

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Monday, January 11, 2016
Location: Meeting Room, Mayne Island Fire Hall**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair Bob McKinnon

PRESENT:

Trustees: Bob McKinnon, Chair; Sharon Hinton; Cilla Brooke; Brian Dearden
Doug Walker;

Staff: Corporate Administrative Officer: Katherine Somerville;

Admin Assistant: Gerrie Wise

Fire Chief Steve DeRousie; Captain K. Stobart

GUESTS, MEMBERS OF PUBLIC PRESENT: Tracey DeRousie

AGENDA – Additions, Approval

The Fire Chief requested adding, under Business Arising from Previous Minutes: water line to the School house. The CAO and the Chair indicated they had items for the In Camera session.

MOTION Trustee Sharon Hinton moved and Trustee Brian Dearden 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 Sharon Hinton seconded the motion to approve the Minutes from the Board Meeting of December 14, 2015 as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS MINUTES

a) Bylaw 165: Meeting Procedures Bylaw: CAO: Katherine advised that the Ministry¹ has asked for a correction to bylaw 165 in the clause allowing electronic participation in a Trustees meeting. The Bylaw was discussed

Bylaw #165 “Meeting Procedures Bylaw 2016” (repealing and replacing Bylaw 93) was introduced, reconsidered, given 3rd reading and finally passed.

MOTION: Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to pass Bylaw 165.
CARRIED UNANIMOUSLY

b) The Fire Chief was asked to provide a quote for the work to tie-in the water supply to the schoolhouse from the BCAS water System. He provided a quote from Matt Taylor to the Chair, who approved the work to go ahead. The Chief advised the work has already been done.

CORRESPONDENCE:

a) MIRRA: Four “FOIPPA” Request letters² were received Dec 17th, and a reply was prepared, signed by the Chair and mailed. Katherine reviewed several emails, phone calls and an office appointment with Wayne Peace of MIRRA. All time spent on FOIPPA requests is recorded in staff logbooks. Katherine has requested a third party release from Liberty Contract

¹ Letter from Ministry

² Letters from MIRRA & reply

Management to release the Contract to the Applicant as requested.

NOTE: After the meeting, it was learned that Liberty had declined permission.

- b) email Sean Skiffington³ requesting information regarding taxation for garbage service. A short discussion was held regarding the reply & copy of survey provided.
- c) new HC Manager introduction letter⁴ All users and Contractors at the Health Centre were provided a letter with the new Health Centre Manager contact numbers and procedures.
- d) emails Jon Collier/Chair of Board: The Chair referred Mr Collier to the Fire Chief regarding his questions about burning permits. A meeting was held between the Chief and Mr Collier and a plan of action worked out for Mr. Collier

CORPORATE ADMINISTRATIVE OFFICERS REPORT

Katherine Somerville presented her report⁵, the Balance Sheet, & Budget/Expenses reports, and asked for questions. None were put forward. She then introduced the Bylaw 169 to update the changes made to Katherine's Position.

Bylaw 169 "Officer Positions Establishment Bylaw"(repealing Bylaws 95 and 113) was introduced, reconsidered and finally passed.

MOTION: Trustee Brian Dearden moved and Trustee Cilla Brooke seconded the motion to pass Bylaw 165. **CARRIED UNANIMOUSLY**

MOTION It was moved by Trustee Cilla Brooke and seconded by Trustee Brian Dearden to approve the CAO Report **CARRIED UNANIMOUSLY**

REPORTS

- a. Management: The Chair discussed some issues regarding the new fire hall build. The storm drain system correction was briefly described. It is expected to be completed by next month. Some deficiencies inside the building were discussed and should begin next week. Other items will be covered in camera

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

- b. Fire Chief's Report⁶ (attached) Fire Chief Steve DeRousie presented his report, and reviewed various calls including the 4.7 Earthquake and fire calls. The Chief emphasized the value of the smoke alarms in connection with a structure fire on January 1, 2016. An addition to the Fire Chief's report is the response time analysis. The target time is under 14 minutes. All responses were well under that time. He reported the fragmentation containment and SCBA filling station has arrived but is not yet installed. Trustee Sharon Hinton asked if there was any difficulty obtaining water from the Mayne Inn cistern and dry hydrant system in the freezing weather. The Chief explained there was no difficulty with freezing issues due to the method of installation at the dry hydrants. More training for water connection is planned. The Chief is going to make certain the Mayne Inn is advised if the cistern is required again in the future.

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

- c. Report from Occupational Health and Safety Committee. No meeting was held; and no report filed, but the Chief reported no problems were reported to him.

