

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Thursday, Sep 23, 2010  
Location: MIFRS Fire hall Boardroom**

**CALL TO ORDER:**

Chair, Jim Marlon-Lambert called the meeting to order at 6:58 p.m.

**PRESENT:**

Trustees: Tracey DeRousie, Jon Hoff, Jim Marlon-Lambert; David Maude;  
Aaron Somerville  
Administrator: Moira McCulloch  
Fire Chief: Jeff Francis  
Deputy Chief: Steve DeRousie  
Recording Secretary: Gerrie Wise

**ABSENT WITH NOTICE:**

Cilla Brooke, MIHCA

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Ian Birtwell and Peter Waddell of the Fire Hall Task Force

**REQUEST FOR ADDITIONS TO AGENDA:**

Chair requested a portion of the Task Force report be dealt with first for the convenience of guests.

Under New Business: Trustee Jon Hoff requested to add: item e Garbage Collection issues

Under 8-d-ii: "New IT contract" Trustee David Maude requested this item be scheduled in the In Camera portion of the meeting.

**MOTION**

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

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

**MOTION**

Trustee Jon Hoff moved and Trustee Tracey DeRousie seconded the motion to approve the minutes of the Aug 19, 2010 Board Meeting as circulated.

**CARRIED UNANIMOUSLY**

**Presentation by Fire Hall Task Force Members  
Ian Birtwell and Peter Waddell**

Ian Birtwell presented the following reports in detail (attached)  
Minutes of Task Force Special meeting Sep 21, 2010; Task Force Project design

and costs Report; July 10, 2010 Open House Public Info Handout; Fire Hall Construction cash flow projection. Ian also briefly mentioned a list of suggested changes and project cost savings which would form part of the final design negotiations, and presented the recommendations of the Task Force as follows:

- 1) That the Fire Hall design by KMBR Architects Inc dated July 14 2010 and incorporating sub-consultants engineering designs, and the architectural outline specifications dated June 30 2010, and the costing reports dated Sept 20 2010 be adopted as the new Fire Hall proposal;
- 2) That based on the Task Force projected cash flow (all \$\$ rounded) in the aggregate amount of \$4,011,000; less \$616,000 recoveries from MIID reserves, grants and GST/HST rebates; the net amount of \$3,395,000 is the maximum amount that needs to be long term financed in order to execute the project;
- 3) That the Board of Trustees immediately submit the proposal to the Provincial Government to obtain any necessary approvals and direction for a referendum (if required) to authorize long term borrowing up to a maximum amount of \$3,400,000 to finance the Fire Hall project.

**MOTION** moved by Trustee David Maude and seconded by Trustee Jon Hoff to accept the Task Force Project design and costs report.

Discussion:

Q. Jon Hoff questioned the timing of HST to be recovered

Q. David Maude questioned the amount allowed for the moving of the Fire Fighters Association building (“schoolhouse”) and the sprinkler system for the fire hall as those figures seemed too low to him. Ian explained that those items had been specifically questioned and checked with Liberty. He also noted that the schoolhouse is not a public building, and costs for its moving, foundation and services will be less than if it were classed as a public building.

**Question:**

**CARRIED UNANIMOUSLY**

The Task Force asked Ian to bring forward the fact that in their opinion, the referendum should not be delayed for those who travel south for the winter, as ballots could be mailed to a forwarding address by the Returning Officer. Also, despite the Ministry impression, this only affects a limited number of families. Peter Waddell then reported on his contact with the MLA and the MP for the electoral area. The MLA has referred him to another Ministry for a possible grant and he would like to follow this up. Chair requested the Task Force to continue their efforts with the various Ministries, including visits, as necessary.

Ian then presented the following documents: (attached)

Task Force Report re: Financing the Fire Hall project; Cash flow of borrowing cost & taxation; Chart of All Mayne Island Assessments. He explained the report, cash flow and chart in detail and then presented the recommendation of the Task Force:

That the Board of Trustees of MIID, when determining the method of financing for the proposed \$3,400,000 borrowing costs of the Fire Hall project, adopt a financing program consistent with the principles established by the Ministry of Finance, that a fire hall is an infrastructure cost and is therefore legitimately a charge against the assessment base of the community, and that a 20 year amortization period for financing the project is appropriate.

