

## **Mayne Island Improvement District**

### **51<sup>st</sup> Annual General Meeting**

**1:00pm Saturday 25<sup>th</sup> April, 2015**

### **Mayne Island Agricultural Hall**

#### **Agenda**

1. Meeting called to order
2. Approval of agenda
3. Approve minutes of past Annual General Meeting
4. Annual report from the Board of Trustees
5. Annual report from the Fire Chief
6. Annual report from the Administrator & Finance Officer
7. Motion to approve Remuneration for Trustees
8. Presentation of the Audited Financial Statements
9. Motion to Approve the Audited Financial Statements
10. Committee Reports –
  - i. Fire Hall Building Committee -
11. Other Business: Questions and comments
12. Election of Trustees – Returning Officer
  - One Trustee for a three (3) year term
13. Adjournment

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**Qualified Voters:** must be a Canadian Citizen, 18 years or older, have been a resident of BC for the past 6 months, and be a registered owner or the designated agent of a registered company or society which is registered owner of real property on Mayne Island for more than 30 days.

**Trustee Requirements:** To run as a Trustee you must be a Canadian Citizen, 18 years or older, have been a resident of BC for the past 6 months, and be a registered owner, or their spouse, of real property on Mayne Island for more than 30 days.

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MAYNE ISLAND IMPROVEMENT DISTRICT  
DRAFT MINUTES of the 50<sup>th</sup> ANNUAL GENERAL MEETING  
Held on SATURDAY, APRIL 26<sup>th</sup>, 2014

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The 50<sup>th</sup> Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Agricultural Hall, Mayne Island, on Saturday, April 26<sup>th</sup>, 2014 commencing at 1:00 PM. Trustee Bob McKinnon chaired the meeting.

**Present:**

Trustees: Bob McKinnon; Gary Akey, Sharon Hinton, Dean MacKay, Doug Walker,  
Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville  
Fire Chief Steve DeRousie  
Returning Officer: Jon Hoff; Auditor: Terence M. Miller  
Approx 175 Mayne Island property owners and/or residents

**1) MEETING CALLED TO ORDER:**

The meeting was called to order at 1:00PM and introductions of the Trustees, Fire Chief, Auditor, Returning Officer and Staff were made by the Chair, Bob McKinnon. The Chair also took the opportunity to thank Trustees MacKay and Akey who have finished their terms today. A round of applause followed.

**2) ADDITIONS TO/APPROVAL OF THE AGENDA**

**MOTION:** Moved by Millie Leathers and seconded by Bill Jamieson that the Agenda for the 50<sup>th</sup> (fiftieth) Annual General Meeting of Saturday, April 26<sup>th</sup>, 2014 be adopted.

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

**3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 20<sup>th</sup>, 2013:**

**MOTION:** Moved by Ian Dow and seconded by Harry Lane that the Minutes of the 49<sup>th</sup> (forty-ninth) Annual General Meeting held on Saturday, April 20<sup>th</sup>, 2013 be adopted.

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

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

The Chair, Bob McKinnon presented the report<sup>1</sup>, a copy of which is attached.

**MOTION:** Moved by Bill Jamieson and seconded Bill Warning by that the Annual Report of the Board of Trustees be accepted as circulated.

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

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

The Fire Chief's Report, a copy<sup>2</sup> of which is attached to these minutes, was reviewed.

**MOTION:** "Moved by Pat Seebach and seconded by Mary Cooper to accept the Fire Chief's Report."

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

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<sup>1</sup> Report from the Board of Trustees

<sup>2</sup> Fire Chief's Report for 2013

MAYNE ISLAND IMPROVEMENT DISTRICT  
DRAFT MINUTES of the 50<sup>th</sup> ANNUAL GENERAL MEETING  
Held on SATURDAY, APRIL 26<sup>th</sup>, 2014

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**6) ANNUAL REPORT OF THE ADMINISTRATOR AND FINANCIAL OFFICER:**

The Report<sup>3</sup>, a copy of which is attached to these minutes, was reviewed.

**MOTION:** “Moved by Ian Dow and seconded by Len Epp to accept the Administrator and Financial Officers’ Report”.

**Motion carried unanimously by show of hands**

**7) MOTION TO APPROVE REMUNERATION FOR TRUSTEES**

The Chair explained that the MIID Trustees do not receive remuneration; but serve as volunteers.

**MOTION:** Moved by Harry Lane and seconded by Deb Foote that Trustees receive no remuneration in 2014.

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

**8) PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS:**

The Financial Statements<sup>4</sup>, copy of which is attached to these minutes, were presented by Terry Miller, the Auditor for the Improvement District. The Auditor presented his “clean” Audit Report and an explanation of the Financial Statements including the Statement of Financial Position as stated for Government Accounting Standards. The Statements of Operations, Cash Flows, and the Notes were then briefly reviewed. The Revenues and Expenses for the Fire Protection Governance and Health Centre Operation were reviewed as well as the Statements of Reserves and Surpluses. The Auditor then asked for questions.

**Q. Deborah Austin** Please explain the difference in the Training Costs in the Fire Department budget.

**A.** The Auditor asked the Fire Chief to respond. The Fire Chief explained the difference in the figures was because a number of detailed accounts in 2012 were combined in 2013 to allow for more flexibility in training. Also, we took the opportunity to bring Training Officers to Mayne Island to bring our firefighters up to the Training level and Standards required. The line item expense was offset somewhat by savings in other line items in the Training budget.

No further questions were asked at this time. The Auditor asked that further questions be directed to him through the Financial Officer, Katherine Somerville.

The Chair thanked Terry Miller, the Auditor; for his work in completing the Financial Statements. The Board recognized that the value of the Training expenditure will be reflected in the coming years through the development of our firefighters.

**9) MOTION TO APPROVE THE AUDITED FINANCIAL STATEMENTS.**

**MOTION:** “Moved by Jon Hoff and seconded by River Judd that the Auditor’s Financial Report be adopted as presented”.

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

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<sup>3</sup> Administrator & Finance Officers’ Report

<sup>4</sup> Audited Financial Statements

MAYNE ISLAND IMPROVEMENT DISTRICT  
DRAFT MINUTES of the 50<sup>th</sup> ANNUAL GENERAL MEETING  
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The Chair added comments regarding the Board's recognition of the value of the Training despite the increased cost of Training to Firefighter level II. He also spoke about the number of firefighters required at a certain level of Training to achieve the fire insurance rating.

**Q. Bill Jamieson:** Stated he would like to add that the volunteers are not paid to take the Training, but speaking as a firefighter himself he found the Training to be very valuable and worthwhile to our community to have our firefighters trained.

**Q. Tracey DeRousie** asked what number of firefighters are required to be trained to the appropriate level

**A. Chair** The Chair answered that number is 15, with persons off the island frequently it is valuable to have several more than 15 trained..

**Q. Dennis Watts** What are the consequences of not having 15 appropriately Trained Firefighters.

**A. Chair** Replied it could mean that your Insurance rating may be at risk. Also, though the efficiency of the Fire Department could be at risk.

#### **10) COMMITTEE REPORTS:**

*i. Fire Hall Committee* A report was presented by Chair Bob McKinnon. He explained that the Referendum held last week resulted in a passing of the question to borrow \$2.4 million to build a new fire hall. We understand there are some persons who question the process and the result The final decision on this is always made by the Inspector of Municipalities. The Board is confident we have moved the process forward correctly. The documentation including the Returning Officer's proclamation has been forwarded to the Inspector. The Chair also expressed the Board's Confidence that this time next year; we will have a new Fire hall.

A round of applause followed.

**MOTION:** Moved by Jim Deverill and seconded by Brian Haller to accept the Committee's Report.

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

#### **11) REPORT FROM MAYNE ISLAND HEALTH CENTRE ASSOCIATION – Lindsay Allan, Chair**

The MIHCA Chair spoke regarding MIHCA. She explained that 60 persons attended their AGM on the 23<sup>rd</sup> and elected a new Board of 7 persons. She then paid tribute to Dr. Cilla Brooke for her long service and contribution to the Health Centre. This year a great deal of time was spent updating their medical data system. She also thanked the Staff Dr. Losier, Leanne Rowand, and Mauri, Donna, and Sally. She explained a bit further about tele-medicine system to come. and asked for any comments or questions.

**MOTION:** Moved by Colleen Ming and seconded by Dennis Watts to accept the MIHCA Report.

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

#### **12) OTHER BUSINESS: Questions and comments:**

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**Q Bill Jamieson** Stated he would like to take this opportunity to thank the Board for all the hard work done in the past year, and in particular, thank Fire Chief DeRousie for all his hard work.

A round of applause followed his comments.

**Q. Pat Seebach** thanked the Volunteer firefighters and 1<sup>st</sup> Responders. You are our lifeline, she said.

Another round of applause followed.

**13) ELECTION OF TWO (2) TRUSTEES FOR A THREE (3) YEAR TERM:**

Chair Bob McKinnon turned the meeting over to Jon Hoff, the Returning Officer, for the two positions of 3-year term of Trustee

Mr Hoff provided a summary of the election process and introduced a volunteer Ballot Counter and Scrutineer : Brian Haller:

Nominations were presented by the Chair of Nominations, Trustee Walker:

Dearden, Brian; Dow, Ian; Leathers, Millie; Maude, David; and Reith, Aaron

A call was made for nominations from the floor.

