

**Mayne Island Improvement District  
Meeting of the Board of Trustees  
Date: Friday, Dec 9, 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: Recording Secretary: Gerrie Wise; Interim Bookkeeper: Katherine Somerville  
Fire Chief Jeff Francis; Deputy Chief Steve DeRousie  
MICHA Chair: Cilla Brooke

**ABSENT with Notice:** Trustee Dean MacKay

**GUESTS, MEMBERS OF PUBLIC PRESENT:**

Bill Warning

**NOTE:** The Fire Chief is concerned that with a large number of guests, this room is too crowded for Fire Safety. **Guests must notify MIID of their wish to attend.**

**AGENDA**

Additions: Request from Trustee McKinnon for In Camera items

**MOTION**

Trustee DeRousie moved and Trustee Akey seconded the motion to approve the agenda as circulated with the addition. **CARRIED UNANIMOUSLY**

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

**MOTION**

Trustee Akey moved and Trustee McKinnon seconded the motion to approve the Minutes from Board Meeting of Nov 18, 2011. **CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

a. Fire Department:– Trustee McKinnon

1)The Level of Service Document<sup>1</sup> has been received from the Fire Chief. Trustee McKinnon recommended that it be posted on the web site and placed into the policy manual. The list was prepared at the request of the Board. Trustee McKinnon asked: are there any questions from the Board? Can it be expanded or clarified? The purpose of the document is to clarify the responsibilities of the Fire Department. This is the 1<sup>st</sup> of the 3 steps we have established to determine level of Training and job Descriptions Various Items were briefly discussed.

---

<sup>1</sup> Level of Services  
Board of Trustees MIID  
Meeting Minutes  
Friday Dec 9, 2011 Approved Jan 20, 2012

**MOTION** It was moved by Trustee McKinnon and seconded by Trustee Akey to receive the Level of Service document **CARRIED UNANIMOUSLY**

**ACTION NOTE** The level of service document is to be posted on the web site and placed into the policy manual.

2) Replacement of Command Vehicle: The Fire Chief stated he did not have the report back from the Vehicle Replacement committee.

b. AON Reed Liability Insurance – Trustee Akey- The applications were filled out and faxed to AON Reed. No reply or quotes have been received at this time.

c. Report on Requirements for proposed Water Tank Farm<sup>2</sup> – Trustee DeRousie  
The report was presented and there was a discussion regarding building permits, setbacks, and various other aspects of the report. The Fire Chief suggested a Crane Operator on Pender to obtain an estimate of costs to move water tanks and Trustee McKinnon suggested Brian Dearden may have a contact. Fire Chief also suggested a website to assist with the weight estimates of the water tanks. A discussion was held regarding the present water capacity at the hall of approx 32,000 gals. Also discussed was: obtaining an additional tank which has been offered to the Department, and re-locating the 14,000 gallon tank to another location on island at a time in the future. Chair asked if it is necessary to move the large tank. Trustee McKinnon and Fire Chief explained that for the safe use, lowest number of manpower needed, and most efficient filling of trucks, all the tanks, including the large one, must be hooked up to the hydrant. It seems as though the tank was always in the way during past planning for a new hall and it needs to be near the well to fill it.

Chair is concerned that it would cost \$50,000 to move the tank. The Fire Chief does not believe that the cost is that much. He suggested that the tank should be moved to the tank farm location, placed on a cement pad, anchored and hooked into the well and the hydrant pipeline for the maximum efficiency. The Chief explained that we had discussions in the past with an Engineer who recommended that as the proper method to install and secure the tank.

It was suggested that Trustee DeRousie would not go further with estimates or work until the fire hall committee has come up with a footprint, but continue to obtain quotes from engineers and crane operators.

Trustee DeRousie will create a draft document for a scope of work to be placed on BC BID, and she will continue efforts to speak with other engineering firms and report at the January Board meeting.

