



## **Mayne Island Improvement District**

### **Meeting of the Board of Trustees**

**Date: Tuesday, May 17, 2016**

**Time 1:00 PM**

**Location: Meeting Room, Fire Hall, 520 Felix Jack Road**

#### **CALL TO ORDER:**

The meeting was called to order at 1:00 PM by Chair, Trustee Cilla Brooke

#### **PRESENT:**

Trustees: Cilla Brooke, Chair; Dereck Atha, Brian Dearden, Sean Skiffington, Bob Soper;  
Staff: Corporate Administrative Officer (CAO): Katherine Somerville; Fire Chief Steve DeRousie.

**ABSENT WITH NOTICE:** Recording Secretary: Gerrie Wise

**GUESTS, MEMBERS OF PUBLIC PRESENT:** Tracey DeRousie

#### **AGENDA – Additions, Approval**

- CAO: 1) under Correspondence:
- Islands Trust regarding proposed bylaws
  - removed Document Retention from the Ministry of Communities
- 2) Under Business Arising from Previous Meetings/Minutes:
- Mutual Aid Agreement
- 3) Added to in-camera:
- Incident Reports

Trustee Brooke: - Personnel

Trustee Skiffington - fire hall completion status

Fire Chief: - Personnel

**MOTION** Trustee Atha moved and Trustee Dearden seconded the motion to approve the agenda as amended. **CARRIED UNANIMOUSLY**

#### **PREVIOUS MINUTES OF BOARD MEETINGS:**

**MOTION** Trustee Dearden moved and Trustee Brooke seconded the motion to approve the Minutes from the Board Meeting of April 15, 2016 as circulated. **CARRIED**

**MOTION** Trustee Soper moved and Trustee Skiffington seconded the motion to approve the Minutes from the Board Meeting of April 28, 2016 as circulated. **CARRIED UNANIMOUSLY**

#### **BUSINESS ARISING FROM PREVIOUS /MEETINGS/MINUTES:**

1) Bylaw 165 Meeting Procedures – Chair: Trustee Brooke  
The Chair reminded all of meeting procedures.

2) Lease with CRD – Emergency Program – K. Somerville, CAO  
The CAO introduced the draft Lease agreement with CRD for the premises in the new fire hall and on the Health Centre grounds used by the Emergency Program and asked for a Motion of approval to present the Lease to CRD. The amount of rent is based on the square footage of space made available and is comparable with rates charged to Island Health for similar size space at the Health Centre. After the terms were discussed by the Board, the Chair called for a motion.

**MOTION** Moved by Trustee Soper and seconded by Trustee Atha to approve the CAO to present the CRD with this Lease.  
**CARRIED UNANIMOUSLY**

3) Committee Terms of Reference: Trustee Brooke explained that Motions are required to follow up the discussion at the re-organization meeting of the Board April 28, 2016.

**MOTION** Moved by Trustee Dearden and seconded by Trustee Atha to rescind the present Committee Terms of Reference Policy (dated July 14, 2014).  
**CARRIED UNANIMOUSLY**

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Dearden to approve the Committee Terms of Reference Policy<sup>1</sup> (dated May 17, 2016).  
**CARRIED UNANIMOUSLY**

#### 4) Mutual Aid Agreement

The Fire Chief presented the Mutual Aid Agreement renewal proposed by CRD, including Salt Spring, Pender, North & South Galiano and now adding Saturna. The Fire Chief noted that a responding agency is not eligible for re-imbursement for responding to a call for assistance from a Mutual Aid party. The Fire Chief then recommended the Board to approve the agreement as submitted.

**MOTION** Moved by Trustee Dearden and seconded by Trustee Atha to accept and sign the Mutual Aid Agreement as presented.  
**CARRIED UNANIMOUSLY**

#### **CORRESPONDENCE:**

Islands Trust's request for comments on recent proposed bylaws regarding Short Term Vacation Rentals was discussed. The CAO explained that it is generally not within the mandate of the Improvement District to comment on Island Trust bylaws. Responding to a question from the Board, the Fire Chief explained that Mayne Island Fire department will do Commercial inspections "by invitation" only, so mandatory inspections (for compliance with building regulations) are not a role of this department at this time. The Board instructed the CAO that a response to the Island Trust email is not required as MIID's interests are unaffected by these bylaws.

#### **CORPORATE ADMINISTRATIVE OFFICERS REPORT**

The CAO presented the Balance Sheet & Budget vs Expenses Report, and Administration Report<sup>2</sup> Property owners with Health Centre Taxes in Arrears were sent Registered letters requesting payment. A short explanation of items on the Health Centre budget was given.

**MOTION** Moved by Trustee Dearden and seconded by Trustee Skiffington to approve the CAO Report.  
**CARRIED UNANIMOUSLY**

#### **REPORTS**

a. Management: Chair: Trustee Brooke reported that she met with the past Chair, Bob McKinnon, to discuss any information relating to the completion of the fire hall build. The Chair also met with the new Trustees briefly to review their roles and responsibilities. A letter was sent to the contractor, Liberty Contract Management, to confirm that all correspondence regarding the fire hall build is now to come to the CAO at MIID and Trustee Skiffington. The Chair also worked with the CAO on the CRD Lease and with Staff to prepare for the Orientation meeting.

**MOTION** Moved by Trustee Atha and seconded by Trustee Soper to accept the Management report.  
**CARRIED UNANIMOUSLY**

b. Fire Chief's Report<sup>3</sup> (attached) Fire Chief Steve DeRousie presented his report and highlighted one incident which resulted in a small amount of property damage. He reported that two MVI's on

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<sup>1</sup> Policy: Committee Terms of Reference May 17, 2016

<sup>2</sup> Administration Report

<sup>3</sup> Fire Chief's Report

a recent weekend, both involving helicopter medi-vac took up a significant amount of personnel time.

The “I am responding” app. appears to have reduced hours paid for alarm response; however, practice hours are up, which is gratifying and may be a positive result of the app.

The Fire Ban was implemented at 1:00 PM on May 8<sup>th</sup>. (Mother’s Day)

BCAS has approached the Chief regarding connecting the BCAS building to the generator for emergency power supply as has been planned for several years.

The Chief explained the terminology: “satisfactory attendance levels”. He also explained the Fire Ban criteria, and mentioned that some communities follow the CRD bylaws, while Mayne Island and Salt Spring, as Improvement Districts, allow their Fire Chief the authority to issue fire bans, superseding those of the Province. In all cases the most stringent regulation applies.

**MOTION** Moved by Trustee Dearden and seconded by Trustee Skiffington to accept the Fire Chief’s Report  
**CARRIED UNANIMOUSLY**

c. Report from Occupational Health and Safety Committee<sup>4</sup>:

The minutes of the meeting of April 5, 2016 were circulated, and the Fire Chief reported:

- the Truck bay door sensor has been checked and is WorkSafe compliant. (Item 4 (a) i).
- the Fire Sprinkler Pump area needs to be enclosed to prevent falls into the equipment.
- the “near-miss” incident was noted.
- the disciplinary process was reviewed by the committee

**MOTION** Moved by Trustee Skiffington and seconded by Trustee Atha to accept the OHSC Report.  
**CARRIED UNANIMOUSLY**

d. MI Health Centre Report<sup>5</sup>:

The CAO presented the report and log from the Health Centre Manager.

**MOTION** Moved by Trustee Soper and seconded by Trustee Dearden to receive the Health Centre Report.  
**CARRIED UNANIMOUSLY**

### **COMMITTEE REPORTS**

- a. Fire Department: Trustee Skiffington – nothing to report at present
- b. Finance Committee: Trustee Brooke – nothing to report at present
- c. Health Centre & HC Association: Trustee Soper- nothing to report at present
- d. Human Resources Committee: Trustee Atha – nothing to report at present

**MOTION:** Moved by Trustee Soper and seconded by Trustee Skiffington to accept the Committee Reports.  
**CARRIED UNANIMOUSLY**

### **OTHER BUSINESS:**

Communications: An article for Website/Mayneliner will be submitted by the Chair and the CAO. The article will be circulated to the Trustees prior to being submitted to Alea.

### **NEW BUSINESS:**

The Fire Chief presented Incident Reports regarding an Open Burn Response and a Hazmat Response and a recommendation for a cost recovery billing.

**MOTION** Moved by Trustee Soper and seconded by Trustee Dearden to table the matter until after the discussion “in-camera”.  
**CARRIED UNANIMOUSLY**

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<sup>4</sup> Minutes of OH&S Committee April 5, 2016

<sup>5</sup> Health Centre Manager Report & Log

Board of Trustees MIID Meeting Minutes

Tuesday, May 17, 2016, Approved June 21, 2016

**NEXT BOARD MEETING DATE/S:**

Tuesday, June 21, 2016: 1:00 PM Regular Board Meeting- Fire Hall Meeting Room

**QUESTIONS FROM THE GUESTS:**

None were offered and the Chair thanked the guest for coming.

**MOTION TO GO IN CAMERA**

**MOTION** Trustee Soper moved and Trustee Skiffington seconded the motion to go into "In Camera session" at 2:26 PM. **CARRIED UNANIMOUSLY**

Following the In Camera portion of the meeting, the regular meeting was reconvened:

**NEW BUSINESS – reconvened**

Lifted from "in Camera" portion of the meeting:

**MOTION** Trustee Skiffington moved and Trustee Atha seconded the motion to lift all Motions to the regular Board meeting as new business. **CARRIED UNANIMOUSLY**

**MOTION** Trustee Dearden moved and Trustee Soper seconded the motion to support the Fire Chief's recommendation to send a Cost Recovery Invoice to the party involved in the incident "16-01413 Open Burn" as submitted.

**CARRIED with Trustee Skiffington opposed**

**MOTION** Trustee Atha moved and Trustee Soper seconded the motion to support the Fire Chief's recommendation not to send a Cost Recovery Invoice to the party involved in the HazMat spill Response. **CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

The Board meeting was adjourned at 3:55 PM by motion made by Trustee Atha.

Transcribed from recording by: Gerrie Wise, Recording Secretary

Approved:

\_\_\_\_\_  
Priscilla Brooke, Chair

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

# **Mayne Island Improvement District – Policy Manual**

## **Committee Terms of Reference**

### **Overview** *(Source: Improvement District Trustee's Handbook)*

The Board of Trustees of the Mayne Island Improvement District (MIID) may create committees from time to time to reduce workload or obtain expertise from persons other than trustees or employees. There are two types of committees: a select committee and a standing committee.

Committees may consist of members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the board as a whole.

The role of all committees and their purpose must be clearly defined by the Board.

Committees are purely advisory; and the board is ultimately responsible for making all decisions considered by committee. The Board is not obligated to accept the committee's advice.

Suggested Committee definitions

### **Finance Committee**

The committee will work with the Corporate Administrative Officer on financial matters such as budgeting, corporate purchases other than budgeted items.

- The committee will review, develop and making recommendations to the board on issues relating to finances.
- The chair will be designated as a signing officer for the MIID financial institution.

### **Health Centre Liaison Committee**

Working with the Corporate Administrative Officer, the committee will be responsible for reviewing, developing and making recommendations to the board on issues relating to the Health Centre and operations, such as:

- Liaison with MIHCA.
- Coordination of major maintenance / building upgrades or construction projects.
- Lease negotiation with tenants.

### **Fire Department Liaison Committee**

Working with the Fire Chief and CAO, the committee will be responsible for reviewing, developing and making recommendations to the board on issues relating to the Fire Rescue Service and helipad operations.

## **Human Resources Committee–**

Working with the Corporate Administrative Officer, the committee will be responsible for reviewing, developing and making recommendations to the board on issues relating to staff

- To ensure that existing employment contracts are functional and appropriately written to incorporate current legal requirements as pertains to the MIID and the contractor.
- Assist staff to develop and negotiate new contracts of employment as required.
- To ensure that existing job descriptions reflect the present reality of the position.
- To assist staff in developing new job descriptions as required.
- To conduct annual employment reviews of the MIID staff in association with another appropriate staff and/or Board member.
- To recommend and develop policies with regard to
  - employee safety
  - employee conduct
  - resolving personnel conflicts
  - employee discipline
- To advertise MIID staff position vacancies, arrange and be involved in the interview of candidates with another appropriate staff and/or Board member



# Mayne Island Improvement District

## ADMINISTRATIVE REPORT

### Health Centre Tax Summary

2016 Health Centre and Heliport tax notices have been printed and are being prepared for mailing this week. Taxes are due July 4, 2016 the same date as the Provincial Rural Property Taxes.

There are currently 11 delinquent properties, delinquent properties are properties that have taxes unpaid for 24 months or longer. Registered letters were sent to these property owners today reminding them taxes are due July 4<sup>th</sup> and if payment is not received by this date the District will be forced to begin the tax sale process. All fees associated with this action can then be charged back to the individual properties.

Arrears, Delinquent and Credit Balances as at May 10, 2016		
	# of Prop's	Amount
Current Yrs	1565	88136.28
Current Arrears		
Interest and penalties incl.	167	2,566.41
Delinquent Arrears		
Interest and penalties incl.	25	989.45
Credit Balances	16	(421.69)
Net Owing		91,270.45

I have been in discussions with Ian Elliot, *Electoral Area Emergency Services Coordinator* for the CRD. He understands the Board is working to put together a draft lease agreement with the CRD for the use of the offices and storage space at the fire hall. He has offered his assistance and provided details regarding similar arrangements with other Districts. A copy of the draft document for discussion will be provided prior to the meeting for discussion at the Board meeting.

The Districts' extended health and dental plan renewal has been received. Each year on June 1 the premiums change according to usage and number of members participating in the plan. This year the plan premiums will see an overall increase of 1.4%.

Under the operational guideline #5.06.01 the District allows use of the meeting room for certain types of events at no fee. It has come to our attention recently that we may need to adjust this policy as we have found that not all guests are respectful of the use of the facility. The Fire Chief and I are reviewing the meeting room policy in order to ensure appropriate use of the facility.

Respectfully,

Katherine Somerville  
Corporate Administrative Officer



# Fire Department Report

To: **Board of Trustees**  
 CAO K.Somerville  
 From: Fire Chief Steven W. DeRousie  
 CC: File  
 Date: Tuesday, May-17-16  
 Re: April 2016 Fire Department Activity Summary



**Mayne Island Fire Rescue**  
 Volunteers Serving the Community

## Alarms: 13

There were thirteen incidents responded to by firefighters in April 2016 including residential alarm bells to a property requiring the fire department to force entry to determine there was no fire. This ended with all involved safe with minor loss incurred due to the false alarm (good intent). There were two motor vehicle incidents the weekend of April 14-16, one of which RCMP have publicly reported as alcohol being a factor. For each of these MVI's, the emergency med-evac heliport was used by the BCAS helicopter. Closing the month of April, the fire chief responded to a large open burn on Dinner Bay Road that was not permitted. This fire was extinguished by the fire department for being in contravention of the requirements for land clearing open burns as laid out in bylaw #161.

Date	Time	Pager	Type	Members/Units
04/04/2016	02:05 am	633	FIRE Alarm Bells - Residential	10 <sup>4</sup> E2, T3
04/06/2016	06:37 am	634	EMA Medical D	3 <sup>4</sup> U1
04/09/2016	19:22 pm	634	EMA Medical C	4 <sup>2</sup> U1
04/11/2016	11:01 am	634	EMA Medical D	4 <sup>3</sup> U1
04/14/2016	19:59 pm	633	MVI Single Vehicle	15 <sup>3</sup> E2, E1, T3
04/15/2016	07:55 am	633	Assist RCMP	5 <sup>4</sup> E2
04/16/2016	12:36 pm	634	Assist BCAS	5 <sup>3</sup> U1
04/16/2016	23:00 pm	633	MVI Single Vehicle	11 <sup>2</sup> E2,E1,T3,U1
04/24/2016	07:22 am	634	EMA Medical C	4 <sup>2</sup> U1
04/27/2016	07:48 am	635	D/O Open Burn/Audible Explosion	1 <sup>2</sup> U1
04/28/2016	11:54 am	634	EMA Medical D	3 <sup>3</sup> U1
04/28/2016	14:22 pm	634	EMA Medical D	4 <sup>3</sup> U1
04/29/2016	11:09 am	633	FIRE Open Burn/Land Clearing	10 <sup>4</sup> E2,E1,U1

## Response Time Analysis

There was 1 Structure Fire alarm in April which was not met within 4-in-14 response times. The Fire Department arrived on scene within 15 minutes for 70% of calls received. For a rural volunteer department this is a reasonable expectation and performance statistic.

April 2016	< 5 minutes <sup>1</sup>	5 - 10 minutes <sup>2</sup>	10 - 15 minutes <sup>3</sup>	> 15 minutes <sup>4</sup>
Fire Alarms:				
Other Alarms:	0 0%	4 30%	5 40%	4 30%

## Member Attendance for Officers, Firefighters, and Fire/Rescue Auxiliaries:

Department members put in twice the number of hours responding to twice as many calls this April (203 hrs) compared to April 2015 (107 hrs). The residential alarm bells, two motor vehicle incidents, and prohibited large open burn accounted for the majority of hours put in by the firefighters.



Alarm attendance has dropped overall due to firefighters using the lamResponding app, while practice attendance has improved from the previous months.

For alarms - 4 members have exemplary attendance, 9 are satisfactory, 7 are below satisfactory level.

For regular practice - 13 members have exemplary attendance, 3 are satisfactory, 4 are below satisfactory level.

April	2016 Alarms/ hrs		2015 Alarms/ hrs		2016 Practice/ hrs		2015 Practice/ hrs	
Officers attendance	13/	101	7/	45	4/	46	4/	43
Firefighter attendance		69		44		65		40
F/R Auxiliary attendance		33		18		43		44
Totals		203		107		154		128

## Personnel

The fire department proposal for a Spring volunteer firefighter intake has generated some interest, four hard copy applications have been received to date.

As the high risk fire danger season has arrived early this year, the department will be focusing on wildland response throughout the remainder of May and June. This will include special training at the Officer level. Attendance levels at regular practices remains high with 80% of the members attending regularly. Attendance to calls is highly dependant to the type of call: Fire, Hazmat, and MVI calls are well attended due to the nature of these types of incident while EMA and Assistance calls typically require only 4 personnel to manage so fewer members will respond due the information provided through the lamResponding app.

There is no change to our personnel numbers for April:

Total Personnel	NFPA Firefighter 1&2	F/R Auxiliary	FF Recruit
April: 22	14	6	2

## Fire Apparatus and Equipment

Apparatus and equipment are operating normally. Surplus 2.2 SCBA equipment has been traded in for newer 4.5 SCBA and is use on Engine 2. Ready Racking has been shipped back to Illinois for credit. Forestry firefighting gear and equipment has been prepped for the summer fire season.

## Administration and Operations

The Fire Ban was implemented on May 8<sup>th</sup> this year. This is very early in the year, the last time it occurred this early May 14<sup>th</sup> 2006, a full ten years prior. The decision to close open burning is determined by the Canadian Forest Fire Danger Rating System (CFFDRS) rating for the local area. The CFFDRS combines the Fire Weather Index and Fire Behaviour Prediction readings into a single numerical digit which relates to 5 danger classifications: low to extreme. When the CFFDRS reaches "High" fire danger rating, our Improvement District Bylaw No. 161 requires open burning to be banned on Mayne Island.

The forestry skid unit will be loaded on Utility when or before the fire danger reaches "Extreme" rating, weather dependant and practice sessions are underway to ensure all crew expected to operate this unit and equipment are competent in its operation and functions.

## Emergency Backup Generator and Heliport

The emergency backup generator is operating normally on its weekly exercise test runs and has recently been fueled up after the winter and spring power outages. I am expecting the BCAS building will soon be connected to the unit.

There were 2 recorded med-evac helicopter flights recorded in April 2016.

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



Tuesday April 5, 2016

**Present:**

Fire Chief S. DeRousie, Chair, Captain K. Stobart, Recording Secretary, Administrator K. Somerville, Lieutenant E. Walker, FF A. Guy.

**Guests:**

None.

Meeting called to order at 12:33 hours, April 5, 2016

1. Agenda

Lt. Walker moved and FF Guy seconded the motion to adopt the agenda with additions.

**CARRIED UNANIMOUSLY**

2. Previous Minutes of the OH&S Committee Meeting:

Admin. Somerville moved and Captain Stobart seconded the motion to approve the minutes of the previous meeting held on March 9, 2016.

**CARRIED UNANIMOUSLY**

3. Fire Chief DeRousie

4. Business arising from previous minutes:

a. Workplace:

i. Fire Chief DeRousie reviewed the Workplace inspection report with the committee members. Board members voted to remove the bay door safety sensor item from the list as the installation is Worksafebc compliant. F.C. DeRousie to investigate fire code regarding fuel storage for our buildings classification.

The only other item not completed is enclosing the sprinkler pump in the ready room.

b. Training

c. Personnel

d. Operational

e. Equipment

f. Other

5. New Business:

a. Workplace:

b. Training

c. Personnel

Mayne Island Fire/Rescue Officer's  
Occupational Health and Safety Committee Meeting



d. Operational

i. Fire Chief DeRousie reviewed a near miss incident on previous weeks practice night. Investigation concluded that regular practice attendance would have resulted in increased level of skill and equipment familiarity. Discussion concluded that the officers need to encourage members to attend practice regularly.

ii. Captain Stobart reported on a near miss at a late night call. Discussion ensued on process to deal with members who demonstrate frequent unsafe behavior. Discussion concluded a three step process; verbal warning, and further action as outlined in SOG 5.01.04.

e. Equipment

f. Other

i. Fire Chief DeRousie reported that hearing testing is mandated by Worksafebc, and he will contact the audiologist and enquire about the process.

6. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: [Kstobart@mayneid.ca](mailto:Kstobart@mayneid.ca) or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday May 3<sup>rd</sup> at 12:00

**Adjournment:**

Meeting was adjourned at 13:06.

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S. DeRousie, co-chair

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E. Walker, co-chair

recorded by K. Stobart, OH&S Recording Secretary



## WISDOM ENTERPRISES LTD.

182 Spinnaker Drive  
Mayne Island, BC V0N 2J2  
Telephone: 250.539.5148  
Email: [wisefamily@shaw.ca](mailto:wisefamily@shaw.ca)

May 6, 2016

Mayne Island Improvement District  
520 Felix Jack Road  
Mayne Island, BC V0N 2J2

**Attention: Katherine Somerville, Chief Administrative and  
Financial Officer**

Dear Ms. Somerville:

**RE: HEALTH CENTRE REPORT APRIL 7 to MAY 6**

Generally speaking things continue to run reasonably smoothly. We are moving forward on finding a day that will work for all tenants to repair the various plumbing issues and a dialogue is taking place on the subject of carpet cleaning or replacing the carpet. Several wasp nests have been removed and right now this pest is under control. Finally, all the rain gutters are in the process of being cleaned out and the debris removed.

The monthly repair log is attached.

Yours truly

Jerry Wise  
Health Centre Manager

# Health Centre Repairs Log

Date: May 6, 2016

## Criteria for Priority Rating; Completion Recommendation

1. **Critical** – issue poses a safety hazard to patients &/or staff - immediate attention – within 24 hours
2. **Urgent** – if issue not dealt with further damage could ensue; or interruption to regular operation/work of staff - within 2 weeks
3. **Regular wear and tear** – operational interruption – comfort and safety of patients/staff - within 3 months
4. None of the above but **Budget** planning needed and work completed - within 12 months if budget allows

Report Date	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Date Repairs Completed	Repair Scheduling
Oct. /13	MIHCA		Long term solution to garden, extra Parking and narrow driveway.	4		Planned in 2016 Capital Budget.
Mar. /14	David Rea	Scheduling an issue.	Some panel/breakers, switches & plugs are mislabeled or not labeled. Circuits to be traced.	4		Op Budget 2016 Schedule Southern Gulf Electric to do.
Jan. /15	BCAS & Facility Mgr	Need replacing. Scheduling will be an issue.	Faucets in emergency room and Leanne's office not working correctly.	3		Final cost estimate needs budget approval.
Jun. 27	Diane	Tank will have to be drained to replace valve.	Drain valve on rain catchment tank needs repair.	3		JW to discuss with KS and arrange.
Sep. 25	Sally	Need replacing. Scheduling will be an issue.	Faucets in medications room and lab "spray" when turned on fully. (Faucets have been repaired frequently).	3		Final cost estimate needs budget approval.
Sep. 25	Leanne	To be scheduled around tenants use of building.	Areas on some walls need sanding and painting.	3		JW to do - see "comments".
Dec. 7	Sally	Potentially a large job - will be assessed once flashing removed in good weather.	Water beneath older window on inside lower floor - puddle & wall paint stained.	2		Ok to proceed with JW doing the initial work.
Jan. 5/16	Facility Mgr		2 temporary downspouts outside Community room need replacing - not attached properly.	4		JW to discuss with KS and possibly replace.
Jan. 5	Facility Mgr		Paint on trim around exterior of emerg. room door peeling off (no primer).	4		JW to discuss with KS as will have to be removed and re-painted.

Report Date	Reported or Requested by	Comments by HC Manager	Detailed Description	Priority Code	Date Repairs Completed	Repair Scheduling
Jan. 8	Jay - plumber	Valves are still attached to the gas piping and will require a plumber \ gas fitter to disconnect.	Pressure valves left behind when propane tank was decommissioned - should be stored inside building.	3		JW will coordinate this to take place when sinks fixed.
Jan. 20	Sally	A new bulb will be installed when exam room not being used. Long ladder needed.	Floodlight (double fixture) not working on side of building near doctors office exit door.	3		JW will fix - see "comments".
Jan. 20	Sally	Finding a contractor and scheduling will be issues.	All carpets need cleaning.	3		Budget approved - JW will coordinate.
Mar. 9	Sally	Will require a contractor with proper safety harness equipment to clean gutters.	All the evestroughs around the building are overflowing.	3	May 7, 2016	JW will try and find a contractor to clean the gutters.