

Mayne Island Improvement District

52nd Annual General Meeting

1:00pm Saturday 23rd April, 2016

Mayne Island Fire 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 Corporate Administrative Officer
7. Motion to approve Remuneration for Trustees
8. Presentation of the Audited Financial Statements
9. Motion to Approve the Audited Financial Statements
10. Motion to Appoint the Auditor for 2016
11. Committee Reports –
 - i. Fire Hall Building Committee-
12. Other Business: Questions and comments
13. Election of Trustees – Election Officer
 - One Trustee for a two (2) year term
 - Two Trustees for a three (3) year term
14. Adjournment

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.

MAYNE ISLAND IMPROVEMENT DISTRICT
DRAFT MINUTES of the 51st ANNUAL GENERAL MEETING
Held on SATURDAY, APRIL 25th, 2015

The 51st Annual General Meeting of the Mayne Island Improvement District (MIID) was held at the Agricultural Hall, Mayne Island, on Saturday, April 25th, 2015 commencing at 1:00 PM. Trustee Bob McKinnon chaired the meeting.

Present:

Trustees: Bob McKinnon; Cilla Brooke, Sharon Hinton, Brian Dearden, Doug Walker,
Staff: Administrator: Gerrie Wise; Finance Officer: Katherine Somerville
Fire Chief Steve DeRousie, Captain Kyle Stobart
Returning Officer: Jon Hoff; Auditor: Sheila Henn
Approx 20 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, and Staff were made by the Chair, Bob McKinnon.

2) ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION: Moved by Harry Lane and seconded by Brian Haller that the Agenda for the 51st Annual General Meeting of Saturday, April 25th, 2015 be adopted.

Motion was carried unanimously by show of hands.

3) APPROVAL OF MINUTES OF PAST ANNUAL GENERAL MEETING HELD ON APRIL 26th, 2014:

MOTION: Moved by Bill Jamieson and seconded by Tracey DeRousie that the Minutes of the 50th Annual General Meeting held on Saturday, April 26th, 2014 be adopted.

Motion was carried unanimously by show of hands.

4) ANNUAL REPORT OF THE BOARD OF TRUSTEES:

The Chair, Bob McKinnon presented the report¹, a copy of which is attached.

MOTION: Moved by Tracey DeRousie and seconded by Jon Hoff 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 copy² of which is attached to these minutes, was reviewed. The Chief commented that the Training Program as reported is proceeding very well.

MOTION: Moved by Bill Jamieson and seconded by Derek Atha to accept the Fire Chief's Report.

Motion was carried unanimously by show of hands.

6) ANNUAL REPORT OF THE ADMINISTRATOR AND FINANCIAL OFFICER:

The Report³, a copy of which is attached to these minutes, was reviewed.

¹ Report from the Board of Trustees

² Fire Chief's Report for 2013

³ Administrator & Finance Officers' Report

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MOTION: Moved by Dennis Watts and seconded by Jean Chizeck 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 at present, the MIID Trustees do not receive remuneration; but have served as volunteers. The Chair called for a Motion.

MOTION: Moved by Harry Lane and seconded by Terry Miller that Trustees receive no remuneration in 2015.

Motion was carried unanimously by show of hands.

Bill Jamieson thanked the Trustees for all their work in the past

8) PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS:

The Financial Statements⁴, copy of which is attached to these minutes, were presented by Sheila Henn, the Auditor for the Improvement District. The Auditor presented the "Unqualified" Audit Report and gave a short explanation of the Financial Statements. The Auditor explained that the building of the Fire Hall affects this year's statements and will also be reflected in next year's Financial Statement. The Bank Loan, Capital Assets, Cash Flows, and the Notes were then briefly reviewed. The Statement of Operations for the Fire Protection Governance and Health Centre Operation were then reviewed as well as the Statements of Reserves and Surpluses, and the statement of Tangible Assets. She explained briefly that the operating costs relating to rentals of temporary accommodations during the build were shown as 2014 Expense, as they will be in 2015, but will be included in the cost of the fire hall build, as financed by the Province this fall. The Auditor then asked for questions. There being no questions, the Chair thanked Sheila Henn, the Auditor, for her work in completing the Financial Statements.

9) MOTION TO APPROVE THE AUDITED FINANCIAL STATEMENTS.

MOTION: Moved by Kyle Stobart and seconded by Al Wood that the Auditor's Financial Report be adopted as presented.

Motion was carried unanimously by show of hands.

10) COMMITTEE REPORTS:

Fire Hall Committee A report was presented by Chair Bob McKinnon.

He explained that the superstructure is now in place. Installing rebar and prepping for the slab is being done now and the slab will be poured in the first week of May, then the crew will return to place the "skin" on the building. This means the project is approximately 2 months behind in our time line, it is expected that we are now over the majority of any obstacles causing delay. The Chair remarked that he is optimistic that the schedule of completion for August will be met. He continued that the referendum approved a loan of up to \$2.4 Million to cover the build of the fire hall. The Chair reported that the Project Manager, Financial Officer and himself have spent quite some

⁴ Audited Financial Statements

MAYNE ISLAND IMPROVEMENT DISTRICT
DRAFT MINUTES of the 51st ANNUAL GENERAL MEETING
Held on SATURDAY, APRIL 25th, 2015

time working together to be assured of the numbers and that as a result he is confident the build will be completed within the budgeted amounts. He then asked for questions.

Q. Harry Lane asked what besides the sprinklers took us into the contingency fund.

A. Chair: Some excavation and fill expenses cost us more than budgeted, however some areas came in cheaper than expected. The Chair expressed particular thanks to Matt Taylor and John Dodds for their efforts on the site to help us stay on budget. He also thanked the local trades who have been working on the project for helping to achieve cost efficiencies, as well as keeping the work “on the island”.

MOTION: Moved by Brian Haller and seconded by Don DeRousie to accept the Committee’s Report.

Motion was carried unanimously by show of hands.

11) OTHER BUSINESS: Questions and comments: The Chair asked for questions.

Q. Dan Innes asked if the Improvement District has any plans for the future; any projects in mind.

A. Chair: We are restricted in our mandate as to what we can or cannot do. We have a long term plan to install dry hydrants over the island to ensure adequate water supply. He invited the Fire Chief to make any further comments.

The Fire Chief spoke about the Department’s long term plan is to meet the growing needs of the island. Part of that plan is dry hydrants, efficient equipment, and well trained members in order to meet the Community’s needs in the most cost efficient manner possible. We have established the service levels to ensure the community members of the qualified service they require.

The Chair also described some upcoming maintenance issues at the Health Centre.

Q. Dan Innes then asked about Road paving and providing Internet Services. He also complained that he did not know who to contact with his questions and concerns.

A. Chair: We are restricted by our mandate as directed by the Province. We are not able to expand our responsibilities. In future, we may become either a municipality or part of the CRD. He agreed that it is difficult for the taxpayer to see who is responsible for these local issues. He then explained that roads are a responsibility of CRD who have a contract with MainRoads Contracting to maintain the island’s roads. He suggested contacting David Howe, the CRD Director

Q. Jon Hoff asked why 4 trucks have to appear on a 911 call to an accident such as a fall.

A. The Fire Chief explained the Resource Allocation Protocol used by the Emergency Dispatch office. BC Ambulance Dispatch determines who will respond and the nature of the response. For example: the number of responders, (Fire & BCAS, or only BCAS) and the urgency of the call dictating “Emergency” response.

Bill Jamieson added that in the case of a fire, the responding officer may call for additional response.

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12) ELECTION OF ONE (1) TRUSTEE FOR A THREE (3) YEAR TERM:

Chair Bob McKinnon turned the meeting over to Jon Hoff, the Returning Officer, for the election of one Trustee position for a 3-year term

The Returning Officer provided a summary of the election process and introduced a volunteer Ballot Counter and Scrutineer, Brian Haller.

Mr. Hoff then introduced the Chair of Nominations, Trustee Walker, who reported the Committee has received a nomination for Bob McKinnon, and called for 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 declared closed and Trustee Walker returned the chair to the Returning Officer

Results were announced by the Returning Officer that Bob McKinnon was elected to the position of Trustee by acclamation and offered his congratulations.

Trustee McKinnon thanked everyone for his election and attending the meeting today and asked for a motion to adjourn.

13) ADJOURNMENT:

MOTION: Harry Lane moved to adjourn the meeting. **Carried.**

Meeting adjourned at 1:35 PM

Bob McKinnon, Chair

Gerrie Wise, Administrator

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

Mayne Island Improvement District

REPORT FROM THE BOARD OF TRUSTEES

52nd Annual General Meeting April 23, 2016

The year 2015 saw the staff and Board operating out of temporary facilities until the end of November, as the new fire hall was being constructed. We appreciate the patience and understanding of the community during that challenging time.

Highlights of our year are summarized below;

Health Centre

After major upgrades to our heating and water systems in 2014, we followed this up with the replacement of all the single panes windows with Low-E dual pane windows. We also made further upgrades to the water filtration system. At the end of the year Mr. Jerry Wise was awarded the contract for the Health Centre Maintenance Manager.

Fire Hall Build

The ratepayers of this island approved the borrowing of 2.4 million dollars to demolish the old fire hall and build a new one in March of 2014. The province did not ratify the result of the referendum until the end of July, so work could not commence on the site until August 2014. Several unforeseen problems impacted the costs and timeline of the build. A large amount of organic material had to be removed from the building site. Other parts of the site were covered with extremely hard shale that required a hydraulic breaker to break up material before it could be excavated. We have estimated that close to a thousand truckloads of material had to be hauled off site. Some other delays were changes made by the structural and electrical engineering firms. It is not uncommon for a build of this type to run into unforeseen challenges. The Board would like to thank the staff and the contractors for their patience in seeing the job through all these difficulties.

The staff moved in to the new facility during the last two weeks of November 2015. Since that time the management firm, Liberty Contract Management Inc., and the Board have worked to finish the site work still to be done and to ensure all deficiencies have been corrected. Now that work has been substantially completed, the Corporate Administrative Officer has provided a summary of project costs in her attached report.

The total costs were covered by the \$2.4 million borrowed from the province (at 3% payable over 20 years through Provincial Taxation) and the balance paid with funds from our Building Reserve fund. Further details are provided in the financial statements and the Corporate Administrators Report. Although costs were more than anticipated, the Improvement District had accumulated sufficient Building Reserves to cover the shortfall. As a result, your tax increase to fund the building will be very close to the projected figure of \$33 per \$100,000 assessed value.

REPORT FROM THE BOARD OF TRUSTEES

Fire Hall Operations

One new dry hydrant was installed in 2015, with the plan to continue with the program of installing additional dry hydrants each year. The Board expects that at least two dry hydrants will be installed this year.

No new firefighters were hired or trained in 2015. While we have an excellent core of officers and firefighters, attrition will always be a problem. The Chief has accepted two applicants for training in 2016 at this time. With the completion of the hall we are seeing renewed excitement and interest in the training program. Currently we have 15 members trained to NFPA standards. This core is also supported by 7 auxiliary members, and the two recruits in training. We would like to see an increase of half a dozen new firefighters who are interested in the Basic Training Program to bring us closer to our staffing goal.

Garbage Disposal

Changes to rules, regulations, and operations by the CRD continue to concern the Board and how they will impact collection and disposal of refuse on the island. At the present time collection does not appear to be a problem, and the Board will continue to monitor the situation.

Management

At the end of 2015 Katherine Somerville assumed the duties of the Corporate Administrator from Gerrie Wise. Gerrie will continue to serve the Board as our recording secretary and administrative assistant. The Board would like to thank Gerrie for her time and commitment as our past administrator, and are pleased that she will continue to stay on.

In conclusion, I would like to note that this meeting will bring an end to my role as Chair and my time on the Board. I would like to thank the staff for their dedication and hard work. I would like to thank my fellow Board members for their support for a vision we all shared in providing a cost effective operation to serve the community. Lastly, I would like to thank the community for all the support you have given the staff and the Board.

Bob McKinnon

Chair
Mayne Island Improvement District

Mayne Island Improvement District

CORPORATE ADMINISTRATORS REPORT

52nd Annual General Meeting April 23, 2016

The mission of the Mayne Island Improvement District is to provide responsible stewardship for fire protection, health services facilities, and garbage service to the community of Mayne Island.

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 is maintained and updated by the staff and contains a great deal of information. Please visit the website for notices of meetings, monthly minutes and other relevant taxpayer information.

At December 31 the Board of the Mayne Island Improvement District consisted of 5 trustees;

Bob McKinnon, Chair
Cilla Brooke
Sharon Hinton
Doug Walker
Brian Dearden

Although all trustees bring a distinctive individual service to their community I would like to acknowledge those that are leaving us at this time;

This year our Chair Bob McKinnon will step down from his remaining 2 year term, I want to personally thank Bob for his 5 years of dedication and commitment. Bob was elected to the Improvement Districts Board April 16, 2011. Since then Bob has worked tirelessly on the new fire hall project and provided overall guidance to the Board, acting as Chair for 3 years. It has been my pleasure to work with Bob over these past 5 years.

Sharon Hinton and Doug Walker were both elected to the Board on April 20, 2013. Sharon worked to develop the procedure for reporting and prioritizing repairs required at the Health Centre. This new procedure ensures that repairs are made in a timely manner and that nothing is overlooked or omitted. She also assisted the District in the hiring procedures process whenever necessary. Sharon provided a “peoples voice” to the Board meetings. She has a knack for asking the questions for which people want the answers.

CORPORATE ADMINISTRATORS REPORT

Doug worked with the truck replacement committee to develop the truck replacement program ultimately saving the District significant capital expenses over the long range. Doug also assisted in the implementation of the Purchase Order system to manage and control operating budget expenditures and projected costs using our in-house software. It has been my pleasure to work with both Sharon and Doug for the past three years and thank them for their service during that time.

Temporary occupancy of the Mayne Island Fire Hall was granted at the end of November. This marked a turning point for the community. The Improvement District and Fire Department moved in to the new hall in November and we had a successful grand opening November 28.

The District was granted a long-term loan from the Province of 2.4 Million dollars to finance the cost of the new fire hall. In addition to this loan, in early 2016 the District approved withdrawal from the existing building reserves for up to \$238,000 to complete the construction project. To summarize below is an outline of the costs to completion of the fire hall;

Fire Hall Construction Project	
Asphalt Paving	\$66,500
Carpentry & Millwork	78,000
Concrete	184,000
Demolition	35,000
Electrical	287,000
Engineering, Professional Fees and Permits	127,000
Furniture and Moving Expenses	24,000
Insulation	24,000
Interest on Short Term Borrowing	30,000
Management and Supervisor Fees	313,000
Mechanical	235,000
Metal Building	392,000
Miscellaneous	93,000
Paint, Drywall & Doors	127,000
Site Work incl. Septic System	491,000
Temporary Accommodations	145,000
Total	\$2,651,500

It's important to point out the District borrowed 2.4 million approved by the referendum and the difference was funded by the Capital Building Reserves (investment savings) and other capital funding. The effect of the 2.4 million dollar loan to the tax payers of Mayne Island will be as anticipated for residential properties at approximately \$33 per hundred thousand dollars of assessed value per year for 20 years. According to the last assessment file received in January, the average property value on Mayne Island is approximately \$327,000 thus the average Provincial Rural Property Tax will increase by approximately \$108 in 2016 for Fire Protection.

CORPORATE ADMINISTRATORS REPORT

The Fire Department operations budget has remained unchanged for years 2014-2016. We create a stable budget by minimizing anomalies in the budget through purposeful planning and detailed review each year between staff and trustees.

The District and the Mayne Island Health Centre Association (MIHCA) 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 the District to provide and maintain the building, water system, emergency power, grounds and heliport for our island health care services.

Through careful management and strategic planning the District has been able to provide a consistent taxation level. The budget for the Health Centre has remained unchanged for years 2014 through 2016 while in fact the tax levy requirement has actually decreased due to increased revenue from leased premises at the Health Centre.

