



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, May 18, 2021 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Doug Hill, Bob McKinnon, Deb Milne
Trustee Wayne Peace (by telephone)
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Hailey Flynn, Administrative Assistant

1. CALL TO ORDER

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

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the agenda as circulated. CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of April 20, 2021. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

- i. Electronic Mail Policy & Agreement
CAO Somerville stated that the policy requires all users of MIID email addresses to include the legal disclaimer statement to outgoing messages. The trustees will sign the policy & agreement and add the disclaimer to their email signature.
- ii. Tax Sale Date
Although a tax sale is not anticipated, a date must be decided and set by the Board. CAO Somerville suggested Wednesday, October 20, 2021 and the trustees agreed.

¹ Administrative & Finance Report

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to set the annual tax sale date for October 20, 2021. CARRIED

iii. Health Centre

CAO Somerville reported on the ongoing issues with the Health Centre water system. The plumbers are working on the problems and alterations to the system are being made. She also stated that there will be an upcoming outdoor pavement painting project to update off-limit and parking areas.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the Administrative & Finance Report. CARRIED

6.2 Fire Department Report²

Fire Chief Stobart elaborated on the Fire Department Report. He commented on how the Department determines the fire danger rating and why sometimes it differs from neighbouring islands. The reports from three neighbouring weather stations in Victoria, Salt Spring Island and Saturna Island is averaged out and used to determine the fire danger rating for Mayne Island.

Trustee Milne asked if the overhead doors were fixed. Chief Stobart reported that there are still some malfunctioning parts. The doors are no longer under warranty.

Trustee Dearden asked if there was anticipation of a repeat of last years' burning closure due to COVID-19. Chief Stobart reported that this was an initiative undertaken by the Ministry of Environment and Climate Change and that it is not anticipated this year.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to accept the Fire Department Report. CARRIED

6.3 Occupational Health and Safety Committee Report³

Chief Stobart presented the minutes from the meeting of April 7, 2021 as submitted. He reported that the danger trees are due for removal when the tree removal company is back in service after a break.

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

7. TRUSTEE DELEGATE REPORTS

7.1 Health Centre Operations Delegate

Trustee Milne reported that VIHA came to the Health Centre to check for lead content. Officials checked every water supply in the building and reports are not available yet.

² Fire Department Report

³ OH&S Committee Meeting Minutes – April 7, 2021

She brought forth the request from the doctor for staff to not mow the lawn on days when she is in the office. A discussion was held regarding possible alternatives. Chief Stobart stated that an attempt will be made to comply with the request but it is unfeasible to make a guarantee.

7.2 Fire Hall Operations Delegate

Trustee Delegate McKinnon reported that he will be meeting with the staff after the board meeting to discuss maintenance for the fire hall and property.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to accept the Trustee Delegate Reports. CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

Trustee Hill reported that he forwarded an email from VPID to Chief Stobart regarding private water supply in Village Point. Chief Stobart stated that unfortunately the Department was not able rely on private holding tanks.

Trustee Dearden asked about the dry hydrant program. Chief Stobart stated that there are five dry hydrants on the island and other potential locations are being assessed.

10. NEXT BOARD MEETING DATES

June 15, 2021 at 1:00 pm – Regular Board Meeting

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:26 pm by motion made by Trustee Dearden.

Approved:


Doug Hill, Chair

June 15, 2021
Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – MAY 18TH, 2021

Although the community has been quiet due to the provincial health orders, the office has been anything but. Last month there was a water system failure at the Health Centre and recently there was another. Since the system was installed, it has been problematic. After some investigation I am hopeful we have now discovered the source of the problem. Plumbing modifications were made earlier this week. I would like to thank the tenants for their patience while we worked to solve the problem.

In follow up to the identified liability and safety concerns related to guests on the MIID property, I have been preparing to repaint the parking lot lines at the Health Centre and Fire Hall to illustrate the off-limit areas near the Heliport and around the property. stenciled “disabled parking” and “no parking” graphics will be painted. In addition to this I have arranged to relocate the large concrete picnic table from the Heliport area to a safer more suitable location near the driveway entrance to the Health Centre.

I have not yet received the Inspector approval on the 2021 taxation bylaw. I have been assured it is forthcoming, based on this I intend to run taxes the week of May 17 and hope to have the notices out by the end of the week. At this time there are 18 remaining properties that may be eligible for tax sale if the taxes remain unpaid on July 2.

In the interest of expedience, I will provide the Board with some options related to choosing an appropriate tax sale date. A tax sale date must be determined each year; however, this does not mean that there will necessarily be a tax sale. As always I would like to avoid a tax sale and so we will prepare another letter for the remaining delinquent property owners that will clearly outline the process and encourage payment. Once notice of tax sale has been made to the property owner all related costs including legal fees are borne by the property owner.

The financial statements were forwarded to the Ministry and a copy was added to the District’s website, miidonline.com.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

<u>Health Centre Tax Summary 2021</u>		
At May 13, 2021		
	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	250	7,769.75
Delinquent	37	1,038.86
Credit Balances	72	(1,374.28)
Total Outstanding		<u>\$7,434.33</u>

Attachments:
FD & HC Budget vs.
Actual (Prd 4, 2021)
Balance Sheet (Prd 4,
2021)
Action Items:
Motion/Approval



Fire Department Report

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



Date: MIID Board Meeting May 18th 2021
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms: 8

The 8 fire department responses in April consisted of 3 duty officer pages, 2 First Responder 1 brush fire, 1 for a structure fire and 1 motor vehicle incident.

Date	Time	Type	T.O.S.	Responders
Apr 3 rd	17:06	Motor Vehicle incident	:04	15
Apr 4 th	11:22	First Responder	:15	5
Apr 7 th	14:33	DO-open burn complaint	:02	1
Apr 9 th	20:31	Structure Fire	:09	17
Apr 14 th	08:10	First Responder	:10	5
Apr 23 rd	12:06	DO-open burn complaint	:06	1
Apr 24 th	13:13	Brush Fire	:10	15
Apr 24 th	19:41	DO-open burn complaint	:10	1

Response

Call volume is trending upwards and MIFR is ready to respond with protocols to minimize potential COVID exposure to the public and to the membership.

Attendance

Pager Responses: 120 hrs. Fire Practice: 141 hrs. Special training/Community Events: 25 hrs.

Practice and education

April practice focused on wildland firefighting.
First Responder practice focused on traumatic (chainsaw) injuries.
For the balance of the year most practice nights will involve scenario based training incorporating fire fighter and first responder skills ie: person injures themselves with chainsaw and subsequently starts a brush fire, auto extrication with spinal stabilization etc.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
25	24	1	10
One member has resigned for personal reasons, he has stated his intent to re-apply in the future.			

Equipment and Apparatus
<p>Our new SCBA packs have arrived and are in service. The membership is excited to have new improved and reliable air supply (see video below). The 3M safety specialist for our area has attended our hall and delivered an overview to the senior officers.</p> <p>Our fire hall annual fire safety inspection has been completed for 2021.</p> <p>We have had issues with 2 of our overhead bay doors, they have now been serviced.</p>

News
<p>Warmer weather has arrived and the senior officers will be monitoring the fire danger and updating signage and our website as conditions change.</p>

Fire Chief Kyle Stobart



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Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday April 7th, 2021

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, Firefighter D. Beer

Absent:

CAO K. Somerville, Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 10:15 hours, April 7th, 2021

1. Agenda:

K. Stobart and D. Beer seconded the motion to adopt the agenda as with additions.

CARRIED UNANIMOUSLY

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

K. Stobart and D. Beer seconded the motion to approve the minutes of the previous meeting, as distributed, held February 10th, 2021.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Danger Trees in Rear Parking Lot Area – K. Stobart**

K. Stobart reported that a contractor has been contacted about the removal of the danger trees in the rear parking area. Work is to commence in the near future when the contractor has availability.

b) **Fire Practice Attendance – K. Stobart**

K. Stobart reported that the small number of fire fighters whose practice attendance has been lacking have been spoken to and that they have made commitments to improve their attendance.

4. New Business:

a) **Radio Holders in Tender 3**

E. Walker reported that the radios in Tender 3, which are currently stored in the cup holders, are not secure and have fallen out while driving. D. Beer suggested a plastic sleeve be used to hold the radios more securely. **ACTION ITEM – K. Stobart to make and install radio holders in Tender 3.**

Adjournment: The meeting was adjourned at 10:25 hours, April 7th, 2021.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday May 4th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary