:

Fire Fighters Gratuity:

Moved: Alan Sutherland

Second: Bud Brazier

Carried: That the Trustees consider increasing the Fire Fighters Gratuity for the 2011 fiscal year as follows: practices + \$5 from \$25 to \$30 per practice; fire calls + \$2.50 from \$12.50 to \$15 per call.

ADJOURNMENT:

Moved: Dean Freer
Second: Alan Sutherland
Carried: That the meeting adjourn at 8:00 p.m.

The next regular meeting of the Board of Trustees will be held on Monday, May 10, 2010, Fire Hall No. 1, Board Room.

CERTIFIED CORRECT

Chairperson

Administrator