Some significant upgrades to the Health Centre in 2015 consisted of necessary improvements to the water system, while several old inefficient windows were replaced with new Low-E windows and finally at the end of December an automatic door opener was installed at the front entrance to the building.

A reminder, this year 2016 taxes are due July 4, which is the same day as your Provincial Rural taxes. These taxes can be paid online with most Canadian banking institutions, with a cheque or cash. Improvement District taxes must be paid to the Mayne Island Improvement District and cannot be paid via the Province.

2015 was an exciting year, Trustees and staff worked together to achieve the goals of the District and provide responsible stewardship. I look forward to the challenges ahead and welcoming 3 new Board members. In closing, I thank the fire chief for his ongoing commitment to the department and the fire fighters for their dedicated service to the community.

Respectfully Submitted by,

Katherine Somerville

Corporate Administrative Officer
Mayne Island Improvement District



2015

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

S.DeRousie

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FIRE - AMBULANCE - POLICE: 911

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.

Mayne Island Volunteer Fire Department

Fire Chief's Report - Year in Review

With the increased demands on emergency responders, an intensive training schedule of 50 Tuesday night practices each year, and countless hours of planning; the Fire Department strives to improve its effectiveness in delivering emergency and non-emergency public safety service to the community.

Throughout 2015, our membership has fluctuated between 23 and 25 firefighters, beginning and ending the year with 24 members. The recruitment of new firefighters in the volunteer environment has steadily become more and more difficult. Thankfully, we have two new recruits entering the fire service as recruits in 2016. The benefits to the community of having trained entry level firefighters means a more consistent and effective service being provided to the community. We can't exist without the residents who take that first step and join the fire department to serve their community.

Short and long range planning is accomplished with consultation and oversight of the Improvement District Board of Trustees. Here are some of the accomplishments and significant recollections from 2015:

February: an additional Dry Hydrant was placed in service near Campbell Bay estimated at 300,000 gallons capacity.

April: The Mayne Island Improvement District is the governing body which has legal authority to establish and operate a fire department in Mayne Island. The Board reviewed and passed its establishing and operating bylaw to modernize and update this bylaw in 2015. This was prompted by the Province requiring a declaration of the Service Level that is to be provided by the fire department. This declaration in turn establishes the minimum training level required to deliver the service level. The Board of Trustees elected to empower your fire department to deliver Full Service Operations. This is the level

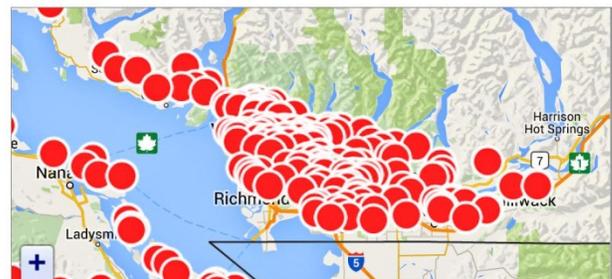


that has been provided since 2011, however this level is now delivered with the full legal authority of the Board:

The Fire Chief has complete responsibility and authority over the fire department subject to the direction and control of the Board to which the Fire Chief will be responsible. In particular, the Fire Chief is empowered to carry out all fire department activities and such other activities as the Board directs including, but not limited to:

- a) Fire Protection
- b) Assistance Response
- c) Rescue Operations
- d) Mutual Aid to other fire services
- e) Hazardous Materials
- f) Public Services

August: three officers completed their NFPA 1021 Fire Officer 1 course. The windstorm of August 29th put over 750,000 customers on Vancouver Island, Sunshine Coast, and Vancouver without power.



September: The Fire Chief attended the Local Government Management Association - Effective Fire Service Administration program which created an improved and far more effective partnership with the fire department and Improvement District.

October: Wildfire season ended with zero brush/wildfires on Mayne Island. This is an amazing accomplishment that everyone should be proud of.

November: The fire department moved into the new fire hall and had a well attended open house for the public. We were fortunate to also have our mutual aid partner fire departments join us in welcoming you to your new fire hall.

December: Each year awards are presented for exemplary service. The following service awards were presented:

Firefighter of the Year:
For Extraordinary Service and
Dedication to the community: Ron Willick

Fire Officer of the Year:
For Outstanding Service and
Leadership: Eric Rice

Responder of the year:
For Dedication and Service at
alarms: Bill Jamieson

F/R Auxiliary of the Year:
For enduring Commitment to
Mayne Island Fire Rescue: Nigel Barrett

Broken Chock Award:
The "Broken Chock" award is
intended to honor a specific
individual in a unique way and
is considered to be a
"roasting". The implication is
that receiving the Broken
Chock award is seen as a great
honor. River Judd

Dedication to Call-outs: Eric Rice

Dedication to Training: Eric Walker

Fire Services Exemplary Service
Medal for twenty years of
service: Bill Jamieson
Matt Taylor
Steve DeRousie

British Columbia Long Service
Medal for twenty five years of
service: River Judd

Fire Services Exemplary Service
Medal for thirty years of
service: Louis Vallee

British Columbia Long Service
Medal 2nd award for thirty five
years of service: Louis Vallee
Ron Willick

Fire Services Exemplary Service
Medal 2nd Award for forty
years of service: Harry Lane

British Columbia Long Service
Medal 3rd Award for forty five
years of service: Harry Lane

Each year the fire department publishes general statistics for annual call volumes and prior year comparisons. These numbers provide an idea of changes to emergency calls but doesn't include public assistance provided such as walk-in first aid, smoke alarm checks, chimney brush loan, advice for residential fire prevention and personal safety, hazardous household goods disposal, and of course several hundred burn permits that are issued each year. Another way to look at the value of service provided to the community is that approximately 10% of the population requires emergency assistance through 9-1-1 calls made each year.

Reviewing our 2015 statistics, I became curious: how does Mayne Island compare to our neighbouring islands?

Piers Island:	9 calls
Saturna Island:	21 calls
North Galiano:	68 calls
South Galiano:	113 calls
Mayne Island:	114 calls
Pender Island:	252 calls
Salt Spring Island:	575 calls

The Fire Department was successfully operated from 4 10'x40' Atco office trailers during the fire hall build process. This is a challenging accomplishment I do not care to repeat soon!

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 Qualification. More than half of our firefighters are experienced members who have over five years experience and are trained in delivering emergency fire and rescue services.

Our longest serving active firefighter has served 38 years with our fire department. Our longest serving member continues to serve in support role of Fire/Rescue Auxiliary with 45 years of service. With intentional employee recognition and team building, our plan is to retain the members that we have committed to and invested in; to work with them for many years to come, protecting your lives and property.



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.

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 emergency fire and rescue services equally to all citizens and visitors to Mayne Island. Without them none of this service to the community could take place.

Thank you for everything you do for your 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

2015 MEMBERSHIP

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 subordinates 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. Leadership of the fire department is achieved with the span of control of approximately one officer for every five subordinates.

Fire Department Officers; NFPA 1001 Qualifications for Professional Firefighter II accredited



Fire Chief Steve DeRousie
 NFPA 1021 FIRE OFFICER I
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED

DeRousie, S	Joined 1995	Member of 21 years
Taylor, M	Joined 1995	Member of 21 years
Stobart, K	Joined 2003	Member of 13 years
Gunn, A	Joined 2006	Member of 10 years
Rice, E	Joined 2010	Member of 5 years
Pike, S	Joined 2007*	Member of 4 years
Walker, E	Joined 2013	Member of 3 years

*previous years of service considered and accounted for



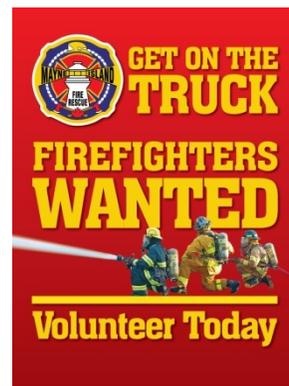
Captain Eric Rice
 FIRE OFFICER I
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



Captain Kyle Stobart
 FIRE OFFICER I
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



Captain Matt Taylor
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



ACCEPTING APPLICATIONS FOR BASIC FIREFIGHTER ANNUAL RECRUIT INTAKE



Lieutenant Amanda Gunn
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



Lieutenant Steven Pike
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



Lieutenant Eric Walker
 NFPA 1001 FFII,
 EMA-FRIII CPR/AED



Smoke Alarms Save Lives - Have You Tested Yours?