**MOTION** Moved by Jon Hoff and seconded by Aaron Somerville to accept the Task Force Financing report.

**CARRIED BY VOTE 3 TO 1(Trustee Maude)**

Discussion

Q. Jon Hoff Do I understand that the chart indicates that 90% of properties are assessed under \$600,000.

A. Yes

Q. Administrator: Moira McCulloch Please clarify that the statements regarding charges on title by Small Debts Courts and/or Tax Sale process.

A. Either would require legal expense and administrative time, whichever is approved by the Ministry and/or legal process. Costs have been estimated and included in the projection, along with the borrowing costs of financing unpaid taxes.

Chair stated that the Board will make the determination of the Tax method. A discussion was held regarding whether the Board is ready to make these decisions at this time and specifically before the Oct 9<sup>th</sup> public meeting. Trustee David Maude is concerned that the table presented regarding the tax models is incorrect. Ian Birtwell requested that any errors or inaccuracies in those figures be pointed out to him. After some discussion the Chair suggested holding a special Board (public) meeting to discuss the taxation method prior to the meeting October 9<sup>th</sup>.

Administrator: Moira McCulloch is concerned about the time required to hold yet another meeting and still allow the appropriate time for printing materials for the public.

A further discussion of Tax Models was entered into. Trustee David Maude believes that the Minister of Finance will collect Parcel Taxes despite the opinion of the staff of the Ministry of Community & Rural Development to the contrary.

Chair asked the Board to table this discussion for a later meeting to be held Tuesday Sept 28, at 7:00 PM at the Fire Hall Board room.

**MOTION** Moved by Jon Hoff and seconded by Aaron Somerville that the MIID Board accept the Task force recommendation that the Fire Hall design by KMBR Architects Inc dated July 14 2010 and incorporating sub-consultants engineering designs, and the architectural outline specifications dated June 30 2010, and the costing reports dated Sept 20 2010 be adopted as the new Fire Hall proposal; and to submit the

proposal to the Ministry to obtain any necessary approvals and direction for a referendum to authorize long term borrowing up to a maximum amount of \$3,400,000 to finance the Fire Hall project.

**CARRIED UNANIMOUSLY**

**MOTION** At the request of the Chair, Jon Hoff moved and Tracey DeRousie seconded a motion of thanks to the Task Force for their work to date.

**At 8:00 PM Guests Ian Birtwell and Peter Waddell left the meeting**

**BUSINESS ARISING FROM PREVIOUS MEETING MINUTES:**

a. 2011 Budget – Approval –

Discussion regarding whether budget will be approved this evening. Trustee Maude wishes to delay until another meeting. Chair Jim Marlon-Lambert explained the need for timeliness and reminded Board Members of the several previous planning meetings. Chair also explained that all budgets (Health Centre, Fire Department (with Administration/Governance portion)) need to be approved by this Board and in Victoria by Oct 29, 2010. There also needs to be time allowed to prepare the “justification” letters and reports which must be submitted with the budget documents and the Bylaws. The Fire Dept Bylaw at least must be approved and submitted by that deadline and the Chair would like the relevant bylaw passed tonight; therefore the vote will be at the will of the Board.

The Health Centre budget was reviewed. Several points were discussed around the topic of recovering unpaid taxes and the method of recovering taxes, interest and legal costs and process of Tax Sales. The Ministry has reviewed the method used under GAAP to calculate the costs of unpaid taxes into the budget for 2011.

Trustee Jon Hoff would like to suggest an allowance be made under the Governance portion of the Budget for a part time assistant to the Administrator, to cover for illness, holiday, and additional work. A discussion ensued. Chair and the Administrator explained that the Administrator is now employed 5 days per week and the 2011 budget figures reflect that, as well as some part time help. The figure under discussion is an additional \$20,000 for two days/week or \$10,000 for one day/week

Trustee David Maude would like the issue to be sent to the HR committee for consideration of a position description and salary review before the budget is passed.

The Chair pointed out that a position description cannot be considered until a budgetary amount has been approved, with which Trustees DeRousie and Hoff agreed. Chair would like to have a motion or agreement to either: modify the budget, in which case the budget bylaw would need to be modified as well; or a motion to pass the present budget.

Trustee Jon Hoff proposed a return to discussion of the proposed Health Centre budget for additional discussion.

