

MINUTES

SHAWNIGAN IMPROVEMENT DISTRICT

Meeting **Annual General Meeting**
 Date Wednesday, April 29, 2015
 Place Board Room - Fire Hall No. 1

Present Chris Shields, Chair; Dean Freer, Trustee; Dan Salmon, Trustee; Keith Shields, Trustee, Fire Chief; Karen Berezcki, Administrator.

Call to Order 7:35 p.m.

Chairman Chris Shields called the meeting to order, introduced the head table and welcomed 38 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 Trustees to serve for a "3" year term.

ADOPTION OF MINUTES

Minutes of the April 30, 2014, Annual General Meeting were distributed to the attendees for advance review.

Moved: Tiffany Newman
 Second: Brett Malcolm

Carried: **That the April 30, 2014 Annual General Meeting minutes be accepted as circulated.**

CHAIRMAN'S REPORT - *Chris Shields*

I am happy to report to you all on behalf of the Shawnigan Lake Improvement District Trustees. Since the last Annual General Meeting in 2014, a lot has happened within the Improvement District.

For the benefit of those who may not know, the Shawnigan Lake Improvement District was created 65 years ago and derives its authority to operate under the Local Government Act and Letters Patent. Order in Council is then granted by the Provincial Cabinet, which provides legality to our function as an Improvement District.

The Improvement District oversees two functions within the Shawnigan Lake community, one being the Shawnigan Lake Fire Department and the second being street

lighting. With regards to the Fire Department, the Improvement District provides bylaws, policies, and finances to ensure safe and practical function for this community service.

The purpose of this Annual General Meeting is to provide the community with some insight on the financial status and future plans of the Improvement District as it relates to the Shawnigan Lake Fire Department. Also included in this meeting is the election of one trustee for a three year term and a public period where we can entertain questions from the public.

This last year (especially the last 3-4 months) has been a very busy time for us trustees. With regards to that, I am happy to announce that the Improvement District has recently purchased the Sooke Lake Road Property for the proposed Firehall No. 3. This has been a huge weight lifted off our shoulders as we have been looking to purchase this property for nearly three years. It wasn't until the last few meetings where the trustees were able to see the light at the end of the tunnel. We knew this purchase was going to take a considerable amount of time, but it seemed to keep dragging on and on. I would like to thank the trustees for all their help in getting this deal completed as well the general public for being patient during this time.

The next step in development process is the design phase of the new Firehall. We have spoken with several architects and general contractors to get an idea of how well they are able to work with us. Over the next few weeks, we hope to have our hall plans drawn up and sent in for permit, which I believe isn't an unreasonable timeline.

As far as other projects, the trustees are very happy with the way Hall 1 and Hall 2 show to the public. A huge thank you to all the volunteers and the Fire Chief for taking it upon themselves to do a weekend clean-up to tidy the halls up. With the work that has been completed at the both halls over the last couple years they are proving to be both fairly maintenance free, and only require moderate grass cutting and weed removal.

The training prop in the back of Hall 1 is providing the volunteers with an incredible opportunity for training and it is also providing the district with some financial compensation as it often gets rented out by Technical Rescue Companies.

At this time (on behalf of the trustees), we would like to sincerely thank the Shawnigan Lake Volunteers for all of their commitment and dedication throughout the year. At one point in time, all four of us trustees were volunteers with the Shawnigan Lake Fire Department, so we are aware of the commitment level. We greatly appreciate all that you do for our community and we are glad to have you all!

Before we continue on with tonight's agenda, I would also like to say a special thank you to Karen Berezki, Mike Wright, Keith Shields and Glen Sanders.

Karen is our Financial Administration Officer and has the daunting task of administering the financial affairs of the district. She has been working very hard on keeping up with the expenditures of the district and the trustees thank her for all of her efforts over the last year.

Mike Wright recently served as the Improvement District Chair and was right in the middle of all the property acquisition negotiations. I would like to thank Mike for his commitment to the Improvement District as a trustee, vice-chair, and chairman and we wish him well in his future endeavors.

Keith has taken the role of Fire Chief to heart. Since the trustees are not involved in the fire department operations, we look for meaningful correspondence from the fire department and we receive that through the Chief. The chief challenges the volunteers during practice night training, extra training sessions, and emergency response calls... and us trustees believe that the volunteers are among the best in the area. I believe the Shawnigan Lake Fire Department is getting top quality training and we can thank the Chief and the officers for that.

Glen Saunders has been a long standing member of the community and served as a volunteer firefighter, Fire Chief, trustee, vice –chair and Chair of the Improvement District. I'd like to thank Glen for ALL of his work in getting the Hall 3 site rolling. He did a lot of the leg work and for that I would like to thank him for his dedication to the project.