NFPA 1001 Qualifications for Professional Firefighter I & II accredited Firefighters



Firefighter Dan Beer
NFPA 1001 FFII,
EMA-FRIII CPR/AED



Firefighter Andrew Guy
NFPA 1001 FFI,
EMA-FRIII CPR/AED



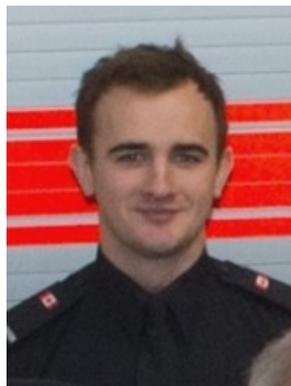
Firefighter B. Hennebery
NFPA 1001 FFII,
EMA-FRIII CPR/AED



Firefighter Jeff Hochhalter
NFPA 1001 FFII,
EMR / EMA-FRIII CPR/AED



Firefighter Bill Jamieson
NFPA 1001 FFII,
EMA-FRIII CPR/AED



Firefighter Adam Kolakovic
NFPA 1001 FFII,
EMA-FRIII CPR/AED



Firefighter Christie Meers
NFPA 1001 FFII,
EMA-FRIII CPR/AED



Firefighter Mindy Somerville
NFPA 1001 FFII,
EMR / EMA-FRIII CPR/AED



Firefighter Ron Willick
NFPA 1001 FFI

Willick, R	Joined 1978	Member of 38 years
Jamieson, B	Joined 1995	Member of 21 years
Hennebery, B	Joined 2006	Member of 10 years
Hochhalter, J	Joined 2011	Member of 5 years
Meers, C	Joined 2011	Member of 5 years
Guy, A	Joined 2013	Member of 3 years
Beer, D	Joined 2014	Member of 2 years
Somerville, M	Joined 2014	Member of 2 years
Kolakovic, A	Joined 2015	Member of 1 year

Fire/Rescue Auxiliary Members; Department Support Crew



Nigel Barrett
F/R Auxilliary



River Judd
F/R Auxilliary



Harry Lane
F/R Auxilliary



Mike Maxwell
F/R Auxilliary



B. Ponsford
F/R Auxilliary



Bernard Rochet
F/R Auxilliary



Louis Vallee
F/R Auxilliary



Don DeRousie
Property & Equipment
Maintenance

Lane, H	Joined 1970	Member of 45 years
Vallee, L	Joined 1979	Member of 36 years
Judd, R	Joined 1990	Member of 26 years
Ponsford, B	Joined 2002	Member of 13 years
Rochet, B	Joined 2003	Member of 12 years
DeRousie, D	Joined 2010	Member of 5 years
Maxwell, M	Joined 2012	Member of 4 years
Barrett, N	Joined 2013	Member of 3 years



Smoke Alarms Save Lives - Have You Tested Yours?

Summary of 2015 Emergency Calls

The number of alarms is down, and first responder (EMA-FR) calls show a decrease. Overall, medical calls made up 52% of our total 2015 call volume.

The comparison of calls at right appears to show a decrease to 9-1-1 calls, however there were eight significant alarms responded to in 2015:

- 3 Residential Structure Fire
 - 2 Chimney Fire
 - 1 Residential Electrical Fire
- 2 Hazardous Material Response
 - 1 Fuel Spill
 - 1 Reactive Device disposal
- 1 Commercial Structure Fire
- 1 Vehicle Fire
- 1 Motor Vehicle Incident

(There were no life-threatening or significant injuries resulting from the above incidents)

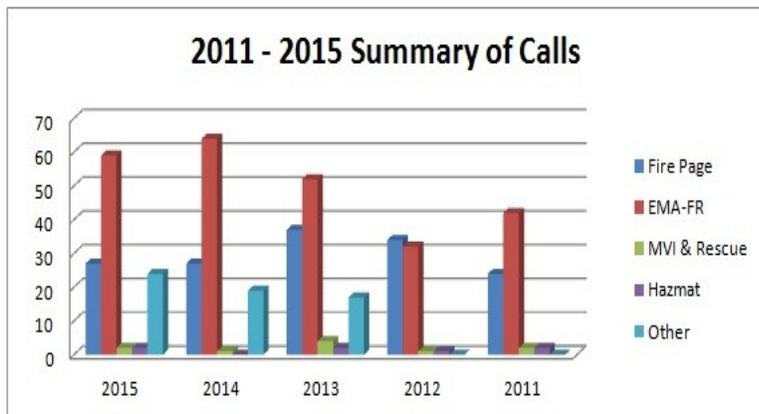
Some additional alarm types that caused a fire related alarm are;

- Carbon Monoxide Alarms
- Alarm Bells; Commercial & Residential
- Hazardous Materials Spill
- Hydro - Fire
- Hydro - Lines down
- Hydro - Tree on the lines on fire

At 11:39pm on December 29th we experienced a M4.7 earthquake centered just off Sidney, BC. There were no reports of injury or significant damage on Mayne or surrounding areas, other than some serious rattling of nerves.

The occurrence of residential fires is rare on Mayne Island, commercial structure fires are even more rare. Campfires are prohibited during the summer fire closure period which begins midnight June 30th 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 delivered under the leadership of Pender Island Fire Department helps significantly reduce wildfire occurrences. This program is supported by the SGI Fire Departments. It's worth stating there were no brush fires on Mayne Island in 2015.



2013 - 2015 COMPARISON OF CALLS						
Total Recorded On-Call hours for 2015 = 1,686 hours.						
Year	Fire ¹	EMA	MVI/Rescue	Hazmat	Other	Total
2015	27	59	2	2	24	114 ²
2014	39	64	1	0	19	123 ²
2013	37	52	4	2	17	112 ²



¹ 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.

² Number of recorded Emergency Responses - does not include non-emergency activities and public service inquiries.

2015 – A Year at the Fire Department in pictures



Jan 16 Dry Hydrant Installation



Jan 21 Hazmat Spill



Feb 17 Fire Practice



Feb 28 Structure Fire Electrical



Mar 4 Firehall Concrete pour



Apr 10 Weekend Training



May 6 Structure Fire Chimney



May 12 Vehicle Rescue Drills



May 19 Fire Practice



Jun 19 Firehall Construction work



Jul 1 Canada Day at the Park



Aug 15 Fall Fair Parade



Sep 8 Fire Practice



Nov 28 Fire Hall Grand Opening



December 2015

Training and Operations

Effective October, 2014 the “Structure Firefighters Competency and Training Playbook” was established as the new Minimum Fire Training Standard for the Province of British Columbia, pursuant to section 3 of the Fire Services Act. This replaces the training standard previously established January 1, 2003.

The purpose of the Playbook is to establish minimum standards of training required for fire services personnel in British Columbia. The level of minimum standards that must be met by each fire department is determined by the Service Level provided by a fire department as determined by the “Authority Having Jurisdiction” responsible for each fire department. The Playbook establishes the minimum competencies required of our firefighters roles in the Full-Service Operations – with firefighters trained in the full spectrum of competencies outlined in the NFPA 1001 Standard for Fire Fighter Professional Qualifications.

Proactive planning has allowed MIVFD to achieve effective competency based minimum standards in our department training and operations which is serving the needs of our community well. The level of service declared by the MIID will provide guidance to the fire department in determining the extent of necessary training and operations in the future.

Mayne Island firefighters meet the minimum training standards set out by the Office of the Fire Commissioner. The training program and level of service provided intends to achieve one primary goal; to ensure that when you call 911, firefighters will show up, knowing what to do.

Operations - The Mayne Island Fire Department responds to over 100 emergencies each year, ranging from structure and vehicle fires, to rescues and auto extrication, and emergency medical aid. This equates to an average of ten emergency calls each month.



EXTERIOR OPERATIONS FIRE SUPPRESSION

To achieve our objectives of Life Safety and Property Conservation during an incident response, our department officers perform a variety of duties and responsibilities.

Captains duties include managing resources at incidents and training; directing and controlling fire department activities and the assignment of personnel and equipment. The Captains consult with the Fire Chief on policy and planning, but may work independently supervising technical operations. Captains also fulfill 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.

The capability, care and compassion with which our membership responds to incidents is the result of competency based quality training.

Fire Recruiting, Training and Scheduled Practices

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 responding agency" not only when life and property are threatened by man-made 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 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 adventures.

All required training and equipment is provided, it is a great opportunity to make new friends, have a lot of fun, and be part of a great team.

Firefighter Training

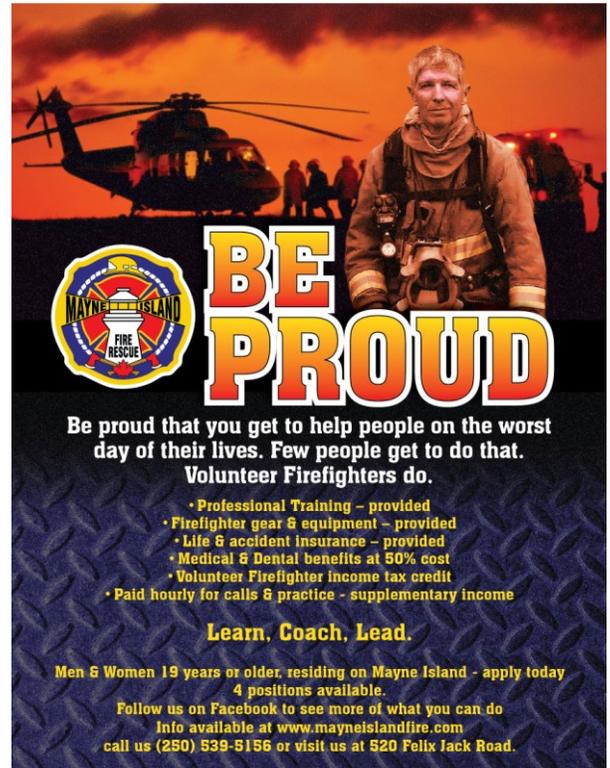
- Exterior Firefighter Operations & Orientation
- NFPA 1001 standard for Professional Qualifications
- 1st Responder EMA-FR certification & AED
- NFPA 472 - Hazmat Awareness & Operations
- Auto Extrication & Vehicle Rescue
- Emergency Scene Traffic Control
- Gas & Electrical Safety

Additional Training

- 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
- Fire Officer 1 (NFPA 1021)

Scheduled Practices

- Fire Practice Tuesday evening 7:00pm to 9:00pm (except December 25th, January 1st, February 14th)
- 1st Responder Practice - 12 sessions per year
- Officers and Occupational Health & Safety committee



BE PROUD

Be proud that you get to help people on the worst day of their lives. Few people get to do that.
Volunteer Firefighters do.

- Professional Training - provided
- Firefighter gear & equipment - provided
- Life & accident insurance - provided
- Medical & Dental benefits at 50% cost
- Volunteer Firefighter income tax credit
- Paid hourly for calls & practice - supplementary income

Learn, Coach, Lead.

Men & Women 19 years or older, residing on Mayne Island - apply today
 4 positions available.
 Follow us on Facebook to see more of what you can do
 Info available at www.mayneislandfire.com
 call us (250) 539-5156 or visit us at 520 Felix Jack Road.



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

Equipment and Apparatus

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 to mitigate an incident, including personnel, whether they are firefighters, EMA-First Responders or Fire/Rescue Auxiliaries.

To meet the various regulations that are imposed on us, (see page 15) fire apparatus are replaced at a predetermined age. 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 is intended to ensure we are able to meet those mandates. Integrated with the budget, a forecast planning process keeps pace with renewals and replacement, and firefighting tools and equipment are kept up to date and reliable. 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 truck committee's recommended plan was accepted and fire department acquired a new Primary Engine in August 2013 as part of the plan the developed to maximize the cost effectiveness of service delivery. This strategy considers that dry hydrants are a companion project that permits an improvement to available water supplies at a fraction of the cost of municipal type fire hydrants. The following 2015 Capital Plan for vehicle replacement is continued with a new Primary Engine purchased 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 purchase of these vehicles, the Improvement District Board sets aside a predetermined amount each year to ensure the necessary funds are available without borrowing.

Dry Hydrant Programs

Supporting the apparatus replacement projection plan, the dry hydrant program is designed to increase 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.

2015 Capital Plan - Vehicle Reserve Fund

Designation	Water Tank	Ladders	Manufacture Year	Primary Service Life Span	Age	Primary Service Remaining	Reserve Service years Remaining	Replacement Year	Replacement Value	Annual Future Replacement Calculation.
Engine 2 - Primary Engine & Rescue	1000	24' 14'	2012	15	4	11 yrs	15	n/a	\$0.00	\$0.00
Engine 1 - Backup Engine & Rescue	1000	24' 14'	1996	15	20	-4 yrs	11	2027	\$375,000	\$25,000
Tender 1 - Primary Water Tender	1700	35'	2000	20	16	4 yrs	N/A	2020	\$250,000	\$12,500
Tender 3 - Second Water Tender	1500	N/A	2009	20	7	13 yrs	N/A	2030	\$275,000	\$18,333
Utility 1 - Utility Vehicle pickup	200	N/A	2012	10	4	6 yrs	N/A	2022	\$70,067	\$10,010
2015 Vehicle Reserve:										\$65,843

Engine 2 - Primary Fire Apparatus for fires and rescues.

Response Types: Fire Suppression, 1st Responder Medical, Rope Rescue, Vehicle Rescue "Jaws of Life"[™], Haz-mat

- Model: 2012 Spartan Legend series 6-person cab
- Pump: 1500 gpm Darley mid-ship pump, Foam Injection
- Tank: 1000 gallon poly water tank
- Hose: 1200' of 4 inch HI-Vol Supply Hose
1800' of 1 ½ & 2 ½ inch Fire Hose, combined

Engine 2 is due to be replaced in 2027 and then serve as a secondary engine for 15 more years. This spreads the cost of each engine over 30 years, rather than the standard 20 years, gaining 10 years of service on the vehicles cost.



Engine 2 - 2012 Spartan Legend

Utility 1 - Utility pickup truck for daily operations of the Fire Department, including responding to Medical calls, general use, and for support crew and equipment transport during emergency calls.

- Model: 2012 Ford F250 4X4, 6-person crew cab pickup
- Pump: 60 gpm CET Honda forestry skid unit, foam system
- Tank: 200 gallon Poly Tank
- Hose: 200' of lightweight 1" hose reel

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 - Water Shuttle Apparatus for water supply operations during most fire incidents.

- Model: 2009 HUB Fire, 3-person cab
- Pump: 250 gpm CET semi-permanent midrange portable
- Tank: 1500 gallon Poly Tank
- Hose: 1200' of 4 inch HI-Vol Supply Hose
800' of 2 ½ & 1" Fire Hose, combined

Tender 3 is equipped with a 500 gpm portable pump and 2000-gallon collapsible water tank for structure & wildfires. Tender 3 is due for replacement in 2030 at 20 years of age.



Tender 3 - 2009 Hub Freightliner

Tender 1 - Primary Water Supply Apparatus for structure firefighting water supplies. It is mandated by FUS.

- Model: 2000 Superior, 3-person cab
- Pump: 420 gpm Hale PTO drive
- Tank: 1700 gallon Steel Tank
- Hose: 800' of 2 ½ inch supply hose
400' of 1 ½ inch Fire Hose

Tender meets the FUS 3B Dwelling Protection Grading mandate. Tender 1 is equipped with a 500 gpm portable pump and 2500-gallon collapsible water tank. Tender 1 is due for replacement in 2020 at 20 years of age.



Tender 1 - 2000 Superior Freightliner

Engine 1 - Secondary Apparatus for fires and rescues.

