

**Mayne Island Improvement District
Re-organization Meeting of the Board of Trustees
Date: Monday, April 18, 2011
Location: MIFRS Fire hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 7:00 PM by Trustee David Maude

PRESENT:

Trustees: Tracey DeRousie, David Maude; Gary Akey, Dean MacKay, Bob McKinnon
Staff: Administrator: Moira McCulloch; Recording Secretary: Gerrie Wise

ABSENT WITH NOTICE: None

GUESTS, MEMBERS OF PUBLIC PRESENT:

Jon Hoff, Past Trustee, Past Deputy Chair
Pamela Stanton
Trish Morrow

ELECTION OF CHAIR & DEPUTY CHAIR:

Trustee Dean MacKay Nominated Trustee David Maude Nomination was seconded by Trustee Bob McKinnon.

No further nominations were received after three questions. Trustee Maude was elected as Chair by acclamation.

Nominations for Deputy Chair:

Trustee Gary Akey nominated Trustee Dean MacKay for Deputy Chair seconded by Trustee Bob McKinnon

No further nominations were received after three questions. Trustee MacKay was elected as Deputy Chair by acclamation.

AGENDA

Chair, Trustee Maude requested the following additions

Under New Business:

- Item b Public meeting in May
- Item c Operational Review of the Fire Department
- Item d Informal meeting with the Fire fighters

Under Review of Items Pending:

- Form Board Committees, elect chairs

After "Previous Minutes":

- Report from Jon Hoff

MOTION

Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to approve the agenda with additions.

CARRIED UNANIMOUSLY

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Dean MacKay, moved and Trustee Gary Akey seconded the motion to defer approval the Minutes from Board Meeting of April 14 2011 to the next Board meeting
CARRIED UNANIMOUSLY

REPORT FROM JON HOFF attached¹

Jon Hoff provided his list of Outstanding Issues and Issues of Concern, detailing his areas of concern.

He emphasized that there is nothing wrong that is being done, but Trustees may want more information.

Regarding Staff involvement, his recommendation is not to involve the Staff or MIHCA liaison in Board meetings.

Jon Hoff left the meeting at 7:30

REVIEW OF ITEMS PENDING List attached²:

Item: Signing Authority:

MOTION to appoint Signing Officers

Moved by Trustee Dean MacKay and seconded by Trustee Gary Akey that the cheque signing authority must be the Finance Committee Chair plus any one of the other Trustees only
CARRIED UNANIMOUSLY

During the discussion it was suggested by Trustee Gary Akey that only Trustees be authorized signing officers. Trustee Dean MacKay suggested only two Trustees be authorized to sign and that cheques be written only twice a month. Administrator explained the present Board policy has been that all cheques must be signed by any two officers, of the 5 trustees and the Fire Chief or Administrator, if no Trustee is available.

A discussion was also held regarding the system of only writing cheques twice a month and it was agreed that some accommodation may have to be made regarding payroll cheques such as preparing them in advance.

Item Health Centre Bylaw:

The Board discussed several aspects of the Health Centre Taxes. In particular, Assessments vs Parcel tax model, and the consensus was to retain the Assessment model for this year. The Administrator explained that decision would make it possible for her to start the mil rate and Tax Notice billing process.

Chair would like to hold a public meeting Saturday May 14th to inform the public of the Health Centre budget and encourage public participation on committees as well as to explain the Budget figures. Other topics for this meeting were discussed later in the meeting.

Chair would also recommend raising the minimum tax payable. Chair and Trustee Bob McKinnon asked the Administrator if she could prepare a chart of Tax Ratio calculations based on minimum payments of \$30 and \$40.

¹ Report, Jon Hoff

² List of Items Pending – April 18, 2011

Item VIHA Contract:

The Administrator explained that VIHA paid \$250 per month in rent for the ER and that past negotiations had failed to reach agreement to increase that amount. That in fact VIHA also use additional floor space at the Health Centre for the Nurse Practitioner, blood work, etc. The current contract expires May 5.

The Administrator was asked to email the renewal document VIHA has sent, to all Trustees for their review.

Other Items:

1) Calendar: meeting dates:

The Trustee's consensus was to schedule regular Board meetings on the second Friday mornings at 9:00 AM. Recording Secretary will request the Website reflect the new calendar.

2) Glen Echo Right of Way – pending -Fire Chief wanted the Board to be aware of this issue.

3) Parks Canada MoU- Pending -Fire Chief wanted the Board to be aware of this issue.

4) Appointment of auditors: Chair distributed a proposal from Terry Miller, FCA, which was tabled to the Finance committee

5) Health Centre roof – Quotes still to be provided. Former Trustee Somerville delivered some documents later on during the meeting. The documents will be reviewed by the Chair once he returns next week. To be placed on May agenda.

6) Seismic Stability/ Safety of Workers: report from Engineer still to come. Chair would like to have a reply made to the letter from former Trustee Jim Marlon-Lambert³. Tabled to May Meeting. A reminder was mentioned that a Bylaw will need to be prepared and passed to draw funds for an Engineer's Drawings out of Reserve.

7) The Administrative Assistant position was discussed. The Administrator provided some background to the evolution of the position from 2007 when she took over the job and suggested the Human Resources committee review the job description for the Administrator and then further define the "Assistant" position. Chair suggested the new position be focused toward the bookkeeping aspect. Trustee MacKay suggested that the new position be held in abeyance until a thorough review is done of the Administrator's job description. This would be more in keeping with the views expressed at the AGM. A review of systems was welcomed by the Administrator with the object of identifying savings. The new Board members were reminded that the position of an Administrative Assistant was not recommended or requested by Staff, but added to the Budget by the sitting Board.

8) Hardware & Software assessment and report⁴, and

9) Purchasing Policy will be placed on May 13th Agenda

10) Temporary Holding Area – As per minutes of April 14, 2011 this will be dealt with when the site on MIID land is identified by MIHCA.

11) Garbage Contract in the process of review.

Chair will speak to the Garbage Contractor and has messages for him. Trustee Maude will continue to assist him with the business and will work toward a satisfactory contract for signature.

³ Letter: Jim Marlon-Lambert

⁴ Hardware & Software Report, Steve DeRousie, March 17,2011

12) Harassment Policy – is in Draft Form and will be taken up next meeting. The Administrator was asked to circulate it to the Board.

13) Administrator's Job Description was discussed earlier: the Human Resources committee will review.

14) Auditor's concerns with Deputy Chief's Contract: The Auditor felt the contract terms were "too vague" – this was also referred to the Human Resources Committee.

15) IT/Web Contract – Chair explained that as the amount was over the \$5000 limit for tenders, it was felt that further conversations with Steve DeRousie should be held as to estimates for time required this year. The contract was referred to Human Resources Committee.

16) Health Centre Tax arrears

The issues of outstanding arrears for Taxes and charges were discussed.

Administrator requested direction from the Board in two matters:

a) explained that legal opinion suggested a question of mental competency and recommended not proceeding to Tax Sale against one property until an appropriate person had been appointed to receive the necessary documents in order to do so.

b) The issue of outstanding charges under the Taxation Sale Charge Bylaw against one owner (for two properties) was also discussed. Trustee DeRousie said the Ministry had advised that the taxpayer should be billed as an account outstanding.

All tax arrears for 2009 have been notified – these properties would be subject to Tax Sale this July.

Formation of Committees

Chair explained that after a discussion with Bill Jamieson he would like to suggest a committee or liaison to the MI Volunteer Firefighters Association. He also reported that the Fire Chief reported an issue between MIID and the BCAS which should be looked into.

Chair suggested the following Committees:

Finance; Health Centre; Human Resources; Fire Dept; Ambulance Service; and Volunteer Firefighters Association Liaison.

Chair stated that he would look after Communications, and Government Liaison

Chair then suggested the following appointments:

Trustee Tracey DeRousie: Firefighters Association Liaison – bringing the firefighters' voice to the Board. Trustee McKinnon pointed out that this position may be short lived as once the firefighters feel they have a voice there may be no further need for a Liaison.

Finance: Trustee Gary Akey

Human Resources: Trustee Dean MacKay

Fire Department & BC Ambulance Service: Trustee Bob McKinnon

Health Centre Operations and Health Centre Association: Trustee Gary Akey

The Recording Secretary was asked to provide all Trustees with the MoU between the MIID and MIHCA as part of the MIHCA report from minutes of April 14th. She also provided the Index of all Memorandum of Understanding and Contracts and explained that copying the Binder of these agreements would not be practical. The Binder is kept in the Administrators office and would be available for Trustees' review at the fire hall. The Secretary also provided Index pages for the Trustee Manuals and will provide new Contact Lists and Calendars as soon as possible.

NEW BUSINESS

a) Signing Authorities, Ministry Report

The Signing Authorities were discussed and a motion passed earlier in the meeting. The Administrator circulated a form to submit the required personal contact information to the Ministry and Royal Bank of Canada.

b) Proposed Public Meeting

Chair proposed a Public meeting be held on May 14th with the following topics on the agenda

1) Health Centre

He wishes to discuss the suggested raised minimum tax payable; the Budget, and possibilities of a Parcel Tax

2) Garbage- What the obligations of the MIID are.

3) Fire Hall – What the next steps should be.

The Board discussed each of the topics briefly. In regard to the fire hall, it was suggested that the Board needs several months to determine the alternatives and then present them.

Chair would like to give the public the opportunity to speak and to be heard. The members of the Board agreed to hold the public information meeting.

Chair will place an article in the May Mayneliner.

Chair stated that all articles or ads are to be circulated to Trustees before publication, and all Trustees will be given time to respond with any concerns.

The Administrator was authorized to reserve the hall and contact Bob Connelly to rent the PA system and record the meeting.

c) Operational Review of the Fire Department

Trustee McKinnon will meet with the Fire Chief when he returns from Vacation.

Chair explained that the public reaction at the AGM indicated that there is very little understanding of the costs of running a Fire Department. A public explanation of those costs should be presented to further public understanding. Trustee McKinnon will also review the Contracts of the Fire Chief and Deputy Chief.

d) Informal Firefighters meeting

After a conversation with Bill Jamieson, the Chair suggested that a Saturday or Sunday “get together” for the new Board and the firefighters to meet each other. Board members suggested Trustee DeRousie arrange something as she is the Liaison.

9:23 PM Guests were asked if they had any questions - none were asked

Guests left the meeting at 9:25 PM

ADJOURNMENT:

The Meeting was adjourned at 9:26 PM by motion made by Trustee Bob McKinnon.

NEXT MEETING DATES:

May 13, 2011 Regular MIID Board Meeting at 9:00 AM Fire hall Boardroom
May 14, 2011 Public MIID Meeting at 1:00 – 4:00 PM Ag Hall

Approved:

David Maude, Chair

Date:

Recorded and presented by:
Gerrie Wise, Recording Secretary