In closing, the trustees are looking forward to a busy year and we would like to thank you all for attending tonight's meeting to show your support to the community.

Moved: Bud Brazier

Second: Sebastien Arsenault

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

FIRE DEPARTMENT REPORT - *Keith Shields, Fire Chief*

The Shawnigan Lake Fire Department was dispatched 223 times during our fiscal year which runs from December 1st 2013 to Nov. 30th 2014. The breakdown is as follows:

- 91 medical aid
- 30 motor vehicle incidents
- 22 hydro incidents
- 19 alarms activated
- 15 burning complaints
- 7 public assistance calls
- 5 lift assists
- 4 structure fires
- 4 electrical incidents
- 3 bush fires
- 2 chimney fires
- 2 vehicle fires
- 2 unattended fires
- 2 extinguished fires
- 1 rope rescue

- 1 boat fire
- 1 grass fire
- 1 kitchen fire
- 1 flare sighting
- 1 gas leak
- 1 dock fire
- 1 Smoke sighting
- 1 burn pile
- 1 CO Alarm
- 3 mutual aid calls

52 regular practises, 11 technical rescue practises, 4 officer practises, 7 pump practises, 8 apparatus familiarization, 2 first responder practises and the following courses were held: Live fire 1, Live fire 2, traffic control train the trainer, advanced technical rescue, emergency vehicle operations, 1st responder recertification and a level 3 technical rescue course.

The membership also was involved in 5 Firehall tours, Christmas light up in the village, fire extinguisher demos, the Gathering with the fire safety house, family day at the community centre, Triathlon, Canada day parade with the fire safety house, Cowichan exhibition, fire safety visits at the alliance church and Discovery school. We had a strong showing at the Remembrance Day ceremony and our own open house.

As you can see a lot of time has been spent by your firefighters in their quest to be more proficient and involved in our community. I would venture to say with all the practises, courses and community events that this dedicated group would be ranked at the top for time in.

Last year we did a boundary review and submitted the paperwork to the provincial government for processing. A year later we are still waiting to have it finalized and have those property owners included in the district.

We have tried twice to work with CVRD bylaw enforcement after some serious disregard of the burning regulations. CVRD bylaw enforcement had offered to ticket on the spot if we had a blatant offender. (our fine process takes longer to deal with). All the homework was done, pictures, statements and reports. This was handed over to CVRD and after multiple attempts to find out the outcome I was told a warning only was issued. We have given up on CVRD bylaw enforcement and will proceed on our own.

It is exciting to finally have the property for Hall 3 and look forward to better serving our residents at the south end. This should also provide an insurance break for them and the opportunity for inclusion into the district by others. Knowing how long it takes the provincial government to process an application for inclusion I intend to petition the property owners of Cougar Ridge in the near future so that they may be afforded fire and rescue services.

The main body of our training prop out the back of # 1 hall is almost complete. This prop has proven itself to be a very valuable asset. It gets used a lot for regular firefighting duties as well as our technical rescue program. It has also been a revenue generator as it

has been rented out to a private training company to host rescue classes for BC Ferries employees. We are very fortunate as I don't believe there is a more versatile facility anywhere close.

Once again our capital plan has been adjusted to fit our requirements and 3 hall property acquisition.

- 2015 - Hall 3
- 2016 - Engine and tender for hall 3
- 2017 - exhaust extraction system for #1 and # 2 hall
- 2018 - assessment of tender 1 and replace if necessary
- 2019 - hydraulic extrication tools for engine 3

At this point I would like to acknowledge our most valuable asset, our firefighters. Good equipment means nothing if you don't have the people who are motivated and willing to sacrifice the time to learn how to use it. We definitely have that luxury here. There is a lot of pride in this department, recently we held a volunteer work party on a Saturday to tidy up around the hall and logged over 60 man hours doing it. I heard a story recently that a local fire department called in an electrician to change a light bulb, not here.

Our firefighters don't stand alone though, all the families that support their firefighters sacrifice a huge amount too and should be acknowledged. Missed meals, family events, and of course sleep are just a few of the things the support crew misses out on having their firefighter take off to a call at any time.

An extra thanks to the officers of the department. These are the people that take the challenge of planning practises. Anyone who has taught knows how much time it takes to plan an effective and meaningful lesson. Not any easy job.

I would also like to thank the trustees, admin support, and our financial administrator for the great working relationship that we have. Through careful planning and foresight we still have one of the lowest taxation rates for fire protection in the area.

Moved: Dave Bremner

Second: Paul Gallagher

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

2014 AUDITED FINANCIAL STATEMENTS - *Karen Berezki, Administrator*

On behalf of SID's auditors Morine & Co., Chartered Accountants, of Nanaimo, BC, the Shawnigan Improvement District Audited Financial Statements for the year-ended December 31, 2014 are presented as follows:

Morine & Co. has audited the financial statements of Shawnigan Improvement District, which comprise the statement of financial position as at December 31, 2014, and the statements of operations, changes in net financial assets and cash flows for the year then

ended, and a summary of significant accounting policies and other explanatory information.

The Board of Trustees is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Auditor's responsibility is to express an opinion on these financial statements based on its audit. The audit was conducted in accordance with Canadian generally accepted auditing standards. Those standards require that the Auditor comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

The Auditor believes that the audit evidence obtained in its audit is sufficient and appropriate to provide a basis for its audit opinion, as follows:

In Morine & Co. Chartered Accountants' opinion, the financial statements present fairly, in all material respects, the financial position of the Shawnigan Improvement District as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting standards.

Highlights of these Financial Statements are as follows:

The 2014 Operating Surplus reported by the auditors is \$314,580. This amount does not include the transfer to Renewal Reserve funds of \$50,000, capital expenditures of \$130,443 or principal payments on loans of \$102,080 due to different reporting methods. The internal SID statements show an operating surplus of \$32,057.

The balance of the Renewal Reserve Fund at December 31, 2014 was \$359,143, compared to \$305,029 at December 31, 2013.

The Renewal Reserve Fund is set up to pay for the repair, maintenance 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, of which is then submitted to the Ministry of Community, Sport and Cultural Development. There were no expenditures from this fund during 2014.

Capital Expenditures in 2014 totalled \$130,443, comprising fire fighting equipment, turn out gear, building improvements and ongoing works on the outdoor training facility.

The net book value of tangible capital assets as at December 31, 2014; comprising buildings and equipment totals \$3,009,377.

The net debt as at December 31, 2014 totals \$918,666.

The budget in 2015 calls for a tax levy of \$472,000, a \$10,000 or 2.12% reduction compared to the 2014 tax levy of \$482,000.

Although many plus or minus expense items are identified in the individual line item categories, this decrease is mainly due to rate increases to Fire Fighter gratuities while at the same time allowing for a higher volume of call-outs and practices attended.

Largely due to the capable fiscal management of the Board of Trustees, the Shawnigan Improvement District continues to operate in a favourable financial position.

If there is any interest, a limited number of copies of the audited financial statements are available here tonight. The statements will also be uploaded to the SID Website.

Moved: Heather Plumb

Second: Bud Brazier

Carried: **That the 2014 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 honoraria last increased from \$9,000 to \$10,000 in 2010.

Moved: Blaize Salmon

That the trustee honorarium be set at \$10,000 for the 2015 fiscal.

Motion Rescinded.

Moved: Brett Malcolm

Second: Al Sutherland

Carried: **That the trustee honorarium be set at \$11,000 for the 2015 fiscal.**

ELECTION OF TRUSTEES:

Chairman Chris Shields explained the election process and voting requirements. The trustees' terms of office were accounted for: the vacant position term has expired.

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

Tiffany Newman nominated **Mike Trotter**. *Accepted.*

Kathryn Lake nominated **Roy Davies**. *Accepted.*

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

The Chairman appointed Cliff Evans to act as Returning Officer.

Cliff Evans, Returning Officer, collected the ballots. Cliff Evans, Returning Officer, Sebastien Arsenault and Scott McMillan counted the ballots.

Returning Officer Cliff Evans presented the results to Chairman Chris Shields. Congratulations were then extended to Mike Trotter who was elected by majority vote, with 36 ballots being cast: Mike Trotter 30; Roy Davies 6.

The Chairman thanked each of the candidates for letting their names stand for election.

Moved: Dean Stennes

Second: Bud Brazier

Carried: **That the election ballots be destroyed after six months.**

NEW BUSINESS: (nil)

PUBLIC PERIOD:

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

Hall 3
Update

The land rezoning and subdivision is complete. Final documents pertaining to the land purchase were signed on April 23, 2015. The Trustees are in the process of speaking with an architect and hope to break ground within one month.

Hall 3
Equipment

A total of two apparatus will be required: one engine and one tender. Delivery of equipment is approximately one year from date of order. The life expectance of this equipment is twenty to twenty-five years.

ADJOURNMENT:

Moved: Heather Plumb

Second: Bud Brazier

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 11, 2015, Fire Hall No. 1, Board Room.

CERTIFIED CORRECT

Chairperson

Administrator