Brooke, Cilla was nominated by Pat Seebach and seconded by Tracey DeRousie

Cilla Brooke accepted the nomination.

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 Trustee Walker asked each candidate to speak. Each candidate spoke for approximately 3 minutes.

Jon Hoff thanked all the candidates and asked if there were any questions regarding the voting procedure. He then indicated the ballot box. Voting commenced and ballots were collected and counted by Jon Hoff and Brian Haller

Results were announced by John Hoff that Brian Dearden & Cilla Brooke were elected to the position of Trustee and offered his congratulations. He then thanked all the Candidates who put their name forward. The Returning Officer then asked for a motion to destroy the ballots.

**MOTION:** Harry Lane moved and Dennis Watts seconded the motion to destroy the ballots. **The Motion was carried by a majority show of hands**

Chair McKinnon thanked everyone for attending the meeting today and asked for a motion to adjourn.

**14)ADJOURNMENT:**

**MOTION: Carl Leathers** moved to adjourn the meeting. **Carried.**

Meeting adjourned at 2:15PM

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Bob McKinnon, Chair

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Gerrie Wise, Administrator

cc: Ministry, Trustees, Staff, Website, Library, file

**Mayne Island Improvement District**  
**51<sup>st</sup> Annual General Meeting for the year 2014**  
**Report from the Board of Trustees**  
**April 25, 2015**

The year 2014 was extremely busy for the Mayne Island Improvement District staff, trustees, contractors, and volunteers. Major projects were underway (and some completed) for the new firehall and MIID offices, upgrades to the Health Centre, and re-structuring of facility-support contracts. Throughout this busy time, no significant interruptions of critical Fire, First Response, and Health Centre services were imposed, thanks to great cooperation among staff, volunteers, and contractors. Highlights from the 2014 year are summarized below.

- Planning and public consultation for constructing a new firehall and MIID offices continued through the early part of the year. Approval was received from the provincial government in January to continue with the planning process, based on submissions from the MIID in 2013. An information package was prepared and well-attended open houses were held on Saturday, February 15<sup>th</sup> and Saturday, March 15<sup>th</sup>. A great deal of constructive feedback was received, including suggestions for improving the voting processes for a referendum. The referendum was held on April 19<sup>th</sup>, with advance polls on 9<sup>th</sup> and 12<sup>th</sup> of April. The referendum passed, authorizing MIID to borrow up to \$2.4 million to finance construction of a new firehall and MIID offices. The provincial government received complaints about the referendum process from some concerned residents, and the process of carefully considering these complaints resulted in a delay of approved referendum results until late July. Following approval, bank financing was arranged and Liberty Contract Management (our Principal Contractor) set about producing updated schedules and preparing tender packages for the various goods and services required. Wherever practical and cost-effective, local suppliers and contractors were selected. Temporary facilities were erected for equipment, staff, and services, and the old firehall was demolished. Much of the material was re-used or recycled. Site preparation work for the new hall commenced in August and continued for the remainder of the year. A set of answers to frequently asked questions was prepared and made available to the public, along with periodic updates on the MIID and Mayne Island Fire Rescue websites.
- The MIID Board and the Mayne Island Firefighters Association reached an agreement to re-locate the old schoolhouse to the south-east corner of the MIID property. A bare-land lease was entered into for this purpose, and the Firefighters moved the schoolhouse at their expense, installing it onto a much-needed concrete foundation.
- During 2013 a major review of our long-term firefighting equipment needs was undertaken. This resulted in purchase of a new fire engine (Engine 2) and retirement of two older vehicles (Tender 2 and Rapid Attack). Final sale of these vehicles was completed in 2014. By all accounts, our five-vehicle fleet is significantly more functional and efficient than our previous six-vehicle fleet. Annual contributions to MIID reserves continue to be made at a rate expected to fund future vehicle purchases, without resorting to bank borrowing.

- Work continued on the dry hydrant program. Dry hydrants are being strategically located around Mayne Island, providing access to water supplies for firefighting. Dry hydrants are installed in ponds containing captured rainwater, reducing the need for both multiple water tankers and use of pressurized fire hydrants using potable water. One new dry hydrant was installed in 2014, bringing our complement to five.
- Mayne Island Fire Rescue continued to strengthen its capabilities during the year. Three recruits successfully completed training as Accredited Professional Firefighters through the NFPA 1001 training program. We now have 17 members who have achieved this qualification, relative to the minimum number of 15 required under our configuration. This core is supported by 7 auxiliary members, many of whom are former active members, and 1 support member. No additional recruits into this program were accepted at the Fall 2014 entry, but training of existing staff and volunteers continues through weekly practices and periodic weekend sessions.
- Major upgrades to the water system for the Health Centre were completed, following discovery of quality problems. One of the furnaces for the Health Centre also failed unexpectedly, resulting in an upgrade to the heating system also being required. Both improvements were made using funds drawn from reserves set aside for this purpose.
- A review of facility maintenance contracts was completed by trustees and staff, resulting in a re-structuring and streamlining of existing relationships with local suppliers. New annual contracts were signed with local residents for Grounds Maintenance (Don DeRousie), Garden Maintenance (Diane Plucinak), and Health Centre Premises Maintenance (David Rea).
- The proper handling of garbage and recyclable materials is becoming more of an issue on Mayne Island. Changing definitions of recyclable versus garbage waste streams have caused challenges for our local recycling depot, garbage collector, residents, and visitors. A single provincial contractor (Materials Management BC) is responsible for receiving recycled materials from local depots and operators. Changes to sorting requirements, acceptability, and financial arrangements have been challenging for our local recycling depot. Also, the CRD has decided to stop accepting organic kitchen scraps at the Hartland landfill site, so this waste stream must now be composted or digested. We are fortunate to have one local operator (J. Griffin Hauling) still willing to undertake garbage collection and disposal. The regulatory and business environment for garbage and recycling remains unstable and MIID is concerned we may well lose both our local recycling depot and garbage operations as a result. Under our Letters Patent, MIID has responsibility for ensuring garbage collection. If no private operators are willing to undertake the service on a user-pay basis, we will have no choice but to implement a garbage collection program funded by tax dollars.

We are now well into 2015 and progress continues on the firehall. We are looking ahead to completion and occupancy later this year. Meanwhile, staff, contractors, and volunteers continue to provide uninterrupted services within our mandates.

Bob McKinnon  
 Chair, Board of Trustees  
 Mayne Island Improvement District



**2014**

# Mayne Island Volunteer Fire Department

## ANNUAL REPORT



**Volunteers Serving the Community**  
save lives | reduce injuries | protect property

**MAYNE ISLAND FIRE RESCUE**  
520A FELIX JACK ROAD  
MAYNE ISLAND, B.C. • V0N 2J2  
PHONE: (250)539-5156

Fire Chief Steven W. DeRousie

## **Mission Statement**

**To proudly serve the community of Mayne Island by safely protecting life, property and the environment through prevention, public education and comprehensive emergency response by dedicated, highly trained personnel with up-to-date, well-maintained equipment.**

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Fire Prevention & Public Information



This Island Paradise



Practice

**FIRE - AMBULANCE - POLICE: 911**

### Service Mandate

The mandate of the Mayne Island Volunteer Fire Department, established and operated under the authority of the Mayne Island Improvement District bylaw #46, and #112 is:

to carry out all fire protection activities,  
assistance response,  
and other such activities as the Board directs including, but not limited to:

- a) rescue operations
- b) mutual aid to other fire services covered by an agreement
- c) response to hazardous materials incidents
- d) public service

### Accountability

The Mayne Island Volunteer Fire Department conducts all fire, medical and rescue operations under the guidance of our operating guidelines (OG's) and a variety of legislation and regulation. The Mayne Island Volunteer Fire Department OG's are reviewed periodically and updated as required to keep pace with current and changing regulations, Improvement District policies and mandates. Additional input is derived from but not limited to the following;

- Mayne Island Improvement District: -Bylaw No. 46, Bylaw No. 112
- Capital Regional District: -Bylaw No. 3452 - fire regulation Southern Gulf Islands,  
-Bylaw No. 3231 - Numbering of buildings Southern Gulf Islands
- Mayne Island Fire Rescue Report -FireWise Consulting Ltd - August 2011
- Work Safe BC -Parts 31 - Firefighting; 11 - Fall Protection; 8 - Buoyancy Equipment
- Fire Services Act -(RSBC 1996)
- Wildfire Act -(SBC 2004)
- Wildfire Regulation -(updated March 6, 2009)
- Office of the Fire Commissioner of BC -(BC Fire Service Minimum Training Standards Playbook)
- Motor Vehicle Act -Section 122 - operation of emergency vehicles
- Federal Bill C-45
- NFPA -(National Fire Protection Association)
- BCAS -(British Columbia Ambulance Service)
- BCEHS -(British Columbia Emergency Health Service)
- BCERMS -(British Columbia Emergency Response Management System)
- BCMSA -(British Columbia Municipal Safety Authority)
- OH&S -(Occupational Health & Safety)
- BC Fire Code - 2012 edition

# Mayne Island Volunteer Fire Department

## Fire Chief's Report - Year in Review

With the number of emergency responses climbing each year, an intensive and demanding training schedule, and our regular weekly practice sessions, the Mayne Island Volunteer Fire Department strives to improve its effectiveness in delivering emergency and non-emergency services to the community. The past year can best be summarized as a year of transformation. The Fire Department as a whole has experienced significant changes resulting from planning that began in 2013.