**MOTION** Moved by Trustee Jon Hoff and seconded by Trustee Aaron Somerville to approve the Health Centre Budget.

**CARRIED by a vote of 3 votes in favour and D. Maude abstaining.**

**MOTION** Moved by Trustee Aaron Somerville and seconded by Trustee Tracey DeRousie to approve the Fire Protection budget as modified by the addition to administration costs of \$12,000 for an additional Staff person 1/day/week.

**CARRIED by a vote of 3 votes in favour and D. Maude abstaining.**

b. Interim Audit

Administrator: Moira McCulloch reminded the Board that the Auditor will be here Sept 29<sup>th</sup> and 30<sup>th</sup> and she invited Trustee Jon Hoff and Trustee Tracey DeRousie to attend on the 30<sup>th</sup> to meet the Auditor and also invited them to join the Auditor and the Administrator for dinner on the 29<sup>th</sup>.

**CORRESPONDENCE:**

- 1) Letter from the Province regarding the budget submission required by Oct 29<sup>th</sup>
- 2) Administrator Moira McCulloch detailed the clauses of the Copy of lease of land with BCAS which is expiring 2013

**FINANCE REPORT:**

Administrator Moira McCulloch distributed the Interim Report. No questions were asked.

**MOTION**

Trustee Tracey DeRousie moved and Trustee Jon Hoff seconded to accept the Finance Reports as presented.

**CARRIED UNANIMOUSLY**

**REPORTS**

a. Management: - Chair, Jim Marlon-Lambert. This has been a rather hectic period with lots of meetings and reports. Concerned that the Improvement District appears to be "leading the Ministry" with regard to budgeting, unpaid taxes, tax sales, etc. He expressed concern that little guidance is received, but some support is provided.

b. Administrator: - Moira McCulloch-

i. Health Centre Billing:

Taxes Outstanding as at Sep 22, 2010 as follows:

2007 \$ 856.98; 2008 1,555.43; 2009 3,179.73;  
2010 14,092.40; With Int. & Penalties of \$640.56 for a total of  
\$20,325.10 Outstanding.

We are advised by the province that none of the properties are in forfeiture for taxes owed to the Province, so no Tax Sales are imminent. There is no direct guidance regarding the issue of Tax Sales by MIID, except to request that "legal opinion be sought". The

“collector” who runs the Tax Sale, must be defined; it is usually the Administrator. A bylaw would need to be passed should the Board wish to name another individual as “Collector”.

**MOTION**

Moved by Trustee Jon Hoff and seconded by Trustee Aaron Somerville to accept the Administrator’s Report.

**CARRIED UNANIMOUSLY**

c. Fire Chief’s Report:- Jeff Francis - Report attached

Summary:

Total calls for the month of August - 30

Total of all training and callout hours from December 1, 2009 till August 30, 2010: 2288.25 hours. Callout hours are up 36%

911 Advisory Committee: The review report will be made at November 19<sup>th</sup> meeting. The most concerning factor is the civic address issue on 911 services with Telus and CRD having conflicting procedures regarding corrections and the issuance of civic numbers.

SGI EP Commission –the MIID is requested to write a letter to confirm the CRD commitment of \$20,000 toward the new fire hall.

–report from CRD proposing changes to the SGIEM structure. A further report will follow after the CRD/ SGIEM Commission meeting in November.

Equipment repairs were made and the Department is preparing all equipment for winter

A reminder that a Duty officer is on duty at all times

Burning will open Oct 1- Fire permits will be on sale at the Fire hall and the gas station.

Arrangements have been made for cover Nov 18 to 21 when the Chief and Deputy will be off island at mandatory Training. Ian Elliott of Pender Island and SGIEM will be on island to cover with Matt Taylor, the assigned Duty Officer.

**MOTION**

Moved by Trustee Tracey DeRousie and seconded by Trustee Jon Hoff to accept the Fire Chief’s report.

**CARRIED UNANIMOUSLY**

d. Heliport: - Fire Chief –2 med-evacs in August  
New switches were installed for the air navigation lights.

e. MI Health Centre:-

i. Health Centre – reports including the water test reports attached

ii. MIHCA Liaison: - Cilla Brooke –message attached. Summary:

- MIHCA Board discussed MIHCA fund raising for necessary updates to health centre ( roof, HVAC, ER expansion) The MICHA Board expressed reservations about and is not in

favour of fund raising for these purposes.

