

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Thursday, October 21<sup>st</sup> 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 Fire Chief: Steve DeRousie  
Recording Secretary: Gerrie Wise

**ABSENT WITH NOTICE:**

Cilla Brooke

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Bette Hawes

**REQUEST FOR ADDITIONS TO AGENDA:**

Chair would like to add: Under Item 11 – Other Business (a) Health Centre & Heliport Tax 2011.

**MOTION**

Trustee Tracey DeRousie moved and Trustee David Maude seconded the motion to approve the agenda with the addition. **CARRIED UNANIMOUSLY**

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

**MOTION**

Trustee David Maude moved and Trustee Aaron Somerville seconded the motion to approve the minutes of the September 23<sup>rd</sup> 2010 Board Meeting.

**CARRIED UNANIMOUSLY**

Minutes from Special Board Meeting of October 18<sup>th</sup> 2010.

**MOTION**

Trustee Aaron Somerville moved and Trustee Jon Hoff seconded the motion to approve the minutes of the October 18<sup>th</sup> 2010 Special Board Meeting as corrected.

**CARRIED UNANIMOUSLY**

Minutes from Joint MIID & Task Force Meeting of August 12<sup>th</sup> 2010.

**MOTION**

Trustee Jon Hoff moved and Trustee Tracey DeRousie seconded the motion to approve the minutes of the August 12<sup>th</sup> 2010 Joint Board and Task Force Meeting.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM PREVIOUS MEETING MINUTES:**

- a. Interim Audit – September 29<sup>th</sup> & 30<sup>th</sup> 2010 to be discussed under correspondence;
- b. Garbage - Operational Guideline – Use of Alcohol & Drugs.

**MOTION**

Moved by Trustee Tracey DeRousie and seconded by Trustee David Maude to add the Operational Guideline “Use of Alcohol and Drugs” to Section 5; Operations; Personnel of the MIID Operational Guidelines.

**CARRIED UNANIMOUSLY**

- c. Health Centre Renewal Reserve Fund Establishment Bylaw #105 has been accepted by the Government. Approval by the Ministry is not required, but is acknowledged as received.
- d. Fire Protection Taxation Bylaw 2011 & submission of package - still in process of putting it together for submission to the Ministry.
- e. Health Centre Taxation Sale Charge Bylaw #104 - was Registered September 30<sup>th</sup> 2010, allowing Tax Sale and the charging of fees to recover costs.

**CORRESPONDENCE:**

- a Letter from Peter Waddell dated September 29<sup>th</sup> 2010 to Hon. Sheila Bond regarding Proposed New Fire Hall for Mayne Island;
- b Letter from Peter Waddell dated September 29<sup>th</sup> 2010 to Hon. Stewart regarding Proposed New Fire Hall for Mayne Island;
- c Towns for Tomorrow Funding information provided by Peter Waddell;
- d Engagement letter from MLW Auditors dated September 29<sup>th</sup> 2010.

**MOTION**

Moved by Trustee David Maude and seconded by Trustee Aaron Somerville to accept the Terms of Engagement of McLean, Lizotte, Wheadon and Company as auditors of Mayne Island Improvement District.

**CARRIED UNANIMOUSLY**

- e Interim Audit Management letter from MLW Auditors dated October 6<sup>th</sup> 2010: Administrator Moira McCulloch reviewed some of the recommendations made. Chair pointed out that the document has just been received and actions will need to be taken and various

- points addressed. This is a very valuable document for the Board to use for making corrections and for determining any changes to be made. The Board's attention was drawn by the Chair to the paragraph commending Moira McCulloch for her good work. Trustee Maude also commended the good work done by all;
- f Email from Ministry of Community & Rural Development dated October 15<sup>th</sup> 2010 regarding ID Tax Analysis.

### **FINANCE REPORT:**

Administrator Moira McCulloch distributed the Interim Monthly Report and the Proposed Cash Flow Reconciliation from Auditor.

The Auditor assisted the Administrator to adjust the Budget figures for 2010 to meet GAAP principles. For 2011 the Budget figures will be more accurately allocated. There are still some Journal entries to be made to re-allocate some Expenses for 2010.

The Cash Flow Reconciliation format was briefly discussed. A discussion was also held regarding limiting of any Discretionary spending for the beginning of next year (Jan - Jun 2011) so that the District does not run short of cash before Taxes are received July 1<sup>st</sup> 2011.

A short explanation of the accounting for Bank Loans, interest and payments was made.

### **MOTION**

Trustee Tracey DeRousie moved and Trustee David Maude seconded to accept the Finance Reports as presented.

**CARRIED UNANIMOUSLY**

### **REPORTS**

- a Management: - Chair, Jim Marlon-Lambert. – Presently working on Justification letter for Fire Operations Tax Bylaw, the Budget and the referendum documentation;
- b. Administrator: - Moira McCulloch –
  - i. Health Centre Billing: Outstanding amounts are:
    - 2007 = \$479
    - 2008 = \$744
    - 2009 = \$2,362
    - 2010 = \$12,613Interest and Penalties = \$329 (2010 penalties still to be added) for a total of \$16,587.  
There are 17 properties in arrears for 2007 & 2008, which could be eligible for Tax Sale.
  - ii. Tax Sales regarding Delinquent Taxes – The Draft of Mayneliner Article for the November issue was circulated – attached.

## **MOTION**

Moved by Trustee Aaron Somerville and seconded by Trustee Jon Hoff to accept the Administrator's Report. **CARRIED UNANIMOUSLY**

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

Summary:

- September Callouts = 12;
- Total Callout + Training hours for September = 263.5 hours;
- Total Callout + Training hours from December 1, 2009 to September 30, 2010 = 2,551.75 hours;
- Fire Prevention: Chimney Brush loan out program = 6;
- Open Burning: Commenced on October 1<sup>st</sup> with no problems to date. Permits are available at the Gas Station or the Fire Hall;
- Personnel: 2 new recruits signed up in September.

## **MOTION**

Moved by Trustee Jon Hoff and seconded by Trustee Aaron Somerville to accept the Fire Chief's report. **CARRIED UNANIMOUSLY**

d. Heliport: - Fire Chief: One med-evac in September; New switch for navigation lights installed on the outside of the building and are working well.

e. MI Health Centre:-

- i Health Centre - Report attached including specs for a new pump. The cost of the pump is \$550 and the Administrator questioned the necessity of replacing it at this time. Trustee David Maude offered to take a look at the installation of the pump, indicating that he might have a new chlorine pump that he would give to the HC if it was required. The Chair said a spare was/should be on the shelf already. Brian Crumblehulme will be asked to contract Trustee Maude to inspect the pump;
- ii MIHCA Liaison – No report as no meetings were held while Chair was away.

## **COMMITTEE REPORTS**

a. Finance: Trustees Jon Hoff & Tracey DeRousie:

- i Trustee Jon Hoff has offered his resignation from this committee and Trustee Tracey DeRousie will be taking over as chair. MIID Chair Jim Marlon-Lambert will be working with her;
- ii The report on banking options will be ready for November Board meeting.

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

- i Task Force Meeting of Oct 9, 2010: Chair Jim Marlon-Lambert

- reported the meeting appeared to be successful. Minutes of the meeting have been circulated to the Board as well as the Task Force. Handout and minutes attached;
- ii A short discussion was held regarding the process of mail-in ballots, and the time the Ministry generally takes to approve a referendum.
- c. Fire Dept History: Trustee Aaron Somerville: He has started to organize the file, and did a couple of phone interviews. He is hoping to interview two more retired Chiefs this coming month. He has also obtained some older photos and hopes to obtain some more photos from Rose and Fred Bennett.
- d. Human Resources: Trustees David Maude & Jon Hoff:
- i IT & Web Manager Contract: Trustee David Maude apologized for not completing this issue due to family and work time constraints;
  - ii Trustee Jon Hoff has resigned from this committee. Chair has offered to assist and requested a meeting to review the Deputy Chief's Contract since the auditor has recommended such a review;
  - iii Trustee Aaron Somerville will also assist since he has past experience. The Trustees will set a time convenient for all as soon as possible since all Staff reviews are due by the November Board meeting.
- e. Communications: Trustee David Maude & Gerrie Wise:
- i Report on Website Statistics: Steve DeRousie - attached;
  - ii Report on Web Site Development: Gerrie Wise reported that website development documentation, with the exception of the Privacy Policy, and Newsletter, is completed, with monthly updates the only work remaining;
  - iii Report on MIID Privacy Policy under the Freedom of Information & Protection of Personal Privacy Act: Trustee Maude authorized Gerrie Wise to Draft a Policy under the existing purchase order. Gerrie Wise will send the Draft to Trustee Maude;
  - iv Web Development: Newsletter - various topics were suggested.

### **OTHER BUSINESS:**

a) Health Centre & Heliport Tax:

Based on a discussion with Joshua Craig, Ministry of Community and Rural Development, the Chair has studied Section 756(1) of the Local Government Act.

It is felt the Improvement District has been providing regional health services and hospital services originally under the Capital Health Region.

The taxpayers of Mayne Island are providing and have provided funds to maintain the health services (& hospital services) now under VIHA.

This is "Providing financial aid to hospitals" which is purpose number (c) under the Section.

Looking at the budget process, the Chair would like to propose Bylaw # 106.

**MOTION**

Moved by Trustee David Maude and seconded by Trustee Tracey DeRousie to proceed with sending the Ministry Bylaw # 106 “Health Centre & Heliport Taxation Bylaw 2011” and Bylaw # 103 “Fire Protection Taxation Bylaw 2011” with the budget already approved by the board, showing Taxation (Rural Area) Act (collected by the Surveyor of Taxes) and the supporting justification. **CARRIED UNANIMOUSLY**

**MOTION**

Moved by Trustee Jon Hoff and seconded by Trustee Aaron Somerville to approve a modified Health Centre & Heliport Budget for a total of \$112,833 with respect to the conditions of Bylaw # 106 “Health Centre & Heliport Taxation Bylaw 2011”.

**CARRIED with 3 votes in favour and Trustee Maude abstaining.**

**Bylaw No. 106 “Health Centre & Heliport Taxation Bylaw 2011”** was introduced, read, reconsidered and finally passed. **CARRIED UNANIMOUSLY**

**NEW BUSINESS:**

- a. Request for Referendum: On October 13<sup>th</sup> 2010 the Chair and Administrator took the documents and presented them to the Ministry. The Ministry has promised a reply soon.
- b. Tax Sale – Motion to proceed.

**MOTION**

Moved by David Maude and seconded by Trustee Tracey DeRousie that the District proceed with the Tax Sale of properties in default of Tax Payment for 24 months.

**CARRIED UNANIMOUSLY**

- c. Trustee DeRousie: Conflict of Interest - Trustee DeRousie would like clarification of Conflict of Interest as it pertains to her declaration of a conflict since her son, Steve DeRousie, is the present Deputy Fire Chief. Trustee DeRousie agreed with the general consensus of the Board that she would excuse herself from any discussion, or vote regarding the contract for IT, Deputy Chief and or any review of invoices from Steve DeRousie. Chair thanked Trustee DeRousie for bringing her declaration of conflict to the attention of the Board, and asked her to please continue to exercise her discretion, and instructed the Recording Secretary to record any departures from the meetings and abstentions.
- d. Taxation Model: Motion to select tax model. Chair would like Trustee Maude to consider if he is in a position of conflict regarding the application of the Parcel Tax method versus the Assessment based method since he is in the position of a benefit from a parcel tax method. Chair would like to seek legal opinion regarding the matter. He will speak to the lawyer. The Taxation

Model selection was tabled.