The goal established in 2013 to operate with minimum of 15 firefighters qualified to the NFPA 1001 standard for fire fighter professional qualifications has been met and exceeded. The number of recruits enlisted over the past two years can be attributed to our commitment to provide a formal training curriculum and a professional workplace as the standard for our volunteers. This benefits the community with entry level firefighters trained and performing at a higher level in much less time.

Short and long range planning is accomplished with consultation and oversight of the Improvement District Board of Trustees and within the establishing bylaws for the Fire Department. In 2014 we implemented changes to the management profile of the fire department with support from the Trustees. While the organizational structure of the fire department remains relatively unchanged, we employ two part-time career Officers to ensure there is at least one paid staff member available to respond to emergencies day and night; all year. When emergencies aren't happening the Captains are delegated with the responsibilities of Duty Shifts, Fire Prevention, Equipment Maintenance, Occupational Safety & Health, Regular Practice and participation in succession planning for the future of this community asset.

Our mission statement captures the beliefs that form the core of our objectives in the operation of the fire department. A part of the methods behind creating a robust workplace with high standards is



Tuesday Evening Fire Practice

to be accountable to our community to provide a professional service level with a professional attitude by well trained personnel. Up to date, well maintained equipment makes it possible to consistently deliver timely and efficient response to emergency calls. Broken down equipment that doesn't start reliably is history with the addition of the Engine purchased in 2013. Complementing the water supply tender operations our long range dry hydrant program is improving our performance benchmarks and capabilities with each pond that is brought on-line.



Dry Hydrant 8" Pipe Installation - 2014

While the construction of the new fire hall is underway, we're operating out of temporary Atco trailers. The fire department administration and operations moved out of the old fire hall over the Thanksgiving long weekend. To everyone who helped me make this temporary transition as we move into a new chapter of the Mayne Island Volunteer Fire Department, Thank you!

The Mayne Island Improvement District was established in 1964 by letters patent. The fire department received its official designation and reworked legal authority in 1991 with the passing of bylaw No. 46, Establishment and Operation bylaw - officially designating the fire department as the "Mayne Island Volunteer Fire Department" which remains in effect today. To better reflect the services provided to the island our common name "Mayne Island Fire Rescue" is used. In 2005, the Ministerial Order #371 amended all Improvement District's letters patent in the province of BC authorizing that specific services could be delivered outside their boundaries including fire suppression, search and rescue, and assistance to other agencies, including medical emergencies, hazardous materials incidents, and traffic accidents where such services are not listed as provided by another local government agency. The Improvement District adopted this amendment to our Letters Patent in 2011 with the passing of bylaw No. 112.

The Improvement District Trustees are volunteers to the community as well, providing the governance, legal authority and policy oversight while our Corporate Officers handle all the Improvement District and Fire Department daily business needs, working as a team to bring the



Fire Prevention & Public Education

emergency fire and rescue services equally to all citizens and visitors to Mayne Island.

Each year the Fire Chief hosts a formal Christmas dinner in recognition of all the work our staff, trustees, firefighters do. Guests include the spouses and kids and the Mayne Island Volunteer Firefighter's Association organizes gifts for the pre-teens. Thank you Sue Duncan for donating the catering by Dinners by Design, and to the ladies helping in the kitchen. Sue's dinners are delicious and it was a fun evening with the following awards being presented:

- |                           |               |
|---------------------------|---------------|
| Dedication to Call-outs   | Kyle Stobart  |
| Dedication to Training    | Eric Walker   |
| Firefighter of the Year   | Eric Walker   |
| F/R Auxiliary of the Year | Nigel Barrett |
| Broken Chock Award        | Kyle Stobart  |



Please join me now in thanking these dedicated men and women who volunteer and train to reach new heights in service with excellence, to respond to emergencies of all types on Mayne Island.

Trustees, Firefighters, Katherine Somerville, and Gerrie Wise; Thank you for everything you do for your Mayne Island community.

Respectfully,

Steve DeRousie  
 Fire Chief,  
 Heliport Manager,  
 Local Assistant to the Fire Commissioner

**MAYNE ISLAND FIRE RESCUE**

520A FELIX JACK ROAD  
 MAYNE ISLAND, B.C. • VON 2J2  
 PHONE: (250)539-5156  
 email: sderousie@mayneid.ca  
 Web Site: www.mayneislandfire.com

## 2014 MEMBERSHIP

6 Fire Department Officers - NFPA 1001 Qualifications for Professional Firefighter



Fire Chief Steve DeRousie<sup>1</sup>      Captain Eric Rice<sup>1,2</sup>      Captain Kyle Stobart<sup>1</sup>      Captain Matt Taylor<sup>1</sup>      Lieutenant Amanda Gunn<sup>1</sup>      Lieutenant Brendan Hennebery<sup>1</sup>

**Leadership** of the fire department is a paramilitary style organizational structure. Under the direction of the Fire Chief - Fire Officers are delegated the duties and responsibility for the supervision of all subordinates of their assigned teams and are responsible for leadership in the combating, extinguishing and preventing of fires and saving of life, property, and the environment within the Mayne Island Fire Protection area; whether paid or unpaid. Leadership of the fire department is achieved with the span of control ratio of approximately one officer for every five subordinates.

The Fire Department Officers are an important component of a functioning organizational structure. Occasionally, we find that a particular member is passionate about their volunteering and takes the initiative to become the best they can be. These are typically the members that are selected for officer positions and become part of the leadership group that provides the department with its leadership. We have three new firefighters - they are Dan Beer, Steve Pike, and Malinda Somerville.

	Name	Level	member
<b>Fire Chief</b>	Steven W. DeRousie <sup>1</sup>	FF2	20 yrs
<b>OFFICERS</b>			
<b>Captain</b>	Eric Rice <sup>1,2</sup>	FF2	5 yrs
<b>Captain</b>	Kyle Stobart <sup>1</sup>	FF2	12 yrs
<b>Captain</b>	Matt Taylor <sup>1</sup>	FF2	19 yrs
<b>Lieutenant</b>	Amanda Gunn <sup>1</sup>	FF1	9 yrs
<b>Lieutenant</b>	Brendan Hennebery <sup>1</sup>	FF2	9 yrs



Captain Kyle Stobart leading Fire Practice

<sup>1</sup> EMA-FR first responder  
<sup>2</sup> Technical High Angel Rope Rescue

**11 Firefighters - NFPA 1001 Qualifications for Professional Firefighter**

**Paid-Call Firefighters** - Firefighters are responsible for the combating, extinguishing and preventing of fires and saving of life and property within the Mayne Island Fire Protection area; to Department standards whether paid or unpaid. Paid-Call Firefighters participate in; Emergency Call Outs, Duty Officer Shift, Hall Duties, Regular and Special Training sessions, as well as fire prevention programs as assigned, meeting Fire Department standards and requirements.



Dan Beer<sup>1,2</sup>



Sam Chambers



Andrew Guy<sup>1</sup>



Jeff Hochhalter<sup>1,3</sup>

Firefighter	level	yrs
Dan Beer <sup>3</sup>	FF2	1
Sam Chambers	FF1	4
Andrew Guy	FF2	2
Jeff Hochhalter <sup>1</sup>	FF2	4



Bill Jamieson<sup>1,3</sup>



Christie Meers<sup>1</sup>



Steve Pike<sup>1,2</sup>



Mindy Somerville<sup>1,2</sup>

Firefighter	level	yrs
Bill Jamieson <sup>1,2</sup>	FF2	20
Christie Meers <sup>1</sup>	FF2	2
Steve Pike <sup>3</sup>	FF2	1
Mindy Somerville <sup>3</sup>	FF2	1



Chris Vanderwel<sup>1,3</sup>



Eric Walker<sup>1,3</sup>



Ron Willick

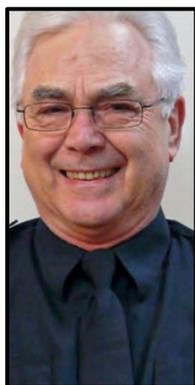
Firefighter	level	yrs
Chris Vanderwel <sup>1,2</sup>	FF2	2
Eric Walker <sup>1,2</sup>	FF2	2
Ron Willick	FF1	37

<sup>3</sup> NFPA 1001 Class of 2014

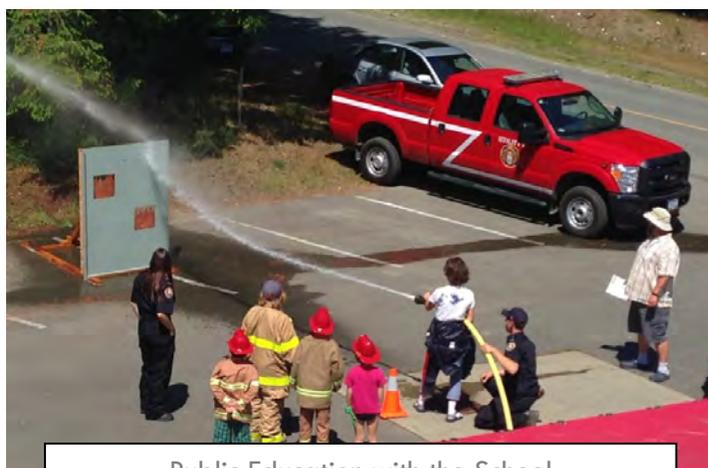
<sup>2</sup> Technical High Angel Rope Rescue

**8 Fire/Rescue Auxiliary Members, & Support Crew**

**Fire/Rescue Auxiliary Members**, under the supervision and leadership of the Department Officers - participate in Emergency Responses, Hall Duties, Regular Practice, Special Training courses to meet Fire Department standards and participate in non-hazard zone operations of the fire department.



	Name	yrs
<b>F/R Auxiliary</b>	Nigel Barrett	2
<b>F/R Auxiliary</b>	River Judd	25
<b>F/R Auxiliary</b>	Harry Lane	45
<b>F/R Auxiliary</b>	Mike Maxwell	3
<b>F/R Auxiliary</b>	Bernadette Ponsford <sup>1</sup>	13
<b>F/R Auxiliary</b>	Bernard Rochet	12
<b>F/R Auxiliary</b>	Louis Vallee	35
<b>Support Crew</b>	Don DeRousie	4



Public Education with the School



Med-Evac Night Flight

Moving Out Oct 2014

## Summary of 2014 Emergency Calls

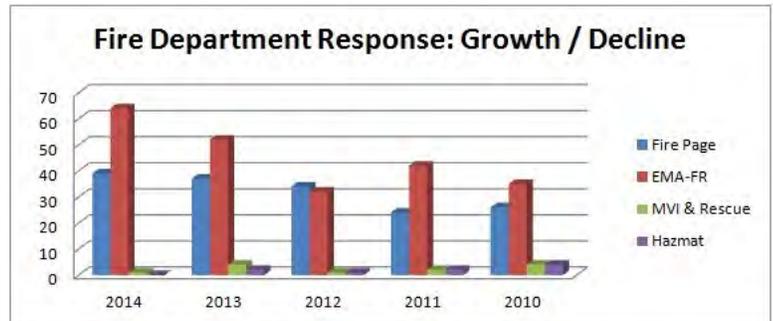
While the frequency of emergency calls is up again, the notable change is the number of first responder (EMA-FR) calls with a significant increase in 2014. Overall, medical calls account for the largest percentage of our total call volume. EMA-FR calls have nearly doubled since 2010.

Fire calls appear to be trending to an increase however the snowstorm of February accounts for eight of the fire calls listed; Hydro Line fires or lines down, which generate a fire call. The occurrence of home fires is rare on Mayne Island; the one structure fire was a chimney fire in January. There was no damage and the occupants were not displaced. Chimney fires remained at a low occurrence partly due to our no-charge chimney brush loan program, encouraging homeowners to affordably keep their chimneys clean. Chimneys should be cleaned on a regular basis: at least twice each year.

Campfires are prohibited during the summer fire closure period which begins midnight June 30<sup>th</sup> through October of each year. The occurrence of summer campfires is an ongoing but minor problem. The wildfire prevention and education program at Swartz Bay lead by Pender Island Fire Department helps reduce occurrences. This program is supported by the SGI Fire Departments. It's worth noting there were no brush fires in 2014. The calls listed at right include a number of smoke smell/sightings relating to prohibited fires during the closure.

Visitor traffic to the fire hall is estimated to be around 90 visitors per month, averaged throughout the year, mostly for burn permits with a total of 649 burn permits being issued between January 1<sup>st</sup> to December 31<sup>st</sup> 2014. Other visitors to the fire department include

driveway and address verifications, a few tourists and local interests, school group tours, and business and social guests of the fire department but do not include RCMP, BC Ambulance, Emergency Program volunteers, Improvement District business, or our firefighters and their families.



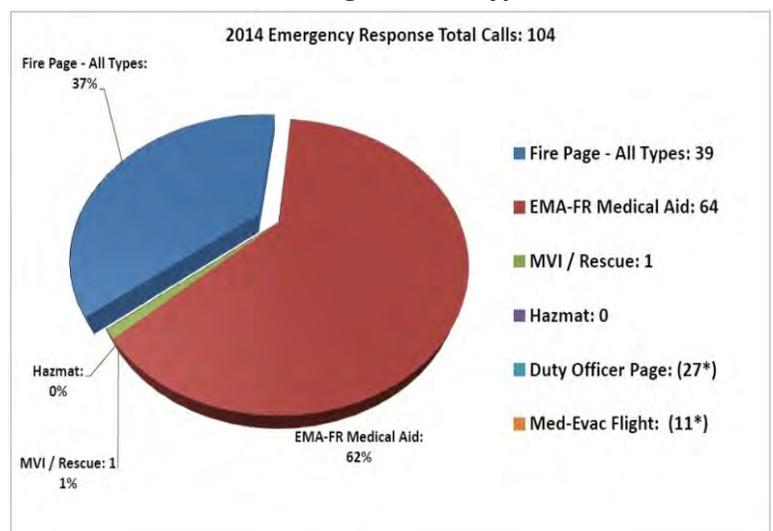
### 2010 - 2014 COMPARISON OF CALLS

Total Recorded On-Call responses in 2014 = 1,057 hours.

Year	Fire <sup>6</sup>	EMA-FR	MVI/Rescue	Hazmat	Total
2014	39	64	1	0	104 <sup>4</sup>
2013	37	52	4	2	96 <sup>4</sup>
2012	34	32	1	1	68 <sup>‡</sup>
2011	24	42	2	2	70 <sup>‡</sup>
2010	26	35	4	4	69 <sup>‡</sup>

<sup>6</sup> Fire includes Structure, Chimney, Brush/Grass, Smoke Smell/Sighting, Hydro Fire, Hydro Lines Down, Assistance (other than BCAS), Alarm Bells, CO Alarm, Campfire, Mutual Aid, any unclassified page, except Duty Officer non-emergency calls.

### Percentage of Call Types



\*Duty Officer page & Med-Evac Flight not considered in emergency response total calls.

<sup>4</sup> Number of recorded Emergency Responses - does not include non-emergency activities and public service inquires.  
<sup>‡</sup> For comparative purposes - previous years' statistics are shown with non-emergency and public service inquires removed.

## Training and Operations

**Training** - Mayne Island firefighters meet and exceed the minimum training standards set out by the Office of the Fire Commissioner. Our Firefighters are registered at the Justice Institute of BC and train to NFPA 1001 standards. Officers are expected to achieve additional proficiencies in one or more special ops, including fire officer training; also through an accredited vocational institute. Special Ops include Technical High Angle Rope Rescue, Auto-Extrication, and Rapid Intervention Team.

Applicants are accepted as recruit firefighters following a satisfactory interview process. Once accepted, training begins with the NFPA 1001 curriculum at the start of the year. The course is approximately 250 hours delivered through the JIBC by Pender Island Fire Rescue by professional fire service instructors.

This training program intends to achieve three goals; attracting new members, retaining trained firefighters and ensuring that when you call 911 for help, firefighters will show up, knowing what to do.

**Operations** - The Mayne Island Fire Department responds to approximately 100 emergency calls each year, ranging from structure and vehicle fires, to rescues and auto extrication, first response for the emergency health services. This equates to an average of one call every 3 ½ days. In addition to emergencies, the Department also responds to numerous non-emergency phone calls for assistance or complaints, ranging from burning complaints to reports of hazardous materials and animals in distress.

We have increased the number of members trained to the NFPA 1001 Professional Qualifications for Firefighter from 11 at the beginning of the year to 17 at year-end. To achieve our objectives of Life Safety and Property Conservation during an incident response, our department officers perform a variety of duties and responsibilities.

Reporting to the Fire Chief; Captains are assigned and responsible for managing teams of firefighters which includes Lieutenants, Firefighters, Auxiliary Firefighters, and Support Crew members. These duties include directing and controlling all fire department activities as assigned, including recruitment of personnel and the assignment of personnel and equipment. The Captains consult with the Fire Chief on policy and planning, but may work independently in supervising technical operations. Captains also fill the duties of the Fire Chief during times when the fire chief is off-island and may be appointed as Acting Chief to fill in for the fire chief during vacation time.

Many of the firefighters are qualified Emergency Medical Aid - First Responders. This training is included and required for firefighters to qualify to level 2 of the NFPA 1001 standard. The capability, care and compassion and dedication with which our membership responds to incidents is the result of this high standard of training.



2014 Firefighter Class at Otter Point Fire Dept Live Fire Facility with Fire Service Instructors from Pender, Salt Spring and Mayne Islands

## Mandatory Training - Firefighters

- NFPA 1001 standard for Professional Qualifications for Firefighter
- 1<sup>st</sup> Responder EMA-FR certification & AED endorsement
- NFPA 472 - Hazmat Awareness & Operations - Pro-Board & IFSAC seal
- Auto Extrication & Vehicle Rescue
- Emergency Scene Traffic Control Course

- Pro-Board & IFSAC [246 hours]
- Firefighter level II [48 hours]
- Firefighter level II [48 hours]
- Firefighter levels I&II [24 hours]
- all members [8 hours]

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## Additional Training - Firefighters

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Including, but not limited to:

- NFPA 1002 Emergency Vehicle Driver
- Pumps & Pumping and Tender Ops
- Strategies & Tactics of Firefighting
- Technical High Angle Rope Rescue [THARR]
- Rapid Intervention Team [RIT]
- BCDL Class 5 / Air Brakes endorsement



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## Fire Practice and Scheduled Meetings

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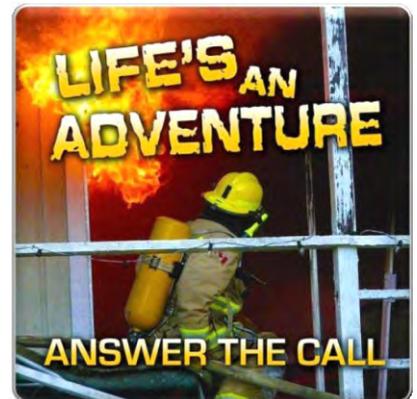
- Regular weekly practices - Tuesday from 7:00pm to 9:00pm except Christmas & New Years
- 1<sup>st</sup> Responder Practices once per month - EMA-FR Responders only
- Department Officers Meeting, OH&S Committee Meeting: Officers 12 scheduled meetings per year

## Firefighter Recruiting

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The public has come to rely on the Fire Department as the "first responder" not only when life and property are threatened by manmade and natural disasters, but also for many other kinds of problems as well.

