



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, May 15th 2025@ 1:00pm

Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Brian Dearden, Deb Milne & Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant

Absent with Notice: Eric Walker, Deputy Fire Chief (BCFTOA conference attendance)

1. CALL TO ORDER

The meeting was called to order at 1:01pm by Chairperson, Doug Hill.

He gratefully acknowledged that the meeting is taking place on the traditional lands of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of April 10th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

To be discussed in camera.

6. REPORTS

6.1 Administrative & Finance Report¹

Acceptance of AGM Package

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the AGM package as presented.

CARRIED

¹ Administrative & Finance Report

Trustee Nominations

Nominations have closed. Two completed nomination forms have been received for the two open positions therefore both positions will be filled by acclamation at the AGM.

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to approve the Administrative and Financial Report.

CARRIED

6.2 Fire Department Report

Letter from Office of the Fire Commissioner

A letter was received from the Office of the Fire Commissioner saying they no longer recognize Improvement Districts as an authority. Fire Inspections now have to be done through the CRD, not Fire Chief Stobart. Fire Chief Stobart will draft a letter on behalf of the District requesting that they reconsider their decision. The Fire Chief and Board Chair will sign it.

Flyby Letter

A request was made for an air force flyover at the Canada Day festivities.

Engine 1 is still insured. Still unclear of the disposal direction that it will go in. Funds from the sale of it will go into General Revenue but CAO Somerville says she will ask the Board when the time comes that any funds to go back into Reserves for future purchases.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve The Fire Department Report.

CARRIED

6.3 Occupational Health and Safety Committee²

Minutes of April 1st

New turn out gear has been ordered for 3 members. Replacement rope rescue gear has also been ordered.

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to accept the OH&S Reports.

CARRIED

6.4 Training Report³

One member has returned to the Department.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to accept the Training Report.

CARRIED

² OH&S Committee Meeting Minutes- April 1st, 2025

³ Deputy Chief Training Report

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Nothing to report.

7.2 Finance Committee

Trustee Hill suggested an increase to the Trauma Counselling budget line since it is over budget already for the year. Some years not much is used and other years it is well used.

7.3 Human Resources

Some items to be discussed in camera.

7.4 Health Centre Operations

Nothing to report. Dr. Losier met with CAO Somerville regarding cleaning protocols at the Health Centre she would like implemented related to accreditation. CAO Somerville will work with Nurse Fran on this moving forward.

7.5 Policy Committee

Policy Committee minutes March 25th, 2025 were presented.

DRAFT Employee Benefits Policy

Feedback was received from the Officers regarding the draft policy. Work will continue on the draft.

DRAFT Amended MIID Parties and Events Policy- to be discussed in camera.

Land Acknowledgement – Changes were made to the previous acknowledgment removing the word “unceded” as well as specific names. Will go into Mission/Vision Statement, not Policy. Will go onto website. “We respectfully acknowledge the Coast Salish People on whose traditional territories we live, work and gather.”

MOTION: Trustee Hill moved and Trustee Dearden seconded the motion to approve the land acknowledgment as presented.

CARRIED

Amended COVID Policy- changing the name to Pandemic Policy. Will go back to officers for clarification.

CAO Somerville and Trustee Hartman are planning on meeting to review some existing policies.

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

Next meeting May 20th Trustee Dearden expressed his frustration at the slow -moving process regarding the MOU.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion that the Board authorize CAO Somerville to spend up to fifteen thousand dollars to for satisfactory upgrades to the current building.

CARRIED

CAO Somerville will get quotes for the work. As this is a large increase not in the budget, it will come from the Reserves and CAO Somerville will have a meeting with the Board before proceeding.

MOTION: Trustee McKinnon moved and Trustee Hartman seconded the motion that the District be prepared to solely enter into an MOU with the BC Coroners Service in regard to the care and control of deceased persons on Mayne Island.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Trustee Delegate Reports as presented.

CARRIED

8. NEW BUSINESS

None

9. COMMUNICATIONS

To be discussed in camera.

10. NEXT BOARD MEETING DATES

AGM June 7th, 2025 at 10am.

Organizational Meeting following the AGM on June 7th.

11. TOWN HALL

None.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to go in camera at 2:03pm.

CARRIED

12. IN CAMERA

Approval of April 10th, 2025 Meeting Minutes

The Regular Board meeting was reconvened at 3:33pm.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 3:35 pm by motion made by Trustee McKinnon.