Response Types: Fire Suppression, 1st Responder Medical, and can act as an additional water shuttle when required. Vehicle Rescue Support and serves as a backup for Engine 2.

- Model: 1996 Superior, 3-person cab
- Pump: 1050 gpm Hale mid-ship pump, Foam Injection
- Tank: 1000 gallon Poly Tank
- Hose: 1200' of 4 inch HI-Vol Supply Hose
1000' of 1 ½ & 2 ½ inch Fire Hose, combined

Engine 1 is due for retirement in 2027 at 31 years of age.



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 aggressive public education in preventing fire as well as open burning controls through the burning permit requirements. Between June 30 to October 01 of each year, all open air fires are prohibited, including campfires and beach fires: in all other months; residents wishing to burn piles of wood waste must first obtain a backyard burn permit. These permits are available at the Fire Hall for a fee of \$5.00.

In 2015 there were 563 Backyard Burn Permits 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, Provincial regulations that govern open burning require the venting Index be observed to minimize health hazards and nuisance smoke.

Campfires, beach fires, and open air 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 themselves receiving an invoice from the Improvement District to recover the cost to control or extinguish a prohibited fire. The current rate for an Engine is \$565.00 per hour, plus \$37.00 per hour for each additional firefighter. The minimum time invoiced is two hours. This means the cost of extinguishment is borne fully by the offender and not shared among all taxpayers. This cost recovery

process is a significant deterrent should anyone consider the regulations to be unimportant.

Smoke Detector Program



Smoke alarms save lives and the Mayne Island Volunteer Fire Department promotes the installation and maintenance of smoke alarms in each residence on our Island. Smoke alarms are now 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 provides 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 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 important 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

facebook.com/mayneislandfire

twitter.com/mayneislandfire

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. 161 - Fire Department Establishment and Operating Bylaw
- Capital Regional District: -Bylaw No. 3452 - fire regulation Southern Gulf Islands,
-Bylaw No. 3231 - Numbering of buildings SGI
- Mayne Island Fire Rescue Report -FireWise Consulting Ltd - August 2011
- Work Safe BC -Part 31 - Firefighting;
-Part 11 - Fall Protection;
-Part 8 - Buoyancy Equipment
- Fire Services Act -(RSBC 1996)
- Fire Underwriters Survey (FUS) -
- 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 -(Current edition)



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



MAYNE ISLAND IMPROVEMENT DISTRICT
Financial Statements
Year Ended December 31, 2015

MAYNE ISLAND IMPROVEMENT DISTRICT
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Year Ended December 31, 2015

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Mayne Island Improvement District are the responsibility of Mayne Island Improvement District and have been prepared in compliance with legislation, and in accordance with Canadian accounting standards for local governments. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

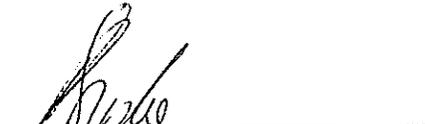
In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that the financial information is reliable and accurate.

The Board of Trustees is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The financial statements have been audited by Paterson Henn CPA Chartered Professional Accountants. The independent auditor's report addressed to the Trustees appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the consolidated financial statements are free of material misstatement and present fairly the financial position and results of the Improvement District in accordance with Canadian accounting standards for local governments.



Trustee



Trustee

Mayne Island, BC
April 4, 2016



PATERSON HENN CPA
CHARTERED PROFESSIONAL ACCOUNTANTS

Caroline M. Paterson, CPA, CGA*

Sheila C. Henn, CPA, CA*

* denotes Incorporated Professionals

Suite 103 - 9710 Second Street
Sidney, BC V8L 3C4

P: **250-656-7284 (PATH)**

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INDEPENDENT AUDITOR'S REPORT

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, 2015 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, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for local governments.

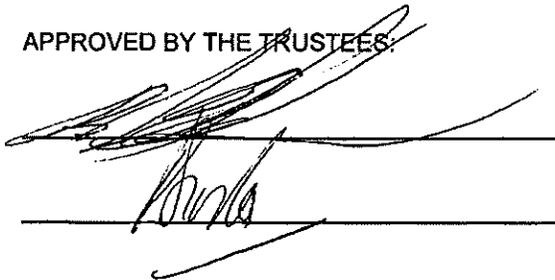
Sidney, British Columbia
April 11, 2016

Chartered Professional Accountants

MAYNE ISLAND IMPROVEMENT DISTRICT
Statement of Financial Position
Year Ended December 31, 2015

	2015	2014
FINANCIAL ASSETS		
Cash	\$ 312,267	\$ 228,382
Renewal reserve funds (Note 7)	386,269	282,933
Accounts receivable	58,622	28,734
	<u>757,158</u>	<u>540,049</u>
LIABILITIES		
Accounts payable and accrued liabilities	221,075	106,048
Short term debt (Notes 4, 8)	-	301,080
Long term debt (Note 5)	2,400,000	-
	<u>2,621,075</u>	<u>407,128</u>
NET FINANCIAL ASSETS	<u>(1,863,917)</u>	132,921
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 3)	3,489,804	1,534,970
Prepaid expenses	18,778	20,421
Prepaid temporary occupancy costs (Note 8)	10,000	18,196
	<u>3,518,582</u>	<u>1,573,587</u>
ACCUMULATED SURPLUS (Notes 6, 7)	<u>\$ 1,654,665</u>	<u>\$ 1,706,508</u>

APPROVED BY THE TRUSTEES:



MAYNE ISLAND IMPROVEMENT DISTRICT
Statement of Operations
Year Ended December 31, 2015

	Budget 2015	Fire Protection 2015	Health Centre 2015	Total 2015	Total 2014
REVENUES					
Fire Protection Tax Levies	\$ 587,969	\$ 587,969	\$ -	\$ 587,969	\$ 587,969
Health Centre Tax Levies	92,126	-	93,583	93,583	92,154
Penalties & Interest on Tax Levies	2,200	-	3,188	3,188	1,729
Rental Revenue	12,000	-	15,000	15,000	14,250
Burn Permit Sales	2,750	3,465	-	3,465	3,445
Contributions in Kind	-	4,728	-	4,728	4,500
Other Revenue	2,750	3,096	-	3,096	4,454
Interest Revenue on Reserve Funds	-	2,575	-	2,575	2,840
	<u>699,795</u>	<u>601,833</u>	<u>111,771</u>	<u>713,604</u>	<u>711,341</u>
EXPENSES					
Fire Protection expenditures (Schedule 1)	428,906	486,972	-	486,972	447,530
Governance expenditures (Schedule 2)	51,257	59,688	-	59,688	57,983
Health Centre expenditures (Schedule 3)	96,326	-	113,905	113,905	104,573
	<u>576,489</u>	<u>546,660</u>	<u>113,905</u>	<u>660,565</u>	<u>610,086</u>
Annual Surplus (Debt) from operations	<u>123,306</u>	<u>55,173</u>	<u>(2,134)</u>	<u>53,039</u>	<u>101,255</u>
OTHER REVENUE (EXPENSES)					
Amortization	-	(82,323)	(22,559)	(104,882)	(118,167)
Loss (gain) on disposal of capital assets	-	-	-	-	(127,501)
Budgeted transfer to Fire Protection reserve	(90,806)	-	-	-	-
Capital purchases - Fire Protection	(22,500)	-	-	-	-
Budgeted transfer to Health Centre reserve	(10,000)	-	-	-	-
	<u>(123,306)</u>	<u>(82,323)</u>	<u>(22,559)</u>	<u>(104,882)</u>	<u>(245,668)</u>
ANNUAL SURPLUS (DEBT)	<u>\$ -</u>	<u>\$ (27,150)</u>	<u>\$ (24,693)</u>	<u>\$ (51,843)</u>	<u>\$ (144,413)</u>

MAYNE ISLAND IMPROVEMENT DISTRICT
Statement of Changes in Net Surplus (Debt)
Year Ended December 31, 2015

	2015	2015	2015	2015	2015	2014
	Fire Protection	Health Centre	Tangible Capital Assets	Renewal Reserves See Note 7	Total	Total
NET SURPLUS (DEBT) - BEGINNING OF YEAR	\$ (135,524)	\$ 24,129	\$ 1,534,970	\$ 282,933	\$ 1,706,508	\$ 1,850,921
Annual surplus (debt)	(27,150)	(24,693)	-	-	(51,843)	(144,413)
Net tangible capital asset changes						
Amortization of tangible capital assets	82,323	22,559	(104,882)	-	-	-
Fire hall - new building	(2,038,436)	-	2,038,436	-	-	-
Furniture and other equipment	(12,340)	-	12,340	-	-	-
Capital purchases - Fire Protection	(8,940)	-	8,940	-	-	-
	(2,140,067)	21,995	3,489,804	282,933	1,654,665	1,706,508
Renewal reserve transfers (per budget)	(90,806)	(10,000)	-	100,806	-	-
Reserve funds interest income	(2,530)	-	-	2,530	-	-
NET SURPLUS (DEBT) - END OF YEAR	\$ (2,233,403)	\$ 11,995	\$ 3,489,804	\$ 386,269	\$ 1,654,665	\$ 1,706,508

MAYNE ISLAND IMPROVEMENT DISTRICT
Statement of Cash Flows
Year Ended December 31, 2015

	2015	2014
OPERATING ACTIVITIES		
Annual surplus (debt)	\$ (51,843)	\$ (144,413)
Items not affecting cash:		
Amortization of tangible capital assets	104,882	118,167
Loss on disposal of assets	-	127,501
	<u>53,039</u>	<u>101,255</u>
Changes in non-cash working capital:		
Accounts receivable	(29,888)	13,146
Accounts payable and accrued liabilities	115,027	78,553
Prepaid expenses	1,643	(1,490)
Prepaid temporary occupancy costs	8,196	(18,196)
	<u>94,978</u>	<u>72,013</u>
Cash flow from operating activities	<u>148,017</u>	<u>173,268</u>
CAPITAL TRANSACTIONS		
Purchase of tangible capital assets	(2,059,716)	(441,405)
Proceeds on disposal of capital assets	-	11,000
	<u>-</u>	<u>-</u>
Cash flow used by capital transactions	<u>(2,059,716)</u>	<u>(430,405)</u>
INVESTING TRANSACTIONS		
(Increase) decrease in renewal reserve funds	<u>(103,336)</u>	<u>(48,488)</u>
FINANCING ACTIVITIES		
Proceeds from bank debt	(301,080)	301,080
Proceeds from long term financing (Note 5)	2,400,000	-
Cash flow from financing activities	<u>2,098,920</u>	<u>301,080</u>
INCREASE (DECREASE) IN CASH FLOW	83,885	(4,545)
Cash - beginning of year	<u>228,382</u>	<u>232,927</u>
CASH - END OF YEAR	\$ 312,267	\$ 228,382

MAYNE ISLAND IMPROVEMENT DISTRICT

Notes to Financial Statements

Year Ended December 31, 2015

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.

Basis of accounting

Operating Funds - Fire Protection and Health Centre

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. The operating fund also accounts for the net bank debt and long term debt and the associated costs for these, unless considered construction costs. 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.

Tangible Capital Assets Fund

The Tangible Capital Assets Fund reports the assets, liabilities, revenues, and expenses related to Mayne Island Improvement District's capital assets for fire protection and the Health Centre. Bank debt and long term debt relating to the fire hall building are considered part of the applicable operating fund.

Renewal Reserve Funds

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.

(continues)

MAYNE ISLAND IMPROVEMENT DISTRICT
Notes to Financial Statements
Year Ended December 31, 2015

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

Revenue recognition

The Improvement District collects taxes for Fire Protection and the Mayne Island Health Centre. The provincial government distributes the taxes collected for fire protection as an annual statutory advance in June. 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.

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.

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.

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 - Health Centre	4%	declining balance method
Building - Fire hall	40 years	straight-line method
Computer equipment	2 years	straight-line method
Equipment and furniture	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. The tangible capital assets, including the new fire hall, are considered for their fair value and any impairments are expensed. During the year no impairments have been recorded.

(continues)

MAYNE ISLAND IMPROVEMENT DISTRICT

Notes to Financial Statements

Year Ended December 31, 2015

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

Tangible capital assets acquired or constructed during the year but not placed into use are not amortized. The fire hall construction was considered substantially complete in November 2015 and amortization has been pro-rated and included for the portion of the year in use.

Costs incurred relating to the construction include costs for demolition of the previous fire hall, site expenses and referendum costs as these are considered costs of the construction. Interest costs, up to substantial completion, has also been capitalized. After substantial completion (November 2015) interest costs relating to the fire hall are expensed in the year paid and/or accrued.

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.

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
<u>Fire Protection</u>				
Land	\$ 3,650	\$ -	\$ 3,650	\$ 3,650
Building - fire hall	2,415,006	2,908	2,412,098	376,570
Computer equipment	42,893	42,893	-	6,791
Equipment and furniture	22,677	10,954	11,723	353
Fire fighting clothing	56,010	53,741	2,269	7,870
Fire fighting equipment	167,532	129,209	38,323	55,076
Generator	108,072	44,368	63,704	69,108
Paving	43,667	39,300	4,367	6,550
Radios and pagers	15,587	15,587	-	-
Vehicles	985,402	488,932	496,470	530,194
Water access and equipment	56,770	24,295	32,475	28,765
Water storage	55,197	41,720	13,477	16,236
	<u>3,972,463</u>	<u>893,907</u>	<u>3,078,556</u>	<u>1,101,163</u>
<u>Health Centre</u>				
Building	571,749	199,158	372,591	388,116
Computer equipment	14,627	14,627	-	3,657
Equipment	595	446	149	208
Heliport	55,673	26,219	29,454	32,238
Water system	10,682	1,628	9,054	9,588
	<u>653,343</u>	<u>242,078</u>	<u>411,248</u>	<u>433,807</u>
	<u>\$ 4,625,789</u>	<u>\$ 1,135,985</u>	<u>\$ 3,489,804</u>	<u>\$ 1,534,970</u>

(continues)

MAYNE ISLAND IMPROVEMENT DISTRICT
Notes to Financial Statements
Year Ended December 31, 2015

3. TANGIBLE CAPITAL ASSETS *(continued)*

The following additions and disposals occurred during the year:

	2014 Cost	Additions	Disposals	2015 Cost
<u>Fire Protection</u>				
Land	\$ 3,650	\$ -	\$ -	\$ 3,650
Building - fire hall	376,570	2,038,436	-	2,415,006
Computer equipment	42,893	-	-	42,893
Equipment and furniture	10,337	12,340	-	22,677
Fire fighting clothing	56,010	-	-	56,010
Fire fighting equipment	167,532	-	-	167,532
Generator	108,072	-	-	108,072
Paving	43,667	-	-	43,667
Radios and pagers	15,587	-	-	15,587
Vehicles	985,402	-	-	985,402
Water access and equipment	47,830	8,940	-	56,770
Water storage	55,197	-	-	55,197
	<u>1,912,747</u>	<u>2,059,716</u>	<u>-</u>	<u>3,972,463</u>
<u>Health Centre</u>				
Building	571,749	-	-	571,749
Computer equipment	14,627	-	-	14,627
Equipment	595	-	-	595
Heliport	55,673	-	-	55,673
Water system	10,682	-	-	10,682
	<u>653,326</u>	<u>-</u>	<u>-</u>	<u>653,326</u>
	<u>\$ 2,566,073</u>	<u>\$ 2,059,716</u>		<u>\$ 4,625,789</u>

Interest costs included in additions for the fire hall building were \$29,420 as per the Improvement District's policy.

4. CREDIT FACILITY

The Improvement District was advanced a credit facility from the Royal Bank of Canada beginning in 2014 and repaid in full November 2015. This facility included an approved operating line to a maximum of \$2,400,000 with an amount of \$2,054,509 being repaid. Interest charged and paid totaled \$29,420 has been capitalized as part of construction for the fire hall. This loan was in accordance with the Mayne Island Improvement District Borrowing Bylaw, 2014.

MAYNE ISLAND IMPROVEMENT DISTRICT
Notes to Financial Statements
Year Ended December 31, 2015

5. LONG TERM DEBT

Bylaw 167 - Capital Tax Advance issued, for the purpose of financing the construction of the new fire hall, in the amount of \$2,400,000, requiring annual payments of loan bearing interest at 3% per annum, repayable in annual blended payments of \$159,606, beginning in 2016 and maturing July 1, 2035.

	2015	2014
	\$ 2,400,000	\$ -

Principal repayment terms for the next five years are approximately:

2016	\$	113,841
2017		91,021
2018		93,751
2019		96,564
2020		99,461
	\$	494,638

6. ACCUMULATED SURPLUS (DEBT)

Accumulated surplus (debt) is represented by the following:

	2015	2014
Fire Department Operating Surplus (Debt)	\$ (2,233,403)	\$ (135,524)
Health Centre Operating Surplus	11,995	24,129
Tangible capital assets (Note 3)	3,489,804	1,534,970
Renewal reserve funds (Note 7)	386,269	282,933
	\$ 1,654,665	\$ 1,706,508

7. RENEWAL RESERVE FUNDS

Renewal reserve funds are comprised of the following:

	2015	2014
<u>Fire Protection Renewal Reserve</u>		
RBC Investment Account	\$ 372,784	\$ 279,449
<u>Health Centre Renewal Reserve</u>		
RBC Investment Account	13,485	3,484
	\$ 386,269	\$ 282,933

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

As per Bylaw 170, "2016 Capital Works Renewal Reserve Fund Disbursement (Building) Bylaw", dated February 12, 2016, \$238,000 is to be expended for the costs of completing the Mayne Island Fire Hall, including driveways, parking areas and paving.

MAYNE ISLAND IMPROVEMENT DISTRICT

Notes to Financial Statements

Year Ended December 31, 2015

8. TEMPORARY OCCUPANCY COSTS

The Improvement District constructed a new fire hall and moved into these new facilities in November 2015. The building was considered substantially complete at that time. Temporary facilities were rented and set up on the Improvement District's grounds offices while the construction took 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. In addition, temporary tents were rented for the fire department which have been expensed. Prepaid expenses include a deposit in the amount of \$10,000 which is expected to be recovered in 2016.

9. 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.

The Improvement District entered into a lease as the lessor with the Mayne Island Volunteer Firefighters' Association in 2014, 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, 2015

	Budget 2015	Actual 2015	Actual 2014
FIRE PROTECTION EXPENDITURES			
Appreciation and awards	\$ 2,000	\$ 3,255	\$ 3,389
Audit fees	3,500	4,375	4,375
Building repairs and maintenance	7,747	15,413	7,464
Education and training	38,775	28,910	34,549
Equipment maintenance and supplies	36,623	47,652	36,283
Firefighter clothing	3,000	773	4,684
Fire prevention education	4,000	3,096	3,709
Insurance	6,840	5,663	5,825
Office supplies and sundry	6,200	8,606	6,856
Software - Fire Department	-	-	1,144
Subscriptions and dues	1,975	1,911	1,183
Telecommunications	5,261	10,204	6,996
Temporary occupancy costs <i>(Note 8)</i>	-	41,552	31,477
Travel	4,243	2,079	1,704
Utilities	7,250	13,482	6,934
Vehicle fuel and insurance	9,975	8,167	10,084
Vehicle repairs and maintenance	17,164	15,807	25,310
Wages and benefits - MIID office staff	28,575	27,428	29,048
Wages and benefits - firefighters	245,778	248,599	226,516
	\$ 428,906	\$ 486,972	\$ 447,530

MAYNE ISLAND IMPROVEMENT DISTRICT

Governance Expenditures

(Schedule 2)

Year Ended December 31, 2015

	Budget 2015	Actual 2015	Actual 2014
GOVERNANCE EXPENDITURES			
Audit fees	\$ 3,000	\$ 3,750	\$ 3,750
Bank charges	1,000	1,169	1,025
Building and grounds maintenance	-	-	1,305
Insurance	910	878	878
Legal	3,500	-	3,146
Newsletters and bulletins	300	599	98
Office supplies and equipment	5,000	5,766	5,383
Public meetings, freedom of information, misc	2,100	2,063	636
Telecommunications	3,900	3,599	4,062
Temporary occupancy costs (Note 8)	-	14,540	8,398
Training and continuing education	2,500	947	1,925
Travel	500	434	36
Wages and benefits of MIID office staff	27,687	25,098	26,524
Water operations	860	845	817
	\$ 51,257	\$ 59,688	\$ 57,983

MAYNE ISLAND IMPROVEMENT DISTRICT

Health Centre Expenditures

(Schedule 3)

Year Ended December 31, 2015

	Budget 2015	Actual 2015	Total 2014
HEALTH CENTRE EXPENDITURES			
Audit fees	\$ 3,500	\$ 4,375	\$ 4,375
Billing costs	6,500	6,526	6,532
Building repairs and maintenance	28,478	30,735	29,137
Heliport operations and insurance	2,700	2,748	3,002
Insurance	8,850	7,497	8,707
Legal	2,000	1,740	1,124
Operations manager	5,000	1,769	4,575
Telephone, internet and utilities	6,100	5,830	5,066
Temporary occupancy costs <i>(Note 8)</i>	-	16,963	9,798
Wages and benefits - MIID office staff	32,338	29,286	30,599
Water system	860	6,436	1,658
	\$ 96,326	\$ 113,905	\$ 104,573

MIID AGM Election and Voting Procedure 2016

Under Provincial Legislation the Mayne Island Improvement District was granted "Letters Patent" in 1964.

The Letters Patent mandates that there will be 5 Trustees and each Trustee should serve a term of 3 Years. At the end of their 3 year term the Trustee must resign although he/she may be nominated for a further term of 3 years. Normally Trustees will be elected at an AGM.

List of positions and Trustees to be determined:

2 Trustees are to serve a further 1 Year, namely Cilla Brooke and Brian Dearden

1 Trustee is to serve a further 2 Years, namely Bob McKinnon, however he has resigned

2 Trustees must resign and this is: Sharon Hinton and Doug Walker

Therefore we will be electing 1 Trustee to serve 2 years and 2 Trustees to serve 3 years. All eligible voters should have 2 ballots

Before proceeding to the Election, the following should be noted:

1. There are usually at least 12 Board meetings annually and each Trustee is encouraged to attend them all. Members of the public are welcome to attend.
2. A Quorum at any Board Meeting is comprised of at least 3 Trustees. If there are not 3 Trustees present, the meeting has to be postponed; no business may be conducted.
3. If for any reason a Trustee resigns during his/her term, under the Provincial Legislation the Improvement District must hold a Special General Meeting to elect a new Trustee for the remainder of his/her term or elect a Trustee at the AGM if it is scheduled within 60 days of the resignation.

ELECTION OFFICIAL, BALLOT COUNTER/S and SCRUTINEER(S):

Before any Voting takes place, it is required to have an Election Official and a Ballot Counter; Scrutineers may also be named. The Board or Staff usually request volunteers from those present or make arrangements prior to the AGM.

NOMINATIONS

The Chairman of the Nominating Committee will present names of Nominees received prior to the meeting. Nominations from the floor will be requested formally three times, at which time, if there are none further, Nominations will be declared closed.

Anyone making a nomination from the floor must state his/her name and the Nominee should state his/her willingness to run. A Nomination form then must be completed

Names of those nominated will be written on a flip chart

If only sufficient candidates have been nominated for each position to be filled: the new Trustees will be declared as elected by acclamation.

OR - VOTING PROCEEDS:

The Election Official will oversee the election process and instruct Staff to distribute Ballots to eligible Voters (if they have not been received with package at the door). All ballots should be marked clearly and placed into the sealed Ballot Box.

All Ballot Slips will be counted by the Election Official and Ballot Counter, with a Scrutineer if one is present, after which the Results will be announced.

The newly elected Trustees will be given a Trustee Manual and arrange the date and time for the "Re-organization" meeting to elect the Chair, establish the Signing Officers and assign the Committee chairs.