



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, July 24th 2025 @ 10:00am

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

Present: Trustees Bob McKinnon, Brian Dearden, Robin Cleator & Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Guests: Abigail Hain, Lindsay Allan and Rob McFarlane (Mayne Island Health Centre Association), Tara Walker (British Columbia Emergency Health Services).

Absent with Notice: Trustee, Doug Hill

1. CALL TO ORDER

The meeting was called to order at 10:02pm by Chairperson, Bob McKinnon.

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve the minutes from the Board Meetings of May 15th and June 27th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Trustee Hartman inquired about the discussion at the previous Regular Board Meeting about the Fire Chief sending a letter to the Office of the Fire Commissioner re: getting re-certified to do fire safety inspections and investigations. Chief Stobart explained that will happen, it will just be a long process, therefore no point in sending the letter now. Trustee Hartman also inquired about the progress on the development of the facility for temporary storage of deceased persons. CAO Somerville said she has an update that she will give during her report.

5. CORRESPONDENCE

To be discussed in the CAO report.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville spoke to the large number of properties that have accidentally paid their Provincial taxes to the District. She urged tax payers to be careful when selecting the payee. There is one delinquent property still outstanding. CAO Somerville also spoke to the sharing of information with other taxing authorities to contact delinquent property owners. Village Point Improvement District has unfortunately stated they will no longer share tax payer contact information with other Improvement Districts. Discussion was held regarding the disposal of Engine 1 and budget ramifications if the District chooses to keep it.

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

CARRIED

6.2 Fire Department Report

Typo of months for accumulated hours- should be May/June, not November/December. Also, typo for number of Fire Practice Hours – should be 351 and not 3516.”

MOTION: Trustee Cleator moved and Trustee Dearden seconded the motion to approve The Fire Department Report as amended.

CARRIED

6.3 Occupational Health and Safety Committee²

The minutes of June 3rd, 2025 were presented. Replacement rope rescue gear is now in use. Three new sets of turnout gear have been ordered to replace those members’ that has expired. Trustee Hartman inquired about the issue of broken glass in the back parking lot.

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

CARRIED

6.4 Training Report³

Focus on wildfire suppression during the month of May. June focused on rope rescue. Spoke to the training conference. Lithium-ion batteries specifically are an emerging problem as they are difficult to extinguish if they catch fire.

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Already spoke to Engine 1 and letter to the Office of the Fire Commissioner.

7.2 Finance Committee

Nothing to report.

¹ Administrative & Finance Report

² OH&S Committee Meeting Minutes- June 3rd, 2025

³ Deputy Chief Training Report

7.3 Human Resources

Nothing to be discussed in this meeting.

7.4 Health Centre Operations

Abigail Hair spoke to the development of the Salish Sea Primary Care Network and the challenges that MIHCA is facing. They continue to recruit for a full-time doctor and Nurse Practitioner.

7.5 Policy Committee

Trustee Hartman and CAO Somerville are meeting to work on some housekeeping. The next meeting date will be set for some time in September.

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

Some items to be discussed in camera.

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

CARRIED

8. NEW BUSINESS

None

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

September 11th and October 15th at 10am.

11. TOWN HALL

None.

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to go in camera at 11am.

CARRIED

12. IN CAMERA

Approval of May 15th, 2025 Meeting Minutes

The following motions were lifted from the in camera session:

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to increase the approved spending limit of the facility for the temporary storage of deceased persons to compensate for the higher electrical cost because of BCEHS' caveat to use their approved electrician (Up to \$17,000).

CARRIED

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to authorize the CAO to proceed with the electrical work needed at BCEHS station.

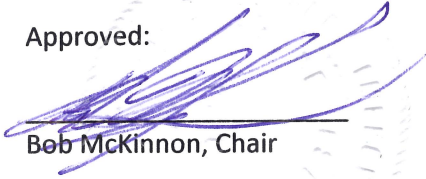
CARRIED

The Regular Board meeting was reconvened 11:18am.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:19am by motion made by Trustee Cleator.

Approved:



Bob McKinnon, Chair

Recorded and Transcribed by J. Lawson

11-9-2025
Date



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Thursday, July 24th, 2025 @ 10:00 am
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- May 15th, 2025

Organizational Meeting – June 27th, 2025

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes, June 3rd, 2025

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon/Cleator

7.2 Finance Delegate – Trustee Hill

7.3 Human Resources Delegate – Trustee Hartman/Cleator

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Hartman/Cleator

7.6 Garbage Committee Delegate – Trustee McKinnon

7.7 Morgue Committee Delegate – Trustee McKinnon/Dearden

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

TBD

11. TOWN HALL

12. IN CAMERA

Approval of Meeting Minutes May 15th, 2025.