Approved:



Doug Hill, Chair



Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Thursday, May 15th, 2025 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

1. CALL TO ORDER

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

Regular Board Meeting- April 10th, 2025

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

Acceptance of AGM package

Trustee Nominations

6.2 Fire Department – Kyle Stobart, Fire Chief

Letter from Office of Fire Commissioner

Flyby Request Letter

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief

Occupational Health & Safety Committee Minutes, April 1st, 2025

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

7.2 Finance Delegate – Trustee Hill

7.3 Human Resources Delegate – Trustee Hartman

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

Policy Committee Minutes March 25th, 2025

DRAFT Employee Benefits Policy

DRAFT AMENDED MIID Parties and Events Policy

Land Acknowledgement – “We respectfully acknowledge the Coast Salish People on whose traditional territories we live, work and gather.”

7.6 Garbage Committee Delegate – Trustee Milne

7.7 Morgue Committee Delegate – Trustee McKinnon

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

AGM June 7th, 2025

11. TOWN HALL

12. IN CAMERA

Approval of Meeting Minutes April 10th, 2025.

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Wednesday, April 10th 2025@ 1:00pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Brian Dearden & Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Absent with Notice: Trustees Deb Milne and Bob McKinnon
Guests: Lindsay Allen, Mayne Island Health Centre Association
Tara Walker, British Columbia Emergency Health Services
Bill Jamieson, Mayne Island Volunteer Fire Fighter Association

1. CALL TO ORDER

The meeting was called to order at 10:03pm by Chairperson, Doug Hill.
The Chair asked everyone present to stand in a moment of silence in memory of Firefighter Lou Richard, who died recently- a sad loss for the department.
He gratefully acknowledged that the meeting is taking place on the traditional lands of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Agenda amended to move item 7.5 to item 3.1. to accommodate the Fire Chief's request to leave before a ferry.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of February 20th, 2025.

CARRIED

7.2 NOTICE OF MOTION DRAFT EMPLOYEE BENEFITS POLICY

Proposed amendments were reviewed to an existing employee benefits policy. The Board is looking for feedback on the amendments, in particular the process to be taken when an employee is in a deficit to those benefits. These amendments aim to clarify expectations of employer and employee. The intention is to consider feedback and vote on the revised policy at the next Board meeting.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

Email from the Office of the Fire Commissioner. This email will be in the meeting package next month and the Fire Chief will speak to it then.

6. REPORTS

6.1 Administrative & Finance Report¹

MOU

The draft MOU regarding Morgue Space was included in the package for Trustees to review. The parties involved are not yet ready to sign.

Audited Financial Statements

The annual audit report was presented with no concerns.

MOTION: Trustee Hill moved and Trustee Dearden seconded the motion to accept the 2024 Audited Financial Statements as presented.

CARRIED

Health Centre Tax Exemptions

A list of 2025 exemptions was circulated to Trustees. Exempt properties include the property beside the Church owned by the Anglican Diocese of Canada, all foreshores, as well as 3 water access properties.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the Health Centre Taxation Exemptions list as presented.

CARRIED

TAX SALE DATE

It is required by the Province that the District has a Tax Sale Date in the event of unpaid property taxes. CAO suggests November 12th 2025.

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the 2025 Tax Sale Date as November 12th, 2025.

CARRIED

AGM

AGM date set to June 7, 2025 at 10am.

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the Administrative and Financial Report.

CARRIED

6.2 Fire Department Report ²

Bill Jamieson inquired about the term TOS meaning “Time on Scene.” The numbers seem low. The Fire Chief clarified that it means the time it took to get to the scene of a call. It would be better to call it TTS or “Time To Scene.”

¹ Administrative & Finance Report

² Fire Department Report

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the Fire Chief's report.

CARRIED

6.3 Occupational Health and Safety Committee³

Annual Self-Contained Breathing Apparatus (SCBA) testing was done in February. Rope rescue gear being replaced as it has reached the maximum usage life. Review of fire emergency plan in the fire hall building.

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to accept the OH&S Reports.

CARRIED

6.4 Training Report⁴

February training focused mostly on Engine 3 familiarization. Two Critical Incident Stress Management (CISM) sessions happened to address the recent call that involved a deceased team member. Three members attended fire officer training in Metchosin. Red Cross First Responder training also happened in March.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to accept the Training Report.

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

No report.

7.2 Finance Committee

Nothing to report. Audited financials accepted.

7.3 Human Resources

No report.

