



Mayne Island Improvement District
Special Meeting of the Board of Trustees - Reorganization
Date: Thursday, April 28, 2016
Location: MI Fire Hall

CALL TO ORDER:

The meeting was called to order at **2:03 PM** by the Corporate Administrative Officer (CAO).

PRESENT:

Trustees: Dereck Atha, Cilla Brooke, Brian Dearden, Sean Skiffington, Bob Soper
Corporate Administrative Officer: Katherine Somerville
Fire Chief Steve DeRousie
Administrative Assistant: Gerrie Wise

GUESTS, MEMBERS OF PUBLIC PRESENT: none

ELECTION OF CHAIR & DEPUTY CHAIR:

The election was chaired by the CAO. Nominations for Chair were requested:
Trustee Brian Dearden nominated Trustee Cilla Brooke. Trustee Sean Skiffington seconded the nomination. Trustee Brooke accepted the nomination.
Trustee Dereck Atha nominated Trustee Sean Skiffington; however Trustee Skiffington declined the nomination.
As no further nominations were received after three questions, Trustee Brooke was elected as Chair by acclamation.
The CAO turned the chair to the elected Chair: Trustee Brooke.
Nominations for Deputy Chair were requested:
Trustee Bob Soper nominated Trustee Sean Skiffington for Deputy Chair. The nomination was seconded by Trustee Brian Dearden. Trustee Skiffington accepted the nomination.
As no further nominations were received after three questions, Trustee Skiffington was elected as Deputy Chair by acclamation.

AGENDA:

The CAO asked to add a short discussion regarding the fire hall build

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

MINUTES

The Draft of the AGM April 23rd Minutes was reviewed and approved for distribution until approval at the next AGM in 2017.

MOTION Trustee Dereck Atha moved and Trustee Brian Dearden seconded the motion to approve the Draft minutes of the AGM April 23rd for distribution. **CARRIED UNANIMOUSLY**

FORMATION OF COMMITTEES

The committees and the Committee Terms of Reference Policy were discussed and the following Chair persons of each committee were appointed by the Chair with the agreement of each Trustee appointed. Some Committees were recommended for dissolution or to be designated as Select Committees as required from time to time.

- I. Finance Committee: Trustee Brooke

- II. BC Ambulance Service Committee: Trustee **Recommend dissolution**
- III. Fire Department Operations Committee: Trustee Sean Skiffington
- IV. Communications Committee: Trustee **Recommend dissolution**
- V. MI Health Centre Liaison: Trustee Bob Soper
- VI. Human Resources Committee: Trustee Dereck Atha
- VII. Garbage Committee: - to be Select Committee
- VIII. MIVFFA Liaison: **Recommend dissolution**

MONTHLY MEETING DATES

A discussion was held regarding the day, time and location of Board Meetings. The Trustees agreed to schedule: meetings on the 3rd Tuesday of month at 1:00 PM at the fire hall offices.

CONFIDENTIALITY AGREEMENTS

The three new Trustees signed Confidentiality Agreements.

BANK RESOLUTION & SIGNING AUTHORITIES

The CAO explained the Bank signing authority forms. The CAO explained the District's present procedure and the need to record the following motion.

MOTION Trustee Bob Soper moved and Trustee Sean Skiffington seconded the motion to confirm the Signing Officers remain as "any two of the five Trustees".

CARRIED UNANIMOUSLY

After discussion it was agreed that the practice will be continued whereby all cheques and electronic payments must be signed by the Trustee Brooke and Trustee Atha unless one or both is not available.

OTHER BUSINESS

The CAO discussed the quote submitted for the completion of the HVAC work in the fire hall necessary to obtain the occupancy permit. A discussion ensued regarding the original contractor and holdback. A further discussion regarding the finishing of the building and the final "walk-through" with Liberty Contract Management, the engineers and architect to obtain the occupancy permit. During the "walk-through" with Liberty, Trustee Skiffington will be joined by the Fire Chief, and CAO.

ORIENTATION

It was decided to hold an orientation session at the next Board meeting, May 17th.

NEXT MEETING DATES

May 17 th 2016 1:00 PM	Regular MIID Board Meeting
June 21 st 2016 1:00 PM	Regular MIID Board Meeting

The Meeting was adjourned at 3:18 PM by motion made by Trustee Atha.

Approved:

Priscilla Brooke, Chair

Date:

Recorded by: Gerrie Wise, Administrator