



# Mayne Island Improvement District

## Board of Trustees

### Meeting Minutes

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**Date:** Tuesday, June 15, 2021 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Brian Dearden, Doug Hill, Bob McKinnon, Deb Milne & Wayne Peace  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Eric Walker, Deputy Fire Chief  
Hailey Flynn, Administrative Assistant

#### 1. CALL TO ORDER

The meeting was called to order at 1:00 pm by Chairperson Doug Hill.

#### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the agenda as circulated.

CARRIED

#### 3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of May 18, 2021.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

#### 5. CORRESPONDENCE

Trustee Hill reported on correspondence he received from a paving company trying to connect with local First Nations, possibly in relation to the new pathway planned along Village Bay Road near the reserve. Trustee Hill passed this on to Islands Trust for follow up.

#### 6. REPORTS

##### 6.1 Administrative & Finance Report<sup>1</sup>

CAO Somerville reported that the recent Health Centre lead testing in the drinking water revealed samples over the maximum allowable limits after a 30-second flush. Two 1-minute flush water samples were subsequently collected which revealed acceptable levels. The Health Inspector recommended putting up a sign instructing users to flush the water prior to use. She reported that she went on a walk-through with the plumber at the Health Centre on the weekend where no obvious indications of lead infiltration to the water were revealed. The

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<sup>1</sup> Administrative & Finance Report

source is likely somewhere in them plumbing solder (not uncommon). She will be investigating water filtration systems that could be installed at some of the sinks in the building for drinking water consumption. The plumbing company will submit an estimate.

CAO Somerville referred to the e-mailed correspondence<sup>2</sup> related to the financials and asked the trustees if there were any further questions.

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

### **6.2 Fire Department Report<sup>3</sup>**

Fire Chief Stobart presented the Fire Department Report as submitted. Trustee Hill asked whether the Department had plans to host a community event since the public health orders are being relaxed. Chief Stobart reported there were plans to host an open house to coincide with the Schoolhouse open house on a date yet to be determined.

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

### **6.3 Occupational Health and Safety Committee Report<sup>4</sup>**

Chief Stobart presented the minutes from the meeting of May 14, 2021 OH&S as submitted. Trustee Hill asked if the danger trees have been removed. Chief Stobart stated that five trees have been taken down. CAO Somerville explained the firewood will be donated to the Firefighter's Association to raffle off for their sponsored fundraising events. Chief Stobart stated that this is what has taken place previously as a fundraiser for the Association.

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

## **7. TRUSTEE DELEGATE REPORTS**

Trustee Hill reported that he and Trustee Milne have completed the annual employee reviews with Chief Stobart and CAO Somerville.

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

## **8. NEW BUSINESS**

None.

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<sup>2</sup> Email communication re financials

<sup>3</sup> Fire Department Report

<sup>4</sup> OH&S Committee Meeting Minutes – May 14, 2021

**9. COMMUNICATIONS**

None.

**10. NEXT BOARD MEETING DATES**

CAO Somerville asked if the Trustees would like to hold the AGM in September now that the public health order restrictions on gatherings are being relaxed. It was decided to hold the AGM on September 18 in the afternoon.

July 20, 2021 at 1:00 pm – Regular Board Meeting

September 18, 2021 at 1:00 pm – AGM

**11. IN CAMERA**

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to go into an in camera session at 1:13 pm. CARRIED

The regular board meeting reconvened at 1:53 pm.

**12. OTHER BUSINESS**

None

**13. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:54 pm by motion made by Trustee Peace.

Approved:

  
Doug Hill, Chair

AUG 17/21  
Date:

Recorded and Transcribed by H. Flynn

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT – JUNE 15<sup>TH</sup>, 2021

I wish I could report that the lead water sample testing came back within allowable limits for drinking water but I can't. As we briefly discussed last month, Island Health sampled 17 sinks at the Health Centre and unfortunately none of them passed a test whereby the water is flushed for up to 30 seconds to determine the amount of lead in the water at that time. None of the sink samples meet today's drinking water standards therefore signs have been posted at the Health Centre to indicate that the water is not potable. We have taken two more samples ourselves which I hope to have the results for at the Board meeting. I am meeting with a plumber on Saturday to determine if there are any obvious lead contaminants that could easily be mitigated.

If we cannot resolve the issue of excess lead in the drinking water, we will need to turn to some sort of filtration to ensure safe drinking water on site. We know the source of the water is not the problem but likely old soldering or perhaps lead pipes somewhere in the building. I will report back to the Board next month with our findings in the meantime we have provided the Health Centre with bottled drinking water.

Trustees may have noticed since the last Board meeting that the parking lot lines were repainted, disabled parking stencils were added and warning text painted around the Health Centre and Fire Hall. In the interest of safety this will ensure people are aware of those places that are off limits to the public.

Health Centre tax notices were sent out at the end of May. Currently there are 13 delinquent properties. Formal notice of intent was sent to all delinquent properties with the 2021 tax notice. If these accounts are not paid by July 2, I will inform the lawyer to send a Notice of Tax Sale to the parties involved. Once notice has been made to the property owner all related costs including legal fees are borne by the property owner.

Sincerely,

Katherine Somerville  
Corporate Administrative Officer

<u>Health Centre Tax Summary 2021</u>		
At June 10, 2021		
	# of Properties	\$ Amount Outstanding
Current Year	1,075	64,446.20
Arrears	189	4,961.73
Delinquent	24	569.75
Credit Balances	14	(797.89)
Total Outstanding		<u>\$69,179.79</u>

**Attachments:**

FD & HC Budget vs. Actual (Prd 5, 2021)  
Balance Sheet (Prd 5, 2021)

**Action Items:**

Motion/Approval



# Fire Department Report

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



Date: MIID Board Meeting June 15<sup>th</sup> 2021  
Fire Department summary to date

**Mayne Island Fire Rescue**  
Serving Our Community with Pride

## Alarms: 13

There were 13 fire department responses in May: of 2 Duty Officer pages, 9 medical related, 1 motor vehicle incident and 1 for tree on hydro lines.

Date	Time	Type	T.O.S.	Responders
May 6	17:50	First Responder	:05	7
May 7	9:08	BCAS assist	:12	3
May 13	21:23	Motor vehicle incident	:05	13
May 16	17:07	BCAS assist	:07	4
May 17	20:22	First Responder	:05	5
May 18	23:05	First Responder	:05	6
May 18	13:31	First Responder	:17	7
May 20	10:221	Medical	:18	9
May 23	17:12	First Responder	:08	6
May 25	16:20	Tree on hydro lines	:18	9
May 25	19:20	First Responder	:05	4
May 28	21:07	DO-Smoke sighting	N/A	1
May 31	16:38	DO- Open burn complaint	:07	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: 156 hrs. Fire Practice: 150 hrs. Special training/Community Events: 0 hrs.

## Practice and education

May practice focused on PPE/SCBA and Technical High Angle Rope Rescue (THARR).  
First Responder practice focused on traumatic 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 fall from cliff, auto extrication with spinal stabilization etc.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
24	23	1	10

Equipment and Apparatus
<p>Our ground ladders have had their annual inspection.</p> <p>We have had issues with 2 of our overhead bay doors, they have now been serviced.</p>

News
<p>Annual hearing tests have been conducted for the year.</p> <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

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Friday May 14<sup>th</sup>, 2021

**Present:**

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant H. Flynn

**Absent:**

Firefighter D. Beer

**Guests:**

None

Meeting called to order at 14:40 hours, May 14<sup>th</sup>, 2021

1. Agenda:

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

**CARRIED UNANIMOUSLY**

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

K. Stobart and K. Somerville seconded the motion to approve the minutes of the previous meeting, as distributed, held April 7<sup>th</sup>, 2021.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

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

K. Stobart reported that the danger trees will be removed in the near future when the contractor is next available.

4. New Business:

a) **New SCBA – E. Walker**

E. Walker reported that the new SCBA have arrived and have been put into service following a staff orientation delivered by a representative from the manufacturer and a training session for the members.

**Adjournment:** The meeting was adjourned at 14:55 hours, May 14<sup>th</sup>, 2021.

5. Agenda for Next Meeting TBA.

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 June 1<sup>st</sup> at 10:00 hrs.

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



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E. Walker, Chair

Recorded by E. Walker, Recording Secretary