



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, July 19, 2022 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Doug Hill, Debra Milne & Wayne Peace
Katherine Somerville, Corporate Administrative Officer
Eric Walker, Deputy Fire Chief
Hailey Flynn, Administrative Assistant

Absent with Notice: Bob McKinnon, Trustee
Kyle Stobart, Fire Chief

1. CALL TO ORDER

The meeting was called to order at 12:56 pm 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 Milne nominated Trustee Hill. Trustee Dearden seconded the nomination. Trustee Hill was re-elected as Chair by acclamation. Trustee Hill accepted the nomination.

Nominations for Deputy Chairperson were requested. Trustee Peace nominated Trustee McKinnon. Trustee Milne seconded the nomination. Trustee McKinnon was re-elected as Deputy Chair by acclamation. Trustee McKinnon accepted the nomination prior to the meeting.

3. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

CAO Somerville requested to add correspondence from the Mayne Island Recycling Society and the Vaccination Policy for discussion.

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

4. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of May 30, 2022. CARRIED

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to approve the draft minutes from the AGM of June 27, 2022 for distribution. CARRIED

5. BOARD ORGANIZATION

I. Confidentiality Agreement

The confidentiality agreement was reviewed.

II. Trustee Handbook

The trustees were reminded they have trustee handbooks for reference.

III. Banking Resolution & Signing Authorities

The Board agreed to continue with the same signing officers.

IV. Board Meeting Dates

Trustees agreed to schedule regular board meetings on the third Tuesday of each month.

V. Appointment of Trustee Delegates

The trustees requested to maintain the current committee delegates.

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

7. CORRESPONDENCE

i. Julianna Losier re. Lawn Cutting

No response was received since the last correspondence related to noise. Trustees agreed that no further action was warranted at this time.

ii. Mayne Island Recycling Society re. Business Membership

A letter was dropped off at the office for MIID and MIFR regarding a requirement for sliding-scale annual membership for commercial businesses. MIID & MIFR are not commercial businesses, and any additional costs would eventually be borne by the taxpayer. CAO Somerville will reply to the Recycling Society to discuss.

8. REPORTS

6.1 Administrative & Finance Report¹

i. Delinquent Health Centre Taxes

CAO Somerville reviewed her report and updated the Board on the delinquent tax accounts.

ii. Finance Questions

A discussion was held regarding operating expenses.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the Administrative & Finance Report. **CARRIED**

¹ Administrative & Finance Report

6.2 Fire Department Report²

Fire Chief Stobart submitted his report to the Board in the meeting package. Deputy Chief Walker was asked to elaborate on the report related to “Alarms.”

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the Fire Department Report. CARRIED

6.3 Occupational Health and Safety Committee Report³

The minutes of May 10, 2022 were submitted in the board meeting package. Deputy Chief Walker was asked to elaborate on PPE requirements.

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

9. TRUSTEE DELEGATE REPORTS

None.

10. NEW BUSINESS

None.

11. COMMUNICATIONS

None.

12. NEXT BOARD MEETING DATES

August 16, 2022 at 1:00 pm – MIID Regular Board Meeting

13. IN CAMERA

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to go into an in camera session at 1:24 pm. CARRIED

The regular board meeting reconvened at 1:33 pm.

14. OTHER BUSINESS

None.

15. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:33 pm by motion made by Trustee Milne.

² Fire Department Report

³ OH&S Committee Meeting Minutes – May 10, 2022

Approved:


Doug Hill, Chair

SEPT 22, 2022
Date:

Recorded and Transcribed by H. Flynn

Katherine Somerville

From: Katherine Somerville
Sent: June 8, 2022 2:10 PM
To: Dr. Juliana Losier
Cc: Deb Milne; Doug Hill; Wayne Peace; Bob McKinnon; Brian Dearden; sally manson; Lindsay Allan
Subject: RE: Letter to MIID Chair

Hi Juliana,

Thank you for your letter. I will include it in the next regularly scheduled Board meeting for discussion by the Board. The Board has discussed your concerns on this subject in the past and unfortunately we are constrained by weather, working hours and of course emergencies. I can tell you we make every effort to cause as little disturbance as possible.

Kind Regards,

Katherine Somerville

CORPORATE ADMINISTRATIVE OFFICER | MAYNE ISLAND IMPROVEMENT DISTRICT | 520 FELIX JACK ROAD, MAYNE ISLAND
BC V0N 2J2 | 250.539.5116 | ksomerville@mayneid.ca

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From: Doug Hill <Dhill@mayneid.ca>
Sent: June 8, 2022 1:54 PM
To: Katherine Somerville <ksomerville@mayneid.ca>
Subject: Fwd: Letter to MIID Chair

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Begin forwarded message:

From: "Dr. Juliana Losier" <drjulianalosier@gmail.com>
Date: June 8, 2022 at 1:35:11 PM PDT
To: Doug Hill <Dhill@mayneid.ca>
Cc: Wayne Peace <Wpeace@mayneid.ca>, Bob McKinnon <Bmckinnon@mayneid.ca>, Deb Milne <Dmilne@mayneid.ca>, Brian Dearden <Bdearden@mayneid.ca>, Lindsay Allan <lindsayallan100@gmail.com>, sally manson <sally-maka@hotmail.com>
Subject: Letter to MIID Chair

Dear MIID Chair and Trustees,

I hope this letter finds you all well.