7.3 Health Centre Operations

Trustees requested that they be kept informed about decisions about issues that may be controversial in the community and active in social media so Trustees may be aware if approached. Discussion around the well-attended Health Services Community Forum and the ongoing recruitment efforts for a doctor and nurse practitioner.

Health Centre cleaning contract renewal.

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to authorize the CAO to execute the Health Centre cleaning contract as presented.

CARRIED

8.5 Policy Committee

³ OH&S Committee Meeting Minutes- February 12th, 2025 and March 12th, 2025

⁴ Deputy Chief Training Report

Trustee Hartman updated the Board on the work of the committee. She is currently working on a Land Acknowledgement.

8.6 Garbage Committee

Nothing to report.

8.7 Morgue Committee

MOU already discussed.

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the Trustee Delegate Reports as presented.

CARRIED

9. NEW BUSINESS

None

10.COMMUNICATIONS

Call for nominations for AGM will be on website and in the Mayneliner. Discussion around an invitation to the community to see the new Engine 3.

11. NEXT BOARD MEETING DATES

May 15th, 2025

12.TOWN HALL

Tara Walker thanked the Fire Department for the extra training that they are doing for First Responders.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to go in camera at 10:52am.

CARRIED

13. IN CAMERA

Approval of January 21st, 2025 Meeting Minutes

The Regular Board meeting was reconvened at 11:20am.

14. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:23am by motion made by Trustee Dearden.

Approved:

Doug Hill, Chair
Recorded and Transcribed by J. Lawson

Date

Mayne Island Improvement District

ADMINISTRATIVE REPORT MAY 15TH, 2025

Board of Trustees,

The Call for Nominations was published in the May issue of the Mayneliner. The nominations are now closed and we have received two nominations for the two positions available. At the June 7th AGM Doug Hill and Robin Cleator will be elected by acclamation.

This will be Doug's third term and Robin's first term as a trustee for the improvement district. Robin is replacing Deb Milne who has been a trustee for 6 years. I would like to thank all of the trustees past and present for their dedication to the improvement district. This is a volunteer Board that can at times involve a lot of work without a lot of praise so thank you all for your valuable time and energy, you are appreciated.

It's tax time again, we finished mailing tax notices this week. If anyone has not received their Health Centre and Heliport Tax Notice, please call the office to receive a reprint. Taxes are due July 2nd the same day as the Provincial Rural Property Tax.

<u>Health Centre Tax Summary 2025</u>		
May 9 th , 2025		
	# of Properties	\$ Amount Outstanding
Current Year	1524	108,741.55
Arrears	208	10,056.84
Delinquent	36	2,044.11
Credit Balances	19	(6,966.54)
Total Outstanding		<u>\$113,875.96</u>

When taxes were run this year there were 30 delinquent properties who would be subject to tax sale if these taxes are not paid by July 2. Delinquent taxes are taxes owing to the improvement district for 24 months or longer. The nonpayment of taxes is usually due to failure to update your mailing address with BC Assessment. I encourage everyone to keep their mailing addresses up to date to avoid situations like this. BC Assessment has an online Change of Address Notification form available at https://eforms.bcasessment.ca/address_change_form.asp

Although there were 30 delinquent tax accounts last week, I have already done a lot of work to bring these accounts up to date and receive payment. I will continue to do so until payment has been received on all delinquent accounts. A tax sale is the last resort and the only recourse the improvement district has for nonpayment of taxes. At this time I am optimistic a tax sale will not be necessary.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 4, 2025)

Balance Sheet (Prd 4, 2024)

I acknowledge and respect the Coast Salish First Nations peoples on whose traditional territory I live, work and play as an uninvited guest. I honor them as the original stewards of this land.

Fire Department Report

To: **Board of Trustees**
CAO Sommerville
 From: **Fire Chief Kyle Stobart**



Date: MIID Board Meeting April 9th 2025
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 8				
MIFR attended 8 pager responses in April. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.T.S.	Responders
4 Apr	16:41	Brush Fire	:09	6
11 Apr	10:49	Alarm Activated	N/A	3
11 Apr	18:25	Duty Officer-open burn	:09	1
19 Apr	15:28	Motor Vehicle Incident	:14	12
23 Apr	22:48	First Responder	:15	6
27 Apr	20:08	Pubic Assist	:04	3
28 Apr	05:16	First Responder	:14	6
29 Apr	12:55	Duty Officer-open burn	:05	1

November/December Attendance:
Pager Responses: 74 hrs. Fire Practice: 116 hrs. Special training/Community Events: 0 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
23	23	4	0
A former firefighter has returned to service, we welcome him back. We will be planning a recruit drive later this year.			

