

Graham Lake Improvement District

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MINUTES OF THE 2020 ANNUAL GENERAL MEETING

Date and Time: Wednesday, March 18, 2020, commencing at 6:45 p.m. (Denman time)
Place: 3632 East Road, Denman Island, and by Conference Call

1. Welcome & Introductions

GLID Management participating in the Meeting:

Chair Blake Hanna
Trustee Peter Jackson
Manager Alec Szibbo
Treasurer Colleen Forest
Relief Operator Craig Williams

Absent:

Trustee Chris Page
Operator Enrico Wauri
Secretary Jennifer Villard

Chair Blake Hanna welcomed those attending and those listening in by conference call to the Annual General Meeting. He introduced the Trustees, Manager, Treasurer and Relief Operator.

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 AGM, the Trustees' Meeting would follow.

2. Call to Order

Chair Blake Hanna called the Meeting to order at 6:45 pm

3. Appointment of Recording Secretary

The Chair stated that he had requested Treasurer Colleen Forest to serve as Recording Secretary for the Meeting, as Jennifer Villard was unable to attend.

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. He also advised that there was no quorum required by law or in the District's Bylaws for individuals 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 23, 2020 in accordance with the District's Bylaws. Notice of the Meeting was mailed to all landowners in the District on February 5, 2020. The following were posted to the District's web site in advance of the Meeting: **AGM Agenda; Reports** from Trustees, Manager and Operators; **2019 Financial Statements** (prepared by Robbins & Company), and **2019/2020 Budget Reports**.

6. Adoption of Agenda

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

There were no objections or discussion.

MOTION CARRIED

7. Adoption of the Minutes of the last Annual General Meeting of March 27, 2019

A copy of the Minutes of the last Annual General Meeting held on **March 27, 2019** was posted to the District's web site on April 22, 2019. A motion to approve the Minutes as circulated as a true and accurate record of the Minutes of the Annual General Meeting of March 27, 2019 with no corrections or additions, was made by Trustee Peter Jackson and seconded by Trustee Blake Hanna.

There was no discussion.

MOTION CARRIED

8. Reports

The Chair noted that a number of reports had been prepared by GLID Trustees, Manager, and Operators and that draft versions of these reports had been posted on the GLID website for several days. He proposed therefore that rather than him reading each of the reports, that the author of each report provide a very brief narrative that summarizes their main points.

(a) Operator Craig Williams provided a summary of the main findings in the **Operators' Report** regarding the operations of the pump house and water treatment over the 2019 year.

(b) Manager Szibbo reviewed his **Manager's Report**, focusing on some of the key activities he had undertaken since the last AGM.

(c) Trustee Jackson shared some of the highlights from the **Financial Report** that he had prepared.

(d) Chair Blake Hanna summarize some of the key points from his Chair's Report that was also included in the Management Reports that had been posted to GLID's website.

9. Presentation of 2019 Financial Statements

The Chair stated that a copy of the District's Financial Statements for the fiscal year ended December 31, 2019, as prepared by Robbins & Company, Chartered Professional Accountants, was posted to the District's web site on March 14, 2020. Those financial statements have been received and a copy will be kept with the records of this Meeting. The Chair made a few comments about the Financial Statements.

10. 2020 Budget Presentation by the Chair

Chair Hanna reminded GLID property owners that the 2020 Budget was presented and accepted at the November 13, 2019 Trustees Meeting and that the budget can be found by accessing the Trustee Meeting tab on the GLID website. He stated that, as Trustee Jackson had noted, the Board believes that the 2020 Budget was still reasonable and it will continue to use it for guidance throughout the remainder of the 2020 year.

11. Appointment of Accounting Firm for 2020

The Chair advised that Robbins and Company, the District's current accountants, had been excellent to work with since they had been retained in 2019. Trustee Peter Jackson moved the following **Resolution 51**, seconded by Trustee Blake Hanna, appointing the District's Accounting Firm for 2020:

"Robbins and Company, 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 2021, or until their successors are appointed, at a remuneration to be fixed by the Trustees."

There was no discussion.

MOTION CARRIED

12. Trustee Remuneration

Trustee Peter Jackson moved the following **Resolution 52**, seconded by Chair Blake Hanna, to waive all remuneration for the trustees for the year 2020:

"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 the Trustee's duties or the exercise of the Trustee's responsibilities, but excluding the reimbursement of any expenses properly and necessarily incurred by a Trustee in the performance of the Trustee's office."

There was no discussion.

MOTION CARRIED

In light of the aforesaid Resolution 52, it was not felt necessary to have a vote from the landowners on trustee remuneration.

13. 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 Chris Page at this Meeting.

The Chair proceeded to thank Chris Page for the many years of service that he had devoted as Trustee to GLID.

He then advised that Manager Alec Szibbo, was standing for election as Trustee. As a result, Manager Szibbo had recused himself in February from acting as the Returning Officer, and the Board had designated Treasurer Colleen Forest and she stepped in to the role of Returning Officer. Treasurer Forest served as the Returning Officer for the remainder of the period during which nominations for the role of Trustee were open for acceptance as provided by the District's Resolution 41 which sets out the Trustee

Elections Policy and Procedure. As of the end of the period, only one Nomination Form has been received - namely that for Alec Szibbo. No other candidates had been nominated in accordance with Resolution 41.

ALEC SZIBBO WAS DECLARED ELECTED AS TRUSTEE BY ACCLAMATION.

The Chair again thanked Chris Page for his long-term service as a GLID Trustee and took the opportunity to welcome Alec Szibbo as the newest member of GLID's Board of Trustees.

14. Adjournment of Meeting

A motion was made by Trustee Peter Jackson and seconded by Chair Hanna that the Meeting be adjourned.

There was no discussion.

Certified Correct



Colleen Forest, Recording Secretary

MOTION CARRIED



Blake Hanna, Chair