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, May 15thth 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

Board of Trustees Organizational Meeting Meeting Minutes

Date: Saturday, June 7th, 2025 @ 10:00 am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Brian Dearden & Robin Cleator
Katherine Somerville, Corporate Administrative Officer
Janelle Lawson, Administrative Assistant
Absent with Notice: Trustee Joey Hartman

1. CALL TO ORDER

The meeting was called to order at 10:27 am by Katherine Somerville, Corporate Administrative Officer.

2. ELECTION OF CHAIR & DEPUTY CHAIR

The election was chaired by CAO Somerville. Nominations for Chairperson were requested.

Trustee McKinnon nominated Trustee Hill.

Trustee Dearden seconded the nomination.

Trustee Hill was elected as Chair by acclamation.

Trustee Hill accepted the nomination.

Nominations for Deputy Chairperson were requested.

Trustee Hill nominated Trustee McKinnon.

Trustee Dearden seconded the nomination.

Trustee McKinnon was elected as Deputy Chair by acclamation.

Trustee McKinnon accepted the nomination.

3. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

- Addition of Morgue Committee Delegates.
- Remove approval of meeting Minutes of May 15th- not completed yet.

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

CARRIED

5. BOARD REORGANIZATION

I. Confidentiality Agreement

Trustee Cleator to sign.

II. Trustee Handbook

Updates for contact information provided.

III. Banking Resolution & Signing Authorities

Trustee Milne needs to be removed as a banking authority, and Trustee Cleator needs to be added. CAO Somerville will also request a banking fob/token for Trustee Cleator.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to remove Trustee Milne from signing authority and add Trustee Cleator to signing authority as outlined in the letter presented.

CARRIED

NEXT BOARD MEETING DATES

Board meetings will continue to be held on the third Thursday of the month.

The next MIID Regular Board Meeting will be July 24th, 2025 at 10am.

6. APPOINTMENT OF TRUSTEE DELEGATES

The following Trustee appointments were made:

- Finance Delegate -Trustee Hill.
- Firehall Operations Delegate -Trustee McKinnon will do three months and then Trustee Cleator will take over.
- Health Centre Delegate -Trustee Dearden.
- Human Resources Delegate - Trustee Hartman and Trustee Cleator.
- Garbage Committee – Trustee McKinnon.
- Policy Committee – Trustee Hartman and Trustee Cleator.
- Morgue Committee – Trustee Dearden and Trustee McKinnon.

Discussion around progress on the temporary storage for deceased persons.

Policy and Morgue Committee meeting dates to be determined.

7. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 10:52 am by motion made by Trustee McKinnon.

Approved

Doug Hill, Chair

Date:

Recorded and Transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT JULY 24TH, 2025

Dear Board Members,

During this year's tax process, 30 properties were identified as delinquent and subject to tax sale if outstanding taxes are not paid by July 2. Delinquent taxes are defined as those unpaid to the Improvement District for 24 months or longer. In most cases, delinquency results from property owners failing to update their mailing address with BC Assessment.

To help avoid these situations in the future, I strongly encourage everyone to keep their mailing address current. BC Assessment provides a convenient online Change of Address Notification form, which can be Accessed here:

https://eforms.bcasessment.ca/address_change_form.asp

Since the 2025 taxes were run, the number of delinquent accounts has decreased from 30 to 4. A tax sale is a last resort and remains the only recourse available to the Improvement District for recovering unpaid taxes. We are actively working to resolve these outstanding accounts and hope to avoid proceeding with a tax sale. I will update the Board once all delinquent accounts have been cleared.

In addition, I have been in contact with PHSA regarding the request for additional power access at the ambulance station to support the Temporary Deceased Persons Storage Facility. I have submitted all required documentation and am currently awaiting their decision. I remain optimistic that the connection will be approved.

Following an extended "vacation" from the office, I am currently catching up on outstanding tasks and will be shifting focus to preparing the draft budget. I understand there are several items that need to be reviewed with staff and trustees before budget planning can move forward. I hope we can prioritize these discussions in advance of any formal budget meetings to ensure a smooth and transparent budget process with no unexpected issues.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Health Centre Tax Summary 2025

July 20th, 2025

	# of Properties	\$ Amount Outstanding
Current Year	258	17,695.56
Arrears	83	3,713.72
Delinquent	8	278.61
Credit Balances	67	(58,148.59)
Total Outstanding		<u>\$36,460.70</u>

Attachments:

FD & HC Budget vs. Actual (Prd 6, 2025)

Balance Sheet (Prd 6, 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 July 24th 2025
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 8				
MIFR attended 20 pager responses in May and June. See breakdown below, T.T.S. refers to time to scene in minutes.				
Date	Time	Type	T.T.S.	Responders
May 3 rd	14:51	DO-open burn complaint	:04	1
May 5 th	15:48	First Responder	:20	10
May 10 th	18:08	First Responder	:12	4
May 12 th	04:57	First Responder	:15	5
May 16 th	16:50	Motor Vehicle Incident	:15	10
May 17 th	08:02	First Responder	:17	4
May 19 th	09:20	First Responder	:16	6
May 20 th	14:52	First Responder	:18	9
May 22 nd	22:29	First Responder	:16	8
May 22 nd	23:52	First Responder	:18	5
May 23 rd	21:39	First Responder	:14	5
June 8 th	09:04	First Responder	:15	3
June 8 th	19:52	Motor Vehicle Incident	:16	11
June 14 th	13:35	Motor Vehicle Incident	:11	7
June 14 th	13:51	DO-Public Assist	:09	1
June 14 th	14:21	DO-Open Burn Complaint	:08	3
Jun 17 th	03:40	First Responder	:17	2
June 20 th	14:09	BCAS Emergency Assist	:09	8
June 20 th	22:03	First Responder	:18	3
June 24 th	17:12	DO-Open Burn Complaint	:09	1

November/December Attendance:
Pager Responses: 218 hrs. Fire Practice: 3516 hrs. Special training/Community Events: 16 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
23	23	4	0
There has been no change in personnel numbers, we are planning a recruit drive this fall.			

Equipment and Apparatus
We have had no interest in Engine 1 to date, we have re-equipped it to respond to wildland interface fires.

News
I attended the Fire Chief's Association of BC June 8th through 12th In addition to attending AGM meetings, zone and sector meetings, and keynote speakers, I attended teaching sessions including Mental Health support and Compensation in the Paid-on-Call sector of the Fire Service. On Friday June 13th I attended a wildfire preparedness meeting in Victoria.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, June 3rd, 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 11:02 a.m. on June 3rd, 2025

1. Agenda:

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

CARRIED UNANIMOUSLY

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

K. Somerville moved, and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held on May 7, 2025.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Replacement Rope Rescue Gear – K. Stobart

K. Stobart reported that the rope order has arrived and will be put into service shortly.

b) New Turnout Gear – K. Stobart

K. Stobart reported that three new sets of turnout gear have been ordered to replace members' expired gear.

4. New Business:

a) Broken Glass in Back Parking Lot – R. Edwards

R. Edwards reported broken glass from the auto extraction training vehicles in the back parking lot and said that members should not break the glass outside training evolutions.

ACTION ITEM – E. Walker will instruct all members not to damage the auto extrication vehicles outside of training.

Adjournment: The meeting was adjourned at 11:12 am on June 3rd, 2025.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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, July 8th, 2025, at 1:00 pm.

A handwritten signature in black 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 July 2025

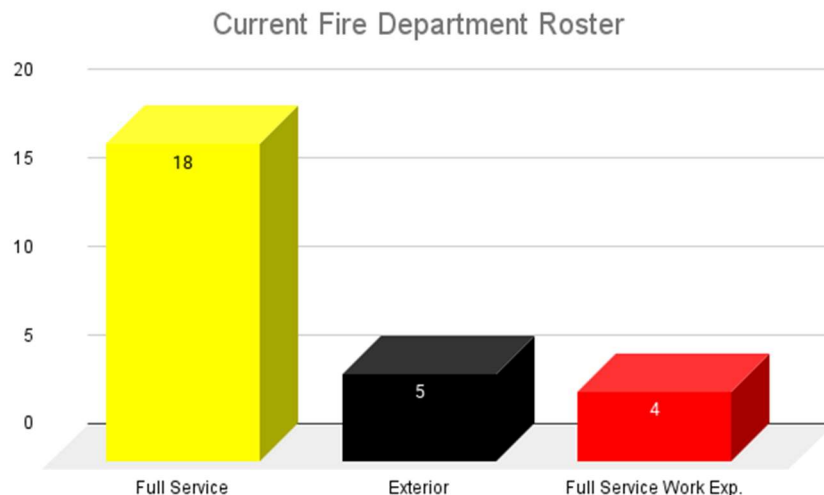


Training

In May, the focus of fire practice was forest fire suppression. This included re-familiarizing ourselves with the use of the forestry gear and equipment. This training concluded with a training scenario.

Also in May, I attended the annual BC Fire Training Officer Association training conference. This year, the conference was held in Penticton. These conferences facilitate collaboration and the exchange of training strategies among various fire departments throughout B.C. Over three days, I attended courses focused on lithium battery safety, fire dynamics, managing fireground stress, and interagency operations.

June's training focused on technical rope rescue. Technical rope rescue requires a wide range of skills and effective teamwork to ensure successful outcomes. Three practices were dedicated to rope rescue and also concluded with a scenario at Dinner Bay Park.



Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Eric Walker".

Eric Walker – Deputy Fire Chief & Training Officer