



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Tuesday, February 21st, 2023@ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

#### 1. CALL TO ORDER

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

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

Chief Stobart requested time for Deputy Chief Walker to speak to an item during the town hall portion of the meeting. Chairperson Hill moved Town Hall before Correspondence on the agenda.

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

CARRIED

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

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of January 17th, 2023.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

##### 4.1 Town Hall<sup>1</sup>

Union of BC Municipalities Grant - Deputy Chief Walker announced the success of the Forcible Entry Training Program grant application from the Union of BC Municipalities. The grant provides \$25,000 to purchase forcible entry training equipment for the fire department.

#### 5. CORRESPONDENCE

A brief discussion was held regarding a Letter from MIALS/Jean Daniel Cusin. Chief Stobart has responded. It does not fall into the district's mandate.

#### 6. REPORTS

##### 6.1 Administrative & Finance Report<sup>2</sup>

A brief discussion was held regarding the upcoming audit and Engagement Letter.

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<sup>1</sup> UBCM Grant

<sup>2</sup> Administrative & Finance Report

MOTION: Trustee Peace moved and Trustee McKinnon second the motion to enter into the auditor's engagement terms as stated in the Engagement Letter presented.

CARRIED

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Administrative and Finance Report.

CARRIED

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

A brief discussion was held regarding the Vaccination Policy. Trustees agreed to continue to revisit the subject of possible suspension of the policy each month.

MOTION: Trustee Milne moved, and Trustee Dearden seconded the motion to accept the Fire Department Report.

CARRIED

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

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

CARRIED

## **7. TRUSTEE DELEGATE REPORTS**

### **7.1 Human Resources**

#### **Performance Reviews**

Trustee Milne reported the completed employee performance reviews will be shared with employees today. After their review and signature these will be sealed in the HR files.

Subsequent performance evaluations of the Administrative Assistant and the Deputy Fire Chief will be performed by those they report to ie. CAO and Fire Chief.

### **7.2 Finance Committee**

Trustee Peace discussed with the CAO the 2022 Fire Department Budget vs. Actual report, specifically detail regarding specific cost centre overages.

### **7.3 Fire Hall Committee**

Brief discussion on exterior lighting and fire hall electrical.

### **7.4 Policy Committee**

#### **I. Formation of Committee as per Terms of Reference**

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to form the Policy Committee as per the Terms of Reference as presented today, February 21<sup>st</sup>, 2023.

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<sup>3</sup> Fire Department Report

<sup>4</sup> OH&S Committee Meeting Minutes – November 8<sup>th</sup>, and December 6<sup>th</sup>, 2022

CARRIED

**ii. Appointment of Members**

The Board appointed the following committee members:

-Three Trustees:

Trustee McKinnon, Trustee Peace, and Trustee Milne will sit on the committee.

-CAO

-Admin Assistant

**iii. Appointment of Policy Committee Delegate & Chair**

After a brief discussion Trustee Milne volunteered to be the committee delegate. As the Trustee delegate she will also be the Chair of the Committee.

MOTION: Trustee Milne moved and Trustee Milne seconded the motion to approve the Trustee Delegate Reports.

CARRIED

**8. NEW BUSINESS**

None.

**9. COMMUNICATIONS**

None.

**10. NEXT BOARD MEETING DATES**

April 4<sup>th</sup>, 2023 – Regular Board Meeting

**11. IN CAMERA**

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to go to an in camera session at 1:57pm.

CARRIED

The regular Board meeting reconvened at 2:05 pm

**12. OTHER BUSINESS**

**13. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:11 pm by motion made by Trustee Peace.

Approved:

\_\_\_\_\_  
Doug Hill, Chair

\_\_\_\_\_  
Date:

Recorded and transcribed by J. Lawson



# **Mayne Island Improvement District**

## **Agenda - Meeting of the Board of Trustees**

**Date:** Tuesday, February 21<sup>st</sup>, 2023 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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**1. CALL TO ORDER**

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

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

January 17th, 2023- Regular Board Meeting

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**5. CORRESPONDENCE**

Letter from MIALS

**6. REPORTS**

6.1 Administrative & Finance – Katherine Somerville, CAO

i. Auditor Engagement Letter

ii. Bank Confirmation Letter

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Kyle Stobart, Fire Chief

**7. TRUSTEE & COMMITTEE REPORTS**

HR – Performance Reviews

Policy Committee

**8. NEW BUSINESS**

**9. COMMUNICATIONS**

**10. NEXT BOARD MEETING DATES**

March 21<sup>st</sup>, 2023

**11. IN CAMERA**

Approval of Minutes

**12. ADJOURNMENT**

## Janelle Lawson

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**From:** Kyle Stobart  
**Sent:** February 16, 2023 3:13 PM  
**To:** Jean-Daniel Cusin  
**Cc:** Janelle Lawson; Katherine Somerville  
**Subject:** RE: Community Fund Opportunity: Mayne Island Fire Rescue Service

Hi Jean-Daniel, due to time restraints, Mayne Island Fire Rescue or Mayne Island Improvement district is unable to commit as the board of trustees will not meet to discuss your initiative before Monday February 20<sup>th</sup>.

Regards

Kyle Stobart  
Fire Chief

**Mayne Island Fire Rescue**  
520A Felix Jack Road  
Mayne Island BC V0N 2J2  
Phone 250 539 5156  
[www.mayneislandfire.com](http://www.mayneislandfire.com)

This e-mail and any attachments may contain confidential material and are solely for the use of the intended recipient(s). If you have received this e-mail in error, please notify the sender immediately and delete this e-mail. If you are not the intended recipient(s), you must not use, retain, copy or disclose any information contained in this e-mail.

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**From:** Jean-Daniel Cusin <[grants@mials.org](mailto:grants@mials.org)>  
**Sent:** February 15, 2023 4:45 PM  
**To:** Kyle Stobart <[mifd@shaw.ca](mailto:mifd@shaw.ca)>  
**Subject:** Community Fund Opportunity: Mayne Island Fire Rescue Service

Dear Kyle,

The Mayne Island Assisted Living Society (MIALS) is applying for a \$100,000 grant and we are writing to you today looking for your support and your organization's future involvement.

MIALS is applying to the federal government's \$400 million [Community Services Recovery Fund](#) for a \$100,000 grant on behalf of the community of Mayne Island.

What are we proposing to do?

Under one of the funding streams, the funder suggests monies could be used to explore how two or more organizations can come together to work more efficiently, effectively and collaboratively towards common goals and outcomes. We suggest this is what is needed for Mayne Island.

Our vision would be to see island organizations work together, in a form of collective we will define together, to define and implement a funded plan of action oriented to becoming the most age-friendly community in Canada; the kind of community that benefits all ages.

The funding has to be spent in a year - we believe this collective would need staff to work with the island organizations and residents to determine a strategy and plan of action, obtain further funding and deliver early successes. The attached document gives a bit more detail about all this.

We would like Mayne Island Fire Rescue Service to be a part of this collective and contribute to deciding how these future funds should be utilized.

Let's be clear, this is not a MIALS project, per se. We are initiating this because we believe it is important for the future of Mayne Island and its aging population. However, it needs to be owned by the entire Mayne Island community and we believe this initiative benefits all Mayne Islanders of all ages.

The application deadline is Feb. 21 so time is of the essence. We propose to include your organization as a potential member of this Collective. **Please let us know by Monday, February 20<sup>th</sup> if Mayne Island Fire Rescue Service does not wish to be part of this initiative.**

In the next two months MIALS will be reaching out to meet with your board in person to begin preliminary discussions on how to become more involved. MIALS is committed to developing stronger linkages with other Mayne Island organizations regardless of whether we win this grant or not.

We hope your organization will eventually help guide this initiative if we are successful. If you require more information or would like to talk about this please contact me at the coordinates below.

