

MINUTES

SHAWNIGAN IMPROVEMENT DISTRICT

Meeting **Annual General Meeting**
 Date *Wednesday, April 20, 2011*
 Place Board Room - Fire Hall No. 1

Present Keith Shields, Chairman; Dennis Whitehead, Vice-Chair; Dan Salmon, Trustee; Glen Sanders, Trustee; Dan Fries, Acting Fire Chief; Karen Berezcki, Administrator.

Absent Mike Wright, Trustee.

Call to Order 7:30 p.m.

Chairman Keith Shields called the meeting to order, introduced the head table and welcomed 28 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 two Trustees to each serve for a "3" year term.

ADOPTION OF MINUTES

Minutes of the April 28th, 2010, Annual General Meeting were distributed to the attendees for advance review.

Moved: Dave Bremner

Second: Sebastian Arsenaault

Carried: That the April 28, 2010 Annual General Meeting minutes be accepted as circulated.

CHAIRMAN'S REPORT - *Keith Shields*

I will start with an update on some of the buildings and grounds projects. A new metal roof at #2 station is now complete. The exterior upgrades to #1 station are complete less a little painting. As you probably noticed we are in the middle of some landscaping upgrades and some paving work. We are finished with the concrete work for our training area out the back and have already proven to be a lot easier and more environmentally friendly to clean up after auto extrication training.

Other projects coming up include painting #2 station; finish the training prop at the back of #1 station and as a little bit of painting around here. As I mentioned last year we seemed to be in catch up mode with the maintenance but we should be in good shape now.

Over the last few years we have identified some Fire dept. coverage issues at the south end of the district. This is backed up by a Fire services study that was also done some time ago talking about the same issue, excessive travel distances from our existing Fire stations. Trustee and former Fire Chief Glen Sanders has a more in depth presentation on this matter later on the agenda.

Our replacement tender truck is tentatively scheduled for delivery at the end of May. This will be a very welcome addition to the fleet by more than doubling the water carrying capacity of the unit we are replacing.

I was copied on an interesting email the other day from our regional director Ken Cossey. There was a move over a year ago to start developing a backyard burning bylaw by CVRD. This came to light after we requested a meeting to inquire about the land clearing bylaw CVRD enacted without any consultation with this Improvement district or Fire department even though we have had our own burning bylaw for years. At this meeting I asked about a backyard burning bylaw basically after the meeting was over and was told that in fact CVRD was working on a bylaw and would make sure they included us in the process. To date we have not had any correspondence with CVRD about this bylaw. Back to the email, in response to a member of the public concerned about an unburned pile of debris our director is quoted as ``get this bylaw finished``. I sincerely hope that that this bylaw is not going to be all of a sudden enacted like the last one with no consultation.

On a lighter note I would like to thank, on behalf of the trustees, the Fire department members yet once again for all they do and the sacrifices they make. The regular practices, extra practices, weekend courses, tours, school visits, the behind the scenes maintenance issues and of course the calls at any given moment are what the membership gives. A very dedicated group of people that are to be commended for their dedication. Thanks again.

I would like to thank my fellow Trustees for the time and effort they put forth. Special thanks go to Dennis Whitehead for looking after our buildings and grounds and also Glen Sanders for dedicating a lot of time to spec out our new truck and also be the liaison with our proposed project at the south end of the district. Trustee Dan Salmon and Mike Wright have had some good input and willingness to help out over this past year. Mike unfortunately is not able to be here tonight due to a work commitment. This has also limited the amount of time he able to dedicate to the district. Mike feels it would be in the best interest not to let his name stand for re-election because of this work commitment. Thanks to Mike for the time he did serve for the district, it is greatly appreciated.

Last, but not least by any means, thanks to our administrator Karen who really holds this group together by making sure we tow the line with budget issues and throwing that touch of guilt into us that spend over budget . That tactic must be working as you will see

in Karen's report on the financial status of the district. Also Karen is our connection to Municipal affairs making sure we are following the guidelines set out by the ministry for the operation of an Improvement district.

Once again Thanks to all involved who make this operation a success.

Moved: Bud Brazier

Second: Dave Bremner

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 2010.

The fire department responded to 174 alarms during the 2010 calendar year, consisting of:

- 2 – Ambulance assist
- 1 – Mulch fire
- 21 – Auto alarms
- 28 – Motor vehicle incidents
- 3 – Burn piles
- 1 – Public assistance
- 3 – Bush fires
- 2 – Smoke in residence
- 3 – Chimney fires
- 4 – Structure fires
- 86 – first responder
- 1 – Vehicle into power pole
- 2 – Gas leaks
- 1 – Unknown fire with explosion
- 1 – Smell of gas complaint
- 2 – Vehicle fires
- 1 – Hazardous material
- 12 – Hydro line incidents

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.

Many thanks and much appreciation should be given to the officers of the department for their continued dedication and commitment to the fire department. They continue 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.

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

For the three years including 2011 to 2013 an estimated budget of \$1,880,000 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 two years including 2014 and 2015 contributions of \$50,000 will be made to the renewal reserve fund for the replacement of apparatus nearing the end of their 20 year life span.

The biggest challenge in the coming years will be in the area of recruitment and retention of our members especially with the addition of the third hall. With the addition of this hall Shawnigan Lake will be in a unique situation of being the only district in the Cowichan Valley with three halls. I believe through the continuing positive attitude of the members and the quality reputation of the department, we will continue to attract a high calibre of applicants.

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.

On a personal note, I have only been in the acting Chiefs position for a short period of time but it has been an easy transition thanks to the support of Chairman Keith Shields and Chief Mike Wright. I look forward to continuing to be a positive influence and mentor for the department in whatever role is for the betterment of the department and the public we all serve.

Moved: Heather Plumb

Second: Bud Brazier

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

2010 AUDITED FINANCIAL STATEMENTS

On behalf of Morine & Co., Chartered Accountants LLP, SID Administrator Karen Berezki presented the 2010 Audited Financial Statements as follows:

Morine & Co. has audited the consolidated statement of financial position of Shawnigan Improvement District as at December 31, 2010 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, 2010 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, it was noted that copies of the audited financial statements are available for review.

Following the report, it was

Moved: Ron Wellmann

Second: Bud Brazier

Carried: That the 2010 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 ratepayers. The honoraria increased from \$9,000 to \$10,000 in 2010.

Moved: Sebastian Arsenault

Second: George Dalrymple

Carried: That the trustee honorarium be set at \$10,000 for the 2011 fiscal.

ELECTION OF TRUSTEES:

Vice-Chair Dennis Whitehead explained the election process and voting requirements. The trustees' terms of office were accounted for: Keith Shields and Mike Wright's terms have expired. Mike Wright has advised the Trustees that he is not able to let his name stand for re-election due to current scheduling conflicts. An expression of thanks was extended to Mike for his past service.

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

Stu Trotter nominated **Chris Shields**. *Accepted.*

Dave Bremner nominated **Keith Shields**. *Accepted.*

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

Chris Shields and Keith Shields were declared elected by acclamation, each to serve for a three year term. Congratulations were extended to each of the candidates.

NEW BUSINESS:

Presentation - Proposed Fire Hall No. 3:

Trustee Glen Sanders provided a presentation outlining SID's preliminary plans to purchase land and construct and equip a third, South Shawnigan Fire Hall at a cost of approximately \$1.88 million. Need, location and rezoning requirements were outlined in detail. Hall No. 3 logistics were identified as follows:

Two Bay Fire Hall

Approximately 2600 sq ft (preferably drive through if site permits)

Two apparatus bays each 15' x 50'

Office area

Male and female bathrooms with shower facilities

Meeting room with small galley

Storage room

Workshop

Standby generator

Apparatus:

Rescue/Pumper – 1500 GPM, 800 gallon tank, 5 or 6 man cab, custom chassis -

Tender, 2500 gallon tank, 1250 GPM pump, similar to the new truck 8

Additional equipment, hose, SCBA, fittings, radios, 3 sets of turn out gear, etc.

Land: 2.5 – 3 acres

Estimated Project Cost:

\$ 780,000.00	Fire hall
\$ 850,000.00	Apparatus & equipment
<u>\$ 300,000.00</u>	Land
<u>\$1,880,000.00</u>	Completed Project

In closing, ratepayers were advised that based on an amount of \$2 million, preliminary calculations received from the Ministry of Community, Sport and Cultural Development, indicate that the tax impact for fire hall borrowing would be \$47.08 per property value of \$413,000.

Following a question/answer period, a secret ballot vote was called for by the Trustees, to receive landowner assent to formally proceed with the planning process to purchase land and construct and equip a third, South Shawnigan Fire Hall at a cost of approximately \$2 million.

Returning Officer: Bud Brazier
Scrutineers: Heather Plumb
Paul Gallagher

Ballots were counted accordingly with final results presented to Chairman Keith Shields who announced the outcome as follows: 21 in favour; 1 opposed.

PUBLIC PERIOD:

Fire Access Routes - Road Ends

A member of the public enquired about the Fire Department's responsibility with respect to road ends, specifically green belts located in the Shawnigan Beach Estates area. The specific concern being that private lots adjacent to green belts/road ends are encroaching to the point where the development will obstruct fire fighting access.

The individual was requested to provide the particulars to the Acting Fire Chief for investigation from a Fire Department perspective.

ADJOURNMENT:

Moved: Dave Bremner
Second: Heather Plumb
Carried: That the meeting adjourn at 8:40 p.m.

The next regular meeting of the Board of Trustees will be held on Monday, May 9, 2011, Fire Hall No. 1, Board Room.

CERTIFIED CORRECT

Chairperson

Administrator