The fire department requires approximately 30 volunteer firefighters to provide the consistent high level of service expected by our citizens. We actively recruit new members each year to ensure the number of firefighters remains constant whenever members move on to new their adventures in life.

All required training and equipment is provided, and besides feeling good about yourself for helping people, it is a great opportunity to make new friends, have a lot of fun, and be part of a great team.



*"One of the best benefits of being a Paid On-Call firefighter is the life-long skill set that you will acquire."*



2014 – A Year at the Fire Department



Jan '14 Chimney Fire



Jan '14 Dry Hydrant Testing



Feb '14 Snowstorm



Apr '14 Fire Practice



Apr '14 Aerial View MIVFD



Apr '14 Auto-Extrication Course



Apr '14 EMA-FR Call Response



Aug '14 Rope Rescue Drills



Sept '14 Breaking Ground



Nov '14 Temporary Operations



Nov '14 Live Fire Training



Dec '14 Refueling Stores



Dec '14 Santa Ship with M.I. Lions



Dec '14 Fire Department Family Christmas Dinner & Awards Night

## Equipment and Apparatus

The Fire Service is one of the services that still comes to your door. Our Fire Department equipment and apparatus are critical to the prompt delivery of emergency services to Mayne Island. The fire department apparatus carry the equipment, supplies, and all of the resources that are required including personnel, whether they are firefighters, EMA-First Responders or Fire/Rescue Auxiliaries.

To meet the service delivery regulations that are imposed on us, our apparatus are replaced on a predetermined cycle. These vehicles must be replaced to be compliant with the Fire Underwriters Survey (FUS) for emergency vehicles, along with regular maintenance and testing procedures which helps to ensure we are able to respond reliably and effectively. Integrated with the budget, a forecast planning process keeps pace with renewals and replacement, and firefighting tools and equipment are kept as up to date and reliable as possible. Changes to safety regulations also affect how and when firefighting equipment renewal and replacement are determined.

## Apparatus Replacement Review

In late 2012, a review of the apparatus' current condition revealed the need to replace some of our older vehicles. Cost projections for these replacements indicated that our vehicle reserve fund would be in a deficit before Engine 1 would have to be retired under the FUS mandate of 20 years. The Improvement District established a "Truck Committee" at its meeting in May 2013, for the purpose of reviewing vehicle purchase needs over the

next several years, to develop a recommendation and capital plan for the Board of Trustees to consider.

The plan was accepted and fire department acquired a new Primary Engine in August 2013 as part of the plan the Truck Committee developed to maximize the cost effectiveness of service delivery with fewer major apparatus. This change to the strategy considers that dry hydrants are a companion project that permits a reduction in the number of the water tender vehicle. Fewer major apparatus also results in reduced maintenance costs, and an increased value received for tax dollars spent. The following 2014 Capital Plan for vehicle replacement based on the Primary Engine replaced on a 15 year cycle, two tenders on a 20 year cycle each and one utility vehicle on an "as required" basis. To fund the replacement of these vehicles, the Improvement District Board puts aside an amount equal to the estimated cost divided by the remaining life span each year. This ensures we don't need to borrow the funds or pay loan interest.

## Dry Hydrant Program

Supporting the apparatus replacement projection plan, the dry hydrant program is designed to increase the stored pond water for firefighting at a fraction of the cost of apparatus replacements over their estimated lifetime. Installing dry hydrants in the more populated areas or where water supply deficiencies have been identified reduces the driving distance and/or hose lengths from the water source. This in turn makes it possible for the fire department to reduce the size of the truck fleet and corresponding cost of vehicle replacements, without compromising firefighting capabilities.

## 2014 Capital Plan - Vehicle Reserve Fund - apparatus replacement projection 2014-2030

Designation	Pump l/gpm	Water Tank	Ladders	Manufacture Year	Primary Service Life Span	Age	Primary Service Remaining	Reserve Service years Remaining	Replacement Value	Annual Vehicle Replacement reserve fund amount.
Engine 2 - Primary Engine & Rescue	1050	1000	24' 14'	2012	15	3	12 yrs	15	\$375,000	\$25,000
Engine 1 - Backup Engine & Rescue	1050	1000	24' 14'	1996	15	19	-3 yrs	12	\$0.00	\$0.00
Tender 1 - Primary Water Tender	420	1700	35'	2000	20	15	5 yrs	N/A	\$300,000	\$15,000
Tender 3 - Second Water Tender	#	1500	N/A	2009	20	6	14 yrs	N/A	\$300,000	\$15,000
Utility 1 - Utility Vehicle pickup	60	200	N/A	2012	10	3	7 yrs	N/A	\$70,000	\$8758

**Engine 2** is our primary pumper for fires and rescues. It is a 2012 Spartan Legend series 6-person pumper - fitted with a 1500 gpm Darley mid-ship pump, Foam Injection system on three pre-connected hand lines, 1000-gallon water tank, and carries a total of 2200' of a variety of hoses and nozzles. Engine 2 carries "Jaws of Life"<sup>™</sup>, 1<sup>st</sup> Responder Medical kit & AED, and a high volume portable pump to supply up to 500 gpm of water to the Engine from a water source such as a pond or the nearest ocean access. Engine 2 is due to be replaced in 2027 by a new primary pumper, then serve as a backup pumper for 15 more years.



Engine 2 - 2012 Spartan Legend

**Utility 1** is our all-purpose utility pickup truck for daily operations of the Fire Department, including responding to complaints and as crew transport during emergency calls. It is a 2012 Ford F250 5 person 4X4 crew cab pickup - can be fitted with a forestry firefighting skid unit during summer fire season which has 200' of lightweight 1" hose on a reel, a 60 gpm Honda pump with a foam system and 200 gallons of water to attack small wildfires before they can grow larger or escape control. The Utility has no retirement criteria or age limitations other than reliability, repair costs and continued suitability.



Utility 1 - 2012 Ford F250 4X4

**Tender 3** is our Water Shuttle Apparatus. It is a 2009 HUB 3 person tender built on a Freightliner business class chassis - fitted with a 250 gpm semi-permanent midrange portable pump. It has a capacity of 1500 gallons of water, carries a total of 1800' of a variety of hose, plus 200' of 1" hose on a booster reel. It carries a second 500 gpm portable pump and 2000-gallon collapsible water tank for water shuttling operations during most fire incidents.



Tender 3 - 2009 Hub Freightliner

**Tender 1** is our Water Supply Apparatus. It is a 2000 Superior 3-person tender built on a Freightliner FL80 chassis - fitted with a 420-gpm Hale PTO driven pump. Tender one exceeds the FUS 3B Dwelling Protection Grading mandate requirements and NFPA 1142 standard for water supplies for rural fire departments. It has a capacity of 1700 gallons of water, carries a total of 800' of supply hose, plus 2 pre-connected hand lines of 200' each. Tender 1 carries a 500 gpm portable pump and 2500-gallon portable water tank for water shuttling operations. Tender 1 is due for replacement in 2020 at 20 years of age.



Tender 1 - 2000 Superior Freightliner

**Engine 1** is our backup pumper to Engine 2 for fires and rescues. It is a 1996 Superior 3 person pumper built on a Freightliner FL80 chassis - fitted with a 1050 gpm Hale mid-ship pump, a Foam Injection system on three pre-connected hand lines, a 1000 gallon water tank, a total of 2500' of a variety of hose. Engine 1 carries 1<sup>st</sup> Response Medical kit & AED and a portable quick attack high volume monitor nozzle. Engine 1 is due for retirement in 2026 at 30 years of age. It is expected it will serve Mayne Island for an additional 14 years as a backup pumper prior to its forced retirement.



Engine 1 - 1996 Superior Freightliner

## Open Air Burning and Burning Permits

Mayne Island is an interface community, a mix of residences and woodlands. Wildfire is therefore a major concern. To minimize the chance of wildfire, the Fire Department carries out an aggressive public education program as well as open burning controls through our comprehensive burning permit system. Between June 30 to October 01 of each year, all open air fires are prohibited, including campfires and beach fires. All other months; residents wishing to burn piles of wood waste must first obtain a backyard burn permit. These permits are available for a fee of \$5.00, at the Fire Hall. In 2014, nearly 650 Backyard Burn Permits were issued. Anyone wanting to burn large piles of wood debris, most commonly from land clearing, must apply for an industrial burning permit, and are subject to strict regulations and inspection by the Fire Chief prior to approval of the permit application. For both industrial and residential burning, regulations that govern open burning require the venting Index be observed to minimize nuisance smoke.

