

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, Aug 11, 2014
Location: MIFRS Fire Hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon, Doug Walker, Sharon Hinton, Cilla Brooke
Staff: Administrator: Gerrie Wise; Fire Chief Steve DeRousie,
Finance Officer: Katherine Somerville

ABSENT WITH NOTICE:

Trustee Brian Dearden, Lindsay Allan Chair MIHCA

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie; Pat Seebach

AGENDA – Additions, Approval

The Fire Chief requested the addition of the Dry Hydrants project and a Personnel item under “Other Business & Requested Additions”.

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to approve the agenda as amended. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION Trustee Sharon Hinton moved and Trustee Cilla Brooke seconded the motion to approve the Minutes from the Board Meeting of July 14, 2014 as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Repairs to HC HVAC– Administrator will contact the Engineer today for an update on the plans and budget forecast.
- b. A copy of Endorsement to the MIVFFA Liability Insurance has been received.

ACTION The Administrator will send the document to AON for an opinion

CORRESPONDENCE:

- a. Letter via email: Paula Buchholz, Arbutus Bay Estates (and email reply)
- b. Email – request from HC Dr, Nurse Practitioner and Staff requesting MIID and or MIHCA supply bottled drinking water for the waiting room area. The Chair expressed the opinion of the Board that potable water is provided at considerable cost (particularly this year with the installation of a new water purification system) and taxpayers should not be additionally asked to provide bottled water. Trustee Cilla Brooke also spoke regarding the issue. She gave a history of the use of bottled water at the Health Centre and also agrees that MIID should not provide bottled drinking water at a cost to the taxpayer. Trustee Brooke also reminded everyone that the dispensers themselves are not safe unless they are thoroughly and often cleaned and sanitized. She expressed a serious concern about the

amount of bacteria on coolers/dispensers, particularly when left in an area of public access. Trustee Brooke then offered to draft the letter with the Board's decision not to provide bottled water, including the considerable research regarding the sanitary conditions of water dispensers as well as the costs to taxpayers to provide potable water.

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion that the Board decline the request to provide bottled water for the Health Centre for the reasons as outlined by Trustee Cilla Brooke **CARRIED UNANIMOUSLY**

ACTION Trustee Cilla Brooke will provide the Administrator with a draft of a letter for signature by the Chair on behalf of the Board.

FINANCE REPORT – Katherine Somerville, Finance Officer presented the Finance report¹ and asked for questions. She reviewed the outstanding Health Centre taxes and recommended that the late payment penalty date be deferred until Aug 1 rather than July 2 due to late payments resulting from the Tax Notices which appear to have been lost in the mail. A 2nd Notice was sent in July to all outstanding accounts allowing for payment by July 31st.

We still have 4 properties eligible for tax sale, but hope they will be cleared up before further action needs to be taken.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to apply late payment penalties effective August 1 rather than July 2nd **CARRIED UNANIMOUSLY**

The Finance Officer then asked the Board for a motion to pay the \$20,000 retainer fee invoiced by Liberty Contract Management Inc under their contract as part of their \$150,000 Management fee. This motion is required since the total project budget has not yet been received from Liberty for a Board motion of approval. These funds will come from our Operating Account, but as soon as the Loan Account is open, this amount will be drawn down to replace the Operating funding.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to approve payment of the Liberty Contract Management Inc Invoice of \$20,000. **CARRIED UNANIMOUSLY**

Katherine then addressed the RBC financing. The Bank has agreed to charge an annual interest payment on our Construction loan. This would be payable in August of 2015 which will be required to be paid from our Operating funds. When the Loan is paid out by the provincial funding, the amount of interest paid will be included in the provincial loan and the Operating fund reimbursed. The Bank hopes to have the loan agreement and both new accounts opened by Wednesday. Liberty has requested payment by cheque rather than by electronic transfer, so we will need to order cheques.

Trustee Hinton asked if a separate account was set up for donations. Katherine explained that there is not a separate bank account for donations, but that donations

¹ Finance Report
Board of Trustees MIID
Meeting Minutes Monday, Aug 11, 2014
Approved September 8, 2014

are recorded and shown separately on our books as they have been for all donations previously received.