- still need to raise funds for the AEDs, improvements to the doctor's fax/photocopy room and new furniture for waiting room
- MIHCA article for the Mayneliner to once again try to clarify the responsibilities of the MIHealth Centre Association and those of MIID in the running of the Health Centre, plus an emphasis on paying the Health Centre/Heliport Tax levy

## **COMMITTEE REPORTS**

a. Finance: Trustees Jon Hoff & Tracey DeRousie – Trustee Jon Hoff said there is no report at this time with his apologies. Chair stated he would like to be advised of their next meeting and asked for their report on the following as soon as possible, now that figures are available for the fire hall project.

- i Report on banking options
- ii Minutes of Aug 18
- iii Meeting of Sep 20

b. Fire/Rescue Services Building Task Force: Chair Jim Marlon-Lambert & Trustee Aaron Somerville

- i The Presentation by Task Force member Ian Birtwell was made earlier in meeting
- ii noted for the minutes that the Task Force will hold a public information meeting Oct 9

c. Fire Dept History: Trustee Aaron Somerville – He has interviewed past Fire Chiefs and Nancy Rainsford – Aaron has some concerns about publishing some of the history when there is some rancor and bad feeling about some past issues. Possibly the published document should be in the line of a photo documentary, anecdotes and historical commentary without publishing the negative personal characterizations. It was suggested Aaron keep all notes and recordings for the archives but edit the stories for publication purposes.

d. Human Resources: Trustees David Maude & Jon Hoff -

- i Minutes of Sept 8 & 15, 2010 Committee Meetings – Trustee David Maude presented the minutes of the Committee meetings. The Chair initiated a discussion regarding the request for the contracts of staff requested by the committee and made the following reminders:
  - All documents must be kept confidential and must be reviewed in this office.
  - The Chair as a member of all committees must be informed of all meetings whether he can attend or not.

- It is preferred that all meetings be held here at the fire hall.
- MOTION** Trustee Jon Hoff moved and Trustee David Maude seconded that the Mandate of the HR committee as outlined in their minutes be accepted by the MIID Board. **CARRIED UNANIMOUSLY**

ii IT/Web Manager contract to be done during “in Camera” session

f. Communications: Trustee David Maude & Gerrie Wise

i Website Stats – Steve DeRousie - The report was discussed and it was clarified that the report to the committee can include all pages, but that only the “hits” report should be presented to the Board. Chair requested that the committee develop their mandate. Chair also requested the status of the monthly article for the Mayneliner. Trustee David Maude explained that the column was being held in abeyance since there was information from the Task Force and all the other stories. He believes the Tax Sales would be a good topic for next month. Trustee Jon Hoff disagreed and expressed his belief that the column should be more of an explanatory, positive news nature. Trustee Maude will try to develop such a column.

ii Web Site Development Trustee David Maude reported that the site re-development is now completed.

iii Formulation of MIID Privacy Policy under the Freedom of Information & Protection of Personal Privacy Act: Trustee Maude recommended the Board use the example of Langley’s privacy policy as circulated. A discussion was held whereby the Board agreed to use those documents as TEMPLATE and forward them when complete to the MIID lawyer for review. The communications committee will create the document for presentation to the Board at the October Board meeting, who will then refer to the lawyer.

G. Wise asked for a clarification regarding billing for committee meetings and authority to act. The Board approved payment for time spent on the upcoming meeting to write privacy policy and asked that a Purchase Order be issued for work other than the existing Agreement.

**OTHER BUSINESS:**

none

**NEW BUSINESS:**

a. Health Centre Renewal Reserve Fund Establishment Bylaw: Bylaw No.105 was read, reconsidered and passed **CARRIED UNANIMOUSLY**

Administrator: Moira McCulloch explained points regarding land owned by MIID

b.Fire Protection ByLaw 2011: Bylaw No. 103 was read, reconsidered and passed **CARRIED UNANIMOUSLY**

c. Health Centre Taxation Sale Charge Bylaw 2011 Bylaw No. 104 was read, reconsidered and passed **CARRIED UNANIMOUSLY**

A discussion was held regarding the amount of charges to be recorded in the bylaw. After discussion, a table of fees was developed showing:

- Legal \$220; Letters \$20; Notices \$20; Advertising \$20; Staff \$ 250\*  
\*approx.; Land Registry \$ 250 for a suggested amount of \$1000.