These past years of COVID have been very difficult for everyone and all the more so for the front-line workers at the Health Centre.

We are still under constant pressure and need a peaceful environment to provide the best possible health care to the community.

We are unable to perform our jobs when the decibels created by lawnmowers and whipper snippers in close proximity make it impossible to understand anyone on the phone, and the noise levels add more stress to all of us working in the clinic.

I am appealing to you to limit the use of noise-producing grounds-keeping equipment to hours when the clinic is closed (before 9 am, after 5 pm and on weekends and whenever an ambulance is parked outside the emergency room).

We sincerely hope you are willing to agree to these simple boundaries out of respect and compassion for clinic staff and our patients.

I appreciate your time and would be happy to discuss this further if you have any questions or concerns.

I look forward to hearing from you.

Thank you.

Dr. Juliana Losier

Dr. Juliana Losier

(she/ her) MD CCFP

Rural Family Medicine

UBC Clinical Faculty

I acknowledge that I live and work on S,ᑭᑦᑦᑦᑦ, known now as "Mayne Island" which is an ancestral, traditional, and unceded gathering place of many Coast Salish peoples, specifically that of the W̱SÁNEĆ, Hul'qumi'num, Stz'uminus, Quw'ustun, and s̓c̓əwəθənaʔtəməxʷ (Tsawwassen) Nations. I am honoured to work in a place with such a rich and meaningful history.

To Mayne Island Businesses

July 15, 2022

Re: Recycling Society Business Memberships 2022

As you may know, the Mayne Island Recycling Society is contracted to collect recycling material from **non-commercial** sources on Mayne Island. We are **only** funded for collecting household recycling. As a service to our business community, we have always collected business recycling which we intend to continue if it is financially feasible. Accepting business recycling has to date been a net cost to the Society, and it is our intention to eliminate this net cost.

We would like to thank you for:

- 1) Sorting your recycling before you arrive at the depot.
- 2) Ensuring all recycling is clean.
- 3) Bringing recycling to the depot on Fridays **from 2-3 pm only**. We will also try and accommodate your needs outside of regular depot hours (usually before the depot opens) if you contact us in advance, but we will no longer permit businesses to come to the depot during the hours reserved for the general public.

Before the Covid-19 pandemic, we had established a sliding scale business membership fee structure based on the volume of materials recycled by each business. To support local businesses, we suspended that membership fee for two years during Covid. But because of the costs to the Society of this program, it is necessary to reinstate a business membership fee. Effective August 15, 2022, we will require that each business using the recycling depot purchase an annual business membership as follows:

Heavy usage:	\$750
Medium usage:	\$375
Light usage:	\$150

While these fees represent an increase over the pre-pandemic rates, they will allow us to come close to offsetting the costs involved as well as partly making up for the free service provided during Covid. We note that a number of other Southern Gulf Island recycling depots do not permit any business recycling in part because of these cost issues.

Many businesses provide us with services and/or goods that we greatly appreciate. If you are one of those businesses, we will adjust the level of the membership fee accordingly provided you contact us to indicate your level of support in 2022.

We are a non-profit organization with registered charitable status and if anyone would like to make a donation, we will gladly provide a charitable tax receipt. A receipt for your membership will also be provided.

We request that business memberships be purchased no later than August 15th in order to continue your access to the depot.

Thank you for your cooperation. Questions and concerns can be addressed to mayneislandrecycling1@gmail.com.

Sincerely

Board of the Mayne Island Recycling Society

Mayne Island Improvement District

ADMINISTRATIVE REPORT – JULY 19TH, 2022

The first meeting after the AGM requires the Board to appoint the Chair and delegate roles. Bob will not be at the meeting but has requested to stay on as the Deputy Chair.

Now that the tax due date has passed it is time to focus on the delinquent tax accounts. A delinquent tax account is any account that has unpaid taxes for 24 months or longer. Letters were sent to those accounts that would be delinquent if the taxes remained unpaid this year. At this time there are 7 delinquent accounts however, of those I have now received 4 notifications of payment from the taxpayer.

Since there is nothing in the legislation to allow for the Province to collect on our behalf as they do for the Fire Department and because the District is authorized by the Letters Patent to levy taxes for the purposes of providing a Health Centre and Heliport, the District directly levies these taxes. Without this taxation there would be no Health Centre or emergency medical heliport.

Many of the delinquent accounts have been on the list before. This is unfortunate because ultimately these accounts are costing all taxpayers on Mayne Island. According to the Local Government Act, **the only recourse the District has to collect on unpaid taxes is a tax sale**. I urge taxpayers to keep their mailing addresses up to date and to contact the District if they don't receive a tax notice.

A proposal was sent to Island Health related to the lease renewal at the Health Centre. I have not received a response yet.

Payment was received for the outstanding cost recovery invoice.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 4, 2022)
Balance Sheet (Prd 4, 2022)

Action Items:

Bylaws/Contract

Health Centre Tax Summary 2022

July 17, 2022

	# of Properties	\$ Amount Outstanding
Current Year	307	18,254.68
Arrears	134	4,551.02
Delinquent	27	558.93
Credit Balances	47	(12,604.35)
Total Outstanding		<u>\$10,760.28</u>

Fire Department Report

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



Date: MIID Board Meeting July 19th 2022
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms: 23

May and June saw MIFR respond to 23 pager responses.
See breakdown below, TOS refers to time to scene in minutes.

Date	Time	Type	T.O.S.	Responders
May 4	18:57	First Responder	:13	7
May 6	21:16	Smoke sighting	:14	7
May 7	14:13	BCAS assist	:12	4
May 8	17:57	First Responder	:17	7
May 11	09:58	BCAS assist	:12	5
May 12	23:10	First Responder	:20	3
May 24	14:49	Duty Officer-Open burn	:03	1
May 25	13:01	Duty Officer-Open burn	:10	1
May 29	15:45	BCAS assist	:17	9
May 31	20:05	Public assist	:48	1
June 2	12:43	BCAS assist	:10	2
June 6	22:10	BCAS assist	:16	3
June 7	13:20	Duty Officer-Open burn	:07	1
June 8	11:37	Duty Officer-Open burn	:07	1
June 9	15:31	First Responder	:10	4
June 11	12:35	First Responder	:18	4
June 11	06:21	Duty Officer-Open burn	1:09	1
June 12	17:52	First Responder	:10	3
June 12	18:08	Smoke sighting	:12	5
June 13	11:49	Duty Officer-Open burn	:06	1
June 28	19:31	First Responder	:09	3
June 29	15:13	Duty Officer-Open burn	:08	1
June 30	09:24	First Responder	:07	6

Response

Emergency response numbers have been increasing to seasonal norms. As always MIFR is ready to respond 24/7.

Attendance

Pager Responses: 154 hrs. Fire Practice: 204 hrs. Special training/Community Events: 181 hrs.

Practice and education			
Active personnel	Firefighter 1 & 2 and Exterior	First Responder	Recruits in training
16	15	1	8
<p>MIFR had one firefighter resignation in May. We still have sufficient numbers to maintain our FUS grading and respond to all emergencies.</p> <p>2022 recruits are on schedule to receive their pagers and join the achieve the rank of Firefighter in August.</p>			

Equipment and Apparatus
<p>Ground ladders have been tested for the year and all have remained certified.</p> <p>SCBA compressor has been serviced for 2022- next service 2024.</p> <p>SCBA to be flow tested in July.</p>

News
<p>MIFR taught fire extinguisher training at our local ferry terminal, conducted traffic control at the latest Covid vaccine clinic, and applied water to the school kids on the last day of school.</p>

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday May 10th, 2022

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Fire Fighter R. Edwards

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 13:24 hours, May 10th, 2022

1. Agenda:

R. Edwards moved and K. Somerville seconded the motion to adopt the agenda with additions.

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 distributed, held April 13th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Canvas Membership about Safety Concerns – K. Stobart**

K. Stobart stated that the members were encouraged to bring forward any safety concerns to any OH&S committee member and that he would again remind them during next practice.

4. New Business:

a) **Proper PPE During Hall Duties – R. Edwards**

R. Edwards reported that during the last hall duty work session, several of the new members were observed working without adequate PPE. K. Stobart stated that the officers will be reminded to ensure that all members are wearing adequate PPE during all activities at the next officers' meeting. K. Stobart also stated that the members will also be reminded to wear adequate PPE at the next fire practice. **ACTION ITEM – officers to be reminded to ensure that all members are wearing adequate PPE during all activities at the next officers' meeting; members to be reminded to wear adequate PPE at the next fire practice.**

b) **Ladder / Equipment Storage – K. Stobart**

K. Stobart reported that the large ladders and other equipment in the apparatus bays pose a tripping hazard. K. Stobart suggested that the OH&S committee walk through the apparatus bay and come up with a plan to store the ladders and other equipment more safely. After the walk-through, the committee decided that the ladders and equipment could be stored