

MINUTES

SHAWNIGAN IMPROVEMENT DISTRICT

Meeting **Annual General Meeting**
Date **Wednesday, April 24, 2013**
Place Board Room - Fire Hall No. 1

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

Absent Mike Wright, Vice-Chair.

Call to Order 7:30 p.m.

Chairman Glen Sanders called the meeting to order, introduced the head table and welcomed 31 members of the public.

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

ADOPTION OF MINUTES

Minutes of the April 25, 2012, Annual General Meeting were distributed to the attendees for advance review.

Moved: Dave Bremner
Second: Bernard Brazier

Carried: That the April 25, 2012 Annual General Meeting minutes be accepted as circulated.

CHAIRMAN'S REPORT - *Glen Sanders*

It is my pleasure to report to you on behalf of the Shawnigan Improvement Trustees the activities of the District for the past year since the last Annual General Meeting of April 28, 2012 and especially since becoming chairman in December.

The Shawnigan Improvement District was created in 1950 and derives its authority to operate from the Local Government Act and Letters Patent which are granted by an Order in Council of the Provincial Cabinet. The District currently has two functions that it oversees. One is to provide bylaws, policies and financial oversight to the Shawnigan Lake Volunteer Fire Department and the second function is to provide street lighting.

Improvement districts were initially created to manage irrigation systems in the interior of the province. Some improvement districts have chosen to provide other services to their residents such as water utilities, parks, dikes, garbage collection, community halls, health centres and other unique services as directed by their residents and authorized through their Letters Patent. Most improvement districts provide and manage a single community service. Although the improvement district is an autonomous corporation, it is subject to direction of the Ministry of Community, Sport and Cultural Development. As the Ministry responsible for the local governance system, it has an interest to ensure that the local government remains open, representative, responsive and accountable to its citizens and that locally elected officials make effective use of their legislative powers. That is the primary reason for our Annual General Meeting tonight, to provide in an open meeting of concerned citizens, the financial status and future plans of the District and the Shawnigan Lake Fire Department. In addition to that the eligible voters have the opportunity to elect two trustees for a 3 year term. As you will note on the agenda there is an allotted time that allows for new business. This is an opportunity for the public to ask questions and to give the Trustees direction on what the Improvement District should be doing within its mandate.

In terms of projects, the past year has been relatively quiet as compared to other years. Some of the highlights of the last year are the creation of the Shawnigan Improvement District website. The website has proven to be an effective

communication tool providing access to information about the Shawnigan Improvement District, post meeting minutes, contact information and updates on projects such as the Shawnigan Lake Fire Department number 3 fire hall. The website is an effort to communicate with residents in a format they are familiar with to get information.

Late in 2012 the District was able to provide a Duty Officer Vehicle for the fire department which will add to the overall efficiency of the department and result in better customer service for the residents.

There were other maintenance and up keep projects undertaken and completed. These included modifications to the hose tower and the rear of the number one fire hall and replacing the pergola over the walkway leading up to the front door of the number one fire hall. Work on the technical rope rescue and confined space training site project continues and is a work in progress. Other general routine maintenance on all the District buildings has taken place to ensure they are kept in good repair.

There were two minor boundary extensions where property owners adjacent to the district petitioned to be included and thereby receive the benefit of fire protection from the Shawnigan Lake Fire Department.

Perhaps the most important development for the district was the election and appointment of Keith Shields as the Shawnigan Lake Fire Chief in October. Keith retired as a Battalion Chief after a long distinguished career in a metropolitan fire department. His experience and managerial skills will serve the community well and he will raise the delivery of fire rescue services to a high level of expertise and execution.

The proposed number 3 fire hall is in a holding pattern. As reported at the 2012 annual meeting, a Purchase Agreement to purchase 3.1 acres of land was signed. There are conditions in this purchase agreement which include the successful re-zoning of the land by the CVRD to the proper land use classification for a fire hall. This process takes considerable time but it is making progress and the desired rezoning outcome seems a reality that may occur later this year. When that rezoning process is completed, a subdivision application will be made. As this next step takes place, the Purchase Agreement conditions will come off and the district will get title to the property. Then, in collaboration with the fire department, actual building plans can be made.

The Improvement District trustees all have unique talents and abilities which they willingly use to help keep the district functioning and I am grateful for the attitude of service that they possess. As a community we are also fortunate to have a capable Financial Administration Officer in Karen Bereczki who so efficiently administers the financial affairs of the district.

I would also like to thank all the volunteer firefighters who are on call 24 hours per day and who put in thousands of hours to take the specialized training required to be a firefighter, rescue technician and medical first responder in order to be proficient at the service they deliver to the area. The fire department officers need to be recognized for the hours they contribute above and beyond all the regular training to take on additional responsibility and to learn personal leadership and management skills that make the fire department run so smoothly. I would also like to thank the firefighter families who allow these men and women to serve their community in this way.

As you will see tonight in the presentation of the audited financial statements, the district is operating very efficiently largely due to the team of trustees and firefighters who put in many hours of time in service to the community. One performance measuring tool that is applied to any local government is community equity. Community equity is simply the value the residents receive for the tax money they spend on the service. The district has several million dollars invested in the buildings, equipment and trained people who deliver an essential service to the community on volunteer time. What other government provided service can match that? When fully considered, the Shawnigan Improvement District and the Shawnigan Lake Volunteer Fire Department provides exceptional community equity.

In closing it is important to acknowledge the outstanding record of service that Fire Chief Keith Shields has given to the residents of Shawnigan Lake. Keith joined the Shawnigan Lake Volunteer Fire Department in April of 1977. For the past 36 years he has worked tirelessly for the community as a volunteer firefighter, an Improvement District Trustee and continues to serve now as Fire Chief. His commitment to the welfare of the community is truly remarkable. Under his watch, the Shawnigan Lake Volunteer Fire Department will prosper and will provide the best possible fire/rescue service to the community. The community is fortunate to have such a capable experienced Fire Chief who is willing to devote so much of his life to make our community better.

It has been my privilege to have served as a trustee and I congratulate all the current trustees and those who will be elected tonight for their commitment to the community. As elected local government officials I am confident they will do what they are able to, to ensure the community of Shawnigan Lake is a safe place to live work and play.

Moved: Heather Plumb
Second: Sebastien Arsenault
Carried: **That the Chairman's Report be accepted as presented.**

FIRE DEPARTMENT REPORT - *Keith Shields, Fire Chief*

The fire department was dispatched 241 times for our fiscal year which is December 1 to November 30. The breakdown is as follows:

- 98 Medical Aid
- 42 Motor Vehicle incidents
- 34 Burning complaints
- 19 Alarms activated
- 18 Miscellaneous Fires
- 9 Bush Fires
- 7 Assistance calls Mutual aid, RCMP, BCAS
- 7 Hydro line incidents
- 5 Reported Structure fires
- 1 Rope Rescue
- 1 Hazardous Material

The Fire Department has conducted a lot of extra curricular training this past year which includes a first responder course, live fire training in Nanaimo, Auto extrication training, Aerial ladder and pump operation training. A number of the newer members have also been evaluated on the different apparatus as part of their curriculum. We have also held 3 four day classes on Rope and Confined space rescue being level 1, 2, and level 3 which is the certification level to a national standard. To attain this level you must complete 120 hours of formal training plus all the extra practices to stay current and pass the challenging individual performance national standard testing criteria. Quite an accomplishment!

We also hold a once a month extra Rope and Confined space rescue practice. This is training that is paying off as the Rope rescue that was performed a short time ago to assist Mill Bay Fire went seamlessly. Another course recently put on here was a stressful instructor development class for 2 days which 5 of our officers attended. All this is in addition to our regular Wednesday night practices. To further compliment our training all members have been issued the latest edition of a very comprehensive fire department manual for reference. We use the majority of this manual as our training criteria as it is written to a national standard.

The training prop at the rear of the fire station is proving its worth. Not only is it a good rope and confined space training area but it is also being used as a good tool for teaching firefighter survival techniques, search techniques and ladder operations to name a few. The Improvement district has also made it available to training companies to use for a fee as long as they meet the criteria. A little cost recovery program in place.

The acquisition of a duty officer vehicle is working out well. This vehicle is equipped with first aid fire extinguishers, gas monitoring device, medical response equipment and also diesel fuel to keep the apparatus fueled up. Being able to respond directly to the

scene in a fire department vehicle, I feel is a very positive change. The response time in most cases has been dramatically reduced in getting a fire department vehicle on scene for either a size up of an incident or patient contact for a medical call which are both time sensitive.

Membership continues to be stable and we are very fortunate in that regard. We are currently accepting applications until the end of the month just to keep our numbers topped up. We always seem to have applicants on file and have not had to do much more than advertise on our reader boards in front of the fire stations to attract candidates.

Proposed #3 Station continues to be on the radar which once started will promote another membership drive in that area to staff that station. We look forward to having this very valuable asset added to the fire department inventory to increase efficiency and cut down response time to the south end area. This will also afford those residents not living within the 8 km distance from a fire station a substantial break on their insurance.

Having a capital plan in place is important to us so that our service delivery is as good as it can be. With that being said our outlook for equipment replacement and addition guideline is as follows:

- 2014 Number 3 station and apparatus for it
- 2015 Replace breathing air compressor at #1 station and move existing to satellite hall
- 2016 Assessment of Tender #1 and replace if necessary
- 2017 Ongoing contribution of money to renewal reserve fund for equipment replacement

Our most valuable asset in the Fire department is our members. You can have all the best equipment known to mankind but if you don't have the support of the members you have nothing. Making sure our members have the right training and equipment is priority #1. I believe if you look after the members needs it will have a positive reaction. This is a very small price to pay for the sacrifices these people make looking after our community.

I have only been Chief since October but really appreciate the support I am getting from the officers and members. That support is what drives me to get-r done. Enthusiasm around here is contagious and I definitely feel it. We are very fortunate to have a group of highly motivated members that are a pleasure to work with. I feel strongly that when it is time to step down we will have a solid core of leaders amongst us. I see that leadership now in the technical rescue program as one example.

I would like to thank the Trustees, Administrative support and the financial administrator for their continuous support and good working relationship that we enjoy. In the 36 years I have been involved here it has, for the most part, been like this. There have been minor up and downs but nothing really serious. I read in an email just last week that a Fire Chief and his membership tendered their resignation and withdrew services in a small community in the interior of BC. I can't imagine the problems that would have to arise to get to that stage. Good communication is paramount.

I would like to extend my heartfelt thanks to the membership's families for the sacrifices that they endure having a Firefighter in the household. I am pretty sure not the whole

family is excited when the pager goes off in the wee hours of the morning or just when a meal is being dished out to name a few little things.

In closing I would like to thank Glen Sanders for his time as a Trustee and also as a firefighter. His time commitment here has been monumental and appreciated. Glen's contributions have helped this department grow into what it is today.

Moved: Roy Davies

Second: Paul Mead

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

2012 AUDITED FINANCIAL STATEMENTS - *Karen Berezcki, Administrator*

On behalf of SID's auditors Morine & Co., Chartered Accountants, Mill Bay, the Shawnigan Improvement District 2012 Audited Financial Statements are presented as follows:

Morine & Co. has audited the consolidated statement of financial position of Shawnigan Improvement District as at December 31, 2012 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 Shawnigan Improvement District consolidated financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2012 and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

The 2012 Operating Surplus reported by the auditors is \$68,568. This amount does not include the transfer to Renewal Reserve funds of \$53,000, capital expenditures or principal payments on loans due to different reporting methods. The internal SID statements show a surplus of \$38,983.