Equipment and Apparatus
Engine 3 has arrived and been placed in service. We are now considering repurposing or selling Engine 1. All apparatus have had their Commercial Vehicle Inspection for the year.

News
DC Walker and myself met with the MI Conservancy on Edith point to highlight dangerous sections of trail identified during a serious emergency response in March. MI conservancy is now tasked with trail maintenance there. We are actively planning an improved Canada Day celebration, meeting with MI parks and MI Lions club members and reaching out to community groups for participation.

Fire Chief Kyle Stobart

VIA EMAIL

Ref: 673461

Katherine Somerville
Chief Administrative Officer
Mayne Island Improvement District
520 Felix Jack Road
Mayne Island BC
V0N 2J2
Email: ksomerville@mayneid.ca

Re: Improvement Districts and the Fire Safety Act

Dear Katherine Somerville:

You are receiving this letter because you administer a regional district that has an improvement district located in your region, or because you administer an improvement district that provides fire protection services in your community. This communication provides an update on improvement districts in the context of the *Fire Safety Act* (FSA) that was implemented on August 1, 2024.

The implementation of the FSA has been well received and supported by many municipalities, and regional districts, though as expected with new legislation there have been some concerns raised. The BC government, which includes the Office of the Fire Commissioner (OFC), has received requests from several improvement districts to amend the FSA to enable them to appoint fire investigators and fire inspectors. Before I share the BC government's position on this matter, I would like to provide some important context.

Consultations on the FSA began more than a decade ago. In 2022, the OFC resumed efforts suspended in 2019 by establishing a Single Standard of Fire Safety Working Group that includes representation from the Union of BC Municipalities (UBCM). The working group advanced its goals with the understanding that the statutory requirement to designate fire inspectors and fire investigators applies only to municipalities and regional districts that are collectively defined as local authorities under the FSA. The working group's focus was addressing regional districts' concerns regarding expertise and capacity to conduct fire inspections and fire investigations in their respective jurisdictions.

After extensive collaboration, the working group ultimately agreed on a model, outlined in the 'Regional District Inspections and Investigations Procedures' document, that reflects the requirement under the FSA for regional districts to designate fire inspectors and fire investigators, with a provision that the OFC will provide support for fire inspections and fire investigations upon request, at no cost. This means that for regional districts, there will be no fee

.../2

for service for any fire inspection, investigation, reporting in the OFC's Fire Inventory Reporting Evaluation System or travel expenses incurred by OFC staff. For reference, the procedures document can be found here: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/fire-safety/regional-districts-fire-inspection-investigation-procedures.pdf>.

The BC government has thoughtfully considered the improvement districts' request to be identified as a local authority under the FSA. Ultimately, the BC government is confident that regional district governance structures will allow elected decision-makers responsible for fire safety to balance the needs of their communities with the need to meet fire inspection and fire investigation requirements under the FSA. As such, the BC government is not currently considering any legislative changes or prescribing improvement districts as local authorities. The OFC encourages regional districts to collaborate and coordinate with those improvement district fire services that wish to conduct their own fire inspections and fire investigations and consider designating fire inspectors and fire investigators to operate within the improvement district boundaries.

For those regional districts and improvement districts requiring OFC support with fire inspections and fire investigations, the OFC will provide the service as agreed upon.

As the full implementation of the FSA moves forward, the OFC will continue to work with UBCM to ensure appropriate processes and resources are in place, revisited and modified as required.

Thank you again for the opportunity to respond to your requests. Should you have any questions, please contact Lori Cascaden, Director of Strategic Initiatives with the OFC at: lori.cascaden@gov.bc.ca.

Sincerely,



Brian Godlonton
Fire Commissioner



17 April 2025

Special Events
1 Canadian Air Division Headquarters
PO Box 17000 Stn Forces
Winnipeg, MB R3J 3Y5

Flyby Letter – Canada Day Celebration, July 1, 2025, Miners Bay Park, Mayne Island BC

The Mayne Island Improvement District is supportive of a flyby by Canadian Armed Forces aircraft as low as 500 feet, for the planned Canada Day Celebration being held at Miners Bay Park for transit, practice, and shows on July 1, 2025.