**NEXT MEETING DATES:**

November 18<sup>th</sup> 2010: Regular Board Meeting at 7:00 PM

**10:04 PM** Guest Bette Hawes departed the meeting.

**IN CAMERA:**

**MOTION**

Trustee David Maude moved and Trustee Tracey DeRousie seconded the motion to go into "In Camera session". **CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

After the "In Camera" Session, the Meeting was adjourned at 10:17 PM by "Paddy`s Motion" made by Trustee Aaron Somerville.

Approved:

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

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

Recorded and presented by:  
Gerrie Wise  
Recording Secretary

# September 2010 Fire Chiefs Report

## Presented October 21, 2010

**September callouts** - First Responder -4, Ambulance Assist – 1, Fire – 3, Hazmat -1,

Open Burn Complaint – 1, Driveway Inspection -2,

**Total September Callouts = 12**

**Training and Callout Hours-** September Training Hours = 184.5 hours, Sept. Callout Hours = 79,

Total callout and training hours combined for September = 263.5 hours

Total of all Callout and Training Hours from Dec.1, 2009- Sept. 30, 2010 = 2551.75 hours

**Fire Prevention-** Chimney Brush loan out program = 6.

For the past three years the SGI Fire Departments have participated in a Wildfire Awareness Program at Swartz Bay Ferry Terminal on Fridays during Fire Season. The first two years were financed through the Office of the Fire Commissioner and the CRD through a Grant in Aid from Director Ken Hancock, however this past year (2010) these two revenue sources were unavailable. In the spring of 2010 the SGI Chiefs met on Pender Island to find alternatives to this funding. Pender Fire Rescue did all the leg work and was unable to find funding for this very worthwhile program. At this meeting in the spring I committed Mayne Island to support this program and our contribution would be \$1000 per year. The other Fire Departments shares were as follows: SGI Emergency Program - \$3000, Saltspring Island - \$3000, Pender Island - \$2000, Mayne Island - \$1000, South Galiano - \$1000, North Galiano - \$500, Saturna Island - \$500 for a total of \$11,000.

**Open Burning** – Commenced on October 1 with no problems to date. Permits are available at the Gas Station or the Firehall.

**Equipment & Apparatus-** We received a pre recall notice in September for Tender 3. It says that a recall notice will be forth coming once Freightliner has a solution to the problem, but we can keep driving the vehicle as per the letters instructions.

**Personnel** - We have had two new recruits sign up in the month of September. Both will be on probation for three months and then the MIVFFA will take a secret ballot to accept or not accept these new recruits. Once the vote is completed a recommendation will be brought forward to my office to accept or not accept the recruits.

**Heliport**- 1 medevac

Respectfully submitted,

Jeff Francis

Fire Chief

Mayne Island Fire Rescue

**Mayne Island Health Centre**  
**Operating & Maintenance Report**  
For the October 21<sup>st</sup> 2010 MIID Board Meeting

**Water:**

- System operating smoothly
- Mike Bullis & I attended a one day Workshop on water treatment on the 16<sup>th</sup> Oct.
- Van Isle Water have responded to my request for a quieter Cl2 pump with specifications for a gear driven pump to replace the existing reciprocating pump that is very noisy. The replacement pump is expected to be much quieter and equally reliable. The cost is \$550 per unit available on demand. Please see the attached technical sheet.
- Consumption:

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

**Safety:**

- Replaced exterior emergency phone

**VIHA:**

- Much discussion occurred concerning protocols for the Internet Router with the following resolution.
- The Internet fees will continue to be paid by MIHCA.
- The Router is owned and installed by the Doctor.
- VIHA personnel are supplied by and serviced by VIHA.
- The delivery system within the HC is owned by MIID.

**Building:**

- A new hallway door has been received and will be installed in the lobby

Respectfully,  
Brian Crumblehulme