### **CORRESPONDENCE:**

1. Office of Building Inspection, CRD: The order to remove the temporary roof over the storage bins on the edge of the front parking area was discussed. Trustee McKinnon suggested a reply and a request to CRD for a recommended solution. The Fire Chief volunteered to phone and email Robert Gutierrez at CRD to ask for the information and any options available to MIID. The Fire Chief explained that the roof

---

<sup>2</sup> Report - DeRousie  
Board of Trustees MIID  
Meeting Minutes  
Friday Dec 9, 2011 Approved Jan 20, 2012

was built with donated material and labour.

**ACTION NOTE** Fire Chief to contact Gutierrez

2. Contract/MOU Parks Canada: regarding agreement for MIFD to conduct rescue operations within the Parks received and filed on Contracts/MoU binder.
3. Letter Mary Cooper, To be added to discussion papers regarding the referendum planning.
4. Email, Steve Triance, Metal Building Group referred to Trustee McKinnon This firm is interested in provided a bid or information regarding a new fire hall. He will provide this to the fire hall committee.
5. Letter from Elizabeth May, MP, regarding the grant funding to Improvement Districts, in response to MIID letter in support of Hedley, BC proposal.

**FINANCE REPORT** – Trustee Gary Akey

Trustee referred to the Bookkeeper's Report:<sup>3</sup> - attached – Katherine spoke briefly regarding the Revenue and Expense report/Budget, and Balance sheet. We are still waiting for adjusting journal entries from the auditor. He will be in the office next week. The balance sheet and 2012 budget documents will be available at the January Board meeting. No Questions were forthcoming

The Health Centre Billing Accounts Receivable report was reviewed.

Trustee Akey reported that all the Reserves and GICs transactions to date have been made.

Trustee Akey reported his research on a server for the Improvement District and recommended to the Board that the server budgeted for purchase in 2012 be purchased from IBM for approx cost of \$5500 for the hardware, and approx \$800 for software and labour.

Trustee DeRousie asked what the benefit will be. Trustee Akey explained regarding the cost of offsite back-up and limitations of the present network system through the bookkeeper's laptop. The Administrator also recommended a switch to a server to increase reliability of back –up for those computers now on hard drive back-up and the reliance on the bookkeeper's laptop makes it impossible for the other 3 staff members to work should that laptop be down or taken away for work purposes.

**MOTION** It was moved by Trustee Akey and seconded by Trustee DeRousie that the Board authorize Trustee Akey to purchase the appropriate server from IBM at a cost of up to \$5500 for the hardware portion.

**CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee DeRousie and seconded by Trustee Akey to accept the Bookkeeper's report.

**CARRIED UNANIMOUSLY**

**MOTION** It was moved by Trustee McKinnon and seconded by Trustee DeRousie to accept the Finance Report.

**CARRIED UNANIMOUSLY**

**REPORTS**

- a. Management: Chair David Maude: reported a reasonably quiet month

**MOTION** It was moved by Trustee Akey and seconded by Trustee McKinnon to accept the

---

<sup>3</sup> Bookkeepers Report  
Board of Trustees MIID  
Meeting Minutes  
Friday Dec 9, 2011 Approved Jan 20, 2012

Management Report.

**b. Administrator's Report- Gerrie Wise:**

1) No response from the Insurance agent or Underwriter regarding the coverage for MIID under Bylaw 112, but the agent did state that she expected no change necessary and that the Underwriters are very slow to respond.

2) The bookkeeper and I are both reviewing various "position descriptions" provided by the Chair and North Cedar Improvement District through Trustee DeRousie.

**MOTION** It was moved by Trustee Akey and seconded by Trustee McKinnon to accept the Administrator's report. **CARRIED UNANIMOUSLY**

**c. Fire Chief's Report<sup>4</sup>- attached –**

The Fire Chief made the following additional comments:

The working hours and Call Out numbers have been expanded due to the Canada Post change to civic addresses causing a number of public requests for clarification. A discussion was held regarding secondary residences. Chair remarked that Canada Post is blaming the Fire Department for the problems with the mail delivery switch. The Trustees are very concerned that the public should know that Canada Post is solely responsible for the problems, NOT the Fire Department.

