

Graham Lake Improvement District

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MINUTES OF THE 2019 ANNUAL GENERAL MEETING

Date and Time: Wednesday, March 27, 2019 commencing at 5:00 p.m. (Denman time)
Place: Denman Activity Center, 1111 Northwest Road, Denman Island

1. Welcome & Introduction of Trustees

Present: Chair Blake Hanna
Trustee Peter Jackson
Trustee Chris Page
Manager Alec Szibbo
Treasurer Anne Page
Secretary Jennifer Villard

Chair Blake Hanna welcomed those were attending the Annual General Meeting and introduced the Trustees, Manager, Treasurer and Secretary.

The Chair stated that the purpose of the Annual General Meeting was twofold: (1) for the Trustees to consider the matters on the Agenda which are those specified by the Local Government Act and the District Bylaw 60, and (2) for the District's qualified voters to elect a trustee. Upon completion and adjournment of the Trustees' Meeting that was to follow the AGM, the Trustees and other members of GLID's management team would be available to engage in a Questions and Answers session.

2. Call to Order

Chair Blake Hanna called the meeting to order at 5:10 pm

3. Appointment of Recording Secretary

The Chair stated that he had requested Secretary Jennifer Villard to serve as Recording Secretary for this Meeting.

4. Quorum

Chair Blake Hanna stated that although there was no quorum mandated for Trustee's decisions at an AGM, he would take as a guide the quorum requirement for a Trustees Meeting, which is a majority of Trustees, and declared that a quorum was present for Trustee's decisions. There was no quorum required by law or in the District's Bylaws for individuals attending who are qualified to vote in a trustee election in the District.

5. Notice of Meeting

The Chair stated that Public Notice calling this Meeting was posted on the District's web site on

February 15, 2019 in accordance with the District's Bylaws. Copies of the Notice were mailed, together with the annual water bills, to all landowners in the District on the same date. Notice of the Meeting was also posted on the local Grapevine newspaper calendar for April. The following were posted to the District's web site on March 19, 2019; AGM Agenda, Report From Trustees, 2018 Financial Statements (prepared by Reid Hunter), and 2018/2019 Budget Reports.

6. Adoption of Agenda

A motion to adopt the Agenda as circulated was made by Trustee Chris Page and seconded by Trustee Peter Jackson.

There were no objections or discussion.

MOTION CARRIED

7. Adoption of the Minutes of the Annual General Meeting of April 19, 2018

A motion to approve the Minutes as circulated as a true and accurate record of the Minutes of the Annual General Meeting of **April 19, 2018** with no corrections or additions was made by Trustee Peter Jackson and seconded by Trustee Chris Page.

There was no discussion.

MOTION CARRIED

8. Reports

(a) Chair Blake Hanna provided a Report from Trustees providing a high-level view of the activities undertaken by the trustees during 2018. [A copy of the Report from Trustees is posted on the District web site]

The Chair then called on other members of the Management Team to present their reports.

(b) Trustee Chris Page provided a report regarding the projects and tasks relating to the Graham Lake Dam that he had been involved during 2018. [A copy of the Report is posted on the District web site]

(c) Trustee Jackson provided a report regarding the specific projects and tasks that he had been in charge of or involved in during 2018. [A copy of the Report is posted on the District web site]

(d) Manager Szibbo provided a report regarding his activities since being appointed Manager on November 8, 2018. [A copy of the Report is posted on the District web site]

(e) Operators Enrico Wauri and Craig Williams provided a slide presentation and report regarding the operations of the pump house and water treatment over the 2018 year. [A copy of the Report is posted on the District web site]

9. Presentation of 2018 Financial Statements

Treasurer Anne Page provided a report regarding the GLID finances during the 2018 year. [A copy of the Report is posted on the District web site]

The Chair stated that a copy of the District's Financial Statements for the fiscal year ended December 31, 2018, as prepared by Reid Hunter, Chartered Professional Accountants, was posted to the District's web site on March 19, 2019. Those financial statements had been received and a copy would be kept with the records of this Meeting. [A copy of the Financial Statements prepared by Reid Hunter is posted on the District web site]

Chair Blake Hanna reviewed a number of highlights in the Financial Statements and in the 2018-2019 Budget Reports. [Copies of the 2018-2019 Budget Reports are posted on the District web site]

10. Appointment of Accounting Firm for 2019

Trustee Chris Page moved the following **Resolution 37**, seconded by Trustee Peter Jackson, appointing the District's Accounting Firm for 2019:

"Reid Hunter, Chartered Professional Accountants, be re-appointed the accounting firm of the District to hold office until the close of the next annual general meeting in 2020, or until their successors are appointed, at a remuneration to be fixed by the trustees."

There was no discussion.

MOTION CARRIED

11. Trustee Remuneration

Trustee Peter Jackson moved the following **Resolution 38**, seconded by Trustee Chris Page, to waive all remuneration for the trustees for 2019:

"The remuneration of each trustee is hereby set at \$0, and no compensation or honorarium shall be due or payable to any trustee with respect to the performance of his duties or the exercise of his responsibilities, but excluding the reimbursement of any expenses properly and necessarily incurred by a trustee in the performance of his office."

There was no discussion.

MOTION CARRIED

In light of the aforesaid Resolution 38, it was not felt necessary to have a vote from the landowners on trustee remuneration.

12. Trustee Election

Chair Blake Hanna stated that the next item of business was the election of a GLID trustee, due to the expiry of the term of office of Trustee Peter Jackson at this Meeting.

Trustee Blake Hanna turned the chair over to the GLID Manager, listed as the Returning Officer in Bylaw 82.

The Returning Officer reviewed the trustee elections policy and procedure in Bylaw 82, including the requirements to vote and to run for office of GLID trustee. He advised that two Nomination Forms for Trustee had been received- one for **Peter Jackson** and one for **Grant Cyz**.

The Returning Officer stated that following several requests from landowners, he had checked with the office of the Ministry of Municipal Affairs and Housing, who the Improvement District reports to and is governed by, and had been advised that persons not attending the Annual General Meeting in person could not vote by proxy, power of attorney or advance poll.

Based on a draw that Grant Cyz participated in, he was the first candidate to speak while Peter Jackson was outside the meeting room [A copy of Grant Cyz's presentation is posted on the District web site as per his request].

After Grant Cyz had finished, he left the room, and Peter Jackson entered to make his presentation.

The Returning Officer stated that he had prepared a voters list of property owners in the District, and asked all eligible voters to come up and register to vote by secret ballot. On registration, he provided each with a ballot and asked them to mark it indicating their preferred candidate, fold the ballot and deposit it in the ballot box. In response to the Returning Officer's question, both candidates waived appointing a scrutineer to represent them

On close of voting, the Returning Officer counted the ballots, with the assistance of Jenny Villard. The vote count was 38 votes for Peter Jackson and 16 votes for Grant Cyz. The Returning Officer declared **Peter Jackson** to be the elected Trustee for 2019-2022.

The Returning Officer then turned the chair back to Trustee Blake Hanna

13. Adjournment of Meeting

A motion was made by Trustee Chris Page and seconded by Trustee Peter Jackson that the meeting be adjourned.

There was no discussion.

MOTION CARRIED

Certified Correct



Jenny Villard, Recording Secretary



Blake Hanna, Chair