If you require any further information, please feel free to contact me at 250-539-5116

Sincerely,

Katherine Somerville
Corporate Administrative Officer,
Mayne Island Improvement District

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: MIID@shaw.ca

Web: miidonline.com

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, April 1, 2025

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant J. Lawson, Lieutenant R. Edwards

Absent: None

Guests: None

The meeting was called to order at 13:13 a.m. on April 1, 2025

1. Agenda:

K. Stobart moved, and R. Edwards seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. Previous Minutes of the OH&S Committee Meeting:

K. Somerville moved, and K. Stobart seconded the motion to approve the minutes of the previous meeting, as presented, held on March 12, 2025.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Replacement Rope Rescue Gear – K. Stobart

K. Stobart reported that the replacement rope rescue gear has been ordered.

b) New Turnout Gear – K. Stobart

K. Stobart reported that we are waiting for the turnout gear supplier to come to Mayne to measure the members for new turnout gear.

4. New Business:

None

Adjournment: The meeting was adjourned at 13:17 am on March 12, 2025.

5. Agenda for Next Meeting TBA.

Please submit any items you would like to include on next month's agenda to ewalker@mayneid.ca, telephone 250 539 5156, or drop them off at the fire hall.

The next OHS Meeting will be Tuesday, May 6, 2025 at 1:00 pm.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



A handwritten signature in dark ink, appearing to be "E. Walker", written over a horizontal line.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue

Deputy Chief's Report

May 2025

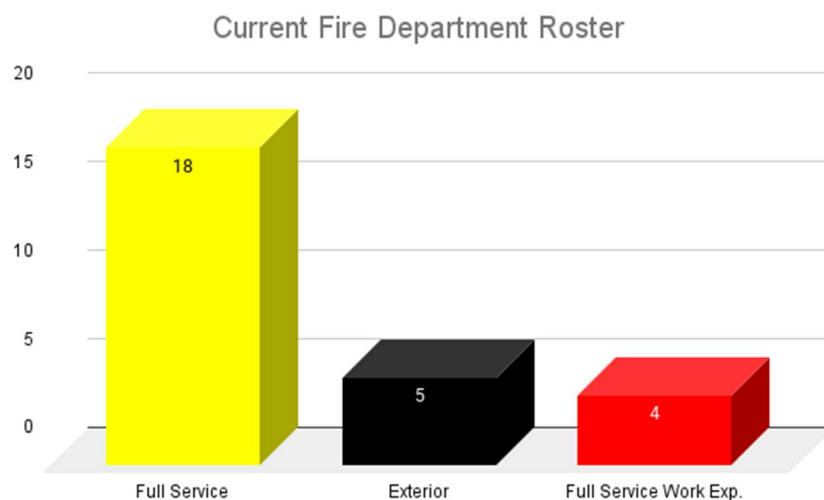


Training

In April, our fire practices focused on getting our members comfortable with the new Engine, Engine 3, which is now our primary response engine/pumper. Training sessions included essential skills such as driving, pump operation, and SCBA (self-contained breathing apparatus) deployment. Each session provided hands-on experience to ensure that all team members could effectively operate the engine and its equipment.

On April 22, a 3-hour Red Cross First Responder training session took place, focusing on the topics of airway management and respiratory emergencies. Attendees learned about the importance of maintaining an open airway and were trained in techniques for assessing breathing and identifying respiratory distress. The session included practical demonstrations on how to assist someone who is choking, as well as methods for positioning patients to ensure effective breathing.

In April, I completed two courses, *Fire Service Strategic Planning* and *Organizational Behaviour*. These courses are requirements for a *Certificate in General Fire Service Administration* and a *Certificate in Emergency Management*.



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Tuesday, March 25th 2025 at 1pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Chairperson Trustee Deb Milne, Trustees Bob McKinnon and Joey Hartman
Corporate Administrative Officer, Katherine Somerville
Administrative Assistant, Janelle Lawson
Fire Chief, Kyle Stobart
Deputy Fire Chief, Eric Walker

1. CALL TO ORDER

The meeting was called to order at 12:58pm by Chair Milne.

2. ADDITIONS TO AGENDA.

None

3. APPROVAL OF PREVIOUS MEETINGS MINUTES FEBRUARY 12TH, 2024.

Trustee McKinnon moves to approve.

4. POLICY REVIEW

Trustee Hartman will work on a Land Acknowledgement for the website and possibly to incorporate into the District's Vision Statement.

Trustees wish to amend the Vaccination Policy to be more generic, e.g. Pandemic Policy. Trustees will prepare a draft for the next Policy Committee meeting.

Trustee Hartman will work on all expenses policies to ensure clarity. Trustee Hartman will take on formatting and streamlining all policies to ensure consistency with definitions etc. CAO will forward suggested edits to Credit Card Policy and Purchasing Policy for review at the next Policy Committee meeting. Trustee Hartman offered to draft an appendix to chart out the policy for at-a-glance reference.

5. ATTENDANCE POLICY

Deputy Chief Walker presented a draft Attendance SOG for the Fire Department. It outlines the minimum attendance required to maintain training. Will be presented at the next Officers Meeting for feedback.

6. EMPLOYEE BENEFITS POLICY

CAO Somerville presented a draft Employee Benefits Policy. Will be presented at the April Board Meeting for a Notice of Motion and feedback for review and comment at the May Board Meeting.

7. PRIORITIES FOR THE NEXT MEETING

Employee Benefits Policy

Review of Parties and Events Policy

Review of Vaccination Policy

Review of Credit Card, Purchasing and Expense Reimbursement Policies

8. NEXT MEETING DATE

May 9th at 10am.

9. Adjourned at 2:08pm.

Approved:



Deb Milne, Chair

May 8/25
Date: 

Recorded and Transcribed by J.Lawson

Mayne Island Improvement District

Parties, Events & Social Gatherings Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) understands that parties and events are a component of any organization. Events sponsored and funded by MIID are used to celebrate recognized holidays and retirements, express appreciation for employees and volunteers, engage with the community and help to build and maintain camaraderie within the workplace.

This policy provides the necessary guidance to ensure that all parties, events and social gatherings associated with and paid for by MIID are inclusive, safe, responsible, and respectful.

DEFINITIONS

Employee: Anyone employed by MIID including administration and fire department staff, and paid on-call (POC) firefighters. Note: Contractors are not considered employees.

Volunteers: MIID Trustees, and volunteers other than volunteer firefighters.

External Guests: Additional guests may be invited with prior approval of the Trustees; spouses and partners, contractors, former employees and trustees, community representatives.

Party/Event/Social Gathering: any party, hospitality, social activity, or organized event outside of regular work or organized training, that is financed by the MIID including Mayne Island Volunteer Fire Department (MIVFD). Similar events may be held outside this policy but will not be funded by MIID.

GUIDELINES

Inclusive: The MIID believes in fostering an environment of equity and inclusion within the workplace. To be eligible for MIID funding, the event must be inclusive; invitations and the opportunity to participate must be:

- Provided to all MIID employees, unless exceptions are approved by the Trustees in advance; and
- Consistent with the BC Human Rights Code, which prohibits discrimination and harassment based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, and criminal conviction (in employment contexts). Exclusions related to any prohibited ground will be deemed to be discrimination and may result in disciplinary action. Complaints will be investigated.

Safe, Responsible and Respectful:

Work-related functions and events arranged by the organization are an extension of the workplace. MIID has a legal obligation to ensure the health and safety of its employees and guests, including during and after a work-related social event.

Improper conduct also has the impact of bringing the organization into disrepute.

Mayne Island Improvement District

Parties, Events & Social Gatherings Policy

It is therefore imperative that employees conduct themselves in a safe and proper manner. All attendees are expected to behave responsibly. The MIID organizers are responsible for monitoring conduct.

MIID will not pay for or reimburse costs related to any alcohol, cannabis or prohibited substances. Nor will any of these be consumed within the MIID grounds.

Adherence to relevant MIID policies and Mayne Island Volunteer Fire Department (MIVFD) standard operating guidelines is also required, including but not limited to:

- Drug and Alcohol Policy and Agreement
- Staff & Volunteer Confidentiality Agreement
- Fire Fighter Code of Ethics
- Workplace Bullying and Harassment Policy
- Grounds Usage Policy

Financial Accountability:

Only expenses that adhere to the following policies will be approved and/or reimbursed:

- Parties, Events and Social Gatherings
- Expense Reimbursement Policy
- Credit Card Policy
- Purchasing Policy

Expenses that have been accrued contrary to this policy may be denied, and if necessary, recovered through adjustments to future expense claims. In exceptional cases the MIID may deduct wages for recovery of unauthorized expenses using appropriate processes.

Exceptions:

With prior approval by the Trustees, MIID will fund events that do not fully adhere to this policy. Examples of reasons to consider exceptions include:

To spend more than the allocated budget in a fiscal year

To limit invitations to a specific group, with reasons

To include the costs associated with inviting external guests