

**Mayne Island Improvement District  
Special Meeting of the Board of Trustees  
Date: Thursday, Jan 6, 2011  
Location: MIFRS Fire hall Boardroom**

**CALL TO ORDER:**

Chair, Jim Marlon-Lambert called the meeting to order at 7:03 p.m.

**PRESENT:**

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

**ABSENT WITH NOTICE:**

Cilla Brooke, MIHCA  
Deputy Chief: Steve DeRousie

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Peter Sara  
Ian Birtwell, Volunteer, Fire Hall Task Force

**REQUEST FOR ADDITIONS TO AGENDA:**

Chair requested to discuss part of the review of Alcohol and drug policy and legal advice under "in Camera" portion of the meeting.

**MOTION**

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

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

**MOTION**

Trustee Aaron Somerville moved and Trustee Jon Hoff seconded the motion to postpone the approval of the Dec 9, 2010 Minutes to the Regular Board meeting, January 20<sup>th</sup>, 2011. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM PREVIOUS MEETING:**

a. Fire Hall Task Force: review of Final report from Task Force (prior to their information meeting Jan 15, 2011)

Chair thanked Ian Birtwell for his attendance this evening and confirmed he will answer any questions arising from the reports.

Chair asked for any questions:

Discussion was held regarding various points:

Fire Chief Jeff Francis pointed out a correction to Site development portion: the emergency generator will not be “relocated”. This will be corrected in the report.

Q Trustee Jon Hoff: On the Cash flow: Lines 14, 25, 31 – what does the term “General Conditions” mean?

A. Ian B. these are estimates of the various Contractors’ overhead and profit

Q. Chair: As this will become a public document if the Board approves it this evening is there a problem with the Advicas report being made public?

A. Ian B. The report and cash flow should be public, but the Advicas report should be held at the MIID office for inspection on request, and not for publication at this time to comply with concerns regarding the tendering procedures.

Chair asked all Trustees individually if they had any questions. None were raised.

### **MOTION**

Trustee Jon Hoff moved and Trustee David Maude seconded the motion to accept the Fire Hall Task Force Committee Final Report dated Dec 20, 2010, including: 1) Report 2) Cost Budget Projection 3) Notes to accompany Advicas Report and Cash Flow. (Attached)

**CARRIED UNANIMOUSLY**

**Permission to post these documents on the Task Force page of the MIID website when corrected was granted by Trustee Maude.**

### **MOTION**

In response to the request from the Chair, Trustee Aaron Somerville moved and Trustee Tracey DeRousie seconded a motion of thanks to the Task Force

**CARRIED UNANIMOUSLY**

A report responding to the questions raised in a memo of Trustee Maude at the December 9, 2010 Board meeting was presented by Ian Birtwell (attached)

Q. Trustee Maude: With the aim of clarifying Board policy, are properties with Taxes calculated under \$10 forgiven or are they taxed the minimum of \$10?

A. Moira McCulloch – In the first year they were forgiven; in subsequent years they were charged the minimum of \$10.

Q. Trustee Maude: Indicated he was still having difficulties understanding the costs of billing for a Health Centre and suggested Fire Hall Parcel Tax Levy.

A. Moira McCulloch: We are not actually able to accurately forecast the billing costs as costs for staff time, printing, mailing and legal costs incurred for non-payment can only be estimated at this time. Figures were based on historical costs of Health Centre billings and collections.

Trustee Maude questioned whether our Health Centre budget for 2011 has sufficient allowance for bill collection.

Chair agreed the costs should be reviewed before the bylaw is considered in May 2011.

Trustee Maude expressed his concern that the cost of collection figures has to be right to present to the public for approval. He is concerned that the Task Force recommendation for using an assessment base tax is based on wrong figures.

Trustee DeRousie pointed out the recommendation of the Task Force for a Tax based on Assessment gave 5 primary reasons with the cost of collections being only secondary.

Trustee Hoff agreed that the Assessment basis significantly reduces the risk of collection expenses is a major consideration.

Trustee Maude brought up the figures for the costs of collection for a Parcel-based tax presented by the Task Force in September, which he said were incorrect at that time. He expressed the opinion that if the Parcel Tax is used, there will be no opposition to the Fire Hall referendum. However, he believes that an Assessment based tax will cause a large negative vote. Trustee Maude explained his reasoning that a flat rate for all is easier for taxpayers since assessed values change. If a guest cottage is built for example then an assessment would increase. The mil rate was not discussed.

Chair reminded all that this aspect was originally brought up in September 2010 but has since been re-examined and the figures checked to be as accurate an estimate as possible. He also mentioned that the Tax Method should not be a point for discussion until after the referendum. It was also mentioned that the basis for taxation can be reconsidered by the Board sitting at the time of Bylaw presentation each year.

Trustee Maude believes that the Task Force will make statements to favour an Assessment basis rather than a Parcel tax basis based on the cost of collection, which Trustee Maude believes to be incorrect.

Chair asked Ian Birtwell to answer and he restated the 5 primary reasons for their decision were:

- Ease of collection through the Surveyor of Taxes
- Avoidance of risk and uncertainty through collecting via MIID Invoice
- Correlation between assessed value and the value of property being protected
- The ease of the processes for enforcement and tax sale under the assessment base
- The ability to defer taxes for seniors, low income and disabled citizens and is only *secondarily* based on the costs of collection.

Jon Hoff wished to emphasize his view of the issue is that on Assessed value Tax collection is not at risk whereas on Parcel basis, there is no guaranteed amount coming in promptly or at all.

Chair called a halt to the discussion as the topic may be in violation of the Elections Act under the terms of the referendum, as this is a public meeting with members of the public present.

The Chair requested that the issue of the taxation model be tabled until the board meeting in March.

b. Review of Alcohol/Drug policy and Legal advice  
Chair would like to redirect discussion to the in camera portion of the meeting.  
After the initial discussion, he would like the Trustees to consider a policy and bring discussion back to a later Board meeting.

**OTHER BUSINESS:**

Fire Chief Jeff Francis distributed Draft policies and procedures regarding Fire Inspections. The Board must determine the level of service MIFRS will provide. Material from other Fire Departments will also be brought to the Board meeting on Jan 20, 2011. Trustees were asked to forward any questions to the Fire Chief prior to the next meeting.

**Chair asked if there were any Questions from the Guests:**

**Peter Sara:** How much will the total cost of the interest be over the 20 years? He cannot find it in any of the reports.

Chair said that it is only a theoretical figure since we don't know what the amount of the loan will actually be or what the going rates of interest will be.

Ian Birtwell will give an amortization table to Mr. Sara for a rough approximation.

*NOTE TO MINUTES On Jan 7, 2011 Ian Birtwell emailed the figures to Mr. Sara (copy attached)*

**At 7:50 Guests left the meeting**

**NEXT MEETING DATES:**

January 15<sup>th</sup> 2011 – Task Force Public Meeting

January 20<sup>th</sup> 2011 – Regular Board Meeting

January 29<sup>th</sup> 2011 – MIID Public Meeting

**IN CAMERA:**

**MOTION**

Trustee David Maude moved and Trustee Jon Hoff seconded the motion to go into "In Camera session" **CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

After the "In Camera" Session, the Meeting was adjourned at 8:41 PM by "Paddy's Motion" made by Trustee Jon Hoff

Approved:

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Jim Marlon-Lambert, Chair

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Date:

Recorded and presented by:  
Gerrie Wise, Recording Secretary