

MAYNE ISLAND IMPROVEMENT DISTRICT  
DRAFT MINUTES of the 46<sup>th</sup> ANNUAL GENERAL MEETING  
Held on SATURDAY, APRIL 17<sup>th</sup>, 2010

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The 46<sup>th</sup> Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Agricultural Hall, Mayne Island, on Saturday, April 17<sup>th</sup>, 2010 commencing at 1:30 PM. Trustee Jim Marlon-Lambert chaired the meeting.

**Present:** Jim Marlon-Lambert, Chair; Gary Rowe, Vice-Chair; Peter Waddell, Trustee; Aaron Somerville, Trustee; Jeff Francis, Fire Chief; Steve DeRousie, Deputy Fire Chief; Moira McCulloch, Administrator; Gerrie Wise, Recording Secretary; Mary Cooper, Returning Officer  
Approx 110 Mayne Island property owners and/or residents

**Regrets:** Paddy Lambert, Trustee

**1) MEETING CALLED TO ORDER:**

Jim Marlon-Lambert welcomed everyone, introduced the MIID Board of Trustees and staff, and presented the agenda.

**2) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 18<sup>th</sup>, 2009:**

**MOTION:** "Moved by Bob Connelly and seconded by Bill Warning that the Minutes of the 45<sup>th</sup> (forty-fifth) Annual General Meeting held on Saturday, April 18<sup>th</sup>, 2009 be adopted".

**Motion was carried unanimously by show of hands.**

**3) ANNUAL REPORT OF THE BOARD OF TRUSTEES:**

Jim Marlon-Lambert presented the report, a copy of which is attached to these minutes.

**MOTION:** "Moved by Pat Seebach and seconded by Judy Waddell that the Annual Report of the Board of Trustees be accepted as read".

**Question:** Ed Pederson: re deferral of Taxes for Health Centre: Is there any provision for a deferral of these taxes for financial reasons or for consideration of taxpayer's age?

**Answer:** Chair: Under the Local Government Act there is no formal ability to defer taxes. The Improvement District tries to be as flexible as possible granting people delayed payment on an individual basis. However, this puts the Improvement District in a difficult position if the taxes are unpaid after 24 months.

**Motion was carried unanimously by show of hands.**

**4) ANNUAL REPORT OF THE FIRE CHIEF:**

Jeff Francis read the Fire Chief's Report, a copy of which is attached to these minutes.

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**MOTION:** “Moved by Ken Chubb and seconded by Len Epp to accept the Fire Chief’s Report as read”.

**Motion was carried unanimously by show of hands.**

**5) ANNUAL REPORT OF THE ADMINISTRATOR:**

Moira McCulloch read the Administrator’s Report, a copy of which is attached to these minutes.

**MOTION:** “Moved by Ed Pedersen and seconded by Ian Birtwell to accept the Administrator’s Report as read”.

**Question:** Brian Haller: Regarding the numbers and amount owing under Health Centre & Heliport Delinquent Taxes for 2007 to 2009: is the 2009 figure for taxes owing cumulative, that is, does it include 2007 and 2008?

**Answer:** Moira McCulloch: No.

**Question:** Wayne Ming: Has MIID started legal action and process to collect delinquent taxes from 2007?

**Answer:** Jim Marlon Lambert: Yes, we started in December 2009 but have not registered in Small Claims Court yet due to the costs.

**Question:** Alex Schatroph: Is there a letter of indemnification from FAA or any government body regarding the Heliport or will MIID be sued in case of air accident at the heliport? Do we have insurance? How much is insurance?

**Answer:** Chair: FAA (Federal Aviation Administration) is a USA organization and has no jurisdiction in Canada with regards the Heliport. The Heliport meets all Transport Canada’s specifications as a licensed facility. MIID does have insurance. The cost of insurance is \$5,000.00 annually for coverage of \$10 million.

**Question:** How much are Health Centre repairs including the heat extraction/ventilation work and carpet removal mentioned?

**Answer:** Chair: The motion was passed at the April 2010 Board Meeting and is detailed in the minutes. \$14,000 was approved for the whole project, which includes the heat extraction/ventilation work, and the new floor downstairs.

**Question:** Is it possible to notify taxpayers the date of following AGM in July newsletter or in the Tax notices so that all may know the date?

**Answer :** Chair: We may not know until January because of the length of time the audit will take. Also we are constrained by the local government Act to notify within a certain period. Typically, the MIID AGM is held in the latter part of April each year.

**Question:** Colleen Ming: Why was a lawyer consulted when the FOIPP commissioner ordered information to be released?

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**Answer:** Chair: The Commissioner was not specific as to the level of detail and offered no assistance. The lawyer was consulted to assist the Board with response to all FOIPPA requests, as well as this specific request.

**Question:** Pat Seebach: If property owners are taken to court for unpaid taxes who pays Court Costs?

**Answer:** Chair: It depends on the judge's decision, but is usually added to the lien registered on the property if the judgment is in the District's favour, but the fees are paid by MIID (the taxpayer) until they are recovered from the delinquent taxpayer, either by collection or sale of the property. A concern is that mail "returned to sender" indicates that the registered owner is not properly registered on the tax roll. If the property is sold or seized for tax purposes by the province, the Improvement District will lose all funds owing unless the charge is registered on the title.

**Motion carried unanimously by show of hands**

**6) APPROVAL OF THE AUDITED FINANCIAL STATEMENTS:**

**MOTION:** "Moved by Donna Branston and seconded by Tracey DeRousie that the Auditor's Financial Report be adopted as circulated".

**Question:** Murray Gratham: What authority said GAAP must be used for Improvement District accounting procedures and who else does the regulation apply to?

**Answer:** All Federal, Provincial and local governments must use the procedures.

**Question:** Neil Jensen: Please explain the difference in the Budget and Actual Expenses, for example Wages increased over budget.

**Answer:** This is due to the change between making the budget figures prior to GAAP (Generally Accepted Accounting Principles) and the audit which was stated using GAAP. This does affect the way in which expenses are assigned. This year the budget will include all those items under the GAAP process.

**Question:** Wayne Ming: Can you clarify why Legal Costs/FOIPPA expense figures differ between Administrator's Report and Financial Statements?

**Answer:** Figures given under the Administrator's Report included 2010 figures to show FOIPPA costs in total to date.

**Motion was carried unanimously by show of hands.**

**7) SELECTION OF AUDITOR FOR 2010**

Board recommended that we reappoint current Auditors, McLean, Lizotte, Wheadon and Company for 2010.

**MOTION:** "Moved by Ron Willick and seconded by Murray Gratham that McLean, Lizotte, Wheadon & Company be retained as the Auditor for 2010".

**Motion was carried unanimously by show of hands.**

**8) FIRE HALL TASK FORCE PRESENTATION**

Copy of the Power Point Presentation was circulated to everyone present ,a copy of which is attached to these Minutes.

Presented by Ian Birtwell.

**Question:** Barry Wilks: North Saanich is building new fire hall. I have information that that hall is for 3 bays and a total renovation of existing hall for a total cost of \$1.6 million and a cost to taxpayers of \$28.00. Have you had any contact with them?

**Answer:** Not yet. We understand it is a renovation, not a new structure, but we will be looking into this and other suggestions. As to costs, we are hopeful that our design costing will be improved.

**Question:** Murray Gratham: Three points:

- a) What authority was there to issue a new contract of +/- \$100,000 for design if the Initial referendum was turned down?
- b) How much are the design requirements due to regulations and how much is due to a "wish list"?
- c) Why hasn't there been a two-year time between referenda as dictated by law?

**Answer:**

- a) The Board will have to answer the questions regarding the finances, but as far as I am aware, the money was already in a building contingency fund and was not linked to, or part of, the referendum; the referendum was not turned down, it was cancelled;
- b) The design requirements are based on a review of existing reports as well as our on-site visits and additional discussions with the fire department;
- c) There is no two-year time requirement between referenda because the referendum was not turned down or rejected, the MIID cancelled it.

Correction of Task Force of email address to [esctfc-miid@shaw.ca](mailto:esctfc-miid@shaw.ca)

**MOTION**

Moved by Peter Judd and seconded by Judy Waddell to accept the Fire Hall Task Force Presentation.

**Motion was carried unanimously by show of hands.**

**9) ELECTION OF ONE (1) TRUSTEE FOR A ONE (1) YEAR TERM  
ELECTION OF TWO (2) TRUSTEES FOR A THREE (3) YEAR TERM:**

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Trustee/Vice-Chair Gary Rowe, Chair of the Nominating Committee, reported that as per MIID's Letters Patent, five (5) trustees are elected for a (three) 3-year term and may be re-elected; that Jim Marlon-Lambert will be serving two (2) more years as Trustee; Aaron Somerville will be serving one (1) more year as Trustee; Peter Waddell and Paddy Lambert have completed their term as Trustee's and are not standing for re-election. Gary Rowe is resigning one (1) year early, leaving one 1-year term. Mary Cooper has been appointed as Returning Officer and will be conducting the vote, with Maxine Holmgren and Sheila Dunnachie as assistants.

The duties and responsibilities of Trustees were explained.

**Nominations for one 1-year term:**

Wayne Ming nominated and Neil Jensen seconded the nomination of David Maude.

A call was made for further nominations from the floor. A second call was made for further nominations from the floor. A third call was made for further nominations from the floor. There being none, nominations were closed.

David Maude elected by acclamation to the 1-year term.

**Nominations for the two 3-year terms:**

Pat Seebach nominated and Joanna Weeks seconded the nomination of Tracey DeRousie, who accepted the nomination.

Neil Jensen nominated and Brian Haller seconded the nomination of Jon Hoff, who accepted the nomination.

Sally Manson nominated and Peter Judd seconded the nomination of Dean MacKay, who accepted the nomination.

Bob Connelly nominated Peter Waddell, who declined the nomination, with thanks.

A call was made for further nominations from the floor. A second call was made for further nominations from the floor. A third call was made for further nominations from the floor. There being none, nominations were closed and the election was turned over to Mary Cooper as Returning Officer.

A review of the Voting Regulations was given and the Returning Officer announced that she had an updated list of property owners (eligible voters) on Mayne Island. Questions were taken. The duties and responsibilities of candidates and scrutineers were explained. Scrutineers were requested of the candidates first, then the general body. Candidates did not request specific scrutineers. Pat Gasston, Debra Foote and Pat Seebach volunteered as Scrutineers and were sworn in.

The election proceeded and after calling for anyone who had not voted to do so,

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the Returning Officer closed the Polls at 4:15 PM. Ballots were counted while the meeting re-convened.

Trustee/Vice-Chair Gary Rowe handed the chair back to Trustee Jim Marlon-Lambert who resumed as Chair and reconvened the meeting.

## 10) PRESENTATION OF PROPOSED MAJOR ACTIVITIES FOR 2010:

### a) Public Approval for Construction of a New Fire Hall:

The Board is moving ahead with a more detailed design for a new Fire Hall, hopefully by June 2010. Trustees and Administrator will meet with the Ministry of Community & Rural development to determine the Referendum procedures. The process for a referendum after it is declared will likely take six (6) weeks due to the mail-in ballot requirement by the Province. Fire Hall Task Force will be holding a series of public/open-house meetings to provide information and answer questions.

### b) Mayne Island Health Centre & Heliport – Upgrade of Building Facility:

Approved budget for improvements for heat/ventilation, plus new flooring and planning new office spaces downstairs was described. Ventilation/ A/C urgently needed in the Emergency Treatment room.

### c) Strategic and Financial Planning:

A volunteer has come forward to assist the MIID/MIFRS with long-term Financial and Strategic planning and processes. Strategic Planning takes a number of years to develop and put in place and we plan to move into a more formal process in 2010.

### d) 2011 Budget Planning:

This will be developed over the summer for final presentation at the September Board meeting. Our annual budget has to be presented for approval to the Ministry of Community & Rural Development by October 31<sup>st</sup> each year.

**Question:** Russ Anthony: What level of design is the Board doing before the referendum? Is it beyond schematic? Or structural working documents? With the costs to be made available for the referendum?

**Answer:** We are contracting for a Control Cost estimate. Not the tender documents.

**Question:** Peter Judd: What is the cost of the design?

**Answer:** \$112,500 plus GST & PST

## 11) NEW BUSINESS:

**Question:** Barry Wilks: Could the MIID support getting the Miners Bay Dock re-opened in the event of an emergency evacuation or for delivery of services?

**Answer.** Fire Chief explained that in the event of an emergency evacuation, the MIFRS relies upon the Southern Gulf Islands (SGI) Emergency Program to activate whatever

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protocols would be required; he referred the question to Gerrie Wise, the Mayne Island Emergency Program Co-ordinator, who further explained that this request has been forwarded by the SGI Emergency Program, through the Capital Regional District (CRD), to the Federal Government.

**Ron Willick proposed a vote of thanks to all Trustees and especially those retiring. A round of applause followed.**

**Question:** Russ Anthony: What are the other long-term issues that the Board recommends we need to consider? For example, water shortages, Community Planning, etc.

**Answer:** Chair: One of the items is water supply for firefighting: we would like to have larger supply – possibly a tank farm. Some arrangements are in place for access to ponds. Require properly documented access agreements to private ponds. Suggested using various tanks to store water for fire fighting. Hydrants In Village Point Improvement District have been tested. Superior Shuttle Accreditation was discussed. 30,000 gallons must be available for accreditation. We also need to consider upgraded training standards for firefighters.

**Question:** Barb Nelson requested help finding her lost keys. The keys were located and returned to her.

**Election of Trustees: Results were announced by Mary Cooper, Returning Officer:**

John Hoff received 74 votes;

Tracey DeRousie received 73 votes; and

Dean MacKay received 63 votes.

John Hoff & Tracey DeRousie were declared the new Trustees, each for a 3-year term.

**Chair thanked everyone for attending and voting.**

**12) ADJOURNMENT:**

**MOTION: “Moved by Peter Waddell to adjourn the meeting”. Carried.**

Meeting adjourned at 4:35 PM

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Jim Marlon-Lambert, Chair

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Moira McCulloch, Administrator

cc: Trustees, Auditor, Administrator, Fire Chief, Library, file  
Submitted by:  
Gerrie Wise, Recording Secretary