

Mayne Island Improvement District
Annual General Meeting 2007
14th July 2007

Report from the Board

2006 was an “interesting” year for the Mayne Island Improvement District (“MIID”) as in the ancient Chinese curse “*May you live in interesting times!*”.

The year started with the refusal of the air ambulance contractor to continue to fly night-time medevacs from our heliport. It ended with the refusal of our previous (and off-island) Administrator/Bookkeeper to provide us with our accounting records for the mandated annual Audit. In between these events, amongst other things, our Fire Chief became our first full-time employee, our Fire Department helped put out the wild fire on Galiano Island, we arranged to take over the management of the Health Centre building, and we had to convince the Ministry of Community Services that the MIID was legally entitled to own and operate our heliport.

Delay of the Annual General Meeting

I apologize to Mayne Island residents and property owners for the 3-month delay in holding this annual general meeting.

This delay came about largely because our former Administrator, who had agreed to participate in a lengthy transition process so that our new Administrator, Moira McCulloch, could properly take over the accounting operations and complete the 2006 Audit, suffered a stroke a few days before the detailed audit process was to start. This was in early March when all the accounting transactions relevant to the 2006 operations would have been available. Aside from her obvious hospitalization and rehabilitation process we, that is the MIID, were unable to communicate directly with her and we have met with her refusal to provide us with our accounting files, records and transactions.

We were left with the result of not being able to start the Audit process as well as not being able to continue on with normal accounting operations. We discussed this situation with our Auditor, with the Ministry of Community Services, with our bank and with our legal counsel. We quickly established a plan to finalize the transfer of all relevant financial authority to the new Administrator and to re-create the transactions for 2006 and the first two and a half months of 2007.

We contacted all of our suppliers who willingly and quickly provided us with copies of all their relevant transactions. We were greatly helped in this data recovery process by the detailed and accurate Purchase Order records maintained by our Fire Chief, Jeff Francis. The Royal Bank of Canada also greatly and promptly assisted us in many material ways to recover all the banking transactions and transfer authority. In addition, we engaged a consultant, David Waddington, who rebuilt then restructured our Quick Books accounting database and finally assisted in completion of the Audit.

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The whole process of recovering our accounting base and completing the Audit has been exhausting and trying. I credit, in particular our new Administrator, our Fire Chief, our Consultant and our Auditor with doing a difficult job well.

The Board learned from this experience and has devised and is implementing new policies and procedures to minimize the possibility of a similar situation occurring again. Firstly, given the magnitude of our installed capital and annual operating cost the MIID will not allow our records and accounts to be maintained off-island again. The permanent location will always be at the Fire Hall or other building located on our property. Limited records will be allowed out for specific purposes, such as the annual audit. Secondly, if records are to be allowed out of the office they will be under the control of an employee or a professional company or a Trustee. Thirdly, a series of back-up procedures will provide for shared control of system and database access and for archiving of all digital and paper records within the MIID.

General

The Letters Patent for the MIID define our objectives as:

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

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

Our activities in 2006 related to our objectives will be discussed in detail below.

The MIID Board of Trustees consists of five elected members. For 2006 the following were elected and served as Trustees:

Jim Marlon-Lambert	Chair
Gary Rowe	Deputy Chair
Paddy Lambert	
Victor Leginsky	
Peter Waddell	

Fire Protection

Fire Protection for Mayne Island is provided by the Mayne Island Fire Department ('MIFD') (mifd@shaw.ca). The Fire Department is managed by our full-time Fire Chief, Jeff Francis. His Fire Chief's Report detailing specific activities of the Fire Department is included with this report.

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The MIFD was the major element in almost all of the MIID's activities for 2006. The Board of Trustees is involved primarily at the governance level with the Fire Department. This means that we:

- Set, implement and review general management and administrative policies;
- Set, implement and review operational policies not covered by Federal and Provincial statutes and regulations for fire protection and related emergency services;
- Implement and review operational policies covered by Federal and Provincial statutes and regulations;
- Appoint, hire and review the Fire Chief;
- Appoint and hire other Officers on the recommendation of the Fire Chief;
- Prepare, approve and present annual Budgets;
- Provide financial and administrative services;
- Liaise and contract with other levels of government as required and as we consider necessary and/or beneficial to the MIID;
- Prepare strategic and tactical plans to ensure that Fire Protection provided remains relevant to anticipated as well as actual needs and requirements;
- Prepare, approve and present Bylaws for specific financial activities including applications for loans and capital expenditures from reserve accounts;
- Manage the monies provided via property taxes and burn permits; and
- Approves actions of the Fire Department as recommended by the Fire Chief as and when necessary for operational reasons.

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

There were a number of significant activities for the Fire Department during 2006. I will leave it to the Fire Chief to discuss them in his report.

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

- The continuing significant increase (nearly 90% in 2006 over 2005) in the number of incidents that the Fire Department is turned out for.;
- The increasing risk to Mayne Island of wildfire damage and destruction. Part of this increased risk is due to global warming and part is due to the increase in population and building on the island.;
- The increasing complexity and scope of Fire Protection operations, equipment, regulations, training, buildings, safety as well as reporting requirements and governance.;
- The increasing cost of Fire Protection components such as equipment, clothing, salaries, training, insurance, fuel, etc.; and
- The diminishing proportion of permanent residents young and fit enough to serve on the front-lines.

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

Garbage Collection and Removal

Garbage collection and removal has been organized by agreement with Rick Dodds as an independent contractor/operator. This facility is operated on a fee-per-bag basis with the fee being collected by the operator. It appears to have been operated properly and promptly throughout 2006 and continues to be operated in a similar manner this year.

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

Operating the Health Centre

Although operation of the Mayne Island Health Centre has been an objective of the MIID since 1984 the MIID had not taken a significant role in this area prior to 2006. The MIID's primary involvement was to lease the building and building footprint to the Mayne Island Health Centre Association ('MIHCA') who did manage the operations of the Health Centre. During 2006, however, two significant events occurred with respect to operations of the Health Centre.

The first significant event was the refusal by the Air Ambulance helicopter contractor to conduct night-time medevacs from our heliport. The primary causes for their refusal was the lack of directional approach lighting and the proximity of trees within the flight path. We were able to resolve this by a combination of community and contractor efforts to remove trees from the MIID property, trim trees on the neighbouring properties, and install new Ministry of Transport approved lights. Upgrading of the immediate area around the heliport also occurred. Night-time medevac service resumed shortly after the major work items had been completed on our assurance that the rest of the trimming and upgrading would occur. Furthermore, responsibility for operating the heliport was officially transferred from the MIHCA to the MIFD. The overall project cost approximately \$80,000.

The second significant event was the agreement reached between the MIHCA and the MIID over the operation of the Health Centre. In essence, the MIID agreed to operate the Health Centre building as the equivalent of the landlord and the MIHCA agreed to manage the delivery of medical and community-health services other than those provided by the Vancouver Island Health Authority ('VIHA'). This agreement was effective 1 January 2007.

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The costs to the MIID incurred in operating the Health Centre will be directly billed in mid-2007 to Mayne Island property owners on the basis of the property assessments. This will be described in a separate session during this meeting.

Regular Meetings

The MIID held regular monthly meetings throughout the year. These are held at the Firehall at 7:00PM on the second or third Thursday evening of the month. (If the second Thursday is on or before the 10th of the month then the meeting is held on the third Thursday. This allows sufficient time for the financial reports of the previous month to be prepared and presented. These regular meetings are public and Mayne Island property owners are welcome to attend.

Public Meetings

The MIID, in addition to the 2005 AGM, held 2 public meetings and participated in 2 other public meetings throughout 2006, viz.

1. February 4th, 2006 – MIID Presentation to the public about the Heliport Renovation
2. October 18th, 2006 – Garden Club – FireSmart Planning and Implementation for Mayne Island
3. November 3rd - Emergency Social Services – Update on the Heliport and Proposed 2007 Budget for the MIID
4. December 16th 2006 – MIID Presentation to the general public for their approval of loans for:
 - a. Heliport Renovation Costs Expended
 - b. Wildfire Fire Fighting Equipment Costs Expended
 - c. Emergency Generator Installation

Respectfully submitted,
For the Board of Trustees, Mayne Island Improvement District

J.R. Marlon-Lambert
Chair