A discussion was then held regarding the timing of the 60 days notice. Notice would be sent October 25<sup>th</sup> for a Tax Sale on Dec 30<sup>th</sup>, 2011. This allows 4 weeks from the date the letters, which are being sent Sep 23<sup>rd</sup> by the Ministry, will be received by those owing back taxes.

d. Chair requested that a Motion be made to inform the CRD of the MI Improvement District's concern that there be continued local representation in the form of the SGI EM Commission and that the Commission be retained to provide continued support to all SGI communities.

**MOTION** Trustee Jon Hoff moved and Trustee Aaron Somerville seconded the motion that a letter be sent to the CRD recommending the SGI EM Commission be retained to enhance the level of local representation and provide continued support to all SGI communities. **CARRIED UNANIMOUSLY**

e. Garbage Collection issues: Jon Hoff – A legal opinion was informally sought. The concern is that the MIID Board does not have a written contract with the current service provider. This could present some legal issues for Board members and the district. A discussion was held about legal issues and the need to develop policies to limit legal liabilities. We should strive to develop a mandate, policies and procedures for the Improvement District and, using them, develop a contract for all MIID contractors and employees, then present a written contract to the present provider for negotiation. Work should begin with the Fire Dept policy which is in place and be developed from there.

The Chair believes a letter should be sent to the Ministry to resolve the question of MIID responsibility for Garbage Collection as the opinion of various Ministry Staff as to MIID bylaw 12 has been mixed and confusing. He will initiate the letter with Administrator Moira McCulloch.

Administrator Moira McCulloch asked if a letter should be sent to the Garage Operator regarding the issue of garbage drop off, as there appears to be the erroneous impression that the MIID Board has initiated some complaint against his business whereas the Board has not done so. No decision was made at this time.

From HR and Communication Committee:  
IT and Web management Contract discussion.

Chair suggested that the documents received in the Trustees packages be reviewed and the contract finalized at a later Board meeting. Chair raised issues regarding the format of the contracts and the confidentiality clauses and contracts. He has sufficient faith and trust in Steve that we may delay signing this contract and continue work on a Purchase Order basis. Steve agreed that the package presented could easily be simplified and requests that all email be sent to his personal email address rather than his Fire Dept address. The Fire Chief wished to remind all that Steve works as Deputy Chief Sunday through Tuesday and should not be interrupted with IT or Web work while at his Fire Dept duties.

**IN CAMERA session tabled until next Board meeting**

**NEXT MEETING DATES:**

Sept. 28, 2010	7:00 PM	Special Board Meeting
Oct. 21, 2010	7:00 PM	Regular Board Meeting

**ADJOURNMENT:**

The Meeting was adjourned at 12:10 AM by “Paddy`s Motion” made by Trustee Tracey DeRousie

Approved:

\_\_\_\_\_  
Jim Marlon-Lambert, Chair

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

Recorded and presented by:  
Gerrie Wise  
Recording Secretary

# August 2010 Fire Chief's report

## Presented September 23, 2010

**August callouts-** First Responder-5, Open Burn Complaint-3, Equipment Restriction -5, Smoke/Smell-5, Driveway-1, Fire Prevention-11

**Total August callouts = 30**

**Training and callout hours-** August training hours-196 hours, August callout hours- 143 hours,

Total callout and training hours combined for August =339 hours. Total of all training and callout hours from December 1, 2009 till August 30, 2010 = 2288.25 hours.

**911 Advisory committee-** I attended this meeting on September 16, 2010 at the Langford Fire/Rescue Station. This committee is set up to advise the CRD on the users requirements for the delivery of our 911 system (ie; dispatch centre, addressing, etc.) Currently there is a review going on by a consultant who was hired by CRD- Protective Services Department. Unfortunately the CRD's Manager of Protective Services was unable to attend due to a family emergency and a brief overview was presented by the chair of the review process Chief Cameron from Colwood. At this time the report is not complete and is supposed to be ready for our November 25, 2010 meeting.

**SGL Emergency Management Commission-** I attended this very important meeting on September 21, 2010 at San Pen Hospital. It is included in your packages the proposed new organizational chart for the CRD and all three Electoral Areas Emergency Programs (SGL, JDF, SSI). Also in this package are letters from our Local Emergency Coordinator, Local ESS Coordinator, and a letter from the MIID. I read all three letters and they are now part of the minutes of this meeting. We had a very open and frank discussion on this proposal and how it may affect the operations of the local emergency programs. Bottom line is the proposal was to dissolve the SGL Emergency Management Commission and all of the commission's work would be taken over by CRD staff. The proposal had said this was to commence on October 1, 2010. I am happy to report that this is not going to happen. It has been deferred to our November 19, 2010 meeting and discussion is to take place between the commissioners and CRD staff to come up with a solution to this issue.

**Equipment-** Tender 1 had a seatbelt broken and it has been repaired. MIFRS is now preparing all equipment for the winter season.

**Personnel-** A firefighter was injured as he stepped off the tail board of one of the apparatus. Worksafe BC reports were made and no claim was filed.

At last month's meeting I forgot to advise the Trustees that Lt. Colin Brown had resigned from the MIFRS. He has moved off island to pursue his career as a commercial pilot. I have wished him all the best in his pursuit and thanked him for his time with the MIFRS. Duty Shifts has been discussed at our Officers meeting. We are going to try using a monthly calendar to schedule duty shifts and this will be tried for the first time in October. I would like to reassure the Trustees that we have duty officers on duty covering all shifts.

**Open Burning-** As you are aware open burning will open on October 1, 2010 and permits will once again be available at the Gas Station and the Firehall. It is the goal of MIFRS to eventually sell all burn permits from the firehall.

**Off Island Training-** As you are aware myself and the Deputy Chief have been attending the NFPA 1001, FF 1 & 2 Accredited program on Pender Island. This is coming to an end for both of us. The last module we must complete is Live Fire 1 & 2 which will be done at the Otter Point Fire Rescue Training Centre November 19, 20, 21, 2010. This will require both myself and the Deputy Chief to be off island from Thursday November 18, 2010 till the evening of November 21/10. I have been planning this for the last week to make sure that MIFRS response to any type of call is not reduced in any way. My plan is to bring Mr. Ian Elliot over and put him up at the Blue Vista Resort until our return, also Captain Matt Taylor will be here to take the duty officer role with backup from Ian. Ian's training in Fire Protection and Emergency Management is very extensive and he is very well respected by all of the firefighters and other emergency personnel. I spoke with Ian at length about this and he has indicated he would like no remuneration for this, only his expenses taken care of. I therefore would like any comments or concerns from the Board of Trustees.

**Heliport-** Medevacs- 2, Outside switch has been installed at the Health Centre for heliport lights.

Respectfully submitted,

Jeff Francis

Fire Chief

Mayne Island Fire Rescue Service

**Mayne Island Health Centre**  
Operating & Maintenance Report for September 23<sup>rd</sup> MIID Board Meeting  
August-September 2010

**Water:**

- System operating smoothly
- Consumption:

April	6400 Litres
May	5300 Litres
June	8200 Litres
July	5000 Litres
August	5700 Litres

**Safety:**

- A switch has been installed outside the Emergency Room door to control the Helipad Lights.
- All exterior area lights have been serviced following a period of non-activity of two lamps due to failed ballasts and starters for the high pressure sodium lamps.

**Maintenance:**

- Replaced worn draft seal around some exterior doors

**Building:**

- There is still some concern about privacy in the vicinity of the Examination Rooms and Emergency Room as a result of voices carrying beyond the doors and walls. Last year I installed a rubber draft seal on the door of 201 and recently on the door of 204 and the washroom fan has been rewired to coincide with the light switch. Although all the doors are solid there does not appear to be any insulation in the partition walls, a job that might prove challenging in retrofit. I will provide additional draft seal around the interior doors and suggest the installation of an additional solid door between the lobby and the hallway might go a long way to mitigating some of the concerns. Plans to extend the Emergency Room in a direction away from the lobby area might be the best solution for this room.
- The A/C's have been removed for the season.
- A final operating and capital budget meeting was held on the 7<sup>th</sup> Sept.

Please note I will be away from 2<sup>nd</sup> October through 12<sup>th</sup>. Bryan Westby will be on call.

Respectfully,  
Brian Crumblehulme