



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Friday, February 20thth 2026@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Joey Hartman, Trustee

Guests: Rob McFarlane and Mayne Island Health Centre Association (MIHCA).
Tara Walker, British Columbia Emergency Health Services (BCEHS) & (MIHCA).

1. CALL TO ORDER

The meeting was called to order at 9:59am by Chairperson, Doug Hill.
He gratefully acknowledged that the meeting is taking place on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of January 22nd, 2026.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

The CAO updated the Board on the recent conversation with the RCMP Sergeant regarding space at the firehall. A list of questions will be compiled, and a meeting will be scheduled between the Board and RCMP.

In the process of obtaining quotes for the exterior painting of the Health Centre, it is to be completed this year. They will be presented at next month's Board meeting. This has been budgeted for and is part of capital planning.

Three quotes have been obtained from providers for new cameras for both the Firehall and Health Centre. Trustees were presented with them for their information and decision-making. A staff report and recommendation were provided.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve Option 1 as presented by the CAO today, for the purchase and installation of security cameras.

CARRIED

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

CARRIED

6.2 Fire Department Report²

A new pump is needed for the trucks. The Fire Chief has explored options and has obtained a quote. Trustee McKinnon suggests having a replacement plan for the pumps going forward. Funding that was allocated for some new turnouts will be used to purchase the pump and the turnouts will be purchased next year as they were not needed until next year anyway.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Fire Chief purchasing a new pump with re-allocated funds.

CARRIED

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the Fire Department report.

CARRIED

6.3 Occupational Health and Safety Committee³

Bi-annual walk through to identify any potential hazards did not find anything. Not much winter prep or ploughing has had to happen this year.

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

CARRIED

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- October 9th, 2025

6.4 Training Report⁴

New software has been put into service, which will house all training records. Recruitment is underway, and they have received ten applications so far.

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

CARRIED

7 TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Nothing to report.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Nothing to report.

7.4 Health Centre Operations

Trustee Dearden inquired about the request to MI Lions to build a wheelchair access ramp to the new office trailer. It was discussed that the trailer will hopefully be in use for quite some time and a ramp is necessary to ensure access for everyone.

7.5 Policy Committee

Nothing to report.

7.6 Garbage Committee

Nothing to report.

MOTION: Trustee McKinnon 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

March 19th, 2026 at 10am.

⁴ Deputy Chief Training Report

11. TOWN HALL

Rob McFarlane updated the Board on the work of MIHCA. Optometry services will start coming to the island soon. They have no new updates on the hiring of a doctor or nurse yet, although they do have interested candidates.

Tara Walker from BCEHS reported that there has been a strike vote from CUPE. They have received positive feedback from paramedics and RCMP on the upgraded facility for the temporary storage of deceased people. LP15 training will be happening for island Primary Care Paramedics (a portable ECG machine and defibrillator).

MOTION: Trustee McKinnon moved and Trustee Cleator seconded the motion to go in camera at 10:47am.

CARRIED

12. IN CAMERA

Approval of January 22nd, 2026 Meeting Minutes

The Regular Board meeting was reconvened at 10:50am.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 10:50am by motion made by Trustee Dearden.

Approved:

D Hill
Doug Hill, Chair

March 19, 2026
Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Friday, February 20th, 2026 @ 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- January 22nd, 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, January 6th, 2026.
 - 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
- 8. NEW BUSINESS**
- 9. COMMUNICATIONS**
- 10. NEXT BOARD MEETING DATES**
March 19th, 2026
- 11. TOWN HALL**
- 12. IN CAMERA**
- 13. ADJOURNMENT**



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, January 22nd, 2026@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Robin Cleator, 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:

Guests: Rob McFarlane and Lindsay Allen, Mayne Island Health Centre Association (MIHCA).

1. CALL TO ORDER

The meeting was called to order at 10:08am by Chairperson, Doug Hill. He gratefully acknowledged that the meeting is taking place on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Move items from HR 7.3 to Policy 7.5
Addition of Petition under Correspondence
MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Cleator seconded the motion to approve the minutes from the Board Meeting of November 28th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Estate Item- still waiting on transfer of funds. The lawyer has informed us that they are still waiting for another beneficiary to sign off.

Indigenous Sensitivity Course- So far three trustees have either completed or started the course. The CAO and Administrative Assistant have completed the course. There is good feedback overall from everyone. The District is offering the course free to all trustees and employees, including firefighters.

5. CORRESPONDENCE

Petition to Ministry of Housing and Municipal Affairs, BC-sent to MIID, from and regarding all Improvement Districts. Trustee Hartman is requesting more information. The Board agrees to sign the petition.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to sign the petition.

CARRIED

6. REPORTS

6.1 Administrative & Finance Report¹ .

Cameras – walk-through Friday from a company. Acquiring quotes for new cameras for both the Fire Hall and the Health Centre.

MIALS Request- more information is needed.

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the Administrative and Finance Report.

CARRIED

6.2 Fire Department Report ²

Trustee Hartman requested that in the future the Fire Department report include the amount of time spent on a call.

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

CARRIED

6.3 Occupational Health and Safety Committee³

There was no OH & S meeting in December. November meeting focused on the hit and run in the back parking lot. Also, discussion about the Halloween event which was scaled back due to inclement weather but still well- attended.

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

CARRIED

6.4 Training Report⁴

Deputy Chief Walker updated the Board on his educational process. Recruitment has begun and they have received some applications so far. Applications will remain open until mid-March, and they hope to begin training in April.

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Nothing to report.

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- November 4th, 2025

⁴ Deputy Chief Training Report

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Nothing to report.

7.4 Health Centre Operations

Lindsay updated the Board on the ongoing recruitment process. They have had a great response from the community for housing for health care providers. They are beginning the process of doing a small renovation in the basement of the Health Centre to create more usable office space.

7.5 Policy Committee

Employee Benefits Policy

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Employee Benefits Policy as presented.

CARRIED

Leave of Absence Policy

Need to add pages numbers, and change section C 1.4 to B 1.62

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Leave of Absence Policy as amended.

CARRIED

Pandemic Policy

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Pandemic Policy as presented.

CARRIED

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

The committee has fulfilled its mandate and is no longer needed.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to dissolve the Morgue Committee.

CARRIED

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

CARRIED

8. NEW BUSINESS

Trustee Dearden and Trustee McKinnon both have terms ending this year and have expressed that they do not wish to stand again. Two new trustees will be needed for the AGM in June.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

February 20th, 2026 at 10am.

11. TOWN HALL

Nothing.

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to go in camera at 11:05am.

CARRIED

12. IN CAMERA

Approval of November 28th, 2025 Meeting Minutes

The Regular Board meeting was reconvened at 11:26am.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:26am by motion made by Trustee Cleator.

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT FEBRUARY 20TH, 2026

2025 Year-End & Closing Processes

As noted in last month's report, I am on track to complete the 2025 year-end accounting processes by end-of-day today.

- **Next Steps:** All supporting documentation will be delivered to our accounting firm this Friday afternoon.
- **Transition:** As we are onboarding a **new accountant** this year, I anticipate a higher volume of inquiries regarding our internal processes. I am dedicated to ensuring a smooth transition to produce the draft financials.
- **Timeline:** Once drafts are finalized, they will be presented to the Board for formal acceptance prior to the Annual General Meeting (AGM).

Health Centre Tax Receivables

The attached summary details the status of outstanding Health Centre tax receivables as of today's date.

- **Status Update:** Please note that "Current Year" receivables have now transitioned to **Arrears**, and previous Arrears have moved into **Delinquent** status.

RCMP Facility Consultations

I have initiated preliminary discussions with the Pender Island Sergeant regarding potential room rentals.

- **Collaborative Meeting:** I have proposed a joint meeting involving the CAO, Fire Chief, Trustees, and the RCMP to explore these options.
- **Action Item:** The Sergeant has requested a list of specific questions or requirements from the Board in advance of this meeting to ensure she can provide comprehensive answers.

<u>Health Centre Tax Summary 2026</u>		
February 17 th , 2026		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.00
Arrears	231	13,970.67
Delinquent	61	2,774.84
Credit Balances	61	(9,363.68)
Total Outstanding		<u>\$7,381.83</u>

Infrastructure & Maintenance Quotes

Security System Upgrades: Our current camera infrastructure is nearly 10 years old and is beginning to show signs of failure. I am currently sourcing estimates for both system expansions and full hardware upgrades. I have requested several tiered scenarios, which I will present to the Board during the *In Camera* session for further discussion.

Health Centre Exterior Painting: The Health Centre requires exterior repainting this year. Janelle is currently sourcing three competitive quotes for completion by Fall 2026. If received by meeting time, these will be presented today; otherwise, a full comparison will be included in next month's package.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2025 & Prd 1, 2026)
Balance Sheet (Prd 12, 2025)

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.

Equipment and Apparatus

After servicing, it was determined our portable pumps would be retired due to age and condition. This will require us to purchase a new pump to bring us back to one on each tender.

Annual equipment inspections are being scheduled for the 2026 year.

News

DC walker and I have been making progress adapting to the First Due department documentation software. Using this software will save our department approximately \$4900.00 in 2026 due to the discontinuation of alternative software/applications.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, January 6th, 2026

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 13:00 on January 6th, 2026

1. Agenda:

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

CARRIED UNANIMOUSLY

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

R. Edwards moved, and K. Somerville seconded the motion to approve the minutes of the previous meeting, as presented, held on November 4th, 2025.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Vehicle Collision in Rear Parking Lot – Camera Update – K. Somerville**

K. Somerville reported that plans are underway to upgrade the security cameras around the property, which will include adding a camera in the rear parking lot.

4. New Business:

a) **Apparatus Bay Walk-Through – K. Stobart**

K. Stobart reported that a safety walkthrough of the apparatus bays was conducted by himself and E. Walker, and no safety concerns were discovered.

b) **Preparation for Winter Season / Snow Removal – Group Discussion**

A group discussion was held regarding preparation for the winter season. It was stated that equipment such as the snow plow and tire chains are ready to be put into service for the 2026 winter season. Walkway and parking lot salting and snow-removal procedures were discussed, and the potential need for a snowblower was identified. **ACTION ITEM – K. Stobart to get quote(s) for a snowblower.**

Adjournment: The meeting was adjourned at 13:10 on January 6th, 2026.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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, February 3rd, 2026, at 1:00 pm.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report February 2026



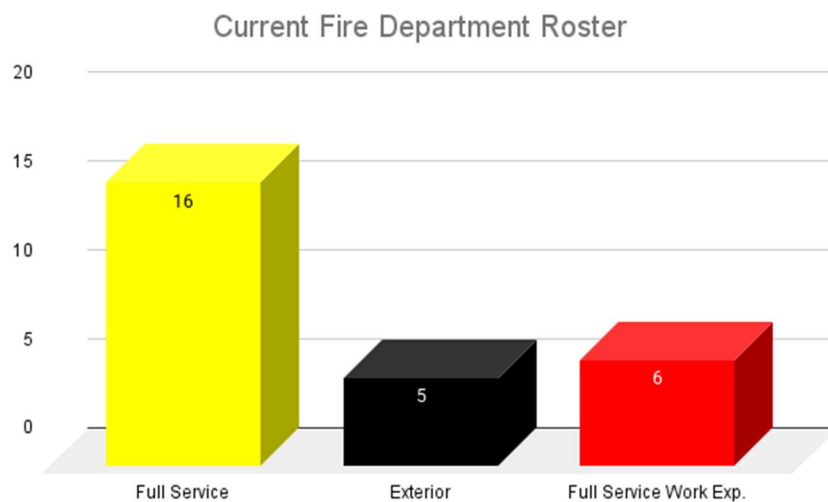
Training

In January, the focus of fire practice was on firefighter survival and rescue techniques. An SCBA confidence maze was constructed and used in various configurations throughout the month for rigorous physical training. Firefighters honed their skills in survival and patient rescue, ensuring they are well-prepared for real-life emergencies, which may involve self-rescue and/or patient rescue. This comprehensive training helps build teamwork and confidence and enhances their ability to work effectively under pressure.

We continue to implement our new fire department management software, FirstDue. Among many other things, this new software is used to accurately track firefighter training.

Recruiting

Applications continue to arrive for the April 2026 recruitment campaign. Recruit training is scheduled to begin on April 4th, 2026.



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer