

**Mayne Island Improvement District
Meeting of the Board of Trustees
Date: Friday, May 13, 2011
Location: MIFRS Fire hall Meeting room**

CALL TO ORDER:

The meeting was called to order at 9:00 AM by Chair David Maude

PRESENT:

Trustees: Tracey DeRousie, David Maude; Gary Akey, Bob McKinnon
Staff: Administrator: Moira McCulloch; Recording Secretary: Gerrie Wise,
Fire Chief Jeff Francis

ABSENT with Notice: Trustee Dean MacKay

GUESTS, MEMBERS OF PUBLIC PRESENT:

Pat Seebach	Mel Seebach
Kathie Warning	Bette Hawes
Lise McLeod	Cilla Brooke
Fred Sexsmith	Millie Leathers
Barbara Baker	Maxine Holmgren
Patricia Mauch	Doug McNeill
Judy Taylor	Steve DeRousie
Sandy Forest	Lorne Yeudall

AGENDA

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to approve the agenda as circulated. **CARRIED UNANIMOUSLY**

PREVIOUS MINUTES OF THE BOARD OF TRUSTEES MEETING:

MOTION

Trustee Tracey DeRousie moved and Chair, Trustee Maude, seconded the motion to approve the Minutes from Board Meeting of April 14, 2011. **CARRIED UNANIMOUSLY**

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon, seconded the motion to approve the DRAFT Minutes of April 16th, 2011 Annual General Meeting for public circulation. **CARRIED UNANIMOUSLY**

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to approve the Minutes from Board Meeting of April 18, 2011 **CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

- a. IT & Web Manager Contract:
Chair, Trustee Maude requested this item be deferred to next meeting, as Trustee MacKay, Human Resources Committee Chair, is unable to be here today.
- b. Engineers Seismic Reinforcement Report:
Chair, Trustee Maude has received a proposal from Richie Smith from Hoel's Engineering with an estimate of approximately \$2,500 for a set of working drawings for a seismic upgrade to the fire hall. The Engineer estimated \$6,000 to \$16,000 to upgrade the fire hall. In discussing this with the Fire Chief, the concern arose regarding expenditures on this while still considering replacement of the fire hall. Chair stated we need to set a timeline, and hopefully the public meeting tomorrow, May 14th, will provide some indication of public feeling regarding whether the fire hall replacement should be postponed or started immediately. Chair would like to look at this proposal next month after developing a timeline for fire hall replacement. Trustee DeRousie stated she had not seen the study in question. She reported that the previous two studies did not agree with the solution proposed as described by the Chair. Those studies indicated the upper story would likely collapse onto or in front of the vehicles. She stated that it seemed to her that a \$20,000 fix is not going to solve the issues. The other two engineers' estimates were for over \$100,000. I don't understand how this engineer can come up with this cheap solution. In discussion, the Chair, Trustee Maude stated his confidence in this Engineer as a certified professional, and in his proposal. The report has not been circulated to the Board.
- c. Royal Bank Canada signing authority:
The Administrator explained the documents to be signed at the bank to remove the Fire Chief and the Administrator as Signing Officers and to register the new Trustees as Signing Officers. The Royal Bank in Sidney has had the documents ready since last week. It is urgent that the Trustees make every effort to attend the Bank as soon as possible.
- d. VIHA Contract renewal:
Trustee Gary Akey has met with MI Health Centre Assoc. to discuss the VIHA contract as well as other concerns, such as the roof and temporary holding facility. The VIHA renewal contract should be ready for MIID signature at next month's Board meeting
- e. Purchasing Policy:
A Draft policy was circulated a few weeks ago regarding purchasing locally. Trustee Tracey DeRousie repeated her objection to the wording of the policy. Specifically, she objected to the requirement for staff to obtain approval from a Trustee for purchases made off-island. The Administrator explained difficulties regarding purchasing postal stock at the local postal office since they have limited supplies because they only order once a month, and don't accept VISA. Trustee Tracey DeRousie emphasized this as an example of the difficulties of a restrictive policy which does not allow staff reasonable discretionary limits or conditions. The

Administrator suggested Chair could possibly approach the postal agency owner to have him consider accepting VISA. Trustee McKinnon agreed that would be a reasonable step to take. MIID spends approximately \$5,000 in postage annually.

Trustee Tracey DeRousie emphasized that staff should not be hampered in their attempt to do their job efficiently.

Trustee Gary Akey suggested the purchasing policy be amended to allow flexibility for staff. Trustee DeRousie agreed to re-word the document and bring it back for approval at next month's Board meeting.

f. Garbage Contract:

Chair, Trustee Maude reported that he has spoken to Rick Dodds who is going to speak to his partner. At this point, Mr. Dodds is ready to sign the renewal contract. Home Hardware will allow him to park on the store lot for garbage "drop-off" on a one day per week basis, possibly on Sundays. The current Contractor says he is in financial difficulties owing to the loss of garbage collection business to the competitor. Chair, Trustee Maude suggested there is a possibility of the requirement for MIID to have to provide a subsidy in the future. This would require levying a tax for garbage service, since our Letters Patent require the District to provide a garbage collection service.

Administrator asked if there would be any zoning or other related problem with the garbage truck being parked at Home Hardware. Chair indicated that his discussions with Island Trust indicate this would be no problem as the Truck would not be classed as a Transfer Station if it were to be parked for a few hours and then the garbage transported in 24 hours, after the "curbside" collection.

g. Health Centre Billing – prior years:

i. The Administrator requested direction regarding the outstanding Taxation Sale Charge Bylaw monies due on two properties from one owner. (see Administrator's Report) One property owner, who owns two properties, was in arrears, and sent into Tax Sale, incurring Tax Sale Charges of \$1000/per property under the ByLaw. The property owner has refused to pay the charge. In December of 2010, the Board agreed to reduce the fees to \$500/per property if the arrears, interest and penalties were all paid. The Property Owner has still refused to pay the charges. The Administrator wishes direction from the Board as to the collection of this debt or write-off, and the methods to be used. Trustee DeRousie asked for the amount still owing and the Administrator confirmed that it is \$1,000. Trustee Tracey DeRousie remarked that that property owner had caused well over \$1,000 in legal and collection fees and stated that according to her conversation with the Ministry, the funds are still legally owing and should continue to be billed as a separate billing from annual taxes. Trustee McKinnon asked if this would trigger a Tax Sale, but was assured by Trustee DeRousie that this debt would not. Trustee Akey suggested Small Debts Courts and possibly a lien and noted that the collection costs for this debt should not exceed the debt if possible.

Chair asked if Administrator would send a letter. Administrator asked that the letter please come from the Board. The Trustees agree that the letter should come from the Board. The Chair suggested he speak to the property owner “face to face” as part of a step by step process.

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion for the Chair to speak to the Taxpayer regarding the Debt and report back to the Board.

CARRIED UNANIMOUSLY

ii. The Administrator also requested direction regarding the issue of the lawyer’s advice regarding the perceived ‘mental competency’ of one property owner and the validity of a Tax Sale when it could be deemed that the taxpayer in question may be not able to understand the Tax Notice or the debt incurred. This property still has taxes from 2007 unpaid. Chair asked if we are allowed to put a Tax Sale into abeyance. Trustee Gary Akey asked if the MIID can lien the property and suggested this course of action

The Administrator pointed out that these two cases could be setting Board policy and procedure.

Trustee Akey will work with the Administrator to determine the steps to follow to ensure the MIID does not lose any taxes owing in the event of a sale of this or any property or the appointment of a Trustee.

The Chair explained the name Joshua Craig of the Ministry and his role to the guests who might not be familiar with the name.

CORRESPONDENCE: Chair David Maude

i. A request for information under the Freedom of Information and Privacy Protection Act has been received. Chair volunteered to act as the Freedom of Information and Privacy Protection Act Co-ordinator.

MOTION

Trustee Bob McKinnon, moved and Trustee Gary Akey seconded the motion to appoint Chair, Trustee Maude as the Freedom of Information and Privacy Protection Act Co-ordinator.

CARRIED UNANIMOUSLY

ACTION NOTE: ii. A letter of acknowledgement will be sent to the requestor

FINANCE REPORT – Trustee Gary Akey

Trustee Akey reported he has been reviewing three Auditors cost estimates and speaking with the current Auditor. He is still reviewing the proposals and will have a recommendation and all three proposals at the June MIID Board meeting. The complexity of the Financial Statements format and the Audit procedure was discussed. Also, he is working with the Administrator to produce Accounts Receivable and

Accounts Payable reports for each Board meeting to provide the Trustees with a better understanding of the expenditures of the District.

It was noted by the Trustees that the Auditor must be chosen in June.

The breakout of expenses and line items has expanded and makes scrutiny more time consuming. Trustee DeRousie pointed out that break-out is necessary to charge these costs to the correct cost centre; for example the Health Centre, Fire Service, etc. She also mentioned her concerns regarding the explanations regarding various costs in the Financial Statements.

Trustee DeRousie pointed out that the comment made at the AGM of “surely you can get them to give you a quote, and then hold them to it” is not correct, as the estimates are just estimates.

Trustee Akey agreed stating that the quote is an estimate only and there may be complications or further work required. All estimates or “quotes” contain a contingency clause in case of unforeseen work required.

The Administrator explained issue of the reconstruction of the accounting records in 2007 by the Auditor due to the refusal of the previous Administrator to turn over MIID records, and the “Audit Trail” provided by the software “QuickBooks”. She also wished to say the present Auditor has been very helpful to her and the Improvement District for the past years.

MOTION

Trustee Tracey DeRousie moved and Trustee Bob McKinnon seconded the motion to accept Finance report.

CARRIED UNANIMOUSLY

REPORTS

a. Management: Chair David Maude:

He reported he has been very busy with phone, and email with the Ministry regarding procedures, duties, etc. and specific discussions related to the Health Centre Taxes. Chair reviewed the discussion with the Ministry regarding reducing the Health Centre Budget by removing the \$32,000 allowance for unpaid tax arrears. Also, he has met with the Fire Chief and community members regarding moving forward with fire hall replacement. Chair would like to know: What is the time frame? He will discuss this at the public meeting tomorrow. He believes that the referendum did not end the problem, and that we must move forward. Because we have a new Board, a new meeting time, new ideas, new configuration, etc. he hopes to have input from those attending the public meeting, and will review again over the coming months. He asked for any questions.

Guest, Kathie Warning mentioned that attending Board meetings during the day is very difficult for those like herself who must take the time away from their jobs.

Trustee DeRousie asked the Chair if he had a plan for a new fire hall, as she had heard rumours. He replied that he does have a thumbnail plan. He has been working with the Fire Chief, but he is not prepared to present it to the Board at this time. He would like to form a committee later in this meeting. Chair indicated that he is starting the process and once the Fire Chief and firefighters have indicated they agree he will bring the idea to the Board. He would like to start the process this way.

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to accept the Management report. **CARRIED UNANIMOUSLY**

b. Administrator's Report -attached

Health Centre Billing- The Administrator offered an explanation of the changes to the Health Centre budget. Last year, when the budget was presented to the Ministry, the Ministry approved the inclusion of the allowance for unpaid taxes to avoid having to fund the Health Centre costs from the Fire Services budget. She further explained that when tax-payers do not pay, the tax-payers who are paying are funding those services for those persons who do not pay. She has the assessments for the 2011 billing and can proceed as soon as BC Assessment Authority has provided some answers regarding properties with multiple zoning.

The "crash" of her computer was repaired with no data lost, just inconvenience.

Trustee DeRousie questioned a Credit Balance in Taxes owing which was explained as some taxpayers overpaying their taxes.

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to accept the Administrator's report. **CARRIED UNANIMOUSLY**

c. Fire Chief's Report – attached

Trustee McKinnon asked if the MIFRS must now inspect all commercial properties on Mayne, such as the school, restaurants, hotels, etc. The Fire Chief replied that yes it is a requirement that if the process is started, it must continue. On Mayne the process was started by a prior Fire Chief in the 1990's.

Trustee DeRousie asked if the "24-7" Contact list for the Board has been done and the Fire Chief affirmed that it has. She then requested an explanation of the concern regarding the right of way at Glen Echo. The Fire Chief stated that it has been worked out with the property owner and explained the process of approval for, construction of, and maintenance of a right of way. The Improvement District is given a registered Right of Way on Title. The Fire Chief is responsible for verifying the condition of the right-of-way and reporting to the Improvement District. These rights-of-way form part of the wildfire protection plan. The examples of Simpson Rd and Henderson Hill fire lanes were given. In regard to this particular right of way, the Fire Chief has been assured the work will be done this month and has been given a letter of understanding.

d. Heliport: Fire Chief – one med-evac in April. The broom on MacKay's property which is obscuring the navigation lights will be removed this month.

MOTION

Trustee Bob McKinnon moved and Trustee Gary Akey seconded the motion to accept the Fire Chief's report. **CARRIED UNANIMOUSLY**

- e. MI Health Centre
 - i. Health Centre Operations Report - attached

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to accept Health Centre Operations Report. **CARRIED UNANIMOUSLY**

- ii. MI Health Centre Assoc. Liaison:

Dr. Cilla Brooke addressed the confusion regarding whether she was to still attend the Board meetings as the Liaison and introduced the members of the MIHCA Board. She emphasized the value and importance of the Health Centre to this community. She also wished to thank the previous MIID Board for all their support in the past for the Health Centre. We now have 15 persons working in the Health Centre with 150 persons seen every week. Dr. Brooke indicated she was upset at the nastiness expressed at the MIID AGM toward the Health Centre. VIHA provides almost a half million dollars of services at this Health Centre – not just for residents, but for all visitors as well as part-timers. We need to be prepared to support the Health Centre as the valuable community asset that it is. How lucky we are to have a dedicated staff of professionals, some of whom have been here 10 years. We have the best facility on the Gulf Islands.

Chair, Trustee Maude explained the re-structure. Cilla emphasized that the MIHCA Board wishes to have a voice at MIID and enjoyed meeting Trustee Akey yesterday.

Chair asked if the temporary holding facility site has been chosen. Cilla has spoken to Trustee Akey in this regard and he will include it in his report.

MOTION

Trustee Gary Akey moved and Trustee Bob McKinnon seconded the motion to accept the MIHCA Liaison report. **CARRIED UNANIMOUSLY**

COMMITTEE REPORTS

BC Ambulance Service Liaison: Trustee Bob McKinnon

Trustee McKinnon met with Barb Edwards to address issues and discussed generator, temporary storage facility, etc. He will provide Barb with an Electrical Inspection Report for her to provide to BCAS in order to facilitate having the generator hooked up to the Ambulance station.

MOTION

Trustee Tracey DeRousie moved and Trustee Gary Akey seconded the motion to accept the BCAS Liaison report. **CARRIED UNANIMOUSLY**

Communications: Chair David Maude

- i. Report on Website Statistics – no written report this month – Steve reported that there were several hundred hits in the month of April and over 100 so far this month.

ii. Report on Web Site Development -
The Chair requested a Motion be made to publish the Draft Minutes once they are approved by Board.

MOTION

Trustee Bob McKinnon moved and Trustee Gary Akey seconded the motion to post Board approved DRAFT minutes to the website once they have been circulated to the Chair, Board and Administrator for errors or omissions.

The discussion addressed the issue of errors. Trustee DeRousie is concerned about any legal issues regarding an error being published. Chair would like to honor the request of the public and suggested that the Chair, Board and Recording Secretary take reasonable care to be sure the minutes are correct.

CARRIED UNANIMOUSLY

Finance: Trustee Gary Akey

- i. Banking Services for consideration – response to bids

MOTION

Trustee Gary Akey moved and Trustee Tracey DeRousie seconded the motion to maintain the present banking arrangements with Royal Bank of Canada.

CARRIED UNANIMOUSLY

ACTION NOTE: Chair requested that Moira send letters to the Banks as required.

- ii. Motion to amend the 2011 Health Centre Budget

MOTION

Trustee Gary Akey moved and Trustee Tracey DeRousie seconded the motion that the Health Centre Budget be amended to \$105,086.

Discussion: Trustee DeRousie asked why the meeting she requested to discuss the budget was not held and why the figure was arrived at without Board review. Chair stated that the Ministry has ordered that the District was to change the budget.

Trustee DeRousie suggested that a meeting might have found other changes and a more full review, since a new budget was to be created anyway.

Chair, Trustee Maude stated that no one had made any suggestions so that a meeting was not necessary.

A discussion ensued regarding the expense items, any outstanding taxes, and the importance of maintaining the separation of the Health Centre, Fire Dept and Administrative Costs. Trustee Akey agreed that they are kept separated. Trustee McKinnon pointed out that if the bottom line is established, the amount in the line items may vary without undue consequence.

Trustee DeRousie asked about the Health Centre budget figure about the \$4,200 deficit shown in the Budget. This was set in August, but at year end, the Health Centre was not in deficit.

Trustee Akey assured the Board that the budget suggested is sufficient to meet all the projected expenses and that a further Special Board meeting will need to be held to pass the Bylaw for Taxes. He is working with the Administrator regarding setting the

mil rate and getting the billing done. We will need to request the Ministry to expedite approval of the ByLaw in order to ensure timely mailing out of Tax Notices.

Following the Discussion the Motion was

CARRIED UNANIMOUSLY

The Administrator reported that billings will be done as soon as possible. However, typically Bylaw's take 3-4 weeks to be returned from the Inspector of Municipalities. This time frame might cause a delay in the date of mailing. Additional delays this year are being caused by: the change in the budget, and the delay in replies from BC Assessment Authority regarding calculating tax rates for properties with multiple zoning. As soon as the Ministry replies to the queries, the programmer can provide the software to produce the billings. Extra Staff will be needed to send out the bills.

MOTION

Moved by Trustee Gary Akey and seconded by Trustee Tracey DeRousie to hold the Special Board meeting to approve the Health Centre & Heliport Tax Rates Bylaw, 2011 on May 27th 2011.

CARRIED UNANIMOUSLY

Fire Department: Trustee Bob McKinnon

Trustee McKinnon has met with the Fire Chief to gain an understanding of procedures and Operations. In the future he will be going through the current budget, and discussed that an outside auditor could come in and look at evaluating the performance of the fire department in particular for budget and operations. Terms of reference to be set and then approved by the Board at the next meeting.

Trustee DeRousie asked for details of the Audit. Trustee McKinnon explained Fireways Consulting from Shawnigan Lake is being considered. He has checked their references and the estimated cost would be approximately \$6,000.

Trustee McKinnon has also invited input from staff.

Administrator asked if the audit would include the governance section.

Trustee McKinnon replied that would need to be determined by the Board when setting the terms of reference.

MOTION

Trustee Gary Akey moved and Trustee Tracey DeRousie seconded the motion to accept the Fire Department Operations Committee Report

CARRIED UNANIMOUSLY

FOIPPA: covered earlier

Government Liaison: Chair Trustee Maude

Chair stated he also dealt with and consulted the Islands Trust as well as the Provincial Ministry.

Health Centre Operations & Health Centre Association: Trustee Gary Akey

Trustee Akey thanked Cilla Brooke for the meeting May 12, 2011 and emphasized good continued communication is critical to make sure this valuable asset for the community is maintained. I would make that pledge now that we have an open and frank dialogue and that your voices will be heard by the

Board.

- i Health Centre Roof Quotes: MIID has received 2 written quotes for the roof replacement. A third is still under preparation. Costs vary from \$9000 to \$17000. A recommendation will need to be made at the June meeting for a Board decision.
- ii Health Centre Temporary Holding Site/ Building – The best location appears to be adjacent to BCAS building for an 8' x 10' simply constructed building. The Improvement District must check set-backs in lease agreement with BCAS. He suggested this issue be dealt with and moved ahead quickly. By next meeting this should all be resolved. Trustee McKinnon asked if Trustee Akey was proposing that the MIID pay for the building, but Trustee Akey replied the matter was still under discussion. The previous Board motion was to provide the land only, but the recommendation will be brought to the June meeting.

MOTION

Trustee Bob McKinnon moved and Trustee Tracey DeRousie seconded the motion to accept the Health Centre Committee Report. **CARRIED UNANIMOUSLY**

Human Resources: Trustee Dean MacKay- deferred to June meeting

Chair reviewed the following briefly:

- i Harassment Policy – draft was circulated
- ii Deputy Chief's Contract – only recently brought to his attention
- iii IT Contact – Steve will be preparing some figures for discussion
- iv Web managers Contract- as above.
- v Administrative Assistant Position – suggested the Administrator write an ad for the position as a “book-keeping” position. Some discussion around this topic took place. The previous minutes suggested this position be reconsidered by Human Resources in conjunction with the Administrator's job description.

In discussion, Trustee Tracey DeRousie mentioned her concern that these items have been deferred several times and have not been dealt with. She is concerned with the general lack of discussion and decision making processes. Chair explained that this is the responsibility of the Chair of Human Resources. There was a general discussion about how meetings can be held and how work can progress rather than delaying it from Board meeting to Board meeting. Chair emphasized that he believes that some of these discussions must be by email. He stated that meetings must take place by public notice. It was suggested that committee meetings can be held. However, Chair was certain that meetings require public notice, “gatherings” or discussions between Trustees could be perceived as illegal, and email was a more convenient method of communication, with a record being formed.

Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie

Trustee DeRousie requested clarification of the committee as she has been advised that it is the Fire Chief's job to function as the Fire Fighters liaison. She does not wish to have a conflict. The Fire Chief was asked to clarify the role a MIID Trustee would have as Liaison. The Chair stated that it was a request from

the President of the FFA.

The Fire Chief stated that he believed the FFA President's comments to the Chair were misunderstood. The Liaison at the MIID Board level is to be one of final resort if concerns or complaints are not dealt with by the Chief. The Fire Chief explained the complaint process for fire fighters. At each weekly meeting, firefighters are asked for any concerns. They should then be brought forward by the officers, and then to the Chief.

Chair suggested that Trustee DeRousie fill the position of a Liaison when required. Trustee DeRousie agreed to fill that position.

OTHER BUSINESS

A discussion was held regarding the Bylaw for the Health Centre roof. Bylaw 108 was passed at the Meeting April 14, 2011 and is recorded in the Minutes.

NEW BUSINESS:

i. Health Centre & Heliport Tax Rates Bylaw, 2011

The Chair recommended increasing the minimum tax payment from \$10 to \$30 after a conversation with the Ministry. He stated that Joshua Craig, at the Ministry, was strongly advising the Tax should be a Parcel Tax. The Chair stated this would mean \$65. per parcel which would be a significant increase from \$10 minimum on some properties. He suggested a \$30 minimum for this year and then go to a Parcel Tax next year. A discussion followed regarding the minimum payments, the penalties and interest set in the past. Trustee DeRousie was concerned that Joshua Craig in the past has recommended Assessment based Taxes and may change his recommendation again in the future.

The discussion also included the Tax Sale Charge Bylaw authorizing a charge of \$1000 per parcel.

MOTION

Trustee Bob McKinnon, moved and Trustee Tracey DeRousie seconded that the Health Centre & Heliport Tax Rates Bylaw, 2011 establish the penalty rate of 15% and the minimum amount of taxation upon a parcel of property will be \$30.

CARRIED UNANIMOUSLY

ii. Policies & Procedures:

a) Trustee DeRousie raised the concern that there is no MIID Policy & Procedures Manual.

b) The Fire Chief asked what the policy would be for cheque signing as an example: When will they be signed, how often, etc.

c) Regarding Board meeting dates, the Administrator pointed out that the 2nd Friday is very difficult to get all reports together for the Board (bank reconciliations and month end reports for example) and suggested the Board meet on the 3rd Friday. The Board agreed. After the Public meeting for input, the recording secretary will update the calendar and send it to be posted on the Website to reflect the new meeting dates.

iii. May 14th Public Meeting:

Chair, Trustee Maude explained he will chair the meeting and discuss the following

three main topics:

- 1) Health Centre Taxes going up
- 2) Garbage Service: possibility of a tax for a subsidy
- 3) Replacement of the Fire Hall: looking for a time line.

Q. Betty Hawes How was this meeting advertised? More publicity should have been done

Ans. Chair It was advertised in the Mayneliner.

Q. Pat Seebach: There was incomplete information on the website. However, I would like to compliment the person(s) who are responsible for the set up of the web-site. It is very easy to find the information I am looking for.

I do have a question regarding the MIID as the host of the meeting vs the Chair being the host of the meeting. Is it not the MIID who is holding the meeting?

Ans.Chair, Trustee Maude answered that it is a Townhall meeting, not a public information meeting. He will chair, and is inviting input from the public, not providing policy or a project. There is no agenda or hand-out.

Q. Judy Taylor: I am very concerned that the Health Centre AGM is at the same time. This conflict means that the members of the Health Centre Association will not be able to be present at the town hall meeting, nor will Trustee Akey, the new Liaison.

Ans. Chair Trustee Maude stated he is sorry for the conflict; with so many things happening at this time of year, conflicts are unavoidable. The meeting will go ahead, as a forum for people to express their concerns. He hopes to have 2 or 3 of these meetings a year.

Ans Trustee Gary Akey I will attend if possible, after the Health Centre AGM. The idea of these meetings is toward transparency in government.

Chair stated that Minutes will be kept and published on the website as soon as possible.

iv. Trustees Confidentiality Agreement submitted by Fire Chief - attached to be signed by the Trustees, Staff & firefighters.

v. Formation of a Fire Hall Committee

Chair, Trustee Maude would like to form a committee with himself as the initial member, then to bring on more members as required. He explained that the idea is to start small, after consultation first with the Fire Chief and Firefighters and then to bring the ideas forward to the Board.

MOTION

Trustee Bob McKinnon, moved and Trustee Gary Akey seconded the motion to establish a fire hall committee with Trustee Maude as Chair.

CARRIED UNANIMOUSLY

Q. Betty Hawes I believe that the Deputy Chief's contract was brought up and then tabled in previous minutes.

NEXT TRUSTEES MEETING DATE/S:

May 14th 2011 : Public Meeting
May 27th 2011 : Special Meeting: Health Centre & Heliport Tax Rates Bylaw, 2011
June 17th 2011 : Regular MIID Board Meeting

Guests left the meeting at 11:58 AM

IN CAMERA

MOTION

Trustee Tracey DeRousie, moved and Trustee Gary Akey seconded the motion to go into in camera at 12:02PM **CARRIED UNANIMOUSLY**

ADJOURNMENT:

Following the In Camera Session, the Meeting was adjourned at 12:06 PM by motion made by Trustee Bob McKinnon.

Approved:

David Maude, Chair

Date:

Recorded and presented by:
Gerrie Wise, Recording Secretary

ADMINISTRATORS REPORT – MIID Board Meeting of 2011-05-13

Health Centre Billing

a. Delinquent properties:

Delinquent Properties for years 2007 - 2010

<u>Year</u>	<u># of Prop's</u>	<u>Amount</u>	<u>Credit Balance</u>
2007	1	30.16	
2008	1	33.96	
2009	12	565.74	
2010	56	2,642.17	
Total		3,272.03	- 273.52

NB Of the 56 delinquent properties, 1 (one) property still requires direction from the Board in terms of the 'mental competency' issue. This property owes taxes for 2007 – 2010 for a total of \$154.17.

NB The total amount outstanding does not include the amount still to be applied in terms of the Taxation Sale Charge Bylaw on two properties, for which I am still waiting direction from the Board.

b. 2011 Billing – this is an INITIAL ASSESSMENT OF DATA ONLY:

2011 Assessments Summary - DRAFT

	<u>Total</u>	<u>Exempt</u>	<u>Taxable</u>
Land	426,041,370	26,823,106	399,218,264
Improvements	238,001,504	4,977,704	233,023,800
Total	664,042,874	31,800,810	632,242,064

<u>2011 Properties</u>		<u>2011 Owners</u>	
Total	1,696	Total	2,928
Exempt	117		
Taxable	1,579		

34 properties have been identified as requiring 'multiple' ratio calculations. I have spoken to the Surveyor of Taxes and BC Assessments and am still trying to identify the correct individual who can supply me with the breakdown of assessed values in order to create the mil rate for the sub-classes.

c. Invoicing, Liens, Tax Sale:

Future protocol for timely invoicing and follow-up to be outlined by Trustee Gary Akey.

RBC Signing Authority

Status of Trustees who has been able to sign registration card?

Signature card at Sidney Branch for Chair David Maude & Trustee DeRousie to initial in order to authorize removal of Jeff Francis & Moira McCulloch as signor's.

Computer Failure

As reported at the Trustee/Staff Meeting on Friday May 6th 2011, the Administrators laptop ‘crashed on Thursday, May 5th 2011. Steve DeRousie (IT) had to go to Victoria to purchase a new hard drive. The machine was back in service on Tuesday, May 10th 2011. No data was lost. There remain some issues when printing from the web, but this is a manageable issue in the short-term. IT is looking for the cause of the issue. IT confirmed that all data is once again being successfully backed up at CUBE.

Time Allocation

Administrator from March 30th to May 10th 2011:

HC Billing	Board	Budget	Cmte's	FOIP	Bank, A/R Payroll, A/P	IT/WEB	Admin MIID	Task Force	HC Tax Sales
32.50	42.25	0.00	9.75	2.50	29.00	0.00	63.25	0.00	0.00

Recording Secretary for April 2011:

MIID @ 56¼ hours

Website @ 4 hours

Ad Hoc Administrative help for April 2011:

HC Billing @ 12 hours

Respectfully submitted

Moira McCulloch

Administrator

April 2011 Fire Chief's Report

Presented May 13, 2011

April Callouts- First Responder- 3, Ambulance Assist- 2, Rescue-1, Duty Page- 1,

Public Assists- Driveway Inspection- 3, Misc. - 1

Total April callouts= 11, April Callout Hours= 88.25

Training- Regular Tuesday training hours= 162.5, Off-Island training hours= 64

Equipment & Apparatus- April saw some minor problems with Tender 2 and those problems have been corrected (batteries). Tender 1 had a problem with its air brakes and this turned out to be a rusted out spring. Recommendation from the mechanic was to install an air dryer on the firehall compressor. I am looking into the cost of purchasing one.

Fire Prevention & Education- 3 Firefighters successfully completed their Company Inspections course and are now able to start commercial inspections as per the B.C. Fire Services Act. This will enable the fire department to also start pre-fire plans on the commercial buildings and also bring the fire department into compliance with the Act.

Personnel- Currently we have 26 Firefighters and 5 Weekend Recruit Firefighters for a total of 31 if all are on island. These are excellent numbers going into the wildfire season.

Fire Dispatch- The current contract expires with Langford Fire Rescue July 31, 2011. I attended a stakeholders meeting at CRD Headquarters on April 29. I will be meeting one on one with Fire Chief Beckett from Langford Dispatch on May 17 to discuss items that came from this April 29 meeting. The fire dispatch service does not come from MIFRS budget it is a CRD responsibility.

Parks Canada- I am working on a rescue MOU with Parks and have a meeting scheduled with their representative either May 20 or May 24. I have not received a confirmed date as of writing this report.

Heliport- 1 medevac. I will need to contact the MacKay's to ask permission to cleanup broom from around the lights that are on their property and also to top some of trees.

Respectfully submitted,

Jeff Francis

Fire Chief

Mayne Island Health Centre
Operating & Maintenance Report for April 14th Board Meeting
March/April 2011

Water:

October	6400 Litres
November	6100 Litres
December	4300 Litres
January	5800 Litres
February	4000 Litres

A new Chlorine test kit has been purchased to replace the old colourimeter that became unreliable. The new one is digital and accurate to two decimal places.

The HC has received it's new certification from VIHA. All water samples are now being sent to the VIHA lab for free analysis on the same schedule as before.

Safety:

- No concerns

VIHA:

- No concerns

Building:

- Concern over the need for a discrete “morgue” has led to the recommendation for a separate “shed” construction to be located close to the car park for ambulance access. Decision waiting.
- Due to an exceptional clean-up required in the Emergency room a key to the janitor's store room has been provided in that room so that medical personnel may obtain additional cleaning supplies if required.

Respectfully,
Brian Crumblehulme