The balance of the Renewal Reserve Fund at Dec 31, 2012 was \$253,044.

The Renewal Reserve Fund is set up to pay for the repair or replacement of a SID asset when it reaches the end of its useful life. Expenditures from this fund are authorized by Bylaw passed by the Board of Trustees, and then submitted to the Ministry of Community, Sport and Cultural Development.

Capital Expenditures in 2012 totalled \$162,422, comprised of a new duty officer truck, firefighting equipment, turn out gear, ongoing works on the outdoor training facility.

The budget in 2013 calls for a tax levy of \$470,000 compared to \$450,000 in 2012.

The net debt at Dec 31, 2012 is \$1,118,153 compared to 2011 which was \$1,211,113.

In closing, Shawnigan Improvement District continues to operate in a favourable financial position. For those interested, copies of the audited financial statements are available for review upon request.

Following the report, it was

Moved: Bud Brazier

Second: Dave Bremner

Carried: That the 2012 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 2012 year saw increased obligations with respect to Hall No. 3 approvals: alternate approval process and financing. The honoraria was maintained at \$10,000 in 2012. (changed from \$9,000 to \$10,000 in 2010)

Moved: Blaise Salmon

Second: Roy Davies

Carried: That the trustee honorarium be set at \$10,000 for the 2013 fiscal.

ELECTION OF TRUSTEES:

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

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

Glen Sanders nominated Dan Salmon. *Accepted.*

Dave Bremner nominated Dean Freer. *Accepted.*

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

Dan Salmon and Dean Freer were declared elected by acclamation, to serve for a three year term.

Congratulations were extended to the candidates.

NEW BUSINESS: (nil)

PUBLIC PERIOD:

The following topics were posed by members of the public, with Trustee responses as follows:

Fire

Boathouse

The Boathouse and Fireboat were originally acquired through donated monies that the firefighters raised. Hydro services are original from the 1990's and are not a recent install. Upgrades carried out over the last few years included new pilings and walkway and roof refurbishment. Additional floatation is planned in 2013.

Police

Boathouse

Location

The location of the Police Boathouse is outside of SID's authority. The RCMP are open to negotiate a lease of its choosing. SID is not in favour of the Police Boathouse connecting to the Fire Boathouse as the infrastructure will not support both. Further, SID is concerned that the Police Boat will attract vandalism of which is currently escaped. This location is not ideal as it catches the prevailing winds from the west. The Shawnigan Lake School is a good location.

Road Ends

The Trustees support in principle CVRD Parks assuming responsibility for management of lake access road ends as unrestricted lake access is critical to Fire Department efficiency. It was noted that CVRD enforcement measures are required in order to successfully manage the issue.

Financial

Statements

on Website

The Trustees committed to consider this request at a future Trustee meeting.

ADJOURNMENT:

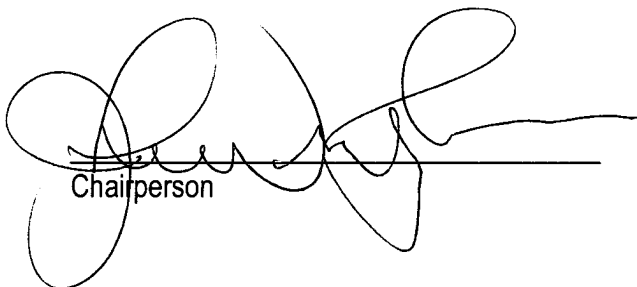
Moved: Dave Bremner

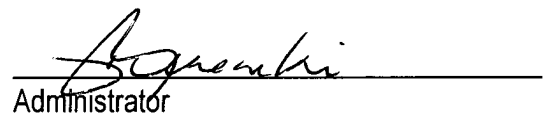
Second: Tiffany McLean

Carried: That the meeting adjourn at 8:25 p.m.

The next regular meeting of the Board of Trustees will be held on Monday, May 13, 2013, Fire Hall No. 1, Board Room.

CERTIFIED CORRECT


Chairperson


Administrator