

# MINUTES

## SHAWNIGAN IMPROVEMENT DISTRICT

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**Meeting**      **Annual General Meeting**  
**Date**        Wednesday, April 18, 2018  
**Place**        Board Room - Fire Hall No. 1

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**Present**      Chris Shields, Chair; Dean Freer, Vice-Chair; Mike Trotter, 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 approximately 32 members of the public, of which 28 were registered to vote.

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 two Trustees; one to serve for a three year term, and one to serve for a one year term.

### ADOPTION OF MINUTES

Minutes of the April 26, 2017, Annual General Meeting were distributed to the attendees for advance review.

Moved:        Chris Shields  
Second:      Dean Freer

**Carried:        That the April 26, 2017 Annual General Meeting minutes be adopted as circulated.**

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

I am happy to report to you all on behalf of the Shawnigan Lake Improvement District Trustees. Before I discuss what the District has accomplished in 2017, I will provide you with some background information about the Improvement District and the Trustees responsibilities to the public.

The Shawnigan Lake Improvement District was created nearly 70 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; 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 status of the Improvement District as it relates to the Shawnigan Lake Fire Department. Also included in this meeting is the election of 2 trustees and a public period where we can entertain questions from the public.

At this time, I would like to give a brief overview of the highlights of the Improvement District in 2017.

### **Fire Apparatus**

With the addition of a new fire station in the district, we also had to purchase 2 new fire apparatus to fill the truck bays. A new tender and an engine were purchased and arrived in July of 2017. With the diligent work of the fire chief and volunteers, the apparatus, was put in to service almost immediately upon arrival. It should be noted that we had previously accumulated the appropriate tools and gear for these apparatus therefore we avoided a lump sum payment for this equipment. Looking forward, we will be exploring the options for a new tender within the next couple of years.

### **Station 1**

There was minimal maintenance work completed at station 1 in 2017. The building itself appears to be in good working order and the grounds are relatively maintenance free. I would like to thank all the members that participated in the hall clean-up days throughout the year. This effort improves the curb appeal of our main station and in return, it shows well to the public.

At a recent board meeting there was a discussion regarding the replacement of the flat roof at number 1 station. This will be a considerable expenditure and will have to be budgeted for accordingly and timed with the availability of funds.

### **Station 2**

Station 2 had some maintenance work done in 2017 and early 2018. The Fire Chief was able to secure an exhaust Extraction system for a very reasonable price and with the help of some of the members; the system was installed and is working well. It was mentioned months ago that the hall appeared to be collecting moisture in the truck bays and everything appeared to be musty smelling. The Improvement District was able to purchase a commercial de-humidifier and almost immediately it showed results. Earlier this year, we purchased furniture for the lounge to replace the outdated and over-used furniture; this was well received by the members.

Furthermore; I will mention that we are in the process of submitting a Crown Land Grant application to the province to re-new our land lease at hall 2. Our land lease ends in 2020 and we forecast this process will take some time to complete. Without getting into too

many details, we have been met with some issues in regards to land use applications from other user groups in the area.

### **Station 3**

Hall three appears to be functioning quite well and members that respond to this hall are keeping the new building clean and tidy. Some minor landscaping will be commencing within the next couple weeks to improve the curb appeal. We do not forecast any large expenditures in the near future.

### **Boathouse**

The Boathouse continues to operate as designed, and no future expenditures are expected in the near future.

### **Training**

The trustees are quite pleased to see how many of the volunteers are stepping up to complete training courses as well as mandatory training requirements. As stated in years past, we encourage all firefighters to complete as much training as they can accommodate into their busy schedules. There is no replacement for good training and we believe Shawnigan Fire Department has some of the best around. To have good training, you have to use a good facility and us trustees believe shawnigan has that. The Improvement District encourages the initiation of new training ideas to meet the fast changing fire service demands and we look forward to supporting new programs that may arise.

### **Volunteers**

Currently, the Shawnigan Lake Volunteer Fire Department has over 40 volunteers; to put this into perspective, other departments in the Cowichan Valley are struggling to get a sufficient numbers of volunteers. Program development and pro-active members of the fire department are the main reasons for the retention of volunteers. Chief Shields operates a challenging program for the volunteers and we support him 100% in his direction of the department. The trustees would like to extend a thank you to the Chief for his dedication to the department and for providing a valuable service to the community.

At the heart of all good volunteer services, lies good people. Each and everyone of the volunteers takes time out of there personal lives to help community members; a very commendable quality. The trustees appreciate all that you do for the community and we are very fortunate to have each and every one of you.

I would also like to extend a personal thank you to Trustees (vice Chair) Dean Freer, Mike Trotter, Dan Salmon, and our financial administrator Karen Berezki. As discussed, these individuals have spent a considerable amount of time on special projects this year with great results. Furthemore; would like to thank former Trustee Dan Salmon for his support to the community for his 8 years of service as a trustee. Dan started in 2010 and over the years has taken control of grounds and maintenance for the halls and also the boathouse. We thank Dan for his service.

In closing, the trustees appreciate all of the volunteers hard work and dedication throughout the year and we would like to thank everyone in attendance tonight's meeting to show your support for the community.

Moved: Dean Freer  
Second: Mike Trotter

**Carried: That the Chairman's 2017 Annual Report be accepted as presented.**

## **FIRE DEPARTMENT REPORT** - *Keith Shields, Fire Chief*

The fire department was dispatched 307 times during 2017. This is down three calls from the previous year. The breakdown is as follows:

- 22 alarms activated
- 20 assistance calls
- 37 burning complaints
- 3 bush fires
- 16 miscellaneous fires
- 2 hazardous materials
- 30 hydro line incidents
- 130 medical aids
- 8 mutual aid malahat (4 fr, 1 hydro, 1 mvi, 1 res, 1 struct.)
- 3 mutual aid mill bay (1 bush fire, 2 structure)
- 31 motor vehicle incidents
- 1 rescue
- 4 structure fires

There were 53 regular practises, 12 tech rescue practises, ice rescue introduction, 40 hr level 1, level 2, level 3 technical rescue courses, 20 hour first responder recert, 40 hr full course and a 2 day emergency vehicle operations course. Members also attended hazmat operation, forestry related structure protection course, live fire training and 12 officer meetings.

This department was also actively involved in a lot of community events which included Shawnigan Shiver, Canada Day, hall tours, extinguisher demos, fire safety talks, autism event at Shawnigan Lake School, school tours and talks, Cowichan Exhibition, Santa run, wounded warrior run and the Remembrance Day event. The Santa run this last year was very successful in relation to the food drive. The Department gathered a pick-up truck load of food and over \$600 in cash, add the \$500 that this Department's Association donated and the Food Bank was overwhelmed with the communities' generosity.

This past year saw the new Station 3 become fully operational. It now houses an engine and a tender.

Membership could be bolstered a bit to complement the members we have down there currently. Anyone know of anybody that may be interested? All the department staffing and apparatus information has been passed onto the Fire Underwriters Survey so that they can adjust the insurance grading for the South end of the District.

Approval from the Province for a land swap with Mill Bay was finally given as was the inclusion of Cougar Ridge and some of the properties on Sooke Lake Road. The swap with Mill Bay will result in better response times and not having to travel through each others District to get to our own Districts.

In our project plans we had proposed an exhaust extraction system for our #2 Station in 2019. A local demolition contractor contacted me and offered up a hardly used system, for free, that was in the old fire station in Belmont Park. The only catch was we had to remove it. Three of us travelled down there and within a couple of hours we had it removed and were on our way back. Deputy Hyde took upon himself to install it at #2 Station. We had to add a few components but in the end it was a fraction of the cost of a new install. A very generous donation that is greatly appreciated.

The two new apparatus that we ordered, so that we could send two older apparatus to #3 Station, finally arrived in early July after a few delays. After a couple of fairly intense weeks of getting the trucks outfitted and in service I am happy to report they are fully operational and are a very worthwhile addition to our fleet. Having 3 fully equipped engines and tenders really relieves some of the operational response pressure.

Our membership fluctuated a small amount this past year but our roster still sits at over 40. We could boost the numbers a bit as previously mentioned so again if you know someone encourage them to come see us.

Our project plans for the future are dynamic and changes as our requirements change. Projected plans are :

2018 exhaust extraction system for #1 station

2019 replacement of tender #3

2020 partial roof replacement on #1 station

2021 upgrade generator at #2 station. current one is small and does not power everything.

2022 boat house upgrade

I would like to thank all the Shawnigan Lake Firefighters and their families for their dedication, support and commitment to life safety, preservation of property and protecting the environment. The hours put in by this team are immense. I am positive there is no other community group that puts in as much time and works as hard at their skills as this group. Lives depend on this. This team is truly a pleasure to work with.

Of course none of this would be possible without the solid support of our Trustees. Their receptiveness to the Fire Departments requirements and the interest shown is very much appreciated. Thank you. Last but not least is our Administrator and Administrative Assistant. Karen for the District and Heather for the Fire Department. Keeping all the paperwork flowing is a very necessary task that definitely isn't taken lightly. I believe we are in very good shape as a District and Fire Department as well as being very fiscally responsible. A big thank you to all that make this happen.

Moved: Chris Shields

Second: Dean Freer

**Carried: That the 2017 Annual Fire Department Report be accepted as presented.**

## **2017 AUDITED FINANCIAL STATEMENTS** - Karen Berezcki, Administrator

As Financial and Corporate Administrator for Shawnigan Improvement District, I am pleased to present the audited financial statements for the year ended December 31, 2017.

Pending approval at this meeting, these statements will be available for viewing on the Shawnigan Improvement District (SID) Website. There are also a limited number of paper copies available here upon request.

The Shawnigan Improvement District financial statements have been audited by MNP LLP, Chartered Professional Accountants, as appointed by the Board of Trustees at its December 11, 2017 regular meeting. The Independent Auditor's Report outlines their responsibilities, the scope of their examination, and their opinion on the Improvement District's financial statements.

The financial statements are the responsibility of the Board of Trustees. The statements have been prepared in accordance with Canadian public sector accounting standards. The auditor has expressed their opinion that the statements present fairly, in all material respects, the financial position of the Shawnigan Improvement District as at December 31, 2017.

Pursuant to the Shawnigan Improvement District's Letters Patent, it is hereby noted that the Board of Trustees also chooses MNP LLP as auditor for the ensuing year, 2018.

The Improvement District records accounting transactions using the fund accounting method. As such, highlights of these Financial Statements are set out by individual fund, as follows:

### **Operating Fund:**

Operations accounts for the day-to-day activities of providing services.

The 2017 Statements show an Operating surplus of \$121,101, compared to a prior year deficit of \$410,923. A net difference of \$532,024.

### **Renewal Reserve Fund:**

The Renewal Reserve Fund is set up to pay for the repair, refurbishment or replacement of an existing asset when it reaches the end of its useful life. Expenditures from this fund are authorized by Bylaw first passed by the Board of Trustees, and then submitted to the Ministry of Municipal Affairs and Housing.

There was one expenditure from this fund during 2017. Bylaw 137 was passed for the purpose of replacement apparatus at a cost of \$451,016.

Taking into account transfers into the fund, less approved expenditures from the fund, the Renewal Reserve Fund as at December 31, 2017 was \$100,277, compared to the prior year balance of \$464,521. Funding of the Renewal Reserve Fund is ongoing to ensure resources are in place for repair/replacement needs. The 2018 Operating Budget calls for a \$75,000 transfer to this Fund.

**Tangible Capital Assets:**

Tangible Capital Assets include buildings and equipment. These are stated at cost less accumulated amortization.

Capital Asset Acquisitions in 2017 totalled \$1,296,882 comprising: remaining Fire Station No. 3 development expenditures of \$42,048; two new apparatus at a cost of \$1,140,604, and fire fighting equipment at a cost of \$114,230.

Including the 2017 capital asset acquisitions, the net book value of tangible capital assets totals \$5,196,317 compared to \$4,154,094 in 2016.

**Net Debt:**

The net debt as at December 31, 2017 totals \$2,470,203 compared to \$1,471,779 in 2016. The increase in debt is due to the long term borrowing under Bylaw 136 for the purpose of funding the development of Fire Station No. 3, and for new apparatus.

**2018 Operating Budget:**

The budget in 2018 calls for a tax levy of \$650,000, compared to \$600,000 in 2017. The \$50,000 increase is mainly associated with the opening of Fire Station No. 3.

That said, the impact on taxpayers is mitigated by the boundary changes approved and ordered by Ministerial Order No. M043 on February 8, 2018, comprising 46 additional properties within the District Boundaries.

The Shawnigan Improvement District continues to operate in a favourable financial position. The overall accumulated surplus as at December 31, 2017 is \$2,947,792 compared to \$2,735,924 in 2016.

While Shawnigan Improvement District continues to be well managed financially, improvements are always possible. To that end, I would like to acknowledge the Trustees, the Fire Chief, the Administrative Assistant and the Fire Department Members, for their commitment to continuous improvement and service to the community.

Moved: Chris Shields

Second: Mike Trotter

**Carried: That the 2017 Audited Financial Statements, and Financial Officer's report be accepted as presented.**

**TRUSTEE HONORARIUM:**

Chair Chris Shields reported that the honorarium is currently set at \$12,000 per year. Each of the four Trustees receive \$2,200, the Chair receives \$3,200. The Trustees attend 12 regular meetings to conduct the business of the Improvement District, plus any special meetings as deemed necessary, as well as the Annual General Meeting where they report to the land owners.

The honoraria last increased from \$11,000 to \$12,000 in 2016. The increase of \$1,000 was proposed, with the additional \$1,000 being allocated to the Chair's position in recognition of the extra time commitment associated with the position.

Moved: Chris Shields

Second: Mike Trotter

**Carried: That the trustee honorarium remain as is and be set at \$12,000 for the 2018 fiscal.**

## **ELECTION OF TRUSTEES:**

By resolution of the Board of Trustees at its February 13, 2018 regular meeting, Mr. Cliff Evans was invited to act in the capacity of Returning Officer for the purpose of managing the Trustee election process at the Annual General Meeting. The Chair introduced Mr. Evans as the duly appointed Returning Officer.

Mr. Evans explained that there are two vacant position; one three year term has expired, and one one year term due to a resignation. He then called for nominations from the floor to elect two Trustees.

**Tiffany Neuman nominated Dave Cech. Accepted.**

**Dean Freer nominated Mike Trotter. Accepted.**

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

**Dave Cech and Mike Trotter were declared elected by acclamation.**

Congratulations were extended to each candidate, who were thanked for letting their names stand for election.

**NEW BUSINESS: (nil)**

**PUBLIC PERIOD: (nil)**

Heather Plumb expressed a vote of thanks to the Board of Trustees, noting the growth in the improvement district, the Fire Stations, the equipment and training opportunities.

## **ADJOURNMENT:**

Moved: Chris Shields

Second: Dean Freer

**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, 2018, Fire Hall No. 1, Board Room.*

## **CERTIFIED CORRECT:**

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Chairperson

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Administrator