

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Friday, Nov 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, Tracey DeRousie, Bob McKinnon, Dean MacKay  
MICHA Chair: Cilla Brooke. Staff: Administrator: Gerrie Wise; Finance Officer:  
Katherine Somerville; Fire Chief Steve DeRousie, Captain Kyle Stobart

**ABSENT with Notice:** no-one

**GUESTS, MEMBERS OF PUBLIC PRESENT:** Judy Taylor, Pat Seebach

**AGENDA**

Trustee Tracey DeRousie would like to add Policy Development. It was agreed that it will be discussed under the Administrator's report dealing with Policies.

**MOTION** Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to approve the agenda as modified. **CARRIED UNANIMOUSLY**

**PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:**

**Correction to Minutes: p. 2**

The wording of the Motion regarding the appointment of a Returning Officer should read: "MOTION moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to appoint Tom Moore as the Returning Officer when the documentation and planning for the Referendum is completed. **CARRIED UNANIMOUSLY**"

**MOTION** Trustee Gary Akey moved and Trustee Tracey DeRousie seconded the motion to approve the Minutes from Board Meeting of Oct 19, 2012 as corrected. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

a. The progress on the proposed Property Purchase was updated by the Chair, Trustee David Maude. Trustee McKinnon asked if there was a Completion date yet. Chair replied there has been no report from the Realtors regarding the date when the Offer is to be presented to the Court. The Administrator and the Chair explained that the Improvement District has involved our lawyer, Paula Bosenberg, who is looking after the District's interests in this matter.

**Q.** Judy Taylor asked the nature of the transaction being discussed.

Chair, Trustee David Maude explained that the Board has presented an offer to purchase a 90 foot strip of the property on the west side of the MIID property, which is for sale. The amount offered by MIID is \$50,000. It is the intent of the Board to add the

property to the land presently owned in order to provide room for a new hall, parking or other requirements in the future.

**Q.** Judy Taylor asked if this decision has to go to the public.

The Chair replied that it did not have to go to the public for a vote. The Board has passed a motion so this is now a public process and any questions are welcome.

b. Policies: The Chair asked the Administrator to introduce the three policies brought to today's meeting. The policies were sent to the Board by email and included in their packages today.

Trustee Bob McKinnon would like to bring the balance of the unconsidered policies (sent to the Board in August) to the December meeting for consideration and consider the three policies brought forward by the Administrator today.

The Chair asked Trustee DeRousie for her concerns at this time: Trustee Tracey DeRousie read a short report<sup>1</sup> regarding the development of Policies for the Improvement District and the role of the Board of Trustees and quoted the Local Government Manual to explain the role of the Trustee and reminded the Board of the comments Glen Sanders made regarding the importance of prompt policy development in his Audit of the Fire Department. She suggested enlisting the aid of someone to assist to develop the role of Trustees and the making of Improvement District Policy. Trustee MacKay asked if the Trustee's handbook covered these issues.

Trustee DeRousie then explained the handbook was not very helpful with details and read various portions from the handbook regarding the role of the Trustee.

Trustee Bob McKinnon explained his experience with the Chamber of Commerce in Camrose. By law, the members of the Chamber must review their policies on a regular basis, so committees were struck to comply with this process.

Trustee DeRousie explained that since each Board member must learn the job when elected, she suggests asking a facilitator to assist with the development process.

Chair, Trustee David Maude asked who Trustee DeRousie has in mind. Trustee Tracey DeRousie suggested Carol Munro who has volunteered her services. Trustee's MacKay & Akey requested the discussion continue in camera.

- 1) Reimbursement of Expenses Policy<sup>2</sup> (and Form): The policy was discussed and some slight modifications were made and agreed upon.

**MOTION:** Moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to adopt the Reimbursement of Expenses Policy.

**CARRIED UNANIMOUSLY**

- 2) Credit Card Policy<sup>3</sup>: The policy was discussed and small corrections were made to make reference to the Purchasing Policy.

**MOTION:** Moved by Trustee Bob McKinnon and seconded by Trustee Tracey DeRousie to adopt the Credit Card Policy.

**CARRIED UNANIMOUSLY**

- 3) Approval of the Purchasing Policy was deferred to the December Board meeting. The Board will meet informally to review this and the other outstanding policies and bring them to the December meeting.

---

<sup>1</sup> DeRousie Report of Policy Development

<sup>2</sup> Reimbursement of Expenses Policy

<sup>3</sup> Credit Card Policy

## **CORRESPONDENCE:**

- a. VIHA inspection report & License: A permit to operate the water system at the BCAS station has been granted to MIID. VIHA is the overseeing body. An Inspection report has also been received pointing out the requirement to hire a licensed operator and developing an Emergency Plan. The Administrator recommended the hiring of a licensed Operator & the development of an Emergency plan. Trustee McKinnon will be dealing with the issue when negotiating with the Province to renew the lease in February.
- b. Ombudsperson – Province of BC - A manual titled: "Open Meetings" has been received. Each Trustee has been given a printed copy. Trustee Tracey DeRousie asked if the manual applies to Improvement District since the manual is confusing on this issue. The Chair spoke to this issue of confusing and conflicting Acts which cover Improvement Districts. He stated he believes MIID and the Board should consider the manual as a guideline for best practices and that we should embrace and respect this document. "Let's work with it."
- c. BC Ferries Corp – a schedule of their upcoming Community consultative meetings was received: Dec 3 from 5 to 8 PM at the Community Centre. Everyone was encouraged to attend.
- d. A letter from Mrs. M. Worrall regarding the stoves at the school being unsafe was received. Since Commercial inspections are not presently a service included in the service provision policy, the Fire Chief is not authorized to inspect.

The Fire Chief did make an informal inquiry of the Maintenance Person. Trustee Akey believes that Mrs. Worrall should send the letter to the School District. He suggests returning the letter to her with that explanation. Trustee MacKay is concerned there may be a liability issue for MIID and suggested the MIID send a letter to the School District. He is concerned about the MIID position should there be an incident involving the stoves at the school. The Fire Chief explained some of the considerations regarding starting Commercial inspections. The onus is on the owner to make premises safe. Once the responsibility is taken by the Fire Department to do a commercial inspection, it may then be considered a requirement to do an annual full inspection. The Chair expressed his concern for the safety of the children at the school and asked if some compromise could be reached where the school kitchen only was inspected in this instance. Trustee McKinnon explained that could still set an unwanted precedent for the annual inspection and other commercial inspections.

- Q.** Judy Taylor I understand these stoves are only 2 years old. Shouldn't the School Board hire an electrician to inspect the stoves? The electrician should then verify whether the stoves are safe.

There was a general consensus that a report in writing should be given to MIID to ensure the safety of the stoves in question.

**ACTION** Trustee McKinnon was asked to work with the Fire Chief to make certain the maintenance person at the school pursues this matter.

**ACTION** Trustee McKinnon asked that a letter be written to Mrs. Worrall thanking her for her concerns, and including the following:

"As the Fire Chief has informed you, it is not part of our mandate to do Commercial Inspections. In this matter, the school maintenance has been asked

to check into the safety of the stoves in question. He has been asked to report his findings back to the Fire Chief. If you don't receive satisfaction we would encourage you to bring the matter to the School District".

The Board Members requested a cc to the School District.

**FINANCE REPORT** – Trustee Gary Akey

Trustee Akey referred to the Bookkeeper's Report<sup>4</sup> - attached – Katherine presented her report. Trustee Akey explained that the transfers into Reserves will be done next week.

**Q.** Trustee Tracey DeRousie expressed her concern that several Health Centre tax late payment penalties have been written off. The late penalty is assessed on those tax accounts still outstanding after July 31<sup>st</sup>. Katherine explained the figures involved and further explained that the majority of write-offs are made in the month of August. She suggested a specific policy regarding write-offs given by the Board would be very helpful.

The Chair suggested a policy be developed.

Trustee DeRousie is very concerned that all penalties should be collected, particularly when we may have to collect a Fire hall tax in the future. The charge is a legitimate charge due the local Government and taxpayers owe that money to their Community members. Chair asked if the penalty can remain on their statement for the coming year. Katherine answered that is possible. The Administrator pointed out that the Province does not forgive penalties.

**ACTION** The Board will consider along with the other policies for next month, but a draft policy was not required at this time. Trustee DeRousie asked if it is legal to write off the penalties since the charge is part of a legally passed bylaw.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Dean MacKay to accept the Bookkeeper's report and Finance Report

**CARRIED UNANIMOUSLY**

**REPORTS**

a. Management: Chair David Maude: The Chair reported that work has been done with realtors and lawyers regarding the property purchase next door.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Bob McKinnon to accept the Management Report.

**CARRIED UNANIMOUSLY**

b. Administrator's Report: Gerrie Wise

- i. Bylaw – Auth to Execute Agreement regarding the BCAS lease was deferred until further negotiation has been done. The bylaw will be passed at a time when the lease is completed.
- ii. Policies – Two were passed under earlier business in this meeting
- iii. Referendum/Borrowing Info was sent out earlier in the month. The Administrator pointed out the information regarding the long-term borrowing related to the building of a new fire hall. The Chair asked if Trustee Akey would investigate loan rates and terms. Trustee Akey suggested it would be best if 3 quotes were obtained based on borrowing 2 million dollars.

---

<sup>4</sup> Bookkeepers Report  
Board of Trustees MIID  
Meeting Minutes  
Friday, Nov 16, 2012, Approved Dec 10, 2012

Also, comparisons need to be made with the Government's rate including their annual fee of \$5000 and the collection fee of 5.5%. Trustee Akey believes that the figures should be ready for January.

- iv. Meeting Schedule for 2013 (& December) was discussed with the object of changing the meeting day to Monday. The Finance Officer must attend at her other job at the Medical Lab on Tuesday and Friday mornings. The Members agreed to set the meeting date as the 2<sup>nd</sup> Monday of the month with the 3<sup>rd</sup> Monday being set if there was a Stat holiday on the 2<sup>nd</sup> Monday. Katherine and Cilla Brooke thanked the Board Members for their flexibility; the Board responded that the additional lab day on Friday is an important service for the Community and they are happy to assist with the date change.

**ACTION** The Administrator will circulate the calendar for 2013 and will also notify Alea for the Mayneliner and change the website. December's meeting will be held on Monday Dec 10<sup>th</sup>

- v. The Administrator gave additional information to the Board Members regarding "Due Diligence" - Employer's responsibility for workplace safety, and "Drinking Water Act and Regulations" regarding regulations applying to the MIID Water systems.

Trustee MacKay asked about the relevance of the documents and whether any liability issues arise.

The Administrator explained briefly that the ultimate responsibility does rest with the Board and the Trustees should be aware of the regulations and responsibilities. Trustee McKinnon asked if any new policies needed to be developed around these issues; the Administrator stated that she believes at present the various duties have been delegated to the Fire Chief and herself.

**MOTION** It was moved by Trustee Tracey DeRousie and seconded by Trustee Dean MacKay to accept the Administrator's report. **CARRIED UNANIMOUSLY**

- c. Fire Chief's Report<sup>5</sup>- attached- was presented by Fire Chief Steve DeRousie. He added the following comments:

- The new skid-unit will probably be stored in one of the existing container units.
- The WITS & LEEDS programs have started in partnership with the RCMP at the school dealing with the issues of life skills and anti-bullying.
- The Department will take place in Santa ship on Dec 8<sup>th</sup>, and the Christmas Lights parade on Dec 15<sup>th</sup>.
- Ads are ready for Alea for the Dec 1<sup>st</sup> Mayneliner
- VIHA report re: water tests at BCAS & fire hall showed L1 rating. (Nothing detectible)
- Criminal Record Checks are now required for Firefighters. This is a Provincial regulation for all Volunteers who deal with "vulnerable" persons. This includes 1<sup>st</sup> Responders and anyone who may work in the school. The process to complete the Criminal Record Checks will begin in January. There may be some additional expense. The Administrator is working with the Fire Chief to develop a letter to the RCMP in order that their fees of \$25 are waived for

---

<sup>5</sup> Fire Chief's Report  
Board of Trustees MIID  
Meeting Minutes  
Friday, Nov 16, 2012, Approved Dec 10, 2012

volunteers. The fingerprinting process may cost an additional \$75 in some cases where “electronic” prints are required.

Trustee MacKay stated he was pleased to see Captain Kyle Stobart attending the meeting.

**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 Occupational Health and Safety Meeting –minutes are kept on file in the binder in the Administration Office for review by the Board. The latest minutes from October were distributed for review by the Board.

**MOTION** It was moved by Trustee Bob McKinnon and seconded by Trustee Dean MacKay to receive the Minutes of the Occupational Health and Safety Meeting. **CARRIED UNANIMOUSLY**

e. MI Health Centre

- i. Health Centre Operations Report<sup>6</sup> – S. DeRousie presented his report.
- ii. MIHCA Liaison: Cilla Brooke reported that the Medical Lab is now open two days per week on Tuesdays and Fridays mornings. Flu clinic was successful with 220 attending. The Doctor has vaccine for others to attend the clinic for flu shots. Strategic planning meeting was held this week dealing with ways to provide sustainable Health Care in the coming years for all the Islands. The “self-serve” hearing assessment booth is downstairs at the Health Centre until Nov 23<sup>rd</sup>. The Audiologist will attend on the 23<sup>rd</sup> and assess those who need it and will be making more frequent visits in the future. 1<sup>st</sup> Aid course will be held Nov 28<sup>th</sup> registrations are open. Building permit to start building should be available for construction start next week.

Q. Trustee McKay asked how reduced ferry service would affect health service provision on Mayne.

Ans. Cilla Brooke answered that some Care Providers do come on the Nanaimo from Salt Spring in the morning; otherwise there are no concerns for care provision. However, if patients need any off-island services, reduced ferry schedules will make appointments and out-patient care difficult for those people.

**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: Trustee Bob McKinnon: reported that he has started to negotiate the Lease. The Ministry has indicated their intent to renew. He is contacting the BCAS Operations Manager, Ken Bowes for a discussion of the requirements of BCAS. Following that call he will contact the Real Estate Services Department of the Ministry for adjustments to the lease.
- b. Communications: Chair David Maude:
  - i. Chair indicated the Report on Website Statistics, Hardware and Software<sup>7</sup> (attached) provided by Steve DeRousie.

---

<sup>6</sup> Health Centre Report - DeRousie

<sup>7</sup> Website/hardware/Software Report

- ii. Mayneliner Article for Dec 1, 2012 (DEADLINE Nov 20): The Chair asked for any suggestions and will send an article to Alea

**ACTION NOTE:** Administrator will contact the Mayneliner to add the December Board meeting to the Calendar and changes for 2013.

**Q.** Pat Seebach reported a problem with the Fire Department website.

**ACTION NOTE** The Chair directed Steve DeRousie to check the concern and repair as necessary.

- c. Fire Department: Trustee McKinnon – The public does need to know that our Department is presently understaffed and that recruitment is very important. An article should be prepared for the January Mayneliner. The Board was reminded that the January deadline is Dec 10<sup>th</sup>  
The MIID Board has presented a Contract to Steve DeRousie who is presently reviewing it.

- d. FOIPPA: Chair David Maude: no requests were received

- e. Government Liaison: Chair David Maude: nothing further

- f. Health Centre Operations & HC Association, ER Expansion Committee:  
Trustee Gary Akey reported that engaging Electrical Engineer was required to assess the total draw in the Health Centre for this construction. It was determined that the Health Centre was at the top of the amount allowable. Trustee Akey explained that they were trying to move the loads around inside the Health Centre. They were hearing about heating issues, and one of the biggest draws is the electrical furnace. An assessment of the heating system was done this past week. They found that the electric furnace is only functioning at 75% capacity so there is going to have to be some repairs. As the equipment is 21 years old, we have now asked for a quote for the replacement of the existing furnace and add a heat pump to save money ongoing. This would require an investment of approximately \$20,000 from MIID Health Centre building Reserves.  
The HC Building Reserve has sufficient funds to cover the expenditure. A bylaw should be brought to next month's meeting for that withdrawal, so that during construction, this gets done seamlessly and that the upgrades to the heating system are done at that same time and only disrupting the Health Centre operations once. We have also discovered circulation problems and we want to include a HEPA filter.  
Chair asked if the heat pump would take care of the cooling in the summer. Trustee Akey stated that the new Emergency Treatment room would be cooled, but the amount of area which can be cooled would depend on the size of the heat pump.

- g. Human Resources: Trustee Dean MacKay – nothing to report

- h. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie- nothing to report.

- i. Fire Hall Committee: Trustee Bob McKinnon – The committee meets regularly, however they do find it difficult to move forward with a site plan until the details of the purchase of the property next door are finalized. The Fire Chief presented 2 suggested floor plans to the committee. A one and two storey version was submitted for the committee's consideration. The one story version has a larger footprint but less square footage. The three contractor/suppliers who have been short-listed will be asked to supply an approximate price difference between the two footprints for the committee to have a basis for comparison. Further details will be covered in the "in camera" meeting.

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

**OTHER BUSINESS:** none

**NEW BUSINESS:** none

**QUESTIONS FROM GUESTS:** none

**IN CAMERA:**

**MOTION** Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to go into "In Camera" session at 10:59AM **CARRIED UNANIMOUSLY**

**The Guests and Katherine Somerville, Captain Kyle Stobart and Fire Chief Steve DeRousie left the meeting.**

**NEXT TRUSTEES MEETING DATE/S:**

Regular Board Meeting - Upstairs Multipurpose Room, Fire Hall -  
**December 10, 2012 – 9:00 AM**

**ADJOURNMENT:**

Following the In Camera meeting, the Meeting was adjourned at 11:21 AM by motion made by Trustee Bob McKinnon.

Approved:

\_\_\_\_\_  
David Maude, Chair

\_\_\_\_\_  
Date:

Recorded and presented by:  
Gerrie Wise, Recording Secretary