



**Sunshine Valley Volunteer Fire Department  
ANNOUNCEMENT  
2017 - ANNUAL GENERAL MEETING  
HAS BEEN ADJOURNED TO:  
Saturday, April 21th, 2018 - 10:00 a.m.  
Location: Sunshine Valley Recreation Centre  
Registration: 9:30 - 10:00 a.m.**

Dear Member:

Please be advised of the upcoming S.V.V.F.D. AGM. As a paid member of the Society, we hope that you can attend.

Stay up to date on the role the fire department plays in our community. Please plan to attend the AGM to show your support for the department and possibly volunteer as either a firefighter or a member of the board.

As a reminder; please keep us up-to-date on any changes to your contact information, so that we can keep our records current.

Please remember to bring a copy of the AGM package along to the meeting. We look forward to seeing you there!

The SVVFD Board of Directors



## **Sunshine Valley Volunteer Fire Department**

### **2017 - ANNUAL GENERAL MEETING**

**Saturday, April 21st, 2018**

#### **AGENDA**

- 1.0 Call to order
  - 1.1 Verification of quorum
- 2.0 Approval of Agenda
- 3.0 Approval of Minutes from 2016 AGM
- 4.0 President's Report
- 5.0 Treasurer's Report & Financial Statements
- 6.0 Current Year Budget
- 7.0 Fire Chief's Report
- 8.0 New Business
  - 8.1 Approval of New Constitution and Bylaws as required by Societies Act
- 9.0 Director's Election
- 10.0 Motion to Adjourn

***Sunshine Valley Volunteer Fire Department  
Annual General Meeting Minutes  
March 25, 2017***

**I. Call to order**

Meeting called to order by chair, Laura Williams, at 10am (48 members in attendance)

**II. Approval of Agenda**

Moved by A29/seconded by A42/approved

**III. Approval of minutes from 2016 ANNUAL General Meeting**

Moved by P27/seconded by H74/approved

**IV. Presidents Report**

The board elected at our 2015 AGM (held February 27<sup>th</sup>, 2016), consisted of myself Laura Williams (President & Treasurer), Brian Dodd (Secretary), Norman Barker, Ryan Ellan, Andrew (Booker) Bennett, Aaron Harris and Mark Wilson (Fire Chief). During the year, we lost Booker as a member of the board and I would like to extend a 'big thanks' to him for his contributions to the department over his time as a board member.

I would also like to extend a thank you to all our current board members for their continued dedication and commitment to the fire department and the community.

We as a board, have met on 3 occasions over the last year, with most of the discussion around the general operations of the FD, review and approval of the annual budgets, grant applications, fund raising events and the semi-annual social events to recognize and thank our volunteers.

At last year's AGM, I mentioned that we'd received notice in December 2015 from the Gaming Commission that our application for a gaming grant was not approved. We'd responded asking for a reconsideration of their decision, which unfortunately when advised in March, did not alter their original decision.

During 2016, we completed our first year in the new fire hall, which has seen an increase in some of our building operating costs, along with an increase in the cost of running 3 trucks. The hall also has a training room, that provides the FD with the opportunity of arranging for shared/combined training sessions with other fire departments or companies who deliver specialized training, specifically for first responders and search & rescue groups.

On the 2<sup>nd</sup> weekend in October last year, the fire-fighters held an open house at the fire hall as a kick-off to the annual 'Fire Prevention Week' and invited the community over for hot dogs. Everyone had the opportunity to view the trucks & equipment and tour through the hall. The event was well attended,

and we held out the fireman's boot for donations to the Fort McMurray Fire Department. A lot of people gave so generously, that we were able to write a cheque to the Fort Mac FD for \$2,025 in total. So, huge thanks on their behalf to everyone who donated to the cause.

During the year, the fire fighters also held a few fund-raising events, which were a big success as always. Holiday Trails have generously donated the use of the Great Room for all of these events over recent years, which has been greatly appreciated. The pancake breakfast with Santa on the first Saturday in December, is one of my favorites. It's good to know, that the donations of toys and food items that we collect for the Community Services in Hope, helps to make Christmas morning a little brighter for some folks in need.

The usual 'BIG THANKS' to all our volunteer firefighters for their continued dedication and willingness to serve as volunteers, helping keep the Fire Department operational and the community safe. These guys truly do make a difference to the individuals in need that they respond to, normally in a matter of minutes.

Thanks everyone for taking time to attend the meeting and for your continued support of the SVVFD.

