

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, June 15, 2012
Location: MIFRS Fire Hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair David Maude

PRESENT:

Trustees: David Maude; Gary Akey, Tracey DeRousie, Bob McKinnon, Dean MacKay
MCHA Chair: Cilla Brooke

Staff: Administrator: Gerrie Wise; Bookkeeper: Katherine Somerville;
Fire Chief Jeff Francis, Deputy Fire Chief Steve DeRousie

ABSENT with Notice: none

GUESTS, MEMBERS OF PUBLIC PRESENT:

Dereck Atha
Amanda Gunn, Lt., volunteer Fire Fighter
Kyle Stobart, Capt., volunteer Fire Fighter

AGENDA

Trustee Bob McKinnon requested the following addition to the agenda, under: In
Camera: Chief & Deputy Chief Positions
Trustee Gary Akey advised a Bookkeeper presentation to be made in camera
Administrator added the following under Correspondence
Email from Pat Seebach
Email from Ian Birtwell

MOTION

Trustee Dean MacKay moved and Trustee Tracey DeRousie seconded the motion to
approve the agenda with the additions. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to
approve the Minutes from Board Meeting of May 17, 2012. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Chief & Chair– Update on “fire road” Wooddale/Glen Echo: Chair reported
he drove the route yesterday. The road is listed as an easement to Mayne
Island Improvement District as a right of access for emergency vehicles,
but is still on private property. As discussed last meeting it is best practice
for the landowner to post the property as being private for their own liability
position. The Chair will visit Mr. Couch to report on the findings.

- b. MI Vol FF Assoc. Lease - Trustee Akey- nothing further at this time
- c. MIVFFA relocation/report on septic system- Trustee McKinnon is still waiting for a report from the Bennetts which will be presented to Bill Warning.
- d. Report on proposed tank farm- Trustee DeRousie nothing new at this time; she is following for further quotes.
- e. Garbage Survey Report¹—attached- Trustee DeRousie circulated the report by email to the Board. Discussion included creating a report to the public. The Board discussed publishing the report on website. Trustee DeRousie would like to deal with Bylaw 12 Trustee McKinnon would like to repeal bylaw 12. Trust MacKay asked for an update on the present services. It was discussed that a drop off service exists at Bennetts and that Rick Dodds is continuing the pick-up service. The service at the garage has been discontinued. The Chair requested that this Bylaw be repealed at the next meeting.

ACTION NOTE Administrator to contact Ministry for assistance and prepare a Draft to repeal Bylaw 12 for next meeting.

Q. Derek Atha Is a copy of the Survey available now for the public?

The Board promised to publish the results on the website

- f. Letter re Payment arrangements for Proposal for Gardening- The Staff was not able to find the proposal letter.
- g. Position Descriptions/MoU for Admin & Finance Officer Trustee Akey has given the documents to Trustee Dean MacKay today. The documents will then be presented to the staff following his review.

CORRESPONDENCE:

- a. Canada Post/ MP Elizabeth May- Several pieces of correspondence from the file regarding the “official” name of Mayne Island with regard to Canada Post was read and a short discussion ensued. Chair stated he had spoken to David Howe and he will support the effort to have our community called Mayne Island.

ACTION NOTE Administrator to draft a letter for the Chair’s signature to CRD requesting a resolution from District Council be sent to Canada Post as suggested by the Constituency office or Elizabeth May, MP

- b. Ministry reply re: Bylaw #9(MIID approval of subdivisions subject to the requiring of fire hydrants) was reviewed. The Improvement District has no jurisdiction for subdivision approval nor the ability to impose penalties. The administrator recommended repealing the bylaw for these reasons at the last meeting. There were several points raised by the Ministry with suggestions to contact CRD and the MOT before proceeding to repeal the Bylaw. Trustee MacKay asked about the implications of doing nothing. Chair explained that the bylaw is unenforceable. Administrator explained that the bylaw must be either amended as directed by the Ministry or rescinded.

¹ Garbage Survey report
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ACTION NOTE Administrator will research further with CRD and follow the appropriate direction, to draft a bylaw to repeal or amend bylaw 9.

- c. Fire Chief submitted a letter of resignation² dated June 8, 2012, with his final day being June 30, 2012. On behalf of the Board, Trustee McKinnon thanked Jeff for his contributions and wished him good luck
- d. DeCoursey letter regarding taxes. A discussion regarding the Board's legal action and policy regarding taxes payable was held.

ACTION NOTE– the Administrator will draft a reply letter for Chair's signature.

- e. Ombudsman- The annual report was received and is kept on file in the Administrators office.

ACTION NOTE - the Administrator is to notify their office of change of address and change of "Attention" line.

- f. Land Titles office. A search was done by the Administrator on the property in question regarding the Wooddale/Glen Echo emergency road right of way complaints. The property in question is shown as private property with two right of way easements registered.. A copy of the Easement fro MIID has been requested.
- g. Email from Seebach – a thank you to the fire fighters for the Mother' Day breakfast & Fireworks was received
- h. Email Ian Birtwell: Query regarding ALR land assessments. After a short discussion the Board agreed that the issue should be referred to the BC Assessment office.

ACTION NOTE The Administrator will draft a letter for the Chair's signature.

FINANCE REPORT – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper's Report:³ - attached – Katherine presented her report and explained the Corporate Banking process for property owners to make tax payments online.

Trustee Akey thanked the staff for getting the tax notices out in a timely manner, and reminded the Board about Budget planning which should begin with meetings in July.

MOTION It was moved by Trustee Dean MacKay and seconded by Trustee Bob McKinnon to accept the Bookkeeper's report and Finance Report

CARRIED UNANIMOUSLY

REPORTS

- a. Management: Chair David Maude: The Chair reported that the past month had no information to report.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie

² Jeff Francis Letter of resignation

³ Bookkeepers Report

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to accept the Management Report.

CARRIED UNANIMOUSLY

b. Administrator's Report- Gerrie Wise:

- i. The Confidential Agreement Staff/Vendors and Contractors was signed by Alea Printing and Casual Staff: H. Rochet.
- ii. Planning meetings for Budget Development was already been mentioned by Trustee Akey.
- iii. Report on HC Tax Arrears, Letters, etc Administrator spoke with lawyer, Paula Bosenberg regarding the two properties which could be eligible for tax sale this year. The two property owners have been sent registered letters/signature required, but we have not received notification of receipt or undelivered as yet.
- iv. Trustee's Manual have some updates – please bring your Manuals to the office for the Administrator to update.

MOTION It was moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to accept the Administrator's report.

CARRIED UNANIMOUSLY

c. Fire Chief's Report⁴- attached –

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to accept the Fire Chief's Report.

CARRIED UNANIMOUSLY

- d. Report from Officers Health and Safety Meeting –minutes are on file in the binder in the Administration Office for review by the Board. The Board reviewed the latest minutes from May.**
The Chair asked if the boots for the firefighters have now been ordered. The Chief responded they were ordered at the Chief's conference last week.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to accept the Officer's Health & Safety Meeting Minutes Report.

CARRIED UNANIMOUSLY

e. MI Health Centre

- i. Health Centre Operations Report⁵ – B. Crumblehulme
- ii. MIHCA Liaison: Cilla Brooke reported fund raising continues with a raffle to raise funds for inside items such as cabinetry, flooring, equipment, etc. Visited Gabriola's new Health Centre. The Health Centre sponsored another 1st Aid course with 18 attendants. The Chair mentioned a Telus grant for fibre optics. This had already been discussed with Trustee Akey, who explained that the planning includes the possibility for it at a later date. Dr Brooke would like to have VIHA pay for that equipment as it is felt to be their responsibility.

⁴ Fire Chief's Report

⁵ Health centre Report

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MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to accept the Health Centre Report. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Bob McKinnon's report was deferred as the lease is not up until Feb
- b. Communications: Chair David Maude:
 - i. Chair indicated the Report on Website Statistics⁶ (attached) provided by Website Manager: Steve DeRousie.
 - ii. Mayneliner Article for July 1, 2012 (DEADLINE June 20): The Chair asked for suggestions. Items suggested were the Garbage survey; Chief's resignation and how MIID is moving forward with a new fire hall, and Tax Notices,

ACTION NOTE: Administrator to send documents to Alea after receiving it from the Chair, and will contact the Mayneliner to add the July 20th Board meeting to the Calendar.

- c. Finance Report: Trustee Akey: earlier report
- d. Fire Department Trustee McKinnon – explained his actions and recommendations to the Board regarding Jeff Francis' resignation. He wishes to appoint Steve DeRousie as Acting Chief.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey to accept Jeff Francis' resignation as Fire Chief and from the Department.

CARRIED UNANIMOUSLY

The Chair and Trustee MacKay also thanked Jeff for his contribution to the Department over the years.

MOTION It was moved by Trustee Bob McKinnon seconded by Trustee Gary Akey to appoint Steve DeRousie as at July 1st as Acting Chief until a new Chief has been appointed.

CARRIED Trustee Tracey DeRousie abstained

Trustee McKinnon explained that the Hours of work and the remuneration for Acting Chief will be covered in camera

Q. Amanda Gunn What about the Deputy Chief's position? Will someone be appointed to that position?

Trustee Bob McKinnon replied that the Deputy Chief's position is not to be filled on a temporary basis; and that we will work together on a consultancy basis to solve any problems which come up. We will be looking for some help from the Captains.

- e. FOIPPA: Chair David Maude: no requests
- f. Garbage Committee: Trustee DeRousie –covered earlier

⁶ Website/hardware/Software Report
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- g. Government Liaison: Chair David Maude spoke David Howe re: Mayne Island's official name
- h. Health Centre Operations & HC Association: Trustee Gary Akey reported that the committee meets regularly. Will be placing an ad in the July Mayneliner for expressions of interest for the expansion project. Applicants will need to be licensed and bondable. The Health Centre will probably need a larger septic tank. Spoke with Brian Crumblehulme regarding the movement of the Management Position into the MIID/MIFD staff. We will be working with the Health Centre staff and Deputy Chief DeRousie to complete the changeover of responsibility.

ACTION NOTE The Chair will write the ad for Expressions of Interest and send it to the Administrator to forward to Alea Printing

Q. Amanda Gunn For clarification is Steve taking over the maintenance of the Health Center?

Trustee McKinnon explained the management duties will be returned to MIFR staff and at present will most likely be added to the Deputy Chief's job description. This step is being taken to be more cost effective to the community.

Q. Cilla Brooke It was my understanding that Steve was to be the "point man" that he is not going to be doing the maintenance. We need someone on call to answer urgent calls and determine jobs to be done and the persons to call to do them. Trustee Akey stated he will be meeting with Dr. Brooke in the next two weeks to finalize those details.

Q. Jeff Francis stated that originally he had done the job as part of his duties before it was decided to hire Brian Crumblehulme.

Trustee Tracey DeRousie asked questions about the position description for the Deputy Chief and duties of the Health Centre as to how they will be assigned. Trustee McKinnon explained that the duties will be assigned by the Chief, but it was the intent to put them onto the Deputy Chief's job description before the Fire Chief resigned. At present Steve will be adding these duties to those of Acting Chief.

The emergency phone for public to call for assistance at the Health Clinic was discussed.

- i. Human Resources: Trustee Dean MacKay – no report at this time
- j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie -.nothing new
- k. Fire Hall Committee Trustee Bob McKinnon- The steel building manufacturer visited last week with their architect. They met with the building committee and had discussions regarding design of a fire hall. and meeting with committee and trustees. Company will be sending a preliminary proposal report. Board will look at that report and have to

determine whether to spend any further funds. One of the concerns pointed out was the siding material of the school building as there are fire concerns and regulations dependant upon the distance from the property line and other buildings. Trustee McKinnon suggested the committee consult with Robert Gutierrez of CRD when he is here Still waiting for the septic tank report. Trustee Akey suggested that the MIVFFA also be included. and requested name of who to contact.
Kyle Stobart suggested Per Neilsen or Bill Jamieson
Amanda Gunn requested that all reports regarding the school house be in writing.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS:

None

NEW BUSINESS:

None

Questions from the Public:

None further.

IN CAMERA

MOTION Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to go into "In Camera" session at 10:15 AM **CARRIED UNANIMOUSLY**

NEXT TRUSTEES MEETING DATE/S:

July 20 – 9:00 AM Upstairs Fire Hall -Regular Board Meeting

ADJOURNMENT:

Following the In camera portion of the meeting, the Meeting was adjourned at 12:01 PM by motion made by Trustee Bob McKinnon

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

GARBAGE COMMITTEE REPORT:

RESULTS OF SURVEY CONDUCTED APRIL 11 - MAY 6, 2012

1. 320 RESPONDENTS:

78.8% FULL TIME RESIDENTS
20.6% PART TIME RESIDENTS
3.7% BUSINESS & COMMUNITY ORGANIZATIONS

2. DISPOSAL METHODS USED:

34.7% ROADSIDE PICK UP
45% DROP OFF
47.2% TAKE IT OFF ISLAND

3. REASON FOR METHOD:

74.7% CONVENIENCE
43.4% COST

4. FREQUENCY OF DISPOSAL:

31.6% OCCASIONALLY
29.4% MONTHLY
26.9% BI-WEEKLY
12.2% WEEKLY

5. BAGS PER MONTH DISPOSED OF:

60% 1 OR LESS
23.1% 2
16.9% 3 OR MORE

6. ESTIMATED COST PER YEAR:

47.5% \$50 OR LESS
30% \$50-\$100
22.5% OVER \$100

7. CONTINUE WITH PRESENT SYSTEM:

80.1% YES
19.9% NO

8. SUPPORT FOR ANNUAL TAX LEVY:

21.8% YES
78.2% NO

9. ANNUAL AMOUNT WILLING TO PAY:

21.4% \$60
8.3% \$80
6.2% \$100
8.7% \$120
55.4% MORE

This was unfortunately a faulty question since it was not clear that this referred to the parcel tax. There was no space to enter a zero amount, except in the "more" selection. The accompanying comments indicated that the majority would have chosen \$0 if it had been available to them.

10. COMMENTS BY RESPONDENTS:

Out of the 320 survey respondents, 170 provided additional comments. The comments were overwhelmingly in favour of the present system with no taxation. A good deal of anger towards and distrust of local government was expressed. Many believe that a taxed garbage system would reduce our commitment to recycling, composting and reusing and that we would become a more wasteful and environmentally irresponsible community. Many stated that they like the convenience of a drop off service, as well as roadside pickup and would like both to continue. Some were surprised to learn (when answering question #6) how much they actually spent on garbage disposal each year.

COMMITTEE CONCLUSIONS:

The majority of survey respondents were in favour of the present “user pay” system consisting of, garbage drop off and pick up. A number of people responded with anger and frustration to the suggestion of a garbage tax. However many of the comments clearly indicate that the community does not fully understand the present garbage system and MIID’s role in it. The term “parcel tax” also appears to be misunderstood.

COMMITTEE RECOMMENDATIONS:

SHORT TERM:

1. Leave free enterprise to handle the collection and disposal of household waste without the involvement of the MIID.
2. Replace bylaw 12 with one that speaks to present day reality.
3. Make information available to the property owners and the community regarding MIID’s Letters Patent, its responsibilities as a governing body, and the regulations and services that MIID has no control over or involvement in.

LONG TERM:

The committee believes that a garbage tax is ultimately the only reliable, permanent solution to garbage collection and disposal for our community.

To this end we recommend:

1. Taxation on improved properties only.
2. Bare land exempt.
3. Contract tendered out for bids from independent contractor. MIID acquire or lease a drop off site.
4. It is estimated that a \$40/year parcel tax on private dwellings, businesses and community facilities would gross in excess of \$50,000.
5. Continue informing and educating property owners and the community.

MIID TAX BASE INFORMATION:

1706 Folios
2954 Property owners
1246 Private dwellings (2011 Census)
569 Occupied dwellings (2011 Census)
1071 Residents (2011 Census)

The number of businesses and community facilities is unknown at this time.

Respectfully submitted by the MIID Garbage Committee:

Tracey DeRousie, Chair _____

Christie Meers _____

Pat Seebach _____

Kathie Warning _____

Date: _____

Bookkeeper's Report - MIID Board Meeting 2012-06-15

Attached:

- Income & Expenditure: Budget vs. Actual as at June 13, 2012
- Balance Sheet as at June 13, 2012

Reports:

Included in this report is an updated Budget vs. Actual and Balance Sheet, please let me know if you have any questions or concerns regarding either.

Delinquent Properties:

As at June 13, 2012			As at June 13, 2011		
Delinquent Properties			Comparison		payments since prev. meeting
Year	# of Prop's	Amount	# of Prop's	Amount	
2007	1	30.16			0
2008	1	33.96			0
2009	1	33.47			0
2010	3	100.06	40	1,738.90	0
2011	34	1,686.52			1
2012					
Total		1884.17			

On May 24th David Waddington came from Salt Spring to import the data into Quickbooks. We had a lengthy morning meeting and it was at this time that we noticed a few discrepancies with our address import file. David was able to fix the majority before going to print with Alea. The address changes are of course an ongoing battle to stay current and this year is no different with the decision of Canada Post to change to civic addressing.

The 2012 Health Centre Tax Levy invoices went out Friday June 8 with the help of Herbie Rochet and Sabrina Somerville. I feel everything went smoothly and much quicker than I had anticipated. All accounts with either a debit or credit balance were sent statements along with their Tax Levy in order to facilitate the correct payment amounts.

Banking:

The Corporate Creditor Enrollment process is progressing steadily; I had the distinction of making the very first online tax levy payment last week to pay my personal taxes. Currently we can receive online payments from RBC and most credit unions including VanCity. The Scotia Bank will be online June 26 and CIBC will be online September 8. I expect we will be online with TD and BMO soon.

The service is already being utilized by the public; I have received a number of online payments to date. These payments have been straight forward and easy to reconcile with the bank.

Respectfully,
Katherine Somerville
Bookkeeper

May 2012 Fire Chief's report

Presented June 15, 2012

May callouts- First Responder- 3, Open Burn Comp. - 2, Brush Fire- 1, Public Assist- Address verification- 6, Misc. - 2

Total Callouts = 14

Total Callout hours =142.5 hours

Training- Deputy Chief attended Air crash exercise on Saturna Island. Fire Department put on 2 Public Fire Extinguisher workshop sessions May 12 with 10 people attending.

Total Training hours for May =159.5 hours

Personnel- MIVFFA hosted the annual Mothers Day Pancake breakfast which was another successful event.

Apparatus & Equipment- Structural firefighting gloves were ordered. Nothing else to report

Heliport- Med E Vac –1, I have had a complaint from BCAS about the gardening debris left on the eastside of the property. It is a hazard to the Air Ambulance when arriving and departing.

Respectfully submitted

Jeff Francis

Fire Chief

Mayne Island Health Centre

Operating Report for May 2012

Water consumption:

October	3400 Litres
November	3900 Litres
December	3600 Litres
January	4000 Litres
February	3500 Litres
March	3900 Litres
April	3300 Litres
May	5100 Litres

Water analysis:

Test results:

- total coliform, zero
- E. Coli, zero

Safety:

- No concerns

VIHA:

- No calls

Building:

- destroyed several wasp nests
- Installed A/C's
- Noticed the electric furnace was not operating properly. Called the electrician. One of the controls was burnt out and several cables were discoloured. Arranged for repairs and a full service. Completed

Respectfully,
Brian Crumblehulme

Website Statistics

mayneislandfire.com					
Summary					
Reported period	Month May 2012				
First visit	01 May 2012 - 00:14				
Last visit	31 May 2012 - 22:26				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	371	646 (1.74 visits/visitor)	1,253 (1.93 Pages/Visit)	11,634 (18 Hits/Visit)	853.83 MB (1353.43 KB/Visit)
Not viewed traffic *			1,799	3,663	203.59 MB

miidonline.com					
Summary					
Reported period	Month May 2012				
First visit	01 May 2012 - 01:36				
Last visit	31 May 2012 - 21:29				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	241	458 (1.9 visits/visitor)	1,088 (2.37 Pages/Visit)	5,141 (11.22 Hits/Visit)	421.75 MB (942.94 KB/Visit)
Not viewed traffic *			1,521	5,692	606.51 MB

Software / Hardware

May 2012	
Software:	<ul style="list-style-type: none"> All users experienced invalid Outlook email certificates on startup. QuickBooks is usable in single user mode only and is unstable in multi-user mode. The cause has been identified as an installation process/sequence error and is correctable if multi-user required.
Hardware:	<ul style="list-style-type: none"> Hp 2600 printer exhibited problems and was exchanged with the Brother monochromatic printer from the Health Centre / Archive room rather than purchasing a new printer at this time. The Server and gigabit switch were relocated to another location in the expanded administration office to more efficiently utilize the desk space.

Website / News Update

May 2012	
Website Updates:	<ul style="list-style-type: none"> Updates posted to miidonline.com included the latest approved / draft minutes, bylaw 117, June MIID News, and some minor editing of text layout and spelling.
MIID News:	<ul style="list-style-type: none"> The June MIID newsletter was posted on miidonline.com on May 29.