

Staff Report to Council

Administrative Services

FILE: 01-0360-30/25

REPORT DATE: May 27, 2025 **MEETING DATE:** June 03, 2025

TO: Mayor and Council

FROM: Kate Barchard, Corporate Officer

SUBJECT: E-Comm 2025 Annual General Meeting of Shareholders

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S):

THAT Council:

- A. As a shareholder of E-Comm, affirm their vote in favour of all proposed resolutions for the June 25, 2025 E-Comm Annual General Meeting of Shareholders, as outlined in the Notice of AGM and as presented to Council at the June 3, 2025 Council Meeting; AND
- B. Appoint CAO, Mark Roberts as the City's authorized representative for the purposes of the E-Comm AGM, and direct the CAO to sign and submit the Form of Proxy indicating Council's endorsement of all recommended motions and appointing Doug Campbell, E-Comm Board Chair, as the City's proxyholder; OR
- C. Other.

PURPOSE

To seek Council's endorsement of E-Comm's recommended motions to be considered at their upcoming Annual General Meeting of Shareholders, and to appoint a proxyholder to represent the City's shares.

☐ Information Report

☐ Decision Report

☒ Direction Report

DISCUSSION

Background:

The City has received notice that E-Comm Emergency Communications for BC will be holding

their AGM of Shareholders on June 25, 2025 at 9:00 am at the Executive Suites Hotel in Burnaby. This meeting is to conduct their regular annual business such as approving minutes of the last AGM, appointing their auditor, setting the number of directors, and appointing the slate of directors for the 2025/26 year. A copy of the AGM Package is included as **Attachment A** and includes a summary of the recommended motions, which are as follows:

- A. Approve the minutes of the last E-Comm AGM held June 20, 2024;
- B. Receive E-Comm's Financial Statements and Auditor's Report for the year ended December 31, 2024;
- C. Appoint KPMG as the Auditors of the Company for the ensuing year and authorize the Directors to fix their remuneration;
- D. Set the number of Directors for the 2025-26 year at 23, and appoint the slate of Directors as proposed by the membership, to hold office until the next AGM.

As a shareholder, the City has the right to attend the Meeting in person or submit a Form of Proxy which indicates their support/non-support of the recommended motions. The City must appoint an authorized representative to otherwise attend the meeting or sign the Form of Proxy indicating the City's vote on the proposed matters.

Details:

Shared Board Seat

Maple Ridge and Pitt Meadows share a seat on the E-Comm Board of Directors, as per Article 4.2.1.5 of the E-Comm Members' Agreement . The two cities have verbally agreed to a 2:3 split of the seat, with Pitt Meadows filling the seat for two years, followed by Maple Ridge for three years. This split was deemed a fair division of responsibility due to the population difference between the two municipalities. Mayor MacDonald filled the seat for the 2021/22 and 2022/23 terms. Mayor Dan Ruimy has filled the seat since the 2023 AGM, and has been re-nominated for the 2025/26 term. The seat will then revert to Pitt Meadows from June 2026-June 2028.¹

Although Maple Ridge and Pitt Meadows share one seat on the Board, both municipalities are entitled to represent their shares and vote on matters at the Annual General Meeting of Shareholders. Staff are recommending that the City vote by proxy by appointing CAO Mark Roberts as their authorized representative, who will then fill out the proxy form (last page of Attachment A), indicating Council's endorsement of all motions proposed by E-Comm management, and appoint the E-Comm Chair, Doug Campbell, to cast Pitt Meadows' vote on

¹ E-Comm is currently undergoing a governance review; changes to the Board's membership and election process are anticipated in the near future. Staff will keep Council apprised as information is available.

their behalf. Alternatively, Council could appoint a Council member or staff member to attend the meeting in person. Remote attendance is not allowed for this meeting.

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☒ Principled Governance ☐ Balanced Economic Prosperity ☐ Infrastructure
☐ Community Spirit & Wellbeing ☐ Corporate Pride ☐ Public Safety

Public Safety – Fire. Protect life, property and the environment from fire and other risks.

Public Safety – Police. Working together with RCMP to maintain strong communication regarding community needs, increased police visibility and enhanced engagement with a focus on crime prevention.

Principled Governance – Advocacy. Proactively advocate for issues of importance to our community.

Principled Governance - Regional Partnerships. Proactively connect, collaborate and build strong relationships with our regional partners.

WORKPLAN IMPLICATIONS

- ☒ Already accounted for in department workplan / no adjustments required
☐ Emergent issue / will require deferral of other priority(ies)
☐ Other

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
☐ Other

There are no financial implications associated with this report.

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower
-

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No ☐ Other

SIGN-OFFS

Written by:

Kate Barchard,
Corporate Officer

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. 2025 E-Comm AGM Package [including Form of Proxy]