

**Mayne Island Improvement District  
2009 Annual General Meeting**

**1:30 PM Saturday 18<sup>th</sup> April 2009  
at the Agricultural Hall**

**AGENDA**

- 1. Meeting Called to Order**
- 2. Approve Minutes of Past Annual General Meeting 19<sup>th</sup> April 2008**
- 3. Annual Report of the Board of Trustees**
- 4. Annual Report of the Fire Chief**
- 5. Annual Report of the Administrator**
- 6. Approval of the Audited Financial Statements**  
*(Please contact the Administrator for a copy of these statements)*
- 7. Election of One (1) Trustee for a Three (3) Year Term**
- 8. Selection of Auditor for 2009**
- 9. Presentation of Major Activities for 2009**
  - a. Public Approval for Construction of a New Fire Hall**
  - b. Mayne Island Health Centre & Heliport**
    - Upgrade of Building and Security**
  - c. Strategic and Financial Planning**
  - d. 2010 Budget Planning**
- 10. New Business and Discussion**
- 11. Adjournment**

**All Mayne Island property owners who are  
Canadian Citizens and residents of British Columbia  
are eligible to vote and to run as a Trustee**

**Mayne Island Improvement District  
Annual General Meeting  
18<sup>th</sup> April 2009**

**Report from the Board of Trustees**

2008 was a year without a major incident for the Mayne Island Improvement District (“MIID”). We were able to continue and, in a number of areas, complete the consolidation and re-organization of operational and administrative procedures necessarily begun in 2007.

We embarked upon the formal initial design for the proposed new Emergency Services Complex in January 2008. This work was carried out in two stages by KMBR Architects & Planners of Vancouver using outline design specifications prepared by the MIID and Mayne Island Fire/Rescue Department (“MIFR”). The project is under the overall supervision of our construction manager, Liberty Management of Langley. Our architects and construction manager have very extensive experience in the design, construction and commissioning of fire halls and other emergency services buildings. The final results were presented to the public at a meeting held in January 2009.

Billing and collecting the tax levied for the support of the Health Centre in 2008 was again a major effort for our Administrator in the middle of the year. We improved our performance from the previous year but it continues to be an arduous process. We instituted an interim audit procedure in September to ensure that our internal processes and procedures for our re-implemented accounting systems were in accordance with GAAP.

**General**

The Letters Patent for the MIID define our objectives as:

1. Fire Protection,
2. Garbage Collection and Removal, and
3. Operating the Health Centre.

An Improvement District is the lowest form of local government within British Columbia. All Improvement Districts are responsible to the property owners of the areas they serve. All Improvement Districts report to the B.C. Ministry of Community Development. In the case of the MIID our objectives apply solely to Mayne Island. Some areas, such as the National Marine Park and First Nations Reserves are outside our jurisdiction and control.

Our activities in 2008 related to our objectives will be discussed in detail below.

The MIID Board of Trustees consists of five elected members. For 2008 the following were elected, or appointed by the Board of Trustees, and served as Trustees:

Jim Marlon-Lambert	Chair
Gary Rowe	Deputy Chair
Paddy Lambert	
Peter Waddell	
Aaron Sommerville	

## Fire Protection

Fire Protection for Mayne Island is provided by the Mayne Island Fire/Rescue Services ('MIFRS') ([mifd@shaw.ca](mailto:mifd@shaw.ca)). The Fire Department is managed by our full-time Fire Chief, Jeff Francis and our part-time Deputy Fire Chief, Steve DeRousie. The Fire Chief's Report detailing specific activities of the Fire Department is included with this report.

The MIFRS was the major element in the MIID's activities for 2008. The Board of Trustees is involved primarily at the governance level with the Fire Department. In our 2007 AGM Report I listed the activities and responsibilities we carry out and will not repeat them here as this Report is available on our website.

Property taxes for Fire Protection purposes are billed directly to property owners by the B.C. Surveyor of Taxes based on property valuations set by the B.C. Assessment Authority.

There were a number of significant activities for the Fire Department during 2008. I will leave it to the Fire Chief to discuss them in his report.

What is important to the Board with respect to the operations of the Fire Department are:

- The continuing increase in the number of incidents that the Fire Department is turned out for. We again experienced a slight decrease in 2008 in fire-related incidents due mainly to the wet and cool summer.;
- The need for a New Fire Hall.;
- The need for improved and increased water sources and water delivery to a fire.;
- The increasing risk to Mayne Island of wildfire damage and destruction. Part of this increased risk is due to global warming and part is due to the increase in population and building on the island.;
- The increasing complexity and scope of Fire Protection operations, equipment, regulations, training, buildings, safety as well as reporting requirements and governance.;
- The increasing cost of Fire Protection components such as equipment, clothing, salaries, training, insurance, fuel, etc.; and
- The diminishing proportion of permanent residents young and fit enough to serve on the front-lines.

The Trustees have been pro-active in supporting intensive liaison by the Fire Chief with the Fire Chiefs and Fire Departments on other Southern Gulf Islands and with the Capital Regional District as well as Parks Canada. We have previously approved, and the MIFRS actively participates in, Mutual Aid Agreements with Fire Departments on other islands. We have also approved, and the MIFRS participates in, training exercises and courses conducted in and around the Southern Gulf Islands.

The Trustees authorized payments to the Firefighters for their time spent on call-outs and regular weekly training starting in January 2007. This is now the general practice for almost all Volunteer Fire Departments within British Columbia. It provides some compensation for disruption of their working and private life. Major benefits to the Fire Department include heightened interest of the volunteers and improved attendance at call-outs and training sessions.

The Command and Control structure of the Fire Department was enhanced in late 2008 by the selection and promotion of a number of volunteer firefighters to Officers to complement the activities and efforts of the Fire Chief and Deputy Fire Chief.

Finally, a new tender vehicle (in essence a water tanker) was ordered for delivery in July 2009 to replace our Current Tender 2 which will be relegated to a second level support role.

### **Garbage Collection and Removal**

Garbage collection and removal has been organized by agreement with Rick Dodds as an independent contractor/operator. This facility is operated on a fee-per-bag basis with the fee being collected by the operator. It appears to have been operated properly and promptly throughout 2007 and continues to be operated in a similar manner this year.

Other than for a general oversight role, the MIID is not actively involved in Garbage Collection and Removal.

### **Operating the Health Centre**

The MIID took over operation of the Mayne Island Health Centre effectively in January, 2007. This has been a mandated objective of the MIID since 1984 though the MIID had not taken a significant role prior to 2006.

Agreement had previously been reached between the MIHCA and the MIID over the operation of the Health Centre. In essence, the MIID operates the Health Centre building as the equivalent of the landlord and the MIHCA manages the delivery of medical and community-health services other than those provided by the Vancouver Island Health Authority ('VIHA').

Major activities during 2008 included completion of repairs and improvements to the internal water system (classified by VIHA as a "Public" water system), interior surface repairs, and necessary repairs to the heating system.

The Health Centre building is in need of serious upgrades to the electrical, heating and ventilation systems. A project to evaluate the extent of the upgrades required was initiated in 2007. A preliminary report was presented to the Board of Trustees in 2008. Efforts are continuing on a low-key basis to assess the potential for energy and cost-savings as well as external sources of funds.

### **Administration**

The MIID completed the majority of the extensive changes needed for its Administration processes and procedures. The delays and problems resulting from the stroke suffered by our former Administrator in 2007 caused the Board of Trustees to review the overall requirements for our administration. We found that our level of detail was insufficient, our access to our own data was severely restricted and our approach was not sufficiently comprehensive. It was also apparent that our previous systems, both computerized and manual, were incapable of being extended to handle the type and amounts of information required of us.