Fire Chief noted that the vehicles parked outside have not yet been drained of water as noted at the last meeting but are using heat tape on the valves and the Department continues to monitor conditions to prevent freezing of the valves occurring.

**MOTION** It was moved by Trustee McKinnon and seconded by Trustee Akey to accept the Fire Chief's Report. **CARRIED UNANIMOUSLY**

d. Report from Officer Health & Safety Meeting – The November minutes are still unavailable due to the cancellation of the meeting on Dec 8<sup>th</sup> by the Fire Chief.

**e. MI Health Centre**

- i. Health Centre Operations Report <sup>5</sup>– B. Crumblehulme: attached
- ii. MIHCA Liaison: Dr. Cilla Brooke: Dr Brooke addressed the issue of the water coolers mentioned in the Operations report. MIHCA is re-assessing the need for them since the water is now certified potable. She thanked the MIID Board for their continued support of the Health Centre. The temporary storage unit was used last week. Fund Raising for the ER/Treatment Room is proceeding very well. We expect to have sufficient funds raised to build next summer.

**MOTION** It was moved by Trustee McKinnon and seconded by Trustee DeRousie to accept the Health Centre Reports.

**CARRIED UNANIMOUSLY**

---

<sup>4</sup> Fire Chief's Report

<sup>5</sup> Health Centre Operations Report

Board of Trustees MIID

Meeting Minutes

Friday Dec 9, 2011 Approved Jan 20, 2012

## **COMMITTEE REPORTS**

- a. BC Ambulance Service: Trustee Bob McKinnon: nothing this month
- b. Communications: Chair David Maude:
  - i. Chair read the Report on Website Statistics and the Report on IT Hardware and Software<sup>6</sup> (attached) provided by IT and Website Manager: Steve DeRousie.
  - ii. Mayneliner Article for Jan 1st: Due today: The Chair will circulate any items to all Trustees and submit it to Alea if there are any items to report. *NOTE at the end of the meeting it was determined there was no material to report at this time.*

c. Finance Report: Trustee Akey: given earlier

d. Fire Department: Trustee Bob McKinnon- nothing further at this time

e. FOIPPA: Chair David Maude: No current requests

f. Garbage Committee: Trustee DeRousie. No report at this time

g. Government Liaison: Chair David Maude - no report at this time regarding the Ministry. Island Trust will be asking the MIID for a report regarding the Letters Patent and Bylaw 12

h. Health Centre Operations & HC Association: Trustee Gary Akey has met with Dr. Brooke and they will be starting working on the drawing for the expansion within the next 30 days for compliance to CRD regulations. Some shelving inside the Centre needs to be upgraded and that will be taken care of. Trustee McKinnon asked about the Signage. Trustee Akey and Dr. Brooke checked the property for proper placement of a new sign which has been ordered to replace the present one which is falling apart.

i. Human Resources: Trustee Dean MacKay absent  
Trustee McKinnon reported that Fire Department evaluations will be done before the January Board meeting

j. Volunteer Fire Fighters Liaison: Trustee Tracey DeRousie – There was no Officers' meeting for this month so nothing to report from the firefighters. She also reported that the Training meeting attended in November by herself and Trustee McKinnon was well received and appreciated.

k. Fire Hall Committee – Trustee McKinnon reported that the Committee met with the firefighters. Several committee members visited Saturna to see their fire hall. A rough drawing has been made. They are still working on a design which will then be brought to Staff and firefighters, and should have something in January.

---

<sup>6</sup> Website/hardware/Software Report  
Board of Trustees MIID  
Meeting Minutes  
Friday Dec 9, 2011 Approved Jan 20, 2012

**MOTION** It was moved by Trustee Akey and seconded by Trustee McKinnon accept the Committee Reports  
**CARRIED UNANIMOUSLY**

**OTHER BUSINESS**

1. Taxation method for the new firehall<sup>7</sup> Trustee DeRousie

Trustee DeRousie expressed her concern that the Board had not discussed taxation methods. The Chair stated that his comments were that in consultation with the community the tax model will be declared. He stated that the public has expressed a concern to clarify the taxation method.

Trustee McKinnon suggested that we also consider a blended method. Chair stated the Ministry had declared that illegal.

Trustee McKinnon believes that the May deadline cannot be met and foresees that a fall deadline is more realistic. A discussion of the taxes needs to take place in the public.

Trustee DeRousie asked if the Chair was going to be basing the decision of the tax model to be chosen on the results of Town hall meetings.

Chair replied Yes.

Trustee Akey agreed with Trustee DeRousie that the persons who attend the Town hall meetings are not a large enough group to fairly represent the wishes of the taxpayers. He would like to have a method of polling the taxpayers even if it came to a mail-out ballot.

Trustee DeRousie suggested a website or mailed poll.

The Administrator suggested a poll be included in the HC levy in June. However, Dr. Brooke suggested it would be better not to confuse the issue by including a fire hall tax question in a Health Centre billing.

Dr. Brooke also asked about the possibility of a parcel Tax on the Health Centre Trustee Akey said there would not be a change to parcel tax for the HC this year.

The Chair suggested he would like to discuss it, before a definite decision is made.

Trustee Akey stated he would not be able to vote for either method until a full assessment of public feeling is done.

Trustee DeRousie suggested a Discussion meeting for the Board be set up in January to collect the information on the tax models.

Trustee McKinnon asked to have that meeting after the January Board meeting.

2.) Referendum planning<sup>8</sup> will also be done at the same time.

Chair discussed the issue of mail-in ballots which were not recommended by the Returning officer due to costs and difficulties involved. The letter from Mary Cooper suggested several advance polls in lieu of mail in ballots. She has stated she will consider being the Returning Officer.

**NEW BUSINESS:**

none

**Guests were asked if they had any questions**

Bill Warning remarked that the fire hall committee is small but moving forward, also using advice from Glen Sanders who was contacted with questions.

---

<sup>7</sup> Taxation Method documents

<sup>8</sup> Referendum Information

Dr Cilla Brooke asked Trustee McKinnon for an opinion of Saturna's fire hall Trustee McKinnon replied that while Saturna is happy with their hall he believes it is not suitable for Mayne. The vehicle bays are too small for our equipment, the office space not well thought out. He felt it was not well designed, with inefficient space use; however, nice training room, meeting room and communications room. They are happy with the cost. Another concern is the limited parking. Parks Canada and BCAS have space there. Parking for firefighters is at the Community Centre.

**Guests left the meeting at 10:35 AM**

**IN CAMERA**

**MOTION**

Trustee DeRousie moved and Trustee McKinnon seconded the motion to go into In Camera session at 10:36 AM. **CARRIED UNANIMOUSLY**

**NEXT TRUSTEES MEETING DATE/S:**

Jan 20, 2012: Regular MIID Board Meeting 9:00 AM at Fire hall

**After the In camera meeting the meeting was re-convened by the Chair:**

**NEW BUSINESS:**

**MOTION** Moved by Trustee Akey and seconded by Trustee DeRousie to lift the following motions out of the "in camera" meeting: **CARRIED UNANIMOUSLY**

"**MOTION** moved by Trustee McKinnon and Seconded by Trustee DeRousie that the Fire Chief's recommended increases of salaries paid to Capt. Stobart and Lt. Hennebery in recognition of their completion of level 2 of the NFPA 10-01 Standard for Fire-fighter professional qualifications be approved effective. **CARRIED UNANIMOUSLY**"

**ACTION NOTE** The change in payroll will be reflected in a document for the payroll files and given to the bookkeeper.

"**MOTION** Moved by Trustee Akey and seconded by Trustee McKinnon that the MIID Bookkeeper, Katherine Somerville be provided with 100% premium payment for the Family coverage of the MIID Extended Health and Dental plan. **CARRIED UNANIMOUSLY**"

**ADJOURNMENT:**

The Meeting was adjourned following the In Camera session at 11:27 PM by motion made by Trustee McKinnon.

Approved:

\_\_\_\_\_  
David Maude, Chair

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

Recorded and presented by: Gerrie Wise, Recording Secretary

## Current Services Provided By Mayne Island Fire Rescue Dec, 2011

Current services provided by Mayne Island Fire Rescue under Bylaw #46<sup>1</sup> dated Jan 16, 1991, "Fire Department Establishment and Operations Bylaw" and Bylaw #112, amending Bylaw #46 include:

"Fire Protection- which means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development."

Services include:

1. Immediate need for assistance when a call to 911 is initiated MIFR responds to:
  - Structure fire
  - Vehicle fire
  - Wildfire
  - Grass fire
  - Bush fire
  - Chimney fire
  - Electrical fire
  - Tree fire
  - Hydro Pole fire
  - Hydro lines down
  - Garbage fire
  - Kitchen fire
  - Mutual Aid
  - Rescue (high angle rope)
  - Rescue (animal)
  - Smoke/Smell report
  - Aircraft crash
  - Dumpster fire
  - Furnace fire
  - Propane fire
  - Motor Vehicle Incident
  - Alarm Bells (residential)
  - Alarm Bells (commercial)
  - Hazardous Material Incident
  - Medical First Responder
  - Ambulance Assist (code 3)
  - Ambulance Assist (routine)
  - RCMP Assist

---

<sup>1</sup> From the Volunteer Fire Service Inspection and Audit Report, page 5, Summary of General Recommendations:  
" 1. The MIID Board should review Bylaw 46 and amendment 112 to ensure the services authorized for the MIFR to deliver are clearly stated and in agreement with what services the Board wishes the MIFR to provide or not to provide."

2. MIFR responds to calls initiated through Langford Dispatch's non-emergency number (not urgent enough to be a 911 call but requires immediate assistance or contact from the Duty Officer)

- Duty Officer pages
- Equipment restriction complaints (use during fire season restricted hours)
- Open Burning complaints
- Clearance to land at Heliport<sup>2</sup>
- Page to investigate for other agencies ( BC Forest Service)

3. Non Emergency Services provided, including;

- Pre fire planning
- Inspections
- Fire Investigations
- Pub. Ed.
- Burn permits
- Address verification
- Driveway inspections
- Public Service (individual request)
- Community Service (Community Event)

4. The statutes and Acts under which these services are provided are;

The Fire Services Act, RSBC c. 144 as amended, or successor legislation;

The Wildfire Act, SBC, c. 31 as amended, or successor legislation;

The Wildfire Regulation, B.C. 38/2005 as amended, or successor legislation;

Certain Mutual Aid Agreements that the District may enter into from time to time with other districts or levels of government.

---

<sup>2</sup> Heliport is not a service the MIFR provides however it is a service MIID provides however it is required under the MIID/Fire Chief Contract. The Fire Chief will assume and discharge the duties of the Heliport Manager, which are set out in the Mayne Island Heliport Operations Manual.

## RELOCATION OF WATER TANKS TO A PERMANENT LOCATION

### ISLANDS TRUST:

- COMMUNITY SERVICES ZONE (S1) -SETBACKS APPLY TO WATER TANKS EXCEEDING 3 METERS (10 FT) IN HEIGHT.
- 8 METERS FROM ANY FRONT, REAR OR EXTERIOR LOT LINE, 5 METERS FROM ANY INTERIOR SIDE LOT LINE.
- VARIANCE CAN BE APPLIED FOR

### CRD BUILDING INSPECTION REQUIRES:

- PERMIT
- STRUCTURAL ENGINEERING
- MECHANICAL ENGINEERING - DESIGNED TO NFPA STANDARDS FOR FLOW RATE

### GEOTECHNICAL INVESTIGATION:

- CONDUCTED BY THURBER ENGINEERING, MARCH 2008
- MAY OR MAY NOT BE SUFFICIENT FOR TANK FARM PURPOSES

### COSTS:

- \$10,000 - ENGINEERING ESTIMATE (GENIVAR) - SITE VISIT, 3-4 DAYS DRAFTING &TENDER DRAWINGS
- \$35,000 -( 2010 CLASS B ESTIMATE) - CONCRETE, MATERIALS, LABOUR
- \$4,000 - MOBILE CRANE - FROM VANCOUVER ISLAND (CRANE FORCE) - FULL DAY APPROXIMATELY 16 HOURS @ \$210/HR.(FOR THE LARGEST CRANE THAT THE FERRY WILL ACCOMODATE- COST COULD BE LESS IF SMALLER CRANE CAN BE UTILIZED)

### ETC:

- A 14,000 IG METAL WATER TANK IS AVAILABLE, FOR THE COST OF MOVING, FROM CAMPBELL-BENNET BAY WATER DISTRICT IF MIID IS INTERESTED IN ACQUIRING IT. (KYLE STOBART)

Tracey DeRousie

Dec 7, 2011

**MAYNE ISLAND IMPROVEMENT DISTRICT**

5 2 0 F E L I X J A C K R D , M A Y N E I S L A N D , B . C . V 0 N 2 J 2

**Bookkeepers Report - MIID Board Meeting 2011-12-09**

Enclosed please find;

-Income & Expenditure: Budget vs. Actual Jan through Dec 8

**Auditor:**

I met with the auditor the afternoon of December 1 and we began some preliminary audit procedures and discussions. Terry will be in to continue his audit December 14, 15 & 16<sup>th</sup>. Although Terry and I have made some adjusting journal entries to the Balance Sheet there are still a number of entries that Terry and I need to go over together next week. I don't believe it will provide enough valuable information at this time to present to the board. The updated Balance Sheet will be available to the board at the next boarding meeting in January as well as the implemented 2012 Budget vs. Actual.

**Delinquent Properties:**

The numbers are still dropping albeit slowly as of late. Statements were sent out again December 1 to all of those outstanding. Additional information was provided on their statements regarding interest that will be posted to their account January 1, 2012 if it remains unpaid. We urged those outstanding to pay promptly in order to avoid this interest penalty. Further information about the outstanding properties is provided below.

As at December 7, 2011			As at Dec 7, 2010		# of payments since prev. meeting
Delinquent Properties for years 2007 - 2011			Comparison		
Year	# of Prop's	Amount	# of Prop's	Amount	
2007	1	30.16			0
2008	1	33.96			
2009	2	43.47			
2010	6	212.45	148	7,372.46	2
2011	69	3,202.92			12
Total		\$3,522.96			

**Banking:**

The reserve transactions are all completed and are correctly reflected within the Balance sheet. The first online deposit of MIID's regular payroll was completed on Tuesday without any issues; therefore I don't anticipate any with the annual Firefighters payroll December 20.

Happy Holidays,

Katherine Somerville

Bookkeeper

# November 2011 Fire Chief's Report

## Presented December 9, 2011

**November Callouts-** First Responder= 3, Open Burn Comp= 1, Alarm Bells = 1, Structure Fire= 1, Hydro Lines-1, Public Assist- (Class A Burn Permit, Driveway Inspection, Address verification) = 40

**Total November Callouts= 47**

**Total November Callout Hours = 38 hours**

**November Training Hours** - Regular Practice = 183.3 hours, Off-Island = 64 hours

**Total November Training Hours = 247.3 hours**

**November Work Experience Hours = 28 hours**

**Personnel-** Our numbers remain at 22 with no resignations for the month of November. Deputy Chief DeRousie will be away on vacation from December 14- December 31, 2011.

**Apparatus & Equipment-** no problems with any equipment or apparatus. Apparatus parked outside has been partially winterized. This means that there is water still in the tanks and heat tape has been applied to the valves so they do not freeze up. Weather is monitored daily and a decision will be made when to drain the water tanks on the water tenders.

**Safety-** As per consultant report all MIID and MIFR staff have been trained for WHIMS on November 29, 2011.

**Training-** Regular Tuesday training for November has had good turnout of firefighters. The training prop that Deputy Chief DeRousie put up was a hit with the firefighters. This was the old hydro pole that was removed from the rear of the firehall.

MIFRS current services document is included in this report see accompanying document.

**Heliport-** 0-medevac. Nothing to report

Respectfully submitted,

Jeff Francis, Fire Chief

## **Mayne Island Health Centre**

### **Operating Report for November 2011**

#### **Water:**

June	4200 Litres
July	4300 Litres
August	5300 Litres
September	5300 Litres
October	3400 Litres
November	3900 Litres

#### **Water analysis:**

Test results:

- total coliform, zero
- E. Coli, zero

#### **Safety:**

- No concerns

#### **VIHA:**

- VIHA Health Inspectors made a surprise call to examine the HC operations. Inspections were made of the infrastructure, log sheets and reports. They requested and received copies. The MIHC was given a clean approval with the commendation of “a very well run system.”

#### **Building:**

- De ice material has been provided in the event of frost.
- Exterior compact fluorescent lights are being replaced with low wattage incandescent bulbs that are more reliable.
- Two of the water coolers have broken handles rendering them useless. As these appliances are contracted by the MIHCA a decision should be made as to whether they are needed for staff and clients, given that the HC water is potable, and if so, who should repair/replace them.

Respectfully,  
Brian Crumblehulme

## Website Statistics

mayneislandfire.com	November 2011	October 2011	Change:
<b>Unique Visitors:</b>	277	310	↓ 33
<b>Page Views:</b>	1152	1274	↓ 122
<b>Reported site errors:</b>	0	0	0

miidonline.com	November 2011	October 2011	Change:
<b>Unique Visitors</b>	216	174	↑ 153
<b>Page Views:</b>	840	689	↑ 151
<b>Reported site errors:</b>	0	0	0

## Software / Hardware

November 2011	
<b>Software:</b>	minor issues with printers and networks – nothing significant report
<b>Hardware:</b>	nothing significant to report

## E-news Update

Email newsletter, "MIID News September 2011", was successfully sent	
Subject Line	MIID News December 2011
Date/Time Sent	Nov 31, 2011 midnight
Total Recipients	29

# FOR DISCUSSION

---

## TAXATION METHODS & THE DECISION MAKING PROCESS

**MIID DECEMBER NEWS STATES: "FEBRUARY 2012 - IN CONSULTATION WITH THE COMMUNITY A TAXATION METHOD WILL BE DECLARED"**

**OCTOBER TOWN HALL MEETING - CHAIR STATED THAT THE TAXATION METHOD WOULD BE PART OF THE REFERENDUM**

- **HOW ARE WE, THE BOARD, GOING TO DEAL WITH THIS CONTRADICTIONARY INFORMATION?**
- **HOW WILL "CONSULTATION WITH THE COMMUNITY" TAKE PLACE?**
- **WHAT INFORMATION WILL BE MADE AVAILABLE TO PROPERTY OWNERS TO FACILLITATE THEIR DECISION MAKING?**
- **HOW WILL NON-RESIDENT PROPERTY OWNERS BE ENGAGED?**

