

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, Mar 16, 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, Dean MacKay, Tracey DeRousie, Bob McKinnon
MICA Chair: Cilla Brooke

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

ABSENT with Notice: no-one

GUESTS, MEMBERS OF PUBLIC PRESENT:

Don Slinn
Pat Seebach
Judy Taylor

NOTE: The Fire Chief is concerned that with a large number of guests, this room is too crowded for Fire Safety. **Guests must notify MIID of their wish to attend.**

AGENDA

Chair requested the following additions to the agenda:

Under "new business":

- 1) Canada Post designation for Mayne Island – Resolution needed
- 2) RCMP Meeting April 1st

Under Garbage Committee:

email from Ann Johnson

MOTION

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

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Tracey DeRousie moved and Trustee Dean MacKay seconded the motion to approve the Minutes from Board Meeting of Feb 17, 2012. **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. Fire Department:– Trustee McKinnon
Replacement of Command Vehicle: Trustee McKinnon met with Fire Chief to discuss the vehicle to be chosen. The vehicle will be gasoline fueled and

the Chief has some preliminary figures, which will come in under the \$50,000 already in the Reserve, but nothing to present today. Trustee McKinnon also recommended the purchase of NFPA approved lighting, which was recommended in the 1994 Fire Commissioner's report and the 2011 FireWise audit of the Department. A discussion followed between Trustees Tracey DeRousie and Bob McKinnon regarding the appropriate responsibility of the Board in the decision making process as to which vehicle to purchase. Trustee Bob McKinnon stated that the Fire Chief would have the final decision as to choosing the Truck as long as it fits the budget and fills the approved mandate. The Fire Chief promised to have figures for the next Board meeting.

- b. MI Vol FF Assoc. Lease: Trustee Akey has contacted our lawyer with regard to the wording of a proposed lease. Answer is to come shortly with regard to having the lease reflect a month to month basis.
- c. Sketch/Site Plan for MIVFFA relocation: Trustee McKinnon has arranged with Per Nielsen and Steve DeRousie to mark and stake the position of the "Schoolhouse" This is to take place next week, and he will work with Steve to get a site plan together.
- d. Referendum planning: The committee is progressing with the design. The Chair provided a "thumbnail sketch of the procedure: The Fire hall committee is working on a plan. The next steps are approval by Fire Dept, then community input through meetings, then the referendum process will begin. This is approximately a 6 to 8 week process. There is no agenda or timing at this time. Trustee Tracey DeRousie explained that the process does have several steps and a time frame to be followed. She asked about obtaining a Returning Officer and the material required for a referendum. The Chair stated that the Returning Officer will likely be Tom Moore.
- e. Report on proposed tank farm- Trustee DeRousie reported that she spoke to Islands Trust planner and they confirmed that MIID can apply for a variance if needed. She suggested that the Fire Chief & Deputy Chief collaborate with her to come up with RFP or Expression of Interest Document for Engineering. Trustee Bob McKinnon suggested waiting for the building footprint. Trustee DeRousie would like to have the Engineering proposals started sooner than waiting for a site plan. She differentiated Between A Tender and an Expression of Interest document, which is what she suggested.

MOTION Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded that the Fire Chief and Deputy to collaborate with Trustee Tracey DeRousie to prepare an Expression of Interest document for the Design and Engineering of the Tank Farm to be placed on BC Bid.

CARRIED UNANIMOUSLY

CORRESPONDENCE:

- a. Email from Cathy Bickford, Ministry of Community, Sport & Cultural Development; Discussion regarding enforcement questions for Bylaws #12 and #46.. Referred the relevant portion to Garbage committee
- b. Renewal Application from AON REED for Heliport liability insurance. The Fire Chief reviewed last year's document and confirmed all the information should be the same.

FINANCE REPORT – Trustee Gary Akey

Trustee referred to the Bookkeeper's Report:¹ - attached – Katherine spoke briefly regarding the Revenue and Expense report & Balance Sheet and reported that we have received two payments of taxes since the report date.

Chair thanked the Administrator and Bookkeeper for their work in keeping the tax payment collection process up-to date.

Trustee Akey reported that the Auditor, Terry Miller, should have the first Draft available next week. We are now getting the banking arrangements made to accept tax payments online this year for those who wish to pay through their online banking facility. We are hoping any problems with the start-up of our server have now been solved. There was a short discussion regarding the date that the completed Financial Statements will be received by Board to allow for printing and publication before the AGM. Trustee Akey believed the Financial Statements should be completed by the end of the first week in April.

MOTION It was moved by Trustee Tracey DeRousie 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 he has had considerable correspondence regarding the regulation of garbage on Mayne. He added that in regard to the Operation of the MIID, he sees things running smoothly and believes that progress is being made toward the resolution of outstanding issues.

MOTION It was moved by Trustee Dean MacKay and seconded by Trustee Gary Akey to accept the Management Report.

CARRIED UNANIMOUSLY

- b. Administrator's Report- Gerrie Wise:

The Administrator requested approval of Advertisement (1/2 page) of the Notice of AGM to be published in the April Mayneliner, The ad was approved, with the suggestion that the website be added to it.

Action Note: The Administrator will send the copy to Alea.

During the Auditor's visit he complimented the Improvement District on the comprehensiveness of the Minutes and record-keeping.

The Chair was reminded to stay after the meeting to complete the Insurance documents for the heliport Liability policy which are needed today by Fax.

As there are several AGM Returning Officer considerations, such as procedures

¹ Bookkeepers Report
Board of Trustees MIID
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for Registration, Voters List, Ballots, Voting Cards, how would the Trustees wish to have these considerations handled? Chair suggested a meeting between Jon Hoff, the Returning Officer, and the Administrator for these documents. After a short discussion regarding a “voters list” Trustee McKinnon suggested that for the AGM the administrator bring a property list and several Affidavits.

ACTION The Board requested the Administrator to prepare the required items, working with the Returning Officer.

Trustee DeRousie asked the Chair, who is acting Nominating Committee, who is running for Trustees position. The Chair indicated there have been no other inquiries.

Q. Pat Seebach asked if Trustee McKinnon would be running for re-election. He indicated he would be running.

The Administrator asked Trustees to please check the calendar meeting notes at the end of the agenda, particularly the meetings for the approval of the Financial Statements and the Health Centre Taxation Bylaw, which both have pending deadlines before the end of April.

Q. Pat Seebach asked why Mary Cooper is not acting as the Returning Officer. The Chair explained that our previous Returning Officer had indicated she was unwilling to accept the role.

Q. Judy Taylor asked how the person is chosen.

The Chair explained that the Board Members ask several different persons and then appoints someone. There is no financial reward to the position. He also stated that in some communities the Administrator acts as Returning Officer, but it was felt that it would be better to have an outside person, not connected with Improvement District.

Trustee Tracey DeRousie asked if a voters list could be prepared and then maintained to be kept up-to-date. The Administrator explained some of the difficulties and issues involved in preparing a Voters List from the Property Lists received from BC Assessments.

The Chair stated that the Voters List should be available every year. Any difficulties will be reported to our next meeting.

ACTION The Board requested the Administrator to prepare a Voter’s List.

MOTION It was moved by Trustee Dean MacKay and seconded by Trustee Bob McKinnon to accept the Administrator’s report. **CARRIED UNANIMOUSLY**

c. Fire Chief’s Report²- attached –

The Fire Chief made the following additional comments:

ProFire will also be here. The Department needed fuel for the Diesel Generator and to top up the tank for vehicles. The gas station acting Manager, Lina Beaudet, advised Severns is no longer available to deliver fuel as he no longer is

² Fire Chief’s Report
Board of Trustees MIID
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working at the station.

Q. Trustee McKay asked when will the gas station be able to provide fuel. The Fire Chief advised we have an agreement with the Highways Yard for fuel. There are also several other sources for a supply of fuel arranged with local companies and persons.

Trustee Bob McKinnon thanked the 1st Responders for the personal service last month. His call brought up the addressing issues as his address did not come up on the 911 Dispatcher's screen. The Fire Chief reported that Travis Whiting of the CRD is working on an appropriate document for addressing. Chair asked if the Board should liaise with the CRD Director. The Fire Chief expressed his frustration with CRD in regard to addressing. Chair asked Trustee Bob McKinnon to liaise with CRD Director regarding this issue as it does affect the ability to respond. Trustee Gary Akey suggested asking if CRD does have budget for this project. We are waiting for an MOU from Travis Whiting and Ken Johansen at CRD.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to accept the Fire Chief's Report. **CARRIED UNANIMOUSLY**

Q. Don Slinn had several questions regarding street addressing and the 911 Directory. Trustee DeRousie asked if lots get an address before a driveway is put in. After a lengthy discussion with Fire Chief, the Chair suggested that the Chief and Don Slinn continue the discussion after the meeting.

d. Report from Officers Health & Safety Meeting – all reports, up to date are on file in the binder which is kept in the Administration Office. The Board Members were reminded that the FireWise audit suggested that these reports were to be reviewed by the Board.

e. MI Health Centre

i. Health Centre Operations Report ³– B. Crumblehulme - attached

The Chair questioned the Water Sampling procedure. His concern is that there does not seem to be a consistent process for all the MIID Water sampling. The Administrator explained that in part, this is because VIHA pays for the testing at the lab for the Health Centre, but not for the Fire Hall. The Fire Chief explained that fire hall is not a "public system", so testing is done separately, and VIHA has not offered to pay for the testing. Trustee Akey explained that the operating procedure will work for the present. Chair also asked regarding light bulb replacement and Trustee Gary Akey will be meeting again with B. Crumblehulme to discuss these various issues.

ii. MIHCA Liaison: Dr. Cilla Brooke –.Our AGM is at Church House at 10:30AM on April 28th; all Trustees are invited, please. We are now very close to our goal of fundraising. The new waiting room chairs and shelving and renovation of the Fax/Copy room has been done.

³ Health Centre Operations Report
Board of Trustees MIID
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MIHCA helped with financial support to train 16 ambulance attendants. The Chair requested MIHCA do a brief presentation at the MIID AGM regarding the expansion, and she agreed to work with Trustee Akey to put a presentation together.

MOTION It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Health Centre Reports. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: nothing at this time
- b. Communications: Chair David Maude:
 - i. Chair read the Report on Website Statistics⁴ (attached) provided by Website Manager: Steve DeRousie.
 - ii. Mayneliner Article for Apr 1st: Due: Tuesday 20th: The Chair asked for suggestions and will circulate an item to all Trustees and submit it to Alea. Trustee DeRousie asked that the website be actively promoted every month.

ACTION note: Place Notice of AGM on the website.

c. Finance Report: Trustee Akey: nothing further

d. Fire Hall Committee: Trustee Bob McKinnon updated the process regarding the fire hall. He has requested proposals from 4 different companies and has received information from 2 suppliers. Both offered further assistance.

One firm would like to visit the site at no cost to the Improvement District. We are moving along getting close to a budget and tender document and have not had to spend anything yet. We may not have anything definite to show at the AGM, as it is still preliminary, but we are progressing to the point where we can bring an economical package to the public.

Trustee Dean MacKay reported that Liberty Management called him to offer his firm's assistance if we required any. Trustee Bob McKinnon stated he will call them if necessary.

e. FOIPPA: Chair David Maude: No current requests

f. Garbage Committee: Trustee DeRousie had no report but the committee meets next Tuesday and will consider the Email from Ann Johnston regarding the garbage issues which the Chair referred to the Garbage committee and issues from the Ministry. Trustee Tracey DeRousie also asked how we can facilitate more attendance for "public consultation". How can we engage the community? Can we use the website or the Mayneliner and request responses? Chair will add something to the article in the Mayneliner that the Garbage Committee will be seeking public input.

Q. Don Slinn asked if the Board is aware that one of the collectors has left the island? Chair replied that will be on the "In Camera" agenda.

⁴ Website/hardware/Software Report
Board of Trustees MIID
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Q. Judy Taylor asked what are the Board's responsibilities regarding garbage. What money is put into the garbage collection? Why is the Board involved? The Trustees explained that because "collection of garbage" is included in the MIID Letters Patent, we are responsible for it. This is the reason for our concern. Under the present arrangement and contract there is no financial remuneration from MIID to the Contractor.

Judy Taylor asked if everyone is free to choose which service they will use. The Chair confirmed that is correct.

Q. Don Slinn explained that at the time the Letters Patent were written, the founders, including his father were concerned about the large amount of garbage accumulated on the island.

Trustee Tracey DeRousie commented that Mr. Slinn has brought up an important point. Garbage is a community issue and it was included for that reason. Private Enterprise may not always want to continue a garbage service and it must be provided.

g. Government Liaison: Chair David Maude – nothing further

h. Health Centre Operations & HC Association: Trustee Gary Akey reported he has been working with Cilla Brooke of MIHCA regarding the plans which will be sent for engineering and then for a building permit.

i. Human Resources: Trustee Dean MacKay - nothing to report

j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie -.no report

MOTION It was moved by Trustee McKinnon and seconded by Trustee DeRousie accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS

- a) The Administrator asked that the Board members please accept the minutes of the Town hall meeting of Oct 15, 2011 so they may be published on the website. The Trustees who hadn't read them promised to do so before the meeting is adjourned.

NEW BUSINESS:

1. RCMP meeting April 1 at 1:00 PM at the Agricultural Hall: The local Detachment Commander asked that the Board assure as many persons attend the meeting to discuss the location of RCMP Members.

ACTION Note: Chair asked that the PDF of the circular be posted on our website.

Discussion The Chair is concerned that the RCMP proposal is that there may not be a Member assigned to be in residence on Mayne Island. Trustee McKinnon raised the issue of public safety, and asked if the MIID wanted to take a public standing on the issue. Fire Chief explained some of the ramifications of the removal of police officers.

MOTION Moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay that a letter be presented by the MIID Board expressing concern about the removal of

RCMP as it affects the operation of the Fire Department and Health Centre personnel and public safety.

CARRIED UNANIMOUSLY

ACTION note: The Chair asked Trustee McKinnon to draft the letter.

2. Designation of Mayne Island by CDA Post. The Chair provided the background of the concerns of many community members that Canada Post refers to Mayne Island as "Mayne.". Mr Don Slinn has written several letters since 2006 on this matter. Now, the MP, Elizabeth May has advised us that since the addressing authority has the authority to determine our designation, that MIID can pass a resolution designating the Official Name.

The Chair asked if the Board would consider such a resolution.

MOTION It was moved by Trustee Bob McKinnon and seconded by Trustee Gary Akey that the Mayne island Improvement District designate by resolution that the community's "Official Name" and Canada Post postal designation be "Mayne Island"

CARRIED UNANIMOUSLY

Questions from the Public:

Q Pat Seebach has heard that the MIID Board has members that wish to dissolve local government and become a Municipality. I would like to ask each Board Member personally.

The Chair stated that it is the goal of the provincial government to dissolve Improvement Districts. The options for government would then be either a municipality or incorporation into the CRD. Personally he would encourage a municipal incorporation. He would support a municipal corporation study to go forward so we can be empowered with knowledge before any decision is made.

Trustee Akey stated the Improvement District is his first option. If the government were to force us, he would support a municipal corporation, and is quite opposed to the CRD as an option

Trustee McKinnon stated he believes we have to be prudent and prepared as well as planning for the long term. If the government does dissolve improvement districts, he would prefer a municipal government rather than CRD. He is very concerned that governing and planning stay on island locally.

Trustee MacKay stated he concurs with Trustees Akey and McKinnon that local government is the important thing.

Trustee DeRousie supports the Improvement District continuing for as long as possible. She doesn't know if the government is actively planning our demise. I don't think we are near large enough to support a municipal government in respect to the Taxes required for policing, roads, etc.

Chair repeated that most municipal studies have shown that a population under 5000 would have provincial tax support. A study is done at the cost of the province. He recommends that the answer is to do a Municipal corporation study.

Trustee McKinnon agreed with a study, so that Mayne Island would be prepared to make an informed choice, should the provincial government force the issue. The Chair reminded all that the default if a choice is not made is to include the area into a Regional District or in our case, CRD

Q. Pat Seebach: This leads me to think that the majority of the Board is leaning toward

forming a municipality rather than remaining an Improvement District.

There was a further discussion at this time which included several comments:

Q. Don Slinn reminded all that there are several complaints now regarding the CRD not representing the persons on Mayne Island.

Q. Trustee DeRousie raised the issue that CRD and Island Trust are still involved even if and when Mayne Island were to become a Municipality.

Trustee Dean MacKay asked if the Board Members had answered Ms Seebach as he believes that Mrs. Seebach has misunderstood the Board members' replies. He emphasized that the Board Members all stated they would prefer that Mayne Island be governed locally, whether by Improvement District or Municipality.

The Board Members all confirmed they spoke as individuals, not on behalf of the Board. Trustee Gary Akey emphasized that he would only support a Municipality if forced by the government to dissolve the Improvement District.

Trustee McKinnon emphasized that the important issue is to retain local government, but felt that the Improvement District does not have the mandate to commission a study; he would rather see a group of citizens take this on..

Trustee Dean MacKay repeated this concept of local government.

Trustee DeRousie emphasized that she believes as long as we are doing our job the government will not be dissolving us. The Fire Chief suggested it is the many small water districts that the province is seeking to dissolve, not those like Mayne Island, who operate Fire Departments. However, he stated that the recommendation of Fire Service Liaison group is to dissolve all Improvement Districts.

Mrs. Seebach said she now understood the Trustee's positions and thanked them for their answers.

The Guests left the meeting at 10:40 AM

IN CAMERA

MOTION

Trustee Tracey DeRousie moved and Trustee Dean MacKay seconded the motion to go into In Camera session at 10:40 AM. **CARRIED UNANIMOUSLY**

After In Camera portion of the meeting, the regular meeting was re-convened by the Chair at 10:55 AM

Trustee MacKay left the meeting at this time.

OLD BUSINESS:

MOTION

Moved by Trustee Bob McKinnon and Seconded by Trustee Gary Akey to accept the minutes of the "Town hall Meeting", Oct 15, 2011 **CARRIED**

NEXT TRUSTEES MEETING DATE/S:

April TBA - Special Board Meeting to approve Financial Statements

April 20, 2012 – 9:00 AM Upstairs Multipurpose Room, Fire Hall -Regular Board Meeting

Apr TBA - Special Board Meeting to **Approve Bylaw for 2012 HC Tax Levy** See note in Upcoming or Outstanding Items, page 3.

May 18, 2012 – 9:00 AM Upstairs Multipurpose Room, Fire Hall -Regular Board Meeting

ADJOURNMENT:

The Meeting was adjourned at 11:13AM by motion made by Trustee Bob McKinnon.

Approved:

David Maude, Chair

Date:

Recorded and presented by: Gerrie Wise, Recording Secretary

Bookkeepers Report – MIID Board Meeting 2012-03-16

Enclosed please find;

-Income & Expenditure: Budget vs. Actual

-Balance Sheet as at March 13, 2012

Reports:

Attached please find 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 March 13, 2012			As at March 13, 2011		
Delinquent Properties for years 2007 - 2011			Comparison		# of payments since prev. meeting
Year	# of Prop's	Amount	# of Prop's	Amount	
2007	1	30.16			0
2008	1	33.96			0
2009	2	43.47			0
2010	6	212.45	106	4,894.25	0
2011	41	1,994.54			5
Total		\$2,314.58			

Banking:

The final payments on the Wildfire Equipment, Heliport Improvements and Emergency Generator loans will have been paid in full before the next board meeting.

In order to simplify the bank reconciliations and streamline the accounts payable, payments will be made every other week. Invoices submitted by every other Tuesday, commencing March 13 pending approval will be paid the following Friday.

Respectfully,

Katherine Somerville
Bookkeeper

February 2012 Fire Chief's report

Presented March 16, 2012

February callouts- First Responder- 1, MVI- 1, Open Burn Complaint -3 , Misc. Fire-1 , Public Assist- 6

Total Callouts = 12

Total Callout hours = 63 hours

Training- A new training plan is being developed to meet the training standards that were approved at February's board meeting.

A tabletop exercise took place on February 29. This exercise was a fuel spill at the intersection of Felix Jack Road and Village Bay Road. It included MIFRS, MIEP, SGIEP, RCMP, CRD, CCGA,

Total Training hours for February = 144.5 hours

Personnel- No change with personnel

Apparatus & Equipment- P & R Western Star will be here in March to do the annual motor vehicle inspections. New batteries were installed in Engine 1 and Rapid Attack.

Heliport- Med E Vac – 1, nothing to report

Respectfully submitted

Jeff Francis

Fire Chief

Mayne Island Health Centre

Operating Report for February 2012

Water consumption:

October	3400 Litres
November	3900 Litres
December	3600 Litres
January	4000 Litres
February	3500 Litres

Water analysis:

Test results:

- total coliform, zero
- E. Coli, zero

Safety:

- Two exterior lamps were replaced with long-life bulbs supplied by the electrician. Should this prove dependable, I will systematically change all exterior lamps for long-life.
- The fire extinguishers are being re-certified

VIHA:

- An email letter was received indicating that two water samples had been misdirected and delivered to the wrong lab for analysis. Following a short investigation, a new procedure has been created to preclude further mishaps.

Building:

- A new notice board was installed at the request of the Dr.
- Succeeding the re-painting of the lobby, the wall quilt was dry cleaned and re-installed.

Respectfully,
Brian Crumblehulme

Mayne Island Improvement District
Mayne Island Fire Rescue Service

Report on February 2012 statistics

Website Statistics

mayneislandfire.com February 2012					
Summary					
Reported period	Month Feb 2012				
First visit	01 Feb 2012 - 04:55				
Last visit	29 Feb 2012 - 23:43				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	320	616 (1.92 visits/visitor)	1,240 (2.01 Pages/Visit)	10,494 (17.03 Hits/Visit)	812.94 MB (1351.37 KB/Visit)
Not viewed traffic *			1,302	2,801	163.68 MB

miidonline.com February 2012					
Summary					
Reported period	Month Feb 2012				
First visit	01 Feb 2012 - 00:11				
Last visit	29 Feb 2012 - 23:32				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Viewed traffic *	240	454 (1.89 visits/visitor)	765 (1.68 Pages/Visit)	3,584 (7.89 Hits/Visit)	568.29 MB (1281.78 KB/Visit)
Not viewed traffic *			949	3,626	389.40 MB

E-news Update

Email newsletter [February 2012]	
Subject Line	
Date/Time Sent	n/a instruction/copy not received for publishing
Total Recipients	