Detailed discussions with our Auditor, the Ministry of Community Development, our Administrative Systems Consultant and our new Administrator, Moira McCulloch led to the implementation of new systems and procedures for the maintenance of accounts and records for both the MIID and the MIFRS. During the course of 2008 we managed to pull everything together in a proper and complete manner. I must complement Moira, in particular, for her tremendous efforts towards completing the Board of Trustees' directives.

The Board called for an interim audit of our new systems in September 2008 and I am pleased to say that the Auditor was quite satisfied with our efforts. Our 2008 Audit, presented in this report, was completed without undue effort, delay or difficulty as well as there was no accompanying list of required changes.

### **Regular Meetings**

The MIID held regular monthly meetings throughout the year. These have been held at the Firehall at 7:00PM on the third Thursday evening (usually) of the month. This allows sufficient time for the financial reports of the previous month to be prepared and presented. These regular meetings are public and Mayne Island property owners are welcome to attend. From April 2009 until further notice these meetings will be held in the meeting room on the ground floor of the Health Centre.

### **Public Meetings**

The MIID held no Public Meetings other than the AGM in 2008.

### **Newsletter**

The MIID prepared the first two editions of “MIID Matters”, our semi-annual newsletter (in June and November 2009) and distributed these via Canada Post to all registered Mayne Island property owners. This practice will be continued in 2009 with the next edition scheduled for release in June.

Respectfully submitted,  
For the Board of Trustees, Mayne Island Improvement District  
J.R. Marlon-Lambert  
Chair

# Mayne Island Fire/Rescue Services

## Annual Fire Chief's Report on 2008

April 18<sup>th</sup> 2009

Good Afternoon:

### **Callouts**

Callouts were not documented on a consistent basis prior to 2008. However, our new FirePro 2 computer program was purchased and put into use over the past year allowing us to track every kind of call that Mayne Island Fire/Rescue Services responds to, whether a Code 3 call (lights & sirens), or a property owner requesting fire prevention information on their property and whether a site visit is required.

Types of Callouts include:

- First Responder
- Assist other Agency
- Open Burn Complaint
- Smoke/Smell sighting
- Chimney fire
- Brush fire
- Structure fire
- Vehicle fire
- Alarm bells
- MVI (Motor Vehicle Incident)
- Search and Rescue
- Mutual Aid
- Hydro Incident (tree on power lines)
- Operational readiness (chaining up trucks)
- Public Assists, which includes:
  - ✓ Fire Prevention (Public and Commercial Inspections)
  - ✓ Burn permits (Machine Piles)
  - ✓ Driveway inspections and Address verification

2008 saw another increase in our callouts from 2007, largely due to better tracking of all our callouts. Some of the 2008 Callouts were:

• First Responder	46
• Assist other Agency	16
• Open Burn Complaint	9
• Smoke/Smell sightings	5
• Stump/Tree fire	4
• Structure fire	1
• Chimney fire	1
• MVI (Motor Vehicle Incident)	3
• Alarm Bells	1
• Search & Rescue	1
• Hydro Incident	4
• Operational readiness	6
• Public Assist	51
<b><u>Total 2008 Calls</u></b>	<b><u>= 148</u></b>

Although the call volume for 2008 is up, the number of actual hours the Mayne Island Fire/Rescue fire fighters were out was reduced from 2007:

2008	2007
148 calls + 593.75 hours	119 calls + 693.5 hours

### **Equipment & Apparatus**

In March 2008 the SCBA (Self Contained Breathing Apparatus) compressor had to be replaced unexpectedly. Fortunately, we were able to replace it with a reconditioned compressor at less than half the cost of a new unit, and with the same warranty as a new unit. The portable wildfire pumps were also upgraded to replace two pumps that had reached their maximum life expectancy. A tender process to replace the 1989 Ford Water Tender was done in November 2008, with the tender being awarded to Hub Fire Engines of Abbotsford, B.C. Total cost of this truck is \$206,000 which includes GST & PST. Delivery of the truck will be in early July 2009.