The next item to be addressed was in regard to the wording of the motion passed July 14, 2014 to open a Premium Interest Savings account. The Finance Officer asked that the wording be changed to allow some discretion as to which investment would be the more beneficial from time to time.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Sharon Hinton to amend the motion of July 14th regarding opening Premium Interest Savings Accounts to read “authorize the Finance Officer to open a Premium Interest Savings account as well as GICS for Reserves and Surpluses”
CARRIED UNANIMOUSLY

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to approve the Finance Report
CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair: The Chair reported that we have started our 2015 budget process and hope to finalize in the next 2 to 3 weeks. We are also working on Communications of the fire hall build. We hope to release information to the public this weekend. We expect the site supervisor to attend this week. The Chair will be contacting Scott at Liberty Contract Management Inc after today’s meeting to update the schedule and obtain bids for Engineering.

MOTION Moved by Trustee Doug Walker and Seconded by Trustee Cilla Brooke to accept the Management Report.
CARRIED UNANIMOUSLY

b. Administrator’s Report: Gerrie Wise provided her report² (attached) and asked for questions. The Trustees also received a copy of the outstanding repairs or work at the Health Centre. The question of fencing the bare land lease MIVFFA was discussed briefly with the decision that the issue will be taken up with the site supervisor. The Fire Chief asked that the site supervisor be made aware that the lease property needs to be outside Liberty’s fence, and an access laneway needs to be provided for MIVFFA. There are a few issues still outstanding such as the pile of gravel, the Coke machine and the old concrete foundation. The Coke machine will be recovered by “Coke”; it is expected that the concrete will be sent with the firehall material to John Dodds for crushing. The gravel has yet to be dealt with. A discussion was also held regarding the delinquent Health Centre taxes and properties which will be forfeit to the province in November. The Administrator reported that if the properties forfeit to the province, we are in the position of losing the outstanding taxes. However, in the past, forfeited properties have reclaimed their properties by paying their back taxes and also paid out all taxes owing MIID. The Administrator also reported that she has now received a copy of the letter³ sent by Michelle Dann, Governance and Structures Branch, of the Ministry to all persons who sent the Ministry a complaint.

² Administrator’s Report

³ Copy of Letter; Michelle Dann

Finally the Administrator summarized a phone call (Mr.Sid Mister) and presented an email⁴ from persons who had received the letter from Michelle Dann and wished to register their concern.

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to accept the Administrator's report. **CARRIED UNANIMOUSLY**

c. Fire Chief's Report⁵- attached was presented by Fire Chief Steve DeRousie. In addition to the report a short discussion was held regarding Ambulance and Fire Department response protocols. MIID and Fire Department moving procedures, storage and temporary facilities were also discussed. Upcoming events such as the Fall fair, Family BBQ and other commitments such as the Fire Hall build planning and the budget process have made a very full calendar in August. Also, as at today, there has not been any communication regarding the preparation for the installation of temporary trailers or the arrival of the site supervisor, leaving our planning somewhat disconnected. The Fire Chief repeated his concern that the temporary facilities must be capable of full operational readiness before moving from the present hall.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to accept the Fire Chief's Report **CARRIED UNANIMOUSLY**

d. Report from Occupational Health and Safety Committee. The Fire Chief reported that no reports have been received and that scheduling of meetings is behind. He stated he is responsible for this committee and will be reorganizing the Staff to meet this commitment.

e. MI Health Centre

i. Health Centre Maintenance Report ⁶ attached from David Rea. The Chair reported that he spoke with Richard D'Armand who stated he would be back to the Administrator shortly regarding the quote for replacing the windows.

ii MIHCA⁷ - Lindsay Allan, Chair was absent. She sent an email with questions to be dealt with during the budget process.

A short discussion took place regarding the clean-up of the Health Centre garden. Trustee Brooke reported she had asked Diane Plucinak for an annual estimate of the cost of keeping the present garden groomed for budgeting purposes and reported that the two women had spent over 21 hours each in the garden to date.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Cilla Brooke to accept the Health Centre Reports. **CARRIED UNANIMOUSLY**

⁴ Email Daniel & Carolyn Innes

⁵ Fire Chief's Report

⁶ Report from David Rea, Premises

⁷ Email from MIHCA

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton nothing to report
- b. Communications: Chair Bob McKinnon:
Re: Mayneliner Article for Sep 1, 2014 deadline Aug 20. The Chair suggested he will circulate a article to all discussing the fire hall timeline and the HC HVAC and garden clean-up .
- c. Fire Department: Trustee Doug Walker nothing to report
- d. Finance Committee Trustee Brooke –next Budget Meeting Wednesday.
- e. FOIPPA: Chair: no requests were received.
- f. Government Liaison: Chair: nothing further
- g. Health Centre & HC Association, Trustee Sharon Hinton remarked that the 2015 budget for the HC is being developed. One issue still outstanding is the long term grounds maintenance which will be addressed in the next budget meeting.
- h. Fire Hall Committee: Chair reported the information brochures should be out this weekend. The timeline and the FAQ's will be provided to the Fire Fighters on Tuesday.
- i. Human Resources Committee – Trustee Brooke nothing to report
- j. Garbage Committee – Trustee Dearden – away no report
- k. Fire Fighters Liaison – Trustee Dearden – away no report

