

# Graham Lake Improvement District

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## MINUTES OF THE 2021 ANNUAL GENERAL MEETING

Date and Time: Thursday, March 18, 2021, commencing at 7:00 p.m. (Denman time)  
Location: Electronic Meeting (see note below)

Due to the Covid 19 Pandemic resulting in extraordinary circumstances comprising a public emergency, and following Provincial Health Orders and BC Ministry of Municipal Affairs requirements, the GLID Annual General Meeting was held by electronic means according to the following (posted on the GLID website):

- *Meeting Procedures Bylaw No. 60*
- *Electronic Meetings Bylaw No. 97*
- *Electronics Meetings Policy Resolution No. 58*

The Meeting was open to GLID landowners as well as members of the general public.

### 1. Welcome & Introductions

GLID Management participating in the Meeting:

Chair Peter Jackson  
Trustee Alec Szibbo  
Trustee Blake Hanna  
Treasurer Colleen Forest  
Operator Craig Williams  
Operator Enrico Wauri

Absent: Secretary Jennifer Villard

Chair Peter Jackson welcomed those attending via Zoom or by phone to the Annual General Meeting. He introduced the Trustees, Treasurer and Operators.

The Chair stated that the purpose of the Annual General Meeting (AGM) 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 No. 60, and (2) to update landowners on the outcome of the Trustee Election. Upon completion and adjournment of the AGM, the Trustees' Meeting would follow.

The Chair noted that the Trustees and Operators would be making use of a PowerPoint presentation document to facilitate the walk-through of the AGM materials. A copy of the AGM presentation document was posted to the GLID website in advance of the AGM.

**2. Call to Order**

Chair Peter Jackson called the Meeting to order at 7:00 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 Peter Jackson 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, namely 2, and declared that a quorum was present for Trustee's decisions.

**5. Notice of Meeting**

The Chair stated that Public Notice calling this Meeting was posted on the District's web site on March 3, 2021 in accordance with the District's Bylaws. Notice of the Meeting was emailed to all landowners in the District on January 26, 2021. The following were posted to the District's web site in advance of the Meeting: AGM Agenda; Reports from Trustees and Operators; 2020 Financial Statements (prepared by Robbins & Company), 2020/2021 Budget Reports, and the presentation document for the 2021 AGM.

**6. Adoption of Agenda**

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

There were no objections or discussion.

**MOTION CARRIED**

**7. Adoption of the Minutes of the last Annual General Meeting of March 18, 2020**

A copy of the Minutes of the last Annual General Meeting held on March 18, 2020 was posted to the District's web site on September 24, 2020. A motion to approve the Minutes as circulated as a true and accurate record of the Minutes of the Annual General Meeting of March 18, 2020 with no corrections or additions, was made by Trustee Blake Hanna and seconded by Trustee Alec Szibbo.

There was no discussion.

**MOTION CARRIED**

**8. Reports**

The Chair noted that a number of reports had been prepared by GLID Trustees 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 2020 year.
- (b) The Chair stated that a copy of the District's **Financial Statements** for the fiscal year ended December 31, 2020, 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.
- (c) Trustee Blake Hanna presented the highlights from the **Financial Report**. Trustee Hanna reminded GLID property owners that the 2021 Budget was presented and accepted by **Resolution No. 54** at the public Trustees Meeting held on September 25, 2020. Trustee Hanna noted that the budget can be found by accessing the Trustee Meeting tab on the GLID website. He stated that the Board believes that the 2021 Budget was still reasonable and it will continue to use it for guidance throughout the remainder of the 2021 year.
- (d) Trustee Alec Szibbo reviewed his **Administration and Governance Report**, focusing on some of the key activities he had undertaken since the last AGM.
- (e) Chair Peter Jackson summarize a number of key points from his **Chair's Report (2020 – Year in Review)** that was also included in the reports that had been posted to GLID's website.

#### 9. Appointment of Accounting Firm for 2021

Trustee Blake Hanna moved the following **Resolution No. 59**, seconded by Trustee Alec Szibbo, appointing the District's Accounting Firm for 2021:

***"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 2022, or until their successors are appointed, at a remuneration to be fixed by the Trustees."***

There was no discussion.

**MOTION CARRIED**

#### 10. Trustee Remuneration

Trustee Blake Hanna moved the following **Resolution 60**, seconded by Trustee Alec Szibbo, to waive all remuneration for the Trustees for the year 2021:

***"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, from the 18th day of March 2021 until the next Annual General Meeting, 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 No. 60**, it was not felt necessary to have a vote from the landowners on Trustee remuneration.

**11. Trustee Election**

Chair Peter Jackson noted that due to the expiry of the term of office of Trustee Blake Hanna, an election for Trustee would normally take place as part of the AGM.

However, due to Covid 19 health guidance received from the Ministry of Municipal Affairs, the Trustees passed **Resolution No. 57** on February 4, 2021 allowing for stand-alone Trustee elections to be held on a separate date from the AGM date.

Pursuant to **Resolution No. 57**, the election of a Trustee to succeed Blake Hanna was scheduled to be held on March 16, 2021. GLID landowners were requested to complete and submit nomination forms between February 9<sup>th</sup> and February 23<sup>rd</sup>, 2021 for candidates to be voted upon at the March 16, 2021 Trustee election.

Only one Nomination Form was received - namely for Blake Hanna. No other candidates were nominated in accordance with GLID **Resolutions No. 41 and No. 57** which set out the Trustee elections policy and procedure. There was therefore no need to proceed with voting for a Trustee on March 16, 2021.

Chair Peter Jackson confirmed that Blake Hanna was elected as Trustee on March 16, 2021 by acclamation.

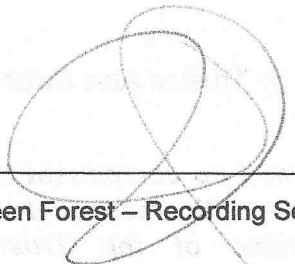
**12. Adjournment of Meeting**

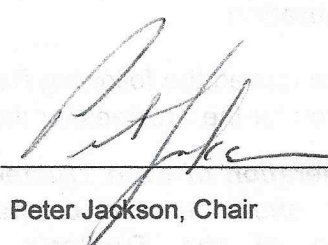
A motion was made by Trustee Blake Hanna and seconded by Alec Szibbo that the Meeting be adjourned.

There was no discussion.

**MOTION CARRIED**

Certified Correct

  
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Colleen Forest – Recording Secretary

  
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Peter Jackson, Chair