### **Training**

2008 saw another busy year for fire fighter training. The fire fighters participated in over 1,400 hours of on-island training over the year. This does not include any off-island training. We have begun the BC Fire Fighter Certificate Program, a Provincial Government program that sets the training levels for fire fighters. This is considered an "ongoing program" but is currently under review by the provincial government. We have already initiated some of the preliminary recommendations.

### **Superior Tanker Shuttle Accreditation**

Initial contact with Fire Underwriters was made in late 2008. We were put on a waiting list with a Pre Audit Inspection of the Fire Department expected sometime in 2009. I last spoke with the Fire Underwriters representative on December 1<sup>st</sup> 2008 who said it would be anywhere from 12 - 18 months before they would be able to initiate the pre audit inspection and agree on the test site for the practical test.

### **Mayne Island Volunteer Fire Fighters & Families**

I would like to thank the fire fighters and their families for a job well done since my last report. While we have a very dedicated group of fire fighters we are still in need of more. We currently have 18 fire fighters and I would like to see the numbers up in the 20's. Our strategic plan has 30 fire fighters as a maximum number. We are in the process of initiating the Auxiliary Program again to help the fire fighters with equipment inspections. Pender Island Fire/Rescue uses auxiliary members to do the regular weekly inspections and this has allowed their fire fighters to gain an extra 25 - 30% training time because they are relieved of inspecting trucks, Self Contained Breathing Apparatus (SCBA), small motors and any other equipment typically inspected every week. The inspection process takes away approximately 30 - 40 minutes from each practice, so this is where the added 25 - 30% of training comes from.

### **Conclusion**

I would like to thank the Administrator Moira McCulloch and Renate Morell for the time both of these ladies have given to better Mayne Island Fire/Rescue over the last year. Last on my list of thank you's is the Board of Trustees. It has been a pleasure to work with each and every one of you over the last year in our common goal of providing Fire/Rescue Services to the citizens of Mayne Island and I look forward to the year ahead.

Respectfully submitted,  
Jeff Francis  
Mayne Island Fire Chief  
April 18<sup>th</sup> 2009

**Mayne Island Improvement District (MIID)**  
**Annual General Meeting 2009**  
**18<sup>th</sup> April 2009**

**Administrator's Report**

In my 2007 year-end report, I indicated that I would undertake a review of the entire MIID administrative process; that I would begin the process of documenting all operating procedures; that a revised chart of accounts would be established to better reflect our business both now and for the future.

Much of this has been accomplished and I am happy to report that we received a 'clean' audit for YE 2008. This basically means that the Auditor did not request any changes to the way we conduct our affairs. However, the administrative process remains a 'work in progress'. For example, there is a change to financial statement presentation coming in 2009 whereby the budget numbers will be a column on the financial statements prepared by an Auditor. Accordingly, we will be adding budget numbers to our internal working documents in order to provide a more efficient process for year-end reporting.

2009 will see a continuance of solidifying and streamlining our office protocols and procedures. The process to create the Health Centre & Heliport Tax Levies will begin as soon as we receive the updated property assessment information from BC Assessments. The process to register liens against unpaid 2007 & 2008 Health Centre & Heliport Tax Levies is underway. Last, but not least, preparing for the Referendum process for the proposed New Emergency Services Complex is also in progress.

For the better part of my life, I have taken the provision of fire, medical and emergency response for granted. In my naive mind, because *I* have never needed to trigger a 911 call, I presumed I didn't need those services. What I failed to understand was the fact that others who *had* triggered a 911 call may have been responsible for saving my life, that of my family and my property, by their timely actions.

Thus in closing, it is important to me to express my gratitude to the current Board of Trustees for their thoughtful and timely approach to the governance of the MIID; to the Fire Chief and Deputy Fire Chief who have risen to meet the challenges of managing a Fire Department in an increasingly demanding beurocratic environment; and lastly to the volunteer Fire Fighters who are willing to put their lives at risk for me, 24/7/365, with very little obvious reward. With all my heart - thank you!

Thank you.

Respectfully submitted  
Moirra McCulloch  
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