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Doug Walker to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS:

- a. Fire Chief: provided an update on the Dry Hydrant project. One of our Owners has offered, on a cost sharing basis to install a street access dry hydrant and pond (1 million litres) in the Campbell Bay area. The proposal is that the owner will pay for all machine work, all labour while the MIID pays the material costs. The costs to MIID will be approximately \$3500. The Chief has proceeded with negotiating the owner agreement for this hydrant since the costs are within this year's budget, and asked for questions. A short discussion ensued. This hydrant would serve Campbell Bay, Waugh Rd., and Edith Point. A pull-out area will not be required for this installation since it is adjacent to a driveway, which could be used as a turn-around and pull-out. The Finance Officer reported that there is \$8600 left in this year's dry hydrant budget. The second dry hydrant installation for this year will be at the bottom of Felix Jack Rd.
Next year the area to be considered will be Bennett Bay. Inquiries have been made regarding ponds in that area and preliminary work to contact owners continues.
- b. The Fire Chief reported that at this time one of the firefighter recruits has not met the probationary requirements, attended practices, or completed all exams successfully. The last practice attended was June 10th. The Chief and Lt. Rice have made several attempts to contact and bring the recruit back into the program with no success. The Chief will send a letter to the recruit requesting their attendance at the office to resolve the outstanding issues. The letter will set out the conditions for reinstatement as a recruit, and explain that a reply is required by Friday, Aug 15th, or

termination will result. A copy of the letter will be sent to Trustee Cilla Brooke of Human Resources. Trustee Hinton asked if there is any possibility of redeeming this recruit and expressed concern for the person. The Fire Chief estimated the costs already spent on this individual are \$1700, but a further amount is now due for the "1st Responders" portion of training. He explained the total training cost is \$4500, however given this individual's lack of participation and response; he is reluctant to continue to invest funds in training. Trustee Hinton also asked if the Fire Fighters Association offers support. The Fire Chief did confirm that the other Fire Fighters generally do make offers to provide help and have done so in the past.

NEW BUSINESS: None at this time

NEXT TRUSTEES MEETING DATE/S:

- **Sep 8, 2014** - 9:00 AM Regular Board Meeting – Location: Health Centre lower level meeting room

QUESTIONS FROM GUESTS:

None.

The Chair thanked the public for coming.

Guests left the meeting at 10:34 AM

ADJOURNMENT:

The Meeting was adjourned at 10:34 AM by motion made by Trustee Cilla Brooke

Recorded and presented by: Gerrie Wise, Administrator

Approved:

Bob McKinnon, Chair

Date:

Mayne Island Improvement District

5 2 0 F E L I X J A C K R D , M A Y N E I S L A N D , B . C . V 0 N 2 J 2

Finance Report - MIID Board Meeting 2014-08-11

Attached:

-Income & Expenditure: Budget Variance Report as at July 31, 2014

Property Tax Accounts:

Arrears, Delinquent and Credit Balances as at August 8, 2014		
	# of Prop's	Amount
Current Yrs Penalties incl.	240	7,781.76
Current Arrears Interest and penalties incl.	48	1,003.82
Delinquent Arrears Interest and penalties incl.	4	249.85
Credit Balances	34	(987.89)
Net Owing		8,047.54

Summary:

Of the 240 current years taxes outstanding 81 are penalties or interest unpaid. There are 159 properties that have made no payment on this year's taxes. As the Administrator has explained, two of the four remaining delinquent properties will forfeit to the Province for nonpayment of taxes this November. The Ministry has notified each of these properties of the possibility of tax sale of their property if these taxes remain unpaid.

Initial budget planning is well underway, our first meeting with the Board was very productive. Trustees engaged with staff to develop sustainable budgets for both the Health Centre and Fire Protection. Final budgets are due in at the Ministry by October 31, I anticipate final drafts by the end of September.

With Ministry approval of the referendum I am excited to begin the process of building our new fire hall I look forward to moving out of the current offices into the temporary facilities. RBC has been supportive and accommodating regarding the financial agreements necessary to facilitate the build.

Respectfully,
Katherine Somerville

Mayne Island Improvement District

Administrators Report Board Meeting August 11, 2014

HC Premises:

The list of unfinished work is provided to the Board and Chair, MIHCA. Most pending items depend on receiving Engineers Reports, various quotes or budget planning.

HC Water System:

The Doctor and Staff have requested that MIHCA &/or MIID provide drinking water. See correspondence attached.

HC HVAC:

Waiting for Mechanical Engineer's drawings to obtain CRD building permit and proceed with the bid/quote process.

HC Security: As you were notified previously, a memorial plaque and the donation box were stolen. The donation box was recovered – any cash was missing however, cheques were recovered. These were reported to police. These these are “crimes of opportunity” I have requested that all HC staff be reminded to lock valuables away and to be aware of times when areas of the HC are left unattended.

Personal Security: I also met with the Fire Chief and Officers to develop a message and procedure to protect the valuables of fire fighters regarding valuable left in vehicles or the ready room when answering a callout or practice.

VIHA (IH) Lease expired March, 2014: A telephone conference with Bill Relph and Marianne Stoltz June 9th.has still not resulted in any further action.

MIVFFA (Mayne Island Volunteer Fire Fighters Assoc) lease:

We have received a copy of their insurance policy. Also, if the excavation on their leased property is not properly filled (incl. foundation drainage ??), a fence should be erected

HC Tax – only 4 properties now remain on the Tax Sale list as of today (Aug 11) with promised to send a cheque from 1 of them. The Ministry has notified all owners of the possibility of a Tax Sale of their property. Of the remaining 3 I have not heard from yet, 2 will be forfeit to the Province for non-payment of taxes this November. Our legal action will commence in late August.

Budget Planning. The Health Centre budget was discussed after some suggestions of strategic planning for the future as well as coming year. Further discussions will be held with the full Board.

Other: I received over 60 telephone calls and several emails regarding the Tax Notices which went missing in the Postal system. All callers and email were given a reply and explanation and all seemed satisfied by the end of our conversation. A reply from Canada Post stated that an investigation was done and Canada Post is satisfied mail is being handled properly.

An hour long telephone conversation was held July 31 with Sid Mister, who was referred by the Minister to me for answers to his questions regarding the fire hall construction and referendum. He is not satisfied with the Voting process or the amount of the borrowing bylaw. I assured him the information he required is public and reports will be made to the public from time to time throughout the build.

G. D. Wise
Aug 11, 2014

Gerrie Wise

From: Viveiros, Natalia CSCD:EX [Natalia.Viveiros@gov.bc.ca]
Sent: August-07-14 11:36 AM
To: 'miid@shaw.ca'
Subject: Mayne Island Fire Hall

Dear Ms. Gerrie Wise,

I am forward you a copy of the resent response that was sent out to all the writers complaining about the Mayne Island fire hall. Below is the response that was sent out last Friday August 1st.

Thank you

Natalia Viveiros | Administrative Assistant
Local Government Division | Advisory Services Unit | Ministry of Community, Sport and Cultural Development
Direct: 250.387.4020 | Fax: 250.387.7972 | Email: Natalia.Viveiros@gov.bc.ca

 Please consider the environment before printing this email.

Thank you for your email regarding the referendum held by the Mayne Island Improvement District (MIID) in relation to construction of a new fire hall.

When an improvement district holds a referendum, the process needs to be in accordance with Part 4 of the Local Government Act (Act), which sets out requirements for assent voting opportunities.

Throughout the referendum process there are many choices that the trustees and returning officers make, including whether or not a mail-in-ballot will be offered. Since the MIID provided a mail-in-ballot option in a previous referendum, I can appreciate that many landowners expected a mail-in-ballot option for the 2014 fire hall referendum. However, providing for mail-in-ballot voting is not a legislative requirement for an assent vote under Part 4 of the Act.

While a mail-in-ballot was not offered during the 2014 referendum, the referendum was conducted in accordance with the provisions of Part 4 of the Act. In addition to meeting those legislative requirements, I understand that the MIID provided one additional voting opportunity, held open houses, and distributed brochures to allow the public to review the project and associated costs. Once statutory requirements are met, it is up to the MIID trustees to make choices about how the referendum should be conducted.

Ultimately, the democratically-elected MIID trustees are accountable to the Mayne Island landowners within the improvement district; as such, I would suggest that concerns with the process be directed to the MIID Administrator, Ms. Gerrie Wise. Ms. Wise can be reached by telephone at: 250 539-5116 and will be able to provide you with information about how your concerns could be discussed at a board of trustees meeting.

Sincerely,

Signed by

Michelle Dann
Director, Advisory Services
Governance and Structure Branch

Mayne Island Fire Rescue



Fire Department Report for July 2014

Presented to the Improvement District Trustees - Monday, August 11, 2014.

Fire Department Emergency Call-Outs

- July 4th EMA-FR BLS-2-FR -Eng 2
- July 6th EMA-FR BLS-3-FR -Eng 2
- July 10th EMA-FR BLS-3-FR -Eng 2
- July 15th EMA-FR BLS-3-FR -Eng 2
- July 19th Open Burn - Campfire -Utility
- July 20th EMA-FR BLS-2-FR -Eng 2
- July 23rd EMA-FR HLA-3FR -Eng 2
- July 26th Assistance - Public Works -N/A

Response Calls:		8
First Responder Medical:	75%	6
Fire Page - All Types:	12.5%	1
Duty Page:	12.5%	1
Total Callout Hours:		93 hours

Heliport: BC Air Ambulance:	1*
*does not include unreported BCAS helicopter flights	

Fire Department Fire Prevention & Education

Captain Stobart and Lieutenant Rice attended the Farmers Market in July, continuing out summer Fire Prevention and Life Safety Public Education efforts. On July 12th five firefighters engaged visitors and residents alike in fire prevention and education sessions at the Church Fair.

Community Events:		2
Community Events attended:		
- Farmers Market		1
- Church Fair		1

Fire Department Training & Practice

Accredited firefighters continue to practice their skills weekly, as well as providing more hands on participation at regular practice sessions for new firefighters and this year's recruits. We are re-enforcing the Incident Command Structure at all levels in the membership and added a staging officer to this month's practises.

Training & Practice Hours:		124.5
Total Practice hours:		124.5
On-Island Supplemental training:		0
Off-Island Supplemental training:		0
Work Experience Volunteers:		0

Fire Department Personnel

Our membership remains at 27* total, with 15 firefighter level 1&2, four probationary and 7 auxiliary firefighters.

Total Personnel:		27*
Hot Zone Firefighters:	15	Auxiliary Firefighter: 8
NFPA 1001 FFII accredited:	10	FF Auxiliary:
NFPA 1001 FFI, equivalent	5	support crews:
Recruit firefighter:	4	On Approved leave:
		1*

Fire Department Apparatus and Equipment

All apparatus are operating normally. There were several repair and maintenance items during the month, however no loss in service occurred.

Budgeted firefighting equipment has been updated to include unanticipated replacement of two additional sets of turnouts which failed the testing procedures. The THARR rope rescue equipment was ordered with approval from the MIID Board.

*includes members away on leave of absence

Fire Department Operations and Administration

The focused practice sessions, equipment inspections, are producing visible results with the fire crews. A mixed response was received from the Officers meeting discussion of the current department structure, although no opposition was made to improving the functional and operational structure as proposed.

As of July 1st each year all outdoor wood fueled fires are prohibited through to October. The Total Fire Ban in Effect means: NO Campfires, NO Beach fires, NO Bonfires, NO Wood burning Chimneas, NO Wood burning barbeques (except approved pellet fueled appliances), NO wood fueled fires of any type, NO Sky lanterns, NO fireworks or pyrotechnics.

In anticipation of the new firehall timeline and eventual demolition of the old hall, I am making preliminary preparations and plan to be able to move the fire department administration and operations beginning September 1st. This includes MIID administration, records, storage, computer servers, and telecommunications as well as the SGI radio room equipment and SGI CCC.

Steven DeRousie,
Fire Chief

MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com

Mayne Island Health Centre

Premises Manager's Report

July 2014

Building:

- installed extra security strapping on water treatment storage tank per engineer's request
- relocated downspouts on roof over back door to reduce water pooling in entryway
- moved hose hangers from exterior of Doctor's stair landing to underside of landing
- installed trim on 2 downstairs windows
- pressure washed sidewalks on south and east sides of building
- installed air conditioner in window of room 202 (Nurse Practitioner's office)
- repaired sidewalks
- repaired leaking faucet in room 204 (treatment room)
- checked leaking faucet in room 205 (medication room) – need replacement valve

Safety and Security:

- painted parking stall lines and ambulance turn out markings
- painted edges of sidewalks for enhanced visibility
- replaced light bulbs as needed
- installed UPS for water system UV sterilizer
- sprayed for wasps