Motion to approve President's report. Moved by M15/seconded by M12/approved

## **V. Financial Report**

(presented by Laura Williams, Treasurer)

AS MENTIONED, WE HAVE SEEN MAJOR UPGRADES TO EQUIPMENT AND IMPROVEMENTS IN THE LEVELS OF TRAINING, WITH THE FUNDING RECEIVED FROM THE GAMING COMMISSION OVER THE LAST 10 YEARS, WHICH IS IN EXCESS OF 100K.

FOR THE CURRENT FISCAL YEAR 16/17 WE SUBMITTED A GAMING GRANT APPLICATION IN AUGUST OF LAST YEAR FOR \$36K AND WERE INFORMED IN NOVEMBER THAT WE HAD BEEN AWARDED \$15K, TO ASSIST WITH SAFETY EQUIPMENT AND GEAR ESSENTIAL FOR THE OPERATIONS OF THE FIRE DEPARTMENT. THE AMOUNT APPROVED CAN VARY FROM YEAR TO YEAR AND THE SIZE AND SCOPE OF THE DEPARTMENT'S NEEDS IS TAKEN INTO CONSIDERATION BY THE MINISTRY, WHEN DETERMINING ACCESS LEVELS.

UNDER THE GAMING COMMISSION'S GUIDELINES, INTERNALLY RESTRICTED FUNDS WILL BE CONSIDERED UNRESTRICTED AFTER HAVING BEEN RESERVED FOR MORE THAN 3 YEARS. THIS IS SOMETHING WE ARE CLEARLY AWARE OF AND THAT I'VE MENTIONED IN PREVIOUS UPDATES, BUT IT DOES POSE A PROBLEM FOR THE DEPARTMENT AS WE ARE NOT ABLE TO CONTINUE TO SAVE FOR THAT REPLACEMENT FIRE TRUCK OVER AN EXTENDED PERIOD OF TIME. DURING THE YEAR, SOME OF THE FUNDING SET ASIDE FOR THAT PURPOSE HAD TO BE UTILIZED, AS WE HAD OVER \$23K IN COMBINED REPAIRS, MAINTENANCE AND TRUCK OPERATING COSTS. THESE HIGHER OPERATING COSTS, ALONG WITH NOT BEING AWARDED A GRANT FOR THE YEAR, RESULTED IN A \$17.3K DEFICIT FOR THE YEAR ENDED AUG 31, 2016.

THE NEW BOARD MAY HAVE SOME SUGGESTIONS ON OPTIONS FOR ALTERNATIVE SOURCES OF FINANCING TO CONSIDER FOR A REPLACEMENT TRUCK INTO THE FUTURE. THERE MAY BE GRANTS AVAILABLE FROM THE MINISTRY FOR MAJOR CAPITAL PURCHASES, OR POSSIBLY COMBINED FINANCING

ARRANGEMENTS THAT COULD BE CONSIDERED. SOME YEARS BACK, ONE OF OUR FORMER FIRE-FIGHTERS WORKED WITH THE CITY OF LANGLEY AND OBTAINED AGREEMENT, TO ALLOW US TO PURCHASE ONE OF THEIR USED TRUCKS, AT A MUCH-DISCOUNTED PRICE, WHICH IS ANOTHER OPTION, BUT CERTAINLY IS A BIG COMMITMENT FOR THE INDIVIDUAL TAKING ON THE CHALLENGE TO DO ALL THE RESEARCH.

SOME HIGHLIGHTS FROM THE FINANCIALS FOR THE FISCAL YEAR ENDED AUGUST 31, 2016.

- CURRENT CASH POSITION OF \$34.7K, CONSISTING OF OPERATING CASH OF \$9.7K; FIRE TRUCK SAVINGS A/C OF \$25K. THESE FUNDS ARE INVESTED IN A HIGHER INTEREST SAVINGS ACCOUNT FOR AN 18-MONTH TERM, THIS COMPARES TO CASH POSITION \$51.1K (2015).
- THE RECEIVABLE BALANCE WAS ADJUSTED DOWN BY \$8.8K FOR Y/E FOR 88 LOTS THAT DID NOT PAY THEIR DUES FOR LAST YEAR, WHICH IS APPROX. 19% OF OUR TOTAL BUDGETED COSTS FOR THE YEAR. AS YOU WILL UNDERSTAND THIS HAS A HUGE IMPACT ON OUR OPERATIONS, ESPECIALLY NOW THAT WE HAVE 3 TRUCKS TO OPERATE.
- PREPAID EXPENSES – REPRESENTS THE PORTION OF PPD INSURANCE TO JAN/2017 FOR ACCIDENT & SICKNESS, EQUIPMENT INSURANCE, D & O AND GENERAL LIABILITY.
- THE 2 NEW FIRE TRUCKS THAT WERE GENEROUSLY DONATED BY SVDL AND HOLIDAY TRAILS, ARE BEING AMORTIZED STRAIGHT LINE OVER A 5 YR-PERIOD, ALONG WITH THE DEFERRED CONTRIBUTIONS ASSOCIATED WITH THE ASSESSED FAIR VALUE OF THE TRUCKS, UPON INITIAL RECOGNITION OF THE DONATED ASSETS.
- LEASEHOLD IMPROVEMENTS OF \$9.3K ARE THE COSTS ASSOCIATED WITH THE COMPLETION WITH THE INTERIOR OF THE FIRE HALL. THESE COSTS ARE BEING AMORTIZED OVER THE FIRST 10 YEARS OF THE 20 YEAR LEASE FOR THE HALL.
- ACCOUNTS PAYABLE AT Y/E ARE PRIMARILY THE HONARIUMS FOR THE OFFICERS FOR \$1.3K, OFFSET BY A CREDIT WE RECEIVED FROM BC HYDRO. THIS IS COMPARABLE TO PRIOR YEAR.
- DURING THE YEAR WE DID WELL AGAIN ON THE FUND-RAISING FRONT, WITH A NET OF \$4.1K, UP FROM \$2.9K FOR THE PREVIOUS YEAR. A BIG THANKS TO MARK, MARCO AND NORM, ALONG WITH ALL THE FIREFIGHTERS FOR THEIR ONGOING SUPPORT FOR THESE EVENTS. WITHOUT THESE GUYS WILLING TO GIVE UP THEIR ADDITIONAL TIME TO SUPPORT THESE EXTRA CURRICULUM EVENTS, THERE WOULD BE NO PANCAKE BREAKFASTS, MUSIC BINGO OR OPEN HOUSES.
- TRUCK INSURANCE WAS UP \$3K OVER THE PRIOR YEAR, DUE TO THE 2 NEW TRUCKS NOW IN SERVICE
- MOST OTHER G & A COSTS ARE IN LINE WITH PRIOR YEARS;

IN CLOSING, JUST A THANK YOU TO ALL FOLKS HERE AND THOSE THAT AREN'T HERE, WHO CONTINUE TO SUPPORT THE FIRE DEPARTMENT, YOUR ANNUAL CONTRIBUTIONS DO MAKE A HUGE DIFFERENCE TO YOUR COMMUNITY.

THE FIRE DEPARTMENT HAS FACED SOME CHALLENGES OVER THE YEARS, BUT HAS CONTINUED TO GROW THROUGH TRAINING, IMPROVED EQUIPMENT AND THE DEDICATION AND COMMITMENT OF THE VOLUNTEERS, BOTH AT THE OPERATIONS AND BOARD LEVEL.

THE AGREEMENT AND COMMITMENT FROM THE LOCAL STAKEHOLDERS ALSO CONTRIBUTED ENORMOUSLY TO THE MAJOR IMPROVEMENTS WE'VE SEEN IN THE HALL, TRUCKS AND THE FIRST DONATION OF THE TURN OUT GEAR FOR 3 OF OUR FIREFIGHTERS. THIS CONDITION OF THE AGREEMENT WILL NEED TO BE FOLLOWED UP BY THE NEW BOARD FOR THIS YEAR.

WE SHOULD ALL BE PROUD THAT OUR FIRE DEPARTMENT MEASURES UP TO SOME SMALLER COMMUNITIES TAX FUNDED FIRE SERVICES, AN ACCOMPLISHMENT THAT SHOULD BE CELEBRATED.

Motion to approve Treasurer's report, Financial statements and budget for current year.

Moved by H74/seconded by A42/approved

**VI. Fire Chief Report (verbal)**

Chief Konrad Sears introduced himself to the members in attendance. He is a career firefighter of 21 years. He has been with The SVVFD for 4 years, 1.5 years as Deputy Chief.

Calls over the past year: 16 calls, 10 medical, 4 MVA (3 highway one ATV) and one hazmat.

3 firefighters were trained this year (free) for ice rescue.

**VII. New Business**

*Motion that members of the Fire Department executive (including Fire Chief, Lieutenant, Assistant or Deputy Chief) not be permitted to sit on the SVVFD Board of Directors.*

Moved by M13/seconded by A43/approved

**VIII. Election of Directors** (chaired by outgoing Board President Laura Williams)

**Nominated members:** Gary Vath, Brian Dodd, Ryan Ellan, Joanne Taylor, Norm Barker, Teri Gougeon, Debbie Terry

*Motion that the nominated members be elected to the SVVFD Board of Directors*

Moved by A29/seconded by M12/approved

**VII. Motion to Adjourn**

Moved by C70/seconded by A43/approved

## SVVFD President's Report for 2017 year

The past year has been a busy one for the Board, firefighters and our volunteers. We celebrated our 20-year anniversary last fall with an Open House at the Fire Hall. Kevin Harris and Kevin Demers from Sunshine Valley Developments Ltd, and Holiday Trails Resorts respectively, were thanked for their generous donations and support over the years. A banner now hangs over the trucks in the hall celebrating our on-going partnership.

Kudo's need to go out to everyone who helped and supported our fund-raising efforts this year. Over \$400 was raised selling hot dogs to support one of our generous supporters, Lily at Hope Outdoors, when she suffered the loss of her business last year. Two well attended music bingo events and two pancake breakfasts raised needed funds for training, equipment and turn-out gear. Not to be outdone, Santa showed up at the Santa breakfast with a gift of some antique toy fire trucks to go on display at the hall!

Our grant from Gaming this year was double that of previous years. The grant of \$30,000 was given to us for equipment thanks to the long hours put in writing and researching the proposal by Firefighter Chis Farsky and Board member Teri Gougeon. What a team!

The Board have been busy finalizing the new constitution and bylaws which is required to be done this year to comply with the new BC Societies Act. The new bylaws (see attached) will be presented for approval at today's meeting. Two motions were also passed this year that will now apply to the election of the Board. They are:

"The spouse or family member of the Fire Chief shall not be a member of the SVVFD Board" and "No immediate family members can sit on the Board at the same time".

Chief Konrad Sears stepped down this past month, and the Board has appointed Chris Terry as Interim Chief. We wish Konrad all the best in his career at the Vancouver Fire Department and thank him for his dedication as Chief over the past year.

This year, our firefighters and Board will continue to work to ensure that training and equipment are at the highest level possible for the safety of the Valley and we thank all the Sunshine Valley residents for their support over the past year.



## Sunshine Valley Volunteer Fire Department

71731 Meadow Road, Hope, B.C. V0X 1L5 (604) 426-1172

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To the Residence of Sunshine Valley,

I am writing this letter to inform you that I will be resigning my position as the Fire Chief with the Sunshine Valley Volunteer Fire Department. I have enjoyed serving you and your guests of our great community and it has made me proud to lead such a dedicated group of individuals.

The last year has been very rewarding as we moved our department forward, and as a team we have accomplished many incredible things, which we could not have accomplished without the great support from you. I would like to share some of the things that my team has accomplished this past year.

When I took over as Chief one of the goals I set for the team was to try and have 10% of the valley that had not previously belonged to the Society join. I am very proud to say that we have exceeded that goal by having a 71% increase in new membership. I would like to say that that was all the team but I have to give credit to Walter Rawlison and his team for pumping the tires for us as he oriented new owners to our community. Thanks Walter!

As you are all aware we had an incredible wild fire season last year and we all felt the stress. I am proud to announce that we have 8 members now trained in Wildlands Firefighting Operations. We were also able to acquire 5 new high volume portable pumps and a new 2200 gallon folding bladder to assist us in our wildland firefighting efforts.

One of the challenges we constantly face for our department is training. Being a resort type community we relied on both full time residences and part time residents to make up our firefighter numbers. This created logistical issues for training. I am proud to say that the firefighters took up the challenge and we increased our practice times from 2 to 3 hrs and introduced cutting edge computer based learning which allowed us to increase our yearly training by over 400hrs above what we had been traditionally accomplishing. This does not include the off department training that three members completed in Incident Command Systems from the Justice Institute of BC, on their own time.

Another challenge that we always face is funding. I am proud to report that this year we received the largest Gaming Grant in the history of the department. This would not have been possible without the tireless and dedicated work of Terri Geogon and Chris Farsky. This was their first attempt at the process and I would have to say "Well Done!" We were also able to obtain a new Grant that we had not previously explored as well as successfully soliciting a modest corporate



donation. There was also a donation of approximately \$8000.00 in equipment and a further acquisition of another \$8000.00 in equipment at roughly 10 cents on the dollar.

Another goal I had challenged my team with was community support. I wanted an open door, transparent department that the Valley would be proud to call their own. I instructed the member's to have the attitude "How can we say yes" when asked to support the other great organizations in the Valley. I am happy to say that, in my opinion, they hit it out of the park. We were further able to accomplish this goal by the appointment of a Public Information Officer, Chris Farsky, who did a great job at informing and answering question about fire department business. I would like to thank all of you that have taking the time to provide me with ongoing feedback on how impressed you are with the members and the department and the great work we have been doing in the Valley.

This year we were also able to finish off the great training classroom that Mark Wilson, our past Chief, had started. A very special thank you goes out to Fred Risbey for the great job of installing our kitchen area and giving us a place to have a few special creature comforts on a cold or rainy night. We also created two computer work stations to assist members in their learning (this has increased our training hours by over 120hrs in just the last 6 months) as well as acquiring a few more teaching aids that allow us to have a total training classroom that would rival any career department.

To all the rest of the team you have been instrumental in my success and I wish all of you the best in the future. Stay safe and never stop learning.

I could go on and on about the great men and women of the department but I must give a huge shout out to our significant other. If you don't know, we "the fire department members" could not do this job without the total support of our families. Missing or being late for dinner because of a call, coming up for a family weekend and spending hours training, organizing pancake breakfasts and Bingo Nights. Not only did these very special people support us and the community, many times they would be standing right beside us helping. I could never tell you enough how much it meant to the members to have that support but please know that you are very much loved and appreciated for it.

Last but not least, I would like to thank my wife Diane and my children, Maggie and Jack, for all the support over the last year. Your total support and understanding for missing those times when we had guests up for the weekend, maybe not getting as long a ride on the quad or me buried in my office back in Delta for hours working on the administration side of things was most appreciated and "Thanks" for not giving me too rough a time about it.

It is with greatest gratitude that I thank you for your support and wish the Department great success in the future.

Respectfully'

A handwritten signature in blue ink, appearing to read 'Konrad Sears', with a stylized flourish at the end.

Konrad Sears

**Text of a Special Resolution to be Considered by the Members of  
Sunshine Valley Volunteer Fire Department**

**“BACKGROUND**

Pursuant to the *Societies Act* (BC) (the “**New Act**”), which replaced the former *Society Act* (BC) effective November 28, 2016, the Sunshine Valley Volunteer Fire Department (the “**Society**”) is required to electronically file a Transition Application (the “**Transition Application**”) with the BC Registrar of Companies (the “**Registrar**”) which consists, in part, of the Society’s consolidated Constitution and Bylaws as of that date.

Any alteration to the Society’s Bylaws contained in the Transition Application, in addition to those alterations expressly prescribed by the New Act must - prior to its filing - have been authorized by special resolution of the Society’s members.

The members of the Society wish to amend the existing Bylaws of the Society so that they comply with the New Act and contain other provisions that are necessary, advisable or desirable in conjunction with the new legislation.

The members of the Society also wish to amend the purposes of the Society immediately following its transition to the New Act and, accordingly, wish to delete and replace the purposes set out in section 2 of the Society’s Constitution.

**THEREFORE, BE IT RESOLVED as a special resolution that:**

Effective as of the time at which the Society files its Transition Application:

the Constitution of the Society, as filed with the Registrar prior to the New Act coming into force, be amended by deleting all of the provisions therein other than the name and purposes of the Society; and

the Bylaws of the Society, as filed with the Registrar prior to the New Act coming into force, be altered by deleting all the provisions thereof, and that all the provisions in the Bylaws attached to the Notice of Meeting issued for this meeting be adopted as the Bylaws of the Society.

Following the filing of the Transition Application, section 2 of the Constitution of the Society be amended by deleting the purposes of the Society and replacing such deleted provisions in the Constitution of the Society as follows:

*“The purposes of the society are to prevent and extinguish fires and respond to medical emergencies and do such other things as are incidental or conducive to the attainment of such objectives.”*

Any director or officer of the Society is authorized and directed for and on behalf and in the name of the Society to execute, deliver and file, as the case may be, the Transition Application and any other agreements, instruments and documents and to do such other acts or things as such director or officer, in his or her discretion, considers necessary, desirable or advisable for the purpose of giving effect to these resolutions.”