³ copy email and reply Sean Skiffington with copy of Survey

⁴ Copy letters to Health Centre users & Contractor

⁵ Finance Report

⁶ Fire Chief's Report

d. MI Health Centre

- i. Health Centre Repairs: The Health Centre Manager's Report & Repairs Log⁷ (attached) was provided. The CAO summarized the report and reported that the repairs and priorities noted are covered in the 2016 budget.
- ii MIHCA- Lindsay Allan, the Chair, was absent and sent a report⁸ with Trustee Brooke. A brief review of the hours for Home Care Nursing and Mental Health Counseling was read, and a reminder to check the MIHCA website for information. Ron Willick will be installing a notice board on the outside of the Health Centre at the front door. Mr. Willick will be encouraged to confer with the Health Centre Manager about the installation.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Sharon Hinton to receive the Health Centre Committee Reports **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

- a. BC Ambulance Service: Trustee Sharon Hinton: nothing further to report
- b. Communications: Chair The Article for Feb 1st- Deadline Jan 20-was discussed. The Chair will circulate an article explaining delays in paving, procedures for those with difficult mobility issues and acknowledging the donations and mentioning tax receipts are available.
- c. Fire Department: Trustee Doug Walker - nothing to report
- d. Finance Committee: Trustee Cilla Brooke stated she had nothing to report, but thanked Katherine for all her work at year end.
- e. FOIPPA: Chair: The letters from MIRRA were discussed earlier
- f. Government Liaison: G Wise reported the changes to the Local Government Act effective Jan 1, 2016
- g. Health Centre & HC Assoc.: Trustee Hinton: nothing further to report
- h. Fire Hall Committee: The Chair reported earlier
- i. Human Resources Committee – Trustee Cilla Brooke reported that Lieutenant Eric Walker was approved by the Board for the Staff Officer position with Trustee Walker abstaining. Bill Warning was recommended to be hired as the Water Operator for the Fire Hall.

MOTION: It was moved by Trustee Cilla Brooke and seconded by Trustee Sharon Hinton to hire Bill Warning as the Water Operator for the Fire Hall effective January 1, 2016

CARRIED UNANIMOUSLY

- j. Garbage Committee – Trustee Brian Dearden no report
- k. Fire Fighters Liaison –Trustee Brian Dearden: no report

MOTION: It was moved by Trustee Doug Walker and seconded by Trustee Brian Dearden to accept the Committee Reports **CARRIED UNANIMOUSLY**

OTHER BUSINESS: The Meeting calendar was discussed and approved with a time change to 1:00 PM for meeting start. The calendar will be posted on the website. Each meeting is posted in the Mayneliner calendar monthly.

NEW BUSINESS: Use of Fire Hall Meeting Room: The Fire Chief circulated a proposed Operational Guideline⁹ regarding the use of the new fire hall facility, specifically the fire hall multi-purpose training room. After a short discussion, the Trustees agreed to approve the implementation

⁷ Health Centre Repairs Log

⁸ Report from MIHCA

⁹ Proposed Operation Guideline 506.1

of the Operational Guideline under the Fire Chief's authority.

MOTION It was moved by Trustee Brian Dearden and seconded by Trustee Doug Walker to approve the implementation of the Operational Guideline 5.06.01.

CARRIED UNANIMOUSLY

NEXT TRUSTEES MEETING DATE/S:

***Feb 12 or 15, 2016 – 1:00 PM** Regular Board Meeting- Location Fire Hall

A discussion was held regarding the date due to the 2nd Monday in February being a Statutory Holiday.

*An email was circulated to Staff and Board to determine the date.

Note: Trustee Dearden will not be able to attend the Feb meeting

QUESTIONS FROM THE GUESTS

The Chair asked if our guest had any questions;

Tracey DeRousie asked if MIRRA was getting the information they were seeking. The Chair replied that MIID was able to provide some of their requests and that Mr. Wayne Peace was working with Katherine to further define their requests. He also remarked that most of the information will be included in our audited Financial statements.

Capt Stobart suggested an AED be installed in the meeting room. The Chief agreed, and will purchase and install one. Training for Trustees, staff and other users will be arranged.

The Chair thanked our guest for attending the meeting.

MOTION TO GO IN CAMERA

MOTION Trustee Doug Walker moved and Trustee Cilla Brooke seconded the motion to go into "In Camera session"

CARRIED UNANIMOUSLY

ADJOURNMENT:

Following the in Camera Meeting, the Board meeting was adjourned at 11:12 AM by motion made by Trustee Cilla Brooke.

Recorded and presented by: Gerrie Wise, Administrative Assistant

Approved:

Bob McKinnon, Chair

Date: