

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, April 15, 2016
Location: Meeting Room, Mayne Island Fire Hall**

CALL TO ORDER:

The meeting was called to order at 1:06 PM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon, Chair; Sharon Hinton; Cilla Brooke; Doug Walker; Brian Dearden
Staff: Corporate Administrative Officer: Katherine Somerville;
Admin Assistant: Gerrie Wise; Fire Chief Steve DeRousie;

ABSENT WITH NOTICE: None

GUESTS, MEMBERS OF PUBLIC PRESENT: Bob Soper

AGENDA – Additions, Approval

The Fire Chief and CAO requested to add items under their reports. The CAO added two more items of correspondence and an amendment for the policy: Committee Terms of Reference. The Fire Chief added the Mutual Aid Agreement, Disposal of Assets (Equipment), and the “Open House” under his report. The Chair indicated he had two items for the In Camera session. Trustee Walker added an item for Nominations for In Camera. Trustee Brooke added an item to the MIHCA report.

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 MEETINGS:

MOTION Trustee Cilla Brooke moved and Trustee Brian Dearden seconded the motion to approve the Minutes from the Board Meeting of March 14, 2016 as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS MINUTES: None

CORRESPONDENCE:

- a. Letter¹ from Wayne Peace: A “FOIPPA” request was received for a copy of the contract in relation to the demolition and construction of the fire hall. The letter and reply² were discussed. Liberty Contract Management Inc was advised of the request and has registered no objection to date. The time for their objections expired April 11th. The deposit from Mr Peace was received today and the CAO will be mailing the Contract along with an invoice for the balance of payment on Monday. The CAO was requested to notify Liberty Contract Management Inc that the contract will be sent as requested.
- b. Letter³ Office of BC Ombudsman – update of information available and copy of new manual for local governments regarding Bylaw enforcement.
- c. Office of the Fire Commissioner letter advising the current rates of reimbursement and charges for services. A change in Bylaw 162 Fees and Services may be required. The Fire Chief and CAO will review the fees and provide an amendment to Bylaw 162 to the Board if required. Trustee Hinton asked for examples of what fees

¹ letters Peace & CAO reply & letter to “Liberty”

² CAO reply & letter to “Liberty”

³ Letter Office of the BC Ombudsman

would be charged and when they would be applied. The Fire Chief explained that these fees could be charged to persons who have lighted fires without permit or burning prohibited material and the department must extinguish the fire. Under our Bylaws, in these cases these are the rates the department may charge to recover costs. These are also the rates which would apply under a "State of Emergency" if Mayne Island Fire is called upon to assist another island. However, these rates do not apply under the Mutual Aid Agreement.

- d. Ministry: The Quarterly circular⁴ regarding Interest rates applicable to Taxes in arrears or delinquent, effective May 1st was received. These rates remain at 5.7%

CORPORATE ADMINISTRATIVE OFFICERS REPORT

Katherine Somerville presented the following:

a) Bylaw 172 Health Centre and Heliport Taxes 2016 and the mil rates applicable
Bylaw 172 "Health Centre and Heliport Taxes Bylaw, 2016" was introduced, reconsidered and finally passed.

MOTION: Trustee Cilla Brooke moved and Trustee Sharon Hinton seconded the motion to pass Bylaw 172
CARRIED UNANIMOUSLY

- b) The Audited Financial Statements were distributed and discussed. The Financial Statements were emailed to the Trustees by the CAO earlier in the week for their review.

MOTION Trustee Doug Walker moved and Trustee Sharon Hinton seconded the motion to accept the Financial Statements for presentation and approval at the AGM.

CARRIED UNANIMOUSLY

- c) Katherine then presented her report⁵, the Balance Sheet, & Budget/Expenses reports and asked for questions. The Chair asked if the HC Taxes delinquency was about the same as last year. The CAO replied that there are 9 delinquent taxpayers which is the same as prior years, however, one property is a large parcel so the amount owed is higher than in past years.

- d) The Fire Hall water sample tests were then reviewed briefly. The last three test results for bacteria were negative and the Health Authority removed the "boil water" advisory. It is believed that the one unsatisfactory test for March reported at the last Board meeting was an anomaly.

- e) Review of Credit Limits – The CAO requested the Board to review the Credit limits on the Corporate Visa accounts for our CAO and Fire Chief. The limits are too low for efficient purchasing procedures. There are fees for going over the limits. Katherine suggested both limits be increased to \$10,000 from existing limits which is concurrent with the spending authority in the present Improvement District Policy. She has the appropriate documents for Trustees' signatures if approved.

MOTION Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to approve increasing the credit limit of both the CAO and Fire Chief Visa Corporate Charge accounts to \$10,000
CARRIED UNANIMOUSLY

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

REPORTS

- a. Management: The Chair discussed some issues regarding the fire hall build. The paving is now done. Paving was done in accordance with the quote, with a small extra addition for paving the walkway. An HVAC company attended this morning to review minor deficiencies. We are expecting their report in the coming week, but it appears the work will not be complete until after the AGM. The mechanical engineer, civil engineer and architect must still

⁴ Ministry Circular

⁵ Finance Report

do their “walk-through” to “sign-off”. The Chair reviewed some of the corrections already made. A further list of deficiencies from Liberty⁶ (received today) was circulated. Some further work was agreed upon with Patriot Electric. A problem with the alarm system related to the sprinkler system water tanks was identified and switches will be replaced. There is still an invoice outstanding with Patriot Electric to be negotiated regarding their visits for deficiencies and also the damages due to the electrical fire during construction. After his resignation at the AGM, the completion of the outstanding items and decisions will have to be made by the CAO and the Fire Chief with the approval of the Board. Trustee Brooke and Trustee Dearden asked for a complete list of outstanding items. The Chair offered his advice until mid-May when he will be away for a length of time. Trustee Brooke asked if she and Trustee Dearden could be included on the final Walk-through for completion.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to accept the Management report. **CARRIED UNANIMOUSLY**

b. Fire Chief’s Report⁷ (attached) Fire Chief Steve DeRousie presented his report, and reviewed four calls of particular interest: chimney fire; hydro lines blocking road; fuel tank washed onshore; and electrical smoke smell from an appliance. He also mentioned a call regarding a beach fire dispatched to “Georgia Point”. As there is nowhere on Mayne Island by that name, the department investigated several areas, but found no fire. All response times are within acceptable time frames. The Chief gave a short report on volunteer participation levels. A volunteer auxiliary has been re-instated after his return from voluntary leave of absence. Trustee Walker asked how many applications for volunteers had been received. The Fire Chief explained he has had several inquiries, but only one application completed at present. He then discussed the Open House planned for Saturday, May 7th. As it is the conclusion to Emergency Preparedness Week, he will take the opportunity to provide an open house advertising various demonstrations, recruiting volunteers and firefighters, and photo ops, as well as an opportunity to visit the fire hall for those who could not come in November. Ads will be prepared for the MayneNews and the Mayneliner; “past” and present Board Members are invited. The Chief then discussed Asset (Equipment) Disposal. He recommends the surplus (1997) 30-minute SCBA packs be traded in for 4 additional 45-minute SCBA packs. This would reduce the possibility of the equipment being mis-matched, resulting in safety issues, and give us some spare packs bringing our total to 16 packs. We would receive equipment valued at \$6,300 for our old bottles and packs. After a short discussion and explanation from the Chief regarding the fact that the old and the new equipment pieces are not interchangeable, the Trustees agreed that the Chief should accept the proposal from Empire SCBA.

MOTION It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept the Fire Chief’s recommendation to dispose of these assets, by accepting the “trade-in” proposal. **CARRIED UNANIMOUSLY**

The Fire Chief then gave an update on the Mutual Aid Agreement. Saturna Island has asked to be included in a new agreement. In the past Saturna was not included as they had inadequate training and insurance. The CRD has approached the Southern Gulf Islands and Salt Spring to execute a new agreement including Saturna Island. The Fire Chief has reviewed the new Draft policy and is satisfied that the terms are acceptable to the Mayne Island Fire Department and protect the interests of Mayne Island taxpayers. The agreement has been returned to CRD legal department for review. The Chief explained the difference between a call from Mayne Island for assistance under Mutual Aid or under Forestry Fire or in a State of Emergency.

⁶ “Liberty” deficiencies list

⁷ Fire Chief’s Report

Finally, the Fire Chief gave a quarterly report on the "I Am Responding" program (application) and reported preliminary estimated savings of \$800 based on the use of this program from January 1st to March 31st. The Chief reported there have been some complaints from firefighters but as the program is used, it has been realized that the program does help with planning and proper maps. Trustee Brooke thanked the Chief for tracking the savings vs. cost of this new program.

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

c. Report from Occupational Health and Safety Committee. The Chief reported the committee met Wednesday, March 9, 2016 and April 6th. The committee was re-structured and the requirements were reviewed. The minutes were distributed. No questions were asked.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to accept the OHSC Report
CARRIED UNANIMOUSLY

d. MI Health Centre

i. Health Centre Repairs: The CAO presented the Health Centre Manager's Report & Repairs Log⁸ (attached). She also briefly reviewed a meeting held with the HC Manager to handle the outstanding repairs. One of the ongoing problems has been getting carpets cleaned. She suggested that carpets be replaced with hospital grade flooring and asked the Board to consider replacement. This is an item that will be considered during capital budget planning this summer. Consultation with the tenants will be required. The CAO will be meeting with the MIHCA chair to clarify the monthly report and communication requirements.

ii. MIHCA Trustee Brooke reported on behalf of MIHCA: Trustee Brooke pointed out the MoU does not specify that a monthly report be provided, only the annual Financial Statements, so this monthly report could be eliminated. A discussion ensued. It was generally agreed that the monthly report from MIHCA could be eliminated and the Agenda format will be amended.

MOTION It was moved by Trustee Sharon Hinton and seconded by Trustee Doug Walker to receive the Health Centre Committee Reports
CARRIED UNANIMOUSLY

2:30 PM Guest Bob Soper excused himself at this time.

The Chair asked if our guest had any questions; Mr Soper stated he had no questions and complimented the Board on a well run meeting. The Chair thanked our guest for attending the meeting.

COMMITTEE REPORTS

The CAO introduced a suggested revision for the Committees policy which was discussed and will be presented to the new Board. It was agreed to remove reports from select or inactivated committees from the agenda, unless there are issues under study or action. It was agreed to suggest the following be removed from the standing committees and on the agenda: FOIPPA; Government Liaison; Nominations (select); Fire Hall Committee (completed). The review of the Committees will be brought to the new Board for consideration after a review by Staff.

REPORTS:

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing to report
- b. Communications: Chair- The Article for May 1st- Deadline Apr 20 - was discussed. It was

⁸ Health Centre Repairs Log
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decided the staff should prepare a short article covering the AGM and the Election results.

- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee: Trustee Cilla Brooke stated she had nothing to report,
- e. FOIPPA: Chair: Discussed earlier
- f. Government Liaison: Chair: nothing further
- g. Nominations Committee: Trustee Walker will report during the "in camera" meeting
- h. Health Centre & HC Assoc.: Trustee Hinton: nothing further to report
- i. Fire Hall Committee: The Chair reported earlier
- j. Human Resources Committee – Trustee Cilla Brooke – nothing further
- k. Garbage Committee – Trustee Brian Dearden no report
- l. Fire Fighters Liaison –Trustee Brian Dearden: no report

MOTION: It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to accept the Committee Reports
CARRIED UNANIMOUSLY

OTHER BUSINESS:

Review of the AGM Package: The document had been emailed to the Trustees on Wednesday, and the CAO distributed print copies for the Trustees' final review. The cost report on the Fire Hall Build was reviewed. The CAO referred to the Financial Statements and explained some of the entries in order that any questions from the public can be answered. Trustee Hinton offered suggestions for corrections and changes. The CAO will complete the edits and post the package on the MIID website following this meeting.

NEW BUSINESS:

The CAO submitted a new logo for the MIID. She suggested that after 52 years, it is time for a logo to be chosen and would like the Board to approve the logo presented for use. The Trustees discussed the logo and agreed to its use.

NEXT TRUSTEES MEETING DATE/S: * *Note: Dates and times to be confirmed*

April 23, 2016 – 1:00PM – AGM - Fire Hall

* **April _____, 2016 Time: _____** Reorganization Meeting

* **May 9, 2016* – 1:00 PM** Regular Board Meeting- Fire Hall Meeting Room

QUESTIONS FROM THE GUESTS: None (Our Guest had left the meeting earlier.)

MOTION TO GO IN CAMERA

MOTION Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to go into "In Camera session" at 3:05 PM
CARRIED UNANIMOUSLY

ADJOURNMENT:

Following the in Camera Meeting, the Board meeting was adjourned at **3:45 PM** by motion made by Trustee Doug Walker.

Recorded and presented by: Gerrie Wise, Administrative Assistant

Approved:

Priscilla Brooke, Chair

Date: