

## CORPORATE SECRETARY REPORT FOR AGM

June 20, 2026 for Year End 2025/2026

### CORPORATE AND ADMINISTRATION COMMITTEE

#### Corporate Secretary's Role:

- Where required, draft policies and corresponding procedures.
- Manage timely renewal of all insurances.
- Maintain up-to-date membership list
- Ensure the proper documentation of all agreements and/or contracts.
- Ensure agreements are renewed in timely manner.
- Moving to Microsoft environment.

#### 1 Insurance

- 1.1 Vehicle. We will be changing the ownership of the Saturna Fire vehicles registered under the Commercial Vehicle Safety & Enforcement National Safety Code (NSC) from the Saturna Fire Department Association to SIFPS.
- 1.2 Medical malpractice. The SIFPS Board approved an increase in coverage from 2M to 5M for SIR. The annual premium for this changed from \$2750.00 to \$3575.00. We considered this change to reflect the increased SIR call volume and potential liability. We also changed the renewal date from April 9 to August 12 to match the Directors and Officers date to streamline payment with the same provider.
- 1.3 Insurance Review. The Board asked that I review our insurance coverage to assess the respective Chief's liability. I found that they were covered under the SIFPS insurance umbrella.

#### 2 Policies

- 2.1 The Board approved the following SIFPS' policies during the year:

- Policy #10 Vehicle Transport oxygen off island for oxygen
- Policy #12 Compensation for Training
- Policy #16 Travel
- Policy #17 Saturna Island Volunteer Fire Department Compensation
- Policy #18 Saturna Island Rescue (Sir) Compensation

These policies have associated procedures so chiefs and book-keeper know the steps to process members' compensation requests. This is an important addition to the policies.

#### 3 Microsoft environment

- John Blackhall has set up the environment using a licence available to non profits. This environment will provide centralized record keeping and accessible sharing of draft documents.

Submitted by:

Elizabeth Keay, Corporate Secretary

June 2, 2026