Warm regards,

Jean-Daniel Cusin  
Vice-president, MIALS  
For the MIALS Board  
[grants@mials.org](mailto:grants@mials.org)  
250-539-8142

This invitation has been sent to:

Mayne Island Agricultural Society
Mayne Island Chamber of Commerce
Mayne Island Community Bus
Mayne Island Community Centre
Mayne Island Community Garden
Mayne Island Conservancy
Mayne Island Early Childhood Society
Mayne Island Emergency Program
Mayne Island Fire Rescue Service
Mayne Island Food Bank
Mayne Island Health Association
Mayne Island Housing Society
Mayne Island Lions Club
Mayne Island Social Association/Silver Maynes

Mayne Island Volunteer Fire Fighters
Parks and Recreation Commission
TOPS

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT – FEBRUARY 21<sup>ST</sup>, 2023

Board of Trustees,

Attached to my report are the updated financial statements for 2022 and 2023. There are still a few more adjustment to be made. I will have the remaining adjustments completed next week and the Auditor will begin her review after that. The Auditor will be in the office February 28 to March 1. T-4's were sent out last week.

The Auditor has provided her engagement letter for signature by trustee Peace. As in keeping with previous years, the Auditor must receive the signed engagement letter prior to beginning the audit.

At the direction of trustee Milne I have attached a draft Policy Committee Terms of Reference for the creation of a standing policy committee. If the Board approves the terms of reference, the Board will need to appoint the members. I believe trustee Milne would like to be a part of this committee; I think she would like at least one more trustee on the committee as well as the administration staff.

I am awaiting some follow up information from the electrician in regards to the simplification of our lighting system. I will update the board regarding the other electrical projects at the board meeting.

Sincerely,

Katherine Somerville  
Corporate Administrative Officer

**Attachments:**

FD & HC Budget vs. Actual (Prd 12, 2022; Prd 1, 2023)  
Balance Sheet (Prd 12, 2022)

**Action Items:**

Engagement Letter

### Health Centre Tax Summary 2023

February 16, 2023

	# of Properties	\$ Amount Outstanding
Current Year	0	0.
Arrears	262	12, 011.53
Delinquent	83	2,602.71
Credit Balances	60	(9,543.73)
Total Outstanding		<u>\$5,070.51</u>



# Fire Department Report

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



Date: MIID Board Meeting February 21<sup>st</sup> 2023  
Fire Department summary to date

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

## Alarms: 8

MIFR attended 8 pager responses in January.  
See breakdown below, TOS refers to time to scene in minutes.

Date	Time	Type	T.O.S.	Responders
Jan 1	02:56	First Responder	:13	3
Jan 5	18:57	Duty Officer-open burn	:23	1
Jan 6	11:50	Residential alarm activated	:12	1
Jan 12	02:30	First Responder	:19	2
Jan 14	09:12	First Responder	:10	4
Jan 19	13:37	Commercial alarm activated	N/A	5
Jan 24	22:14	First Responder	:11	2
Jan 24	22:00	First Responder	:12	6

## Response

Emergency response numbers have been increasing to seasonal norms. As always MIFR is ready to respond 24/7. First Responder(medical) call volumes have been increasing.

## Attendance

Pager Responses: 46 hrs. Fire Practice: 138 hrs. Special training/DO/Community Events: 6 hrs.

## Practice and Education

Active personnel	Firefighter 1 & 2 and Exterior	Youth and Other	Firefighters in training
18	19	4	6
The 2022 recruit class now need Hazmat and live fire before attaining their Full Service accreditation. One firefighter remains on leave due to vaccination status.			

<b>Equipment and Apparatus</b>
Utility 1 is scheduled for repairs on April 28. Tender 3 is waiting for notification of parts arrival before booking.

<b>News</b>
<p>MIFR is accepting applications to bolster member numbers, but due to low applicant numbers, we will be focusing on training our newer existing members to Full Service accreditation.</p> <p>Fire Chief and Lt. Jamieson attended the First Responders Mental Health conference in Richmond in January. Information learned will help the fire department reduce potential incidences of PTSD amongst our First Responders and other responding agencies.</p> <p>Fire Chief and Deputy Fire Chief met with the new RCMP Detachment Commander and officers and were ensured of an increased RCMP presence on island.</p>

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Wednesday January 11<sup>th</sup>, 2023

**Present:**

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

**Absent:** Admin Assistant J. Lawson

**Guests:**

None

Meeting called to order at 13:05 hours, January 11<sup>th</sup>, 2023

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:

K. Somerville moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held December 6<sup>th</sup>, 2022.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – K. Stobart

K. Stobart reported that now Tender 3 is due to go in for repair estimates within the next week. The repair shop is expecting the tender and will submit the ICBC assessment.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that the electrician have sourced a replacement part for the light in the rear parking lot and is waiting for it to be delivered before repairs can be made. K. Somerville also reported that the electrician will be submitting a quote to install additional lighting in the front and the rear parking lots.

c) Platform Ladder – K. Stobart

K. Stobart reported that the platform ladder has been ordered and is ready for pickup. The freight company has not been able to pick it up yet. K. Stobart reported that he expects it to be picked up and delivered to the fire hall in the next week.

d) Emergency Vehicle Driving Course – R. Edwards

R. Edwards reported that four members including himself successfully completed an Emergency Vehicle Driving Course in December. R. Edwards added that the attending members were able to bring back several pointers to pass along to the other members and that the most recent fire practice focused on practicing truck spotter and hand signal skills.

4. New Business:

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



a) **Utility 1 Repairs – K. Stobart**

K. Stobart reported that Utility 1 sustained damage from a collision after it slid backwards into a tree during the recent snow storm. K. Stobart reported that an ICBC claim has been started and an appointment for repairs will be made shortly.

**Adjournment:** The meeting was adjourned at 13:15 hours, January 11<sup>th</sup>, 2023.

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 February 7<sup>th</sup> at 13:00 hrs.

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E. Walker, Chair

Recorded by E. Walker, Recording Secretary

# Mayne Island Improvement District

## Policy Committee Terms of Reference

### **OVERVIEW** *(Source: Improvement District Trustee's Handbook)*

The Board of Trustees of the Mayne Island Improvement District (MIID) may create committees from time to time to reduce workload or obtain expertise from persons other than trustees or employees. There are two types of committees: a select committee and a standing committee.

Committees may consist of members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the Board as a whole.

The role of all committees and their purpose must be clearly defined by the Board. Committees are purely advisory; and the Board is ultimately responsible for making all decisions considered by the committee. The Board is not obligated to accept the committee's advice.

Under the Letters Patent, 1964, an object of the Improvement District is "the provision of fire protection, and the acquisition, maintenance, and operation of works, buildings, and equipment for these purposes, and all things incidental thereto."

### **Reporting**

The Committee is a standing committee reporting to the Board of Trustees.

### **Purpose:**

Policies are a vital component of any organization and provide a framework to improve the performance of that organization by ensuring that all individuals are accountable. Policies articulate and define important objectives, principles, or values; and define roles, responsibilities and authority. Clear policies allow for consistent and effective operations in an organization.

### **Objectives:**

- To review and update Policy so that it remains current and effective.
- The committee will be responsible for reviewing, developing, and making recommendations to the Board on issues relating to Policy.
- The Committee will meet on a regular basis, to be determined by the committee members.

### **Membership**

Shall consist of but is not limited to the following members:

- 3 Trustees
- CAO
- Administrative Assistant

The committee may from time to time request input from the fire department or other stakeholders on an ad hoc basis when deemed appropriate.

### **Chair**

The Chair may be selected by the members, however, will usually be the Trustee designated by the Board as “Policy Committee Trustee Delegate”.

### **Administrative Support**

Upon request, the Corporate Administrative Officer will arrange staff to provide meeting support such as minute taking, photocopying and scheduling.

### **Minutes**

Minutes must be kept of all committee meetings and shall be held by the Corporate Administrative Officer. The reports to the Board will be held in confidence until accepted and agreed to by the Committee and Board to be made public.