**Tracey DeRousie, Dec. 5, 2011**

## TAXATION METHODS TO BE CONSIDERED

### PARCEL TAX

CANNOT BE DEFERRED

EACH TAXABLE PROPERTY PAYS THE SAME AMOUNT OF TAX, NO MATTER WHAT IT'S SIZE OR VALUE

THE SURVEYOR OF TAXES WILL NOT COLLECT PARCEL TAXES FOR IMPROVEMENT DISTRICTS  
THEREFORE:

- MIID MUST BILL EACH PROPERTY OWNER DIRECTLY
- MIID MUST CREATE ITS' OWN TAXATION ROLL & CONVENE A COURT OF REVISION (**COST OF STAFF TIME?**)
- MIID WILL INCUR ALL COSTS OF BILLING, COLLECTING & TAX SALES (**COST OF STAFF TIME?**)
- MIID WILL NEED TO COLLECT AN EXTRA AMOUNT EACH YEAR TO COVER ANY LATE OR DELINQUENT PAYMENTS IN ORDER TO INSURE THAT THE LOAN PAYMENT CAN BE PAID ON ITS' DUE DATE EACH YEAR (**AMOUNT ?**)
- MIID WILL NOT KNOW THE ACTUAL AMOUNT OF THESE EXTRA COSTS TO PROPERTY OWNERS UNTIL 1 OR 2 YEARS AFTER IMPLIMENTATION

### ASSESSMENT BASED TAX

CAN BE DEFERRED BY PROPERTY OWNERS WHO MEET PROVINCIAL CRITERIA

EACH TAXABLE PROPERTY PAYS AN AMOUNT BASED ON ITS' VALUE, AS ASSESSED BY BC ASSESSMENT AUTHORITY, & THE REQUIRED MIL RATE

COLLECTED FOR MIID BY THE SURVEYOR OF TAXES THEREFORE:

- THIS TAX WOULD BE INCLUDED IN THE ANNUAL PROVINCIAL PROPERTY TAX BILL THAT PROPERTY OWNERS RECEIVE
- BILLING AND COLLECTING IS DONE BY THE SURVEYOR OF TAXES
- LATE OR DELINQUENT PAYMENTS ARE DEALT WITH BY THE PROVINCE
- THE ANNUAL LOAN PAYMENT IS ASSURED BY THE PROVINCE
- COSTS ARE KNOWN (**THE SURVEYOR OF TAXES CHARGES A 5% FEE**)
- MIID INCURS NO EXTRA COSTS/NO EXTRA WORK LOAD

## **REFERENDUM PLANNING -- FOR DISCUSSION**

### **MIID DECEMBER NEWS STATES - "REFERENDUM TO BE HELD IN MAY 2012"**

#### **ARE WE PREPARED TO MEET THIS TIMELINE?**

- What question or questions are going to be asked in the referendum?
- Returning Officer must be engaged in early January 2012 in order to prepare for a May referendum (at least 3 months preparation).
- The election process starts when the returning officer is hired.
- From that point on, information given out at public meetings, or in print form, must be based on facts, not opinions of the board.

#### **RETURNING OFFICER**

- Mary Cooper is willing to do the job, with conditions, and would request a prior meeting with the board, public or private.
- Mary will not do a mail-in ballot and is willing to back the board if they take the position of no mail-in ballot. 2009 & 2011 mail-in ballots yielded low returns for the amount of time involved and money spent (\$9,100).  
**\*see: RETURNING OFFICERS REPORT & RECOMMENDATIONS, 2011 MIID FIRE HALL REFERENDUM**
- Mary suggests a holiday weekend voting date, with 2 advance polls prior to that date, as well as absentee ballot (the 1<sup>st</sup> advance poll is legislated to be 10 days prior to voting day). Holding 2 advance polls allows off island property owners 3 opportunities to vote over a 2 week time span.
- Saturday, May 19 voting date (Victoria Day holiday weekend)  
Advance poll Wednesday, May 9  
Advance poll Saturday, May 5
- Next good date is Saturday, June 30 (Canada Day holiday weekend)  
Advance poll Wednesday, June 20  
Advance poll Saturday June 16