Campfires, beach fires, and any open air burning during periods of fire restriction and burning closures are strictly controlled and all reports related to smoke or suspected fires are investigated. Anyone lighting a fire in contravention to any fire restriction or closure could find him or herself in receipt of an invoice from the Improvement District to recover the cost to control or extinguish a prohibited fire.



## Smoke Detector Program

Smoke alarms save lives and the Mayne Island Volunteer Fire Department promotes the installation and maintenance of one or more units in each residence on our Island. Smoke alarms are required by law in all dwellings regardless of age. Property owners are required to provide working smoke alarms in all rental units for their tenants. To encourage and support the widespread use of smoke alarms, the Fire Department will provide battery operated smoke alarms and replacement batteries, free of charge, to any homeowner on Mayne Island. The Fire Department recommends the installation of carbon monoxide detectors to minimize the risk of illness or death from this invisible and odorless gas that is the bi-product of incomplete combustion.

## Website & Social Media

The Fire Department publishes up-to-date information for burning closures, fire danger ratings, public safety information, and general information about the department and operations on our website. We maintain Facebook and twitter accounts and use these to push critical incident information out to our followers, which would include dangerous fires, wildfire, earthquake/tsunami, Hydro lines down, blocked roads, weather warnings, public announcements, firefighter recruiting opportunities, including other events affecting our island residents. We encourage everyone to follow us online for up to date informative articles, photos of the fire department projects, and any other events the fire department might be engaged in during our operations.

Visit us online at:

[mayneislandfire.com](http://mayneislandfire.com)

[facebook.com/mayneislandfire](https://facebook.com/mayneislandfire)

[twitter.com/MayneIslandFire](https://twitter.com/MayneIslandFire)

## 2014 Summary

This annual report highlights the Fire Department’s operations and the firefighters’ accomplishments from the year.

The responses we handled this past year show an increase of nearly 10% in our call volume. EMA-FR Medical calls accounted for a full 62% of our totals; an increase of 23% over 2013. Given the demographics of Mayne Island, I expect this trend will continue over the coming decade. Structure and Chimney fires remained exceptionally low for a community of our size and this is good, so keep up those good fire safety habits. Also some good news is there were no brush fires in 2014 – vigilance in fire prevention education pays off.

Your fire department and firefighters are well trained and well equipped with the necessary tools and resources to effectively deal with the many different types of incidents they respond to. Our membership at year end was 17 NFPA 1001 trained Firefighters, thus meeting the mandate of the FUS for a 3B fire protection rating. Our staffing level includes a full time Fire Chief and two part time Captains to fulfill our promise to serve the citizens of Mayne Island.

Maintaining our staffing level in this changing environment is challenging given the limited number of residents to serve as firefighters. Our attrition rate since 2007 had steadily increased up to 2012; a loss of 15%. Since then, however, we’ve achieved our goal to turn that around. In two years, we’ve brought nine new recruits into the department membership, changing the trend to a positive with a significant increase to our membership. The increasing level of staffing means there will always be volunteers on call every day of the year to answer the call.



Live Fire Training with the 2014 Recruits

Today we have a strong group of experienced as well as new volunteers - all of whom are formally trained to the NFPA 1001 Standard for Fire Fighter Professional Qualifications. With the recent high attrition rate, a high number of the firefighting force has less than five years experience, however we have retained sufficient experienced members having from five to 37 years experience. With ongoing employee recognition and team building, we plan to retain these firefighters we’ve committed to and invested in, and to have these volunteers for many years to come, saving lives, and protecting property on behalf of your island.

As your Fire Chief, I can proudly say the fire department is strong, and the firefighters continuously strive to be better. Not better than anyone else, only to be better than we were before.



Steven DeRousie  
 Fire Chief,  
 Heliport Manager,  
 Local Assistant to the Fire Commissioner

**Mayne Island Improvement District (MIID)**  
**51<sup>st</sup> Annual General Meeting for the year 2014**  
**25<sup>th</sup> April 2015**  
**Corporate Officers' Report**

2014 was a significant year for the Improvement District. All Operating and Capital Spending and planning was reviewed in depth, as reflected in the Financial Statements for 2014 and Budgets for 2015. The Referendum in April, 2014, passing the question to borrow up to \$2,400,000 to construct a new fire hall, was approved by the Ministry in late July. Work on the new hall commenced in August with detailed engineering and planning. The Fire Department and the offices of MIID were moved over the Thanksgiving weekend. We would like to thank the Fire Chief for his effort and work to accomplish this complex move without disruption of service.

Improvement Districts must comply with the Local Government Act, the Ministry of Community, Sport and Cultural Development and of course, both Federal and Provincial legislation. Board motions and bylaws are passed to govern the operation of the Improvement District. All active Bylaws are posted on the MIID website as are all meeting minutes. Policies adopted by the Board are also published on the website.

The **MIID Website** at [www.miidonline.com](http://www.miidonline.com) is maintained and updated by our staff and contains a great deal of information. Please visit the website for notices of meetings, monthly minutes and reports and for information on several subjects of interest regarding the operation of your Improvement District.

**Freedom of Information & Protection of Privacy (FOIPP):**

MIID is committed to protect your personal and confidential information and it is imperative that any information released does not in any way contravene your rights to privacy under the Acts. It is the policy of the MIID Board that any FIOPP requests and the answers are posted on the MIID Website. Please check the website before requesting information under the Act.

**Health Centre & Heliport:**

MIID and Mayne Island Health Centre Association maintain a strong working relationship to provide health care for the residents and visitors of Mayne Island. Under our Letters Patent and a memorandum of understanding with MIHCA, it is the responsibility of MIID to provide the building, water system, emergency power, grounds and heliport for our health services. In 2014, MIID installed a new potable water system, new Heating Ventilation system, and replaced flooring downstairs. MIID funds building operating costs including: cleaning to meet stringent medical and Island Health Standards, Certified Water Operator, yard and building maintenance, Heating, and Lighting. In the past year, work was done to improve the parking, railings, sidewalks and gardens. Revenue to the MIID to meet these obligations is provided by rent from Island Health and the Doctor; and by tax levy, as a provincially authorized Taxing Authority.

**Health Centre Taxes:**

Thank you to all property owners who pay their Health Centre tax levy on time; thus reducing the billing costs for all of the Tax payers. However, some property owners have still not paid their 2014 Taxes. A diligent follow-up for collection of taxes is followed and we are pleased to report that no tax sales were required in 2014. At present however, we do have 10 properties which will be eligible for Tax Sale if taxes are not paid by July 2nd, 2015.

We are always available to answer any of your questions or concerns; please call us at 250-539-5116 or email at [miid@shaw.ca](mailto:miid@shaw.ca).

We look forward to the balance of 2015, working with the MIID Board of Trustees, the Fire Chief, Officers, and all the volunteer Fire Fighters. Thank you for another safe year!

Respectfully submitted,  
Katherine Somerville, Finance Officer

Gerrie Wise, Administrator



**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Financial Statements**  
**Year Ended December 31, 2014**



**PATERSON HENN**  
PROFESSIONAL ACCOUNTANTS

**Caroline M. Paterson, CPA, CGA\***

**Sheila C. Henn, CPA, CA\***

\* denotes Incorporated Professionals

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## INDEPENDENT AUDITOR'S REPORT

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To the Board of Trustees of Mayne Island Improvement District

We have audited the accompanying financial statements of Mayne Island Improvement District, which comprise the statement of financial position as at December 31, 2014 and the statements of operations, changes in net surplus (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for local governments, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Mayne Island Improvement District as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for local governments.

The financial statements for the year ended December 31, 2013 were audited by another Chartered Accountant and are presented for comparative purposes only.

Sidney, British Columbia  
March 16, 2015

PROFESSIONAL ACCOUNTANTS

**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Index to Financial Statements**  
**Year Ended December 31, 2014**

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**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Statement of Financial Position**  
**Year Ended December 31, 2014**

	2014	2013
<b>FINANCIAL ASSETS</b>		
Cash	\$ 228,382	\$ 232,927
Renewal reserve funds (Note 7)	282,933	234,445
Accounts receivable	28,734	41,880
	<u>540,049</u>	<u>509,252</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	106,048	27,495
Short term debt (Notes 5, 8)	301,080	-
	<u>407,128</u>	<u>27,495</u>
<b>NET FINANCIAL ASSETS</b>	<u>132,921</u>	<u>481,757</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 3)	1,534,970	1,350,233
Prepaid expenses	20,421	18,931
Prepaid temporary occupancy costs (Notes 3, 8)	18,196	-
	<u>1,573,587</u>	<u>1,369,164</u>
<b>ACCUMULATED SURPLUS (Notes 6, 7)</b>	<u>\$ 1,706,508</u>	<u>\$ 1,850,921</u>

APPROVED BY THE TRUSTEES:

The image shows two horizontal lines representing signature lines. The top line has a large, complex handwritten signature. The bottom line has a smaller, simpler handwritten signature.

**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Statement of Operations**  
**Year Ended December 31, 2014**

	Budget 2014	Fire Protection 2014	Health Centre 2014	Total 2014	Total 2013
<b>REVENUES</b>					
Fire Protection Tax Levies	\$ 587,969	\$ 587,969	\$ -	\$ 587,969	\$ 573,444
Health Centre Tax Levies	92,127	-	92,154	92,154	84,429
Penalties & Interest on Tax Levies	2,200	-	1,729	1,729	2,186
Rental Revenue	12,000	-	14,250	14,250	12,000
Burn Permit Sales	2,500	3,445	-	3,445	3,140
Contributions in Kind (Note 9)	-	4,500	-	4,500	149,557
Other Revenue	2,750	4,454	-	4,454	14,287
Interest Revenue on Reserve Funds	-	2,666	174	2,840	2,390
	699,546	603,034	108,307	711,341	841,433
<b>EXPENSES</b>					
Fire Protection expenditures (Schedule 1)	406,193	447,530	-	447,530	412,282
Governance expenditures (Schedule 2)	49,600	57,983	-	57,983	47,063
Health Centre expenditures (Schedule 3)	96,327	-	104,573	104,573	79,859
	552,120	505,513	104,573	610,086	539,204
<b>Annual Surplus (Debt) from operations</b>	147,426	97,521	3,734	101,255	302,229
<b>OTHER REVENUE (EXPENSES)</b>					
Amortization	-	(92,157)	(26,010)	(118,167)	(139,074)
Loss (gain) on disposal of capital assets (Note 4)	-	(127,501)	-	(127,501)	259
Budgeted transfer to Fire Protection reserve	(124,166)	-	-	-	-
Capital purchases - current year budget	(13,260)	-	-	-	-
Budgeted transfer to Health Centre reserve	(10,000)	-	-	-	-
	(147,426)	(219,658)	(26,010)	(245,668)	(138,815)
<b>ANNUAL SURPLUS (DEBT)</b>	\$ -	\$ (122,137)	\$ (22,276)	\$ (144,413)	\$ 163,414

The accompanying notes and schedules are an integral part of these financial statements.

**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Statement of Changes in Net Surplus (Debt)**  
**Year Ended December 31, 2014**

	Fire Protection 2014	Health Centre 2014	Tangible Capital Assets 2014	Renewal Reserves See Note 7 2014	Total Total 2014	Total Total 2013
<b>NET SURPLUS (DEBT) - BEGINNING OF YEAR</b>	\$ 226,713	\$ 39,530	\$ 1,350,233	\$ 234,445	\$ 1,850,921	\$ 1,687,506
Annual surplus (debt)	(122,137)	(22,276)	-	-	(144,413)	163,415
<b>Net tangible capital asset changes</b>						
Amortization of tangible capital assets	92,157	26,010	(118,167)	-	-	-
Fire hall - new building Generator	(364,863)	-	364,863	-	-	-
Fire fighting equipment	(3,796)	-	3,796	-	-	-
Dry hydrants (current year budget)	(20,241)	-	20,241	-	-	-
Health Centre - HVAC	(13,260)	-	13,260	-	-	-
Health Centre - water system	-	(30,960)	30,960	-	-	-
Fire protection vehicle disposals	50,333	(8,285)	8,285	-	-	-
Disposal of old fire hall	88,168	-	(50,333)	-	-	-
	(66,926)	4,019	1,534,970	234,445	1,706,508	1,850,921
Budgeted transfers	(124,166)	(10,000)	-	134,166	-	-
Transfer of prior year surplus	-	(9,013)	-	9,013	-	-
Reserve funds interest income	(2,664)	(122)	-	2,786	-	-
Fire protection - capital purchases per Bylaws	58,232	-	-	(58,232)	-	-
Health Centre - capital purchases per Bylaws	-	39,245	-	(39,245)	-	-
<b>NET SURPLUS (DEBT) - END OF YEAR</b>	\$ (135,524)	\$ 24,129	\$ 1,534,970	\$ 282,933	\$ 1,706,508	\$ 1,850,921

The accompanying notes and schedules are an integral part of these financial statements.

**MAYNE ISLAND IMPROVEMENT DISTRICT****Statement of Cash Flows****Year Ended December 31, 2014**

	2014	2013
<b>OPERATING ACTIVITIES</b>		
Annual Surplus	\$ (144,413)	\$ 163,414
Items not affecting cash:		
Amortization of tangible capital assets	118,167	139,074
Loss (gain) on disposal of assets	127,501	(259)
	<u>101,255</u>	<u>302,229</u>
Changes in non-cash working capital:		
Accounts receivable	13,146	(29,169)
Accounts payable and accrued liabilities	78,553	2,921
Prepaid expenses	(1,490)	(1,351)
Prepaid temporary occupancy costs	(18,196)	-
	<u>72,013</u>	<u>(27,599)</u>
Cash flow from operating activities	<u>173,268</u>	<u>274,630</u>
<b>CAPITAL TRANSACTIONS</b>		
Purchase of capital assets	(441,405)	(629,605)
Proceeds on disposal of capital assets	11,000	4,000
	<u>-</u>	<u>-</u>
Cash flow used by capital transactions	<u>(430,405)</u>	<u>(625,605)</u>
<b>INVESTING TRANSACTIONS</b>		
(Increase) decrease in renewal reserve funds	<u>(48,488)</u>	<u>201,813</u>
<b>FINANCING ACTIVITY</b>		
Proceeds from bank debt	<u>301,080</u>	<u>-</u>
<b>DECREASE IN CASH FLOW</b>	<b>(4,545)</b>	<b>(149,162)</b>
Cash - beginning of year	<u>232,927</u>	<u>382,089</u>
<b>CASH - END OF YEAR</b>	<b>\$ 228,382</b>	<b>\$ 232,927</b>

The accompanying notes and schedules are an integral part of these financial statements.

# MAYNE ISLAND IMPROVEMENT DISTRICT

## Notes to Financial Statements

Year Ended December 31, 2014

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### 1. NATURE OF OPERATIONS

The Mayne Island Improvement District (the "Improvement District") is an Improvement District in British Columbia, Canada, governed by the Local Government Act, Letters Patent and its own bylaws. It is tax-exempt pursuant to the Canadian Income Tax Act.

The Improvement District is empowered to levy taxes to support the provisions of fire protection, the operation of the Mayne Island Health Centre and to ensure garbage disposal services are provided to the community. Fire protection consists of prevention services, fire control and public education. The Health Centre facility and heliport are maintained by the Improvement District while the operations are carried out in collaboration with the Mayne Island Health Centre Association (MIHCA). The Improvement District relegates the garbage collection operation to independent Mayne Island residents.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for local governments (GAAP). This format conforms with the published model financial statements issued by the Local Government Division of the Ministry of Community, Sports, and Cultural Development of the Province of British Columbia.

The prior year comparatives were audited by another Chartered Accountant and are presented for comparative purposes only. Some of these figures have been reclassified to conform to the current year's presentation.

#### Renewal Reserve and Other Funds

Mayne Island Improvement District follows the deferral method of accounting for contributions.

Revenues and expenses related to fire protection, governance of the fire protection operations and the Health Centre are reported in the Operating Fund. The programs consist of fire protection and governance as well as the Health Care Centre and heliport. Costs specific to one function only are charged to the specific cost centre. When costs relate to the entire Improvement District, the expenses are consistently allocated 35% to Fire Protection, 30% to Governance of the Fire Protection operations, and 35% to the Health Centre.

The Tangible Capital Fund reports the assets, liabilities, revenues, and expenses related to Mayne Island Improvement District's capital assets and building improvements campaign.

The Renewal Reserve Funds are funds established through bylaw for the upgrading, replacement or renewal of existing works. The funds, as well as interest earned on the funds, are held in separate interest earning cash or cash equivalent accounts. Expenditures may only be made from these funds after a bylaw is approved by the trustees of the Improvement District and submitted for review to the Inspector of Municipalities. See Note 7.

#### Bank debt

During the year the Improvement District held a referendum passing the question to borrow \$2.4 million dollars for the construction of a new fire hall. The Improvement District has established credit facilities with the Royal Bank of Canada in the amount of \$2.4 million dollars in accordance with the Mayne Island Improvement District Borrowing Bylaw, 2014. Bank debt is recorded at amortized cost. See also Note 5.

*(continues)*

**MAYNE ISLAND IMPROVEMENT DISTRICT**  
**Notes to Financial Statements**  
**Year Ended December 31, 2014**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for local governments requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

Mayne Island Improvement District follows the deferral method of accounting for contributions.

Restricted contributions (if any) are recognized as revenue in the year in which the related expenses are incurred. When the related expenses have not been incurred, the restricted contribution is recognized as deferred revenue on the statement of financial position.

Other revenues, including tax revenues, are recorded in the period in which the transaction or events that gave rise to the revenues occurred. Expenditures are recorded in the period that the goods and services are acquired and a liability is incurred.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods, with one-half amortization charged in the year of acquisition:

Buildings	4%	declining balance method
Computer equipment	2 years	straight-line method
Equipment - other	5 years	straight-line method
Fire fighting clothing	10 years	straight-line method
Fire fighting equipment	10 years	straight-line method
Generator	20 years	straight-line method
Heliport	20 years	straight-line method
Paving	20 years	straight-line method
Radios and pagers	5 years	straight-line method
Vehicles	10 years and 20 years	straight-line method
Water access and equipment	10 years	straight-line method
Water storage	20 years	straight-line method

The Improvement District regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired or constructed during the year but not placed into use are not amortized. The new fire hall has not been amortized and will likely be amortized at 40 years under the straight-line method.

Certain costs relating to the construction do not qualify as capital assets and are expensed during the year with an allocation as per the Improvement District's policies. These costs include temporary occupancy costs as these are rented on a monthly basis. Costs incurred during the year relating to the demolition of the previous fire hall, site expenses and referendum costs have been included in the costs of the new fire hall as these are considered costs of the construction. Once complete, the fire hall costs will be considered for its fair value and any impairments will be expensed in that year.

**MAYNE ISLAND IMPROVEMENT DISTRICT**

**Notes to Financial Statements**

**Year Ended December 31, 2014**

**3. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
<b><u>Fire Protection</u></b>				
Land	\$ 3,650	\$ -	\$ 3,650	\$ 3,650
Building - fire hall	-	-	-	88,168
Building - new fire hall	376,570	-	376,570	11,708
Computer equipment	42,893	36,102	6,791	21,959
Equipment - other	10,337	9,984	353	1,386
Fire fighting clothing	56,010	48,140	7,870	13,471
Fire fighting equipment	167,532	112,456	55,076	50,576
Generator	108,072	38,964	69,108	70,622
Paving	43,667	37,117	6,550	8,733
Radios and pagers	15,587	15,587	-	-
Vehicles	985,402	455,208	530,194	620,768
Water access and equipment	47,830	19,065	28,765	19,625
Water storage	55,197	38,961	16,236	18,996
	<u>1,912,747</u>	<u>811,584</u>	<u>1,101,163</u>	<u>929,662</u>
<b><u>Health Centre</u></b>				
Building	571,749	183,633	388,116	372,681
Computer equipment	14,627	10,970	3,657	10,970
Equipment	595	387	208	268
Heliport	55,673	23,435	32,238	35,022
Water system	10,682	1,094	9,588	1,630
	<u>653,326</u>	<u>219,519</u>	<u>433,807</u>	<u>420,571</u>
	<u>\$ 2,566,073</u>	<u>\$ 1,031,103</u>	<u>\$ 1,534,970</u>	<u>\$ 1,350,233</u>

**4. LOSSES ON DISPOSAL OF ASSETS**

The losses on disposal of assets include losses from the sale of vehicles with a loss of \$50,333 (mini-pumper truck and a tender). In addition, the old fire hall was removed from the financials during the year with a loss of \$88,168.

**5. CREDIT FACILITY**

The Improvement District has a credit facility with Royal Bank of Canada, which includes an approved operating line that can be drawn upon to a maximum of \$2,400,000. The credit facility bears interest accrued daily at RBC prime + 0% (2.85% at December 31, 2014). At December 31, 2014 the amount owing was \$301,080. Interest is calculated annually and payable in one year with a date to be determined. No interest has been accrued on this loan.

The loan is repayable in full November 30, 2015 or earlier when funding is received by way of a debenture from the Province of British Columbia. This loan is in accordance with the Mayne Island Improvement District Borrowing Bylaw, 2014.

**MAYNE ISLAND IMPROVEMENT DISTRICT**

**Notes to Financial Statements**

**Year Ended December 31, 2014**

6. ACCUMULATED SURPLUS

Accumulated surplus is represented by the following:

	<u>2014</u>	<u>2013</u>
Tangible capital assets (Note 3)	\$ 1,534,970	\$ 1,350,233
Fire Department Operating Surplus	(135,524)	226,713
Health Centre Operating Surplus	24,129	39,530
Renewal reserve funds (Note 7)	282,933	234,445
	<u>\$ 1,706,508</u>	<u>\$ 1,850,921</u>

7. RENEWAL RESERVE FUNDS

Renewal reserve funds are comprised of the following:

	<u>2014</u>	<u>2013</u>
<b>Renewal Reserve Funds</b>		
Fire Department Reserve Funds	\$ 279,449	\$ 210,851
Health Centre Reserve Funds	3,484	23,594
	<u>\$ 282,933</u>	<u>\$ 234,445</u>

Renewal reserve funds are held in separate interest earning cash or cash equivalent accounts in accordance to the Improvement District's policies.

8. FIRE HALL BUILDING COMMITMENT

The Improvement District has committed to the construction of a new fire hall with an expected completion in 2015 as established by the passing of the referendum during the year. Construction began during the year with the demolition of the previous fire hall and temporary facilities being rented and set up on the Improvement District's grounds for the fire department and administration offices while the construction takes place. Temporary occupancy costs for these offices do not qualify as capital assets and are expensed during the year with an allocation as per the Improvement District's policies. Other costs relating to the demolition, referendum and preparing for construction have been included in capital assets as per Note 3 above with the use of the debt as per Note 5 above. Budgets and costs for the overall fire hall build are closely monitored.

9. CONTRIBUTION OF EXTENSION TO HEALTH CENTRE

In the prior year, contributions in the amount of \$149,377 consist of the building expansion to the Health Centre from the Mayne Island Health Centre Association (MIHCA). These funds were raised through MIHCA in order to build the new emergency room, storage rooms and a wheelchair accessible washroom. The addition to the building was transferred to the Improvement District once construction was complete as the Improvement District acts as the landlord for the premises while MIHCA is responsible for providing funds for the purchase of some medical and office equipment, coordinating the services within the building, and developing programs in co-operation with the Vancouver Island Health Authority for the benefit of the island population.

**MAYNE ISLAND IMPROVEMENT DISTRICT**

**Notes to Financial Statements**

**Year Ended December 31, 2014**

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10. OTHER COMMITMENTS

The Improvement District has entered into various agreements with other organizations regarding the construction, leases and rentals and other matters. These agreements are made in accordance to the Bylaws which have been approved by the trustees of the Improvement District and submitted for review to the Inspector of Municipalities.

During the year, the Improvement District entered into a lease as the lessor with the Mayne Island Volunteer Firefighters' Association, whereby the Improvement District donated a building, with a nominal fair value, and agreed to lease the lands for a nominal value under a Ground Lease agreement dated May 9, 2014.

**MAYNE ISLAND IMPROVEMENT DISTRICT**

**Fire Protection Expenditures**

*(Schedule 1)*

**Year Ended December 31, 2014**

	Budget 2014	Actual 2014	Actual 2013
<b>FIRE PROTECTION EXPENDITURES</b>			
Appreciation and awards	\$ 2,000	\$ 3,389	\$ 1,822
Audit fees	3,150	4,375	4,025
Building repairs and maintenance	8,964	7,464	14,093
Education and training	38,400	34,549	53,383
Equipment maintenance and supplies	33,898	36,283	35,183
Firefighter clothing	2,000	4,684	3,459
Fire prevention education	4,000	3,709	3,714
Insurance	6,705	5,825	6,972
Office supplies and sundry	5,600	6,856	6,232
Software - Fire Department	1,150	1,144	1,121
Subscriptions and dues	1,975	1,183	2,010
Telecommunications	5,000	6,996	3,707
Temporary occupancy costs (Notes 3, 8)	-	31,477	-
Travel	2,372	1,704	2,993
Utilities	6,300	6,934	6,885
Vehicle fuel and insurance	6,750	10,084	10,070
Vehicle repairs and maintenance	25,333	25,310	33,483
Wages and benefits - MIID office staff	27,348	29,048	21,349
Wages and benefits - firefighters	225,248	226,516	201,781
	<u>\$ 406,193</u>	<u>\$ 447,530</u>	<u>\$ 412,282</u>

**MAYNE ISLAND IMPROVEMENT DISTRICT**

**Governance Expenditures**

**(Schedule 2)**

**Year Ended December 31, 2014**

	Budget 2014	Actual 2014	Actual 2013
<b>GOVERNANCE EXPENDITURES</b>			
Audit fees	\$ 2,700	\$ 3,750	\$ 3,450
Bank charges	1,000	1,025	1,112
Building and grounds maintenance	1,540	1,305	668
Insurance	878	878	878
Legal	3,500	3,146	4,826
Newsletters and bulletins	300	98	-
Office supplies and equipment	5,000	5,383	5,283
Public meetings, freedom of information, misc	1,900	636	955
Telecommunications	3,318	4,062	1,691
Temporary occupancy costs (Notes 3, 8)	-	8,398	-
Training and continuing education	3,000	1,925	-
Travel	500	36	782
Wages and benefits of MIID office staff	25,044	26,524	25,381
Water operations	920	817	-
Website related costs	-	-	2,037
	<b>\$ 49,600</b>	<b>\$ 57,983</b>	<b>\$ 47,063</b>

The accompanying notes and schedules are an integral part of these financial statements.

## MAYNE ISLAND IMPROVEMENT DISTRICT

## Health Centre Expenditures

(Schedule 3)

Year Ended December 31, 2014

	Budget 2014	Actual 2014	Actual 2013
<b>HEALTH CENTRE EXPENDITURES</b>			
Audit fees	\$ 3,150	\$ 4,375	\$ 4,025
Billing costs	7,000	6,532	5,460
Building repairs and maintenance	27,002	29,137	23,281
Heliport operations and insurance	3,400	3,002	2,244
Insurance	8,668	8,707	8,541
Legal	1,500	1,124	2,324
Operations manager	7,500	4,575	5,509
Telephone, internet and utilities	7,250	5,066	5,998
Temporary occupancy costs (Notes 3, 8)	-	9,798	-
Wages and benefits - MIID office staff	29,857	30,599	21,349
Water system	1,000	1,658	1,128
	<b>\$ 96,327</b>	<b>\$ 104,573</b>	<b>\$ 79,859</b>

The accompanying notes and schedules are an integral part of these financial statements.