



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Friday, March 19<sup>th</sup> 2026@ 10:00am  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

**Absent with Notice:** Janelle Lawson, Administrative Assistant

**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 10:03am by Chairperson, Doug Hill. He gratefully acknowledged that the meeting was held on the traditional territory of the Coast Salish People.

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

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

CARRIED

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

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of February 20<sup>th</sup>, 2026.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Discussion around choosing an AGM date. It was decided on July 4<sup>th</sup> at 10am.

#### 5. CORRESPONDENCE

Ongoing discussions are still happening around space for RCMP. The Estate Item has now been completed, and a cheque has been handed over to MIHCA. Work continues with the accountant on the annual audit.

Trustee Dearden joined the meeting.

## 6. REPORTS

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

Discussion around the next Board meeting date to coincide with the bylaw that will need to be created for the annual Health Centre taxation. April 14<sup>th</sup> was decided upon.

New cameras are to be installed soon but have no definitive date yet.

Three quotes have been obtained from painters for the exterior painting of the Health Centre. A staff report is provided for the in camera session.

Discussion around the Estate Item and the acknowledgement of large donations. The District is a qualified Donee and can provide tax receipts for donations.

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

CARRIED

### 6.2 Fire Department Report<sup>2</sup>

A brief update on training and recruitment was given. They received 12 applications and interviews will begin next week.

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

CARRIED

### 6.3 Occupational Health and Safety Committee<sup>3</sup>

They have been working on moss removal on the asphalt. Two new cameras will be installed at the rear of the firehall.

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

CARRIED

### 6.4 Training Report<sup>4</sup>

Training has been preparing for the recruit class. Skills are being sharpened that will align with the upcoming recruit class training. Grant was successful from UBCM to purchase a high-quality smoke machine that is specifically designed for fire-training.

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

CARRIED

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

<sup>2</sup> Fire Department Report

<sup>3</sup> OH&S Committee Meeting Minutes- February 2, 2026

<sup>4</sup> Deputy Chief Training Report

**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**

In the process of redesigning the basement space of the Health Centre to make it more usable. The Wellness Coordinator now has a part-time assistant. Some work has been needed in the new office trailer and is almost complete, and a ramp will be installed. They have a successful applicant for the RN position and are looking for housing. They are looking for a minimum two-bedroom, pet-friendly home to rent long-term.

**7.5 Policy Committee**

Nothing to report.

**7.6 Garbage Committee**

Nothing to report.

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

CARRIED

**8. NEW BUSINESS**

None.

**9. COMMUNICATIONS**

None.

**10. NEXT BOARD MEETING DATES**

April 14th, 2026 at 10am.

**11. TOWN HALL**

Tara Walker (BCEHS) thanked the Board for the new stairs joining the two properties going down to the ambulance station. She gave a quick update- BCEHS call volume is very high, sometimes three calls in one day. She raised the lack of medical access on the island contributing to the high call volume. Discussion around the upcoming portable ECG machine expanding the scope of practice for paramedics on Mayne Island.

MOTION: Trustee Hartman moved and Trustee McKinnon seconded the motion to go in camera at 10:55am.

CARRIED

**12. IN CAMERA**

Approval of February 20th, 2026 Meeting Minutes

The Regular Board meeting was reconvened at 11:05am.

Following the in camera discussion the Board made the following motion.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve “Option 1” as presented for the painting of the Health Centre.

CARRIED

**13. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:06 am by motion made by Trustee Dearden.

Approved:

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

\_\_\_\_\_  
Date

Recorded and Transcribed by J. Lawson



# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Thursday, March 19th, 2026 @ 10:00 am  
**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**  
Regular Board Meeting- February 20th, 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, February 3rd, 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**  
April 16<sup>th</sup>, 2026
- 11. TOWN HALL**
- 12. IN CAMERA**
- 13. ADJOURNMENT**



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Friday, February 20th<sup>th</sup> 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 Report<sup>1</sup>

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 Report <sup>2</sup>

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 Committee<sup>3</sup>

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

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

<sup>2</sup> Fire Department Report

<sup>3</sup> OH&S Committee Meeting Minutes- October 9<sup>th</sup>, 2025

#### **6.4 Training Report<sup>4</sup>**

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.

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<sup>4</sup> 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:

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

\_\_\_\_\_  
Date

Recorded and Transcribed by J. Lawson

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT MARCH 19<sup>TH</sup>, 2026

### 2025 Year-End & Closing Processes

At this time everything has been submitted to the accountant. Once draft financial statements are finalized, they will be presented to the Board for acceptance prior to the Annual General Meeting (AGM). Formal acceptance will occur at the AGM.

### Health Centre Tax Receivables

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

The 2026 Health Centre Taxation Bylaw must be approved by the Board in April. All taxation bylaws must be additionally approved by the Inspector of Municipalities prior to printing tax notices. This approval process can take up to up to 6 weeks. In order to allow enough time for staff to mail the notices out in a timely fashion prior to the due date of July 2<sup>nd</sup>, I am requesting a Board meeting date next month of April 14<sup>th</sup>.

### RCMP Facility Consultations

The Sergeant has requested a list of specific questions or requirements from the Board in advance of a meeting however, it has been decided by the Board to wait to submit these until RCMP request additional information as it appears they have found another solution at this time.

### Infrastructure & Maintenance Quotes

**Security System Upgrades:** At this time the installation company has not provided the date installation date.

**Health Centre Exterior Painting:** The Health Centre requires exterior repainting this year. Janelle has sourced three competitive quotes for completion by Fall 2026. 3 quotes along with the staff recommendation will be provided in camera to the Board.

**MIHCA Estate Beneficiary:** As expected, MIID has now received part of the estate beneficiary payment. I have created a cheque equal to this amount payable to MIHCA that will require signatures at the Board meeting. As a reminder, prior approval for this transaction was obtained by motion of the Board on November 28, 2025.

Submitted by,

*Katherine Somerville*

Corporate Administrative Officer

<u>Health Centre Tax Summary 2026</u>		
March 15 <sup>th</sup> , 2026		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.00
Arrears	230	13,931.44
Delinquent	61	2,774.84
Credit Balances	62	(10,078.68)
Total Outstanding		<u>\$6,627.60</u>

### Attachments:

FD & HC Budget vs. Actual (Prd 2, 2026)  
Balance Sheet (Prd 2, 2026)

*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.*

# Fire Department Report



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

Date: MIID Board Meeting March 19<sup>th</sup> 2026  
 Fire Department summary to date

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

<b>Alarms: 7</b>						
MIFR responded to 7 page-outs in January. See breakdown below, T.T.S. refers to time to scene in minutes TOC refers to total time on calls in minutes.						
Date	Alarm Time	Type	T.T.S.	T.O.C.	Responders	
Feb 2	14:04	First Responder	:15	42	3	
Feb 7	12:20	BCAS assist	:15	30	6	
Feb 10	16:10	First Responder	N/A	14	5	
Feb 14	18:33	First Responder	:14	35	5	
Feb 15	17:29	First Responder	:17	43	6	
Feb 16	10:02	First Responder	:04	12	4	
Feb 17	03:57	First Responder	:11	36	4	

<b>January Fire Department Attendance:</b>
Pager Responses: 52 hrs. Fire Practice: 102 hrs. Special training/Community Events: 0 hrs.

<b>Personnel</b>			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
21	21	6	0
We have another addition to our work experience program, one of the members was hired on to Langley Township this leaves us with the same amount of WEP personnel. These members come to us fully trained, they assist around the firehall and respond to calls with us. Our work experience program is now at capacity and we are not taking any more members on.			

### **Equipment and Apparatus**

The new portable pump for Tender 1 has been ordered and is expected shortly.

Annual equipment inspections are being scheduled for the 2026 year.  
These include all apparatus, ladders and the firehall building.  
As well, annual hearing tests are scheduled for May.

### **News**

Recruiting is well under way and we will start the interview process next week.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday, February 3<sup>rd</sup>, 2026

**Present:**

Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant J. Lawson,  
Lieutenant R. Edwards

**Absent:** Fire Chief K. Stobart

**Guests:** None

The meeting was called to order at 13:00 on February 3<sup>rd</sup>, 2026

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:

R. Edwards moved, and K. Somerville seconded the motion to approve the minutes of the previous meeting, as presented, held on January 6<sup>th</sup>, 2026.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

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

K. Somerville reported that quotes from various security camera companies are being collected and reviewed.

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

A group discussion was held about acquiring a snowblower. It was suggested that this matter be tabled until next winter and revisited if the need for a snowblower becomes evident before then.

4. New Business:

a) **Pallet Jack Leaking Oil in Apparatus Bay – Slipping Hazard – E. Walker**

E. Walker reported that the pallet jack in the apparatus bay, used to move the forcible entry training props, is leaking oil/hydraulic fluid, and that a department member reported it as a slipping hazard. E. Walker stated that the spilled oil has been cleaned and that an oil-absorbing pad has been placed to collect any additional leaks. **ACTION ITEM – E. Walker to get quote(s) for a new pallet jack.**

b) **Heliport Gate Not Secure – E. Walker**

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



E. Walker reported that the heliport gate was discovered open on the morning of February 3<sup>rd</sup>, 2026. It was determined that the chain and shackle were not used to secure the gate after the last heliport usage. E. Walker reported that he contacted the BCAS unit chief to ask that the unit chief inform all BCAS staff of the gate security procedure. It was suggested that the chain be painted to make it more visible. **ACTION ITEM – E. Walker to paint the heliport gate chain.**

**c) Moss Growth on Asphalt – Slipping Hazard - K. Somerville**

K. Somerville stated that the moss growth on the asphalt surrounding the fire hall building is becoming a slipping hazard. K. Somerville suggested that the work experience members be tasked with pressure-washing the asphalt to remove the moss.

**Adjournment:** The meeting was adjourned at 13:10 on February 3<sup>rd</sup>, 2026.

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 3<sup>rd</sup>, 2026, at 1:00 pm.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

# Mayne Island Fire Rescue Deputy Chief's Report March 2026



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## Training

In February, firefighter training focused on fire suppression drills that began simply and increased in complexity over the course of the month. By the end, the training scenarios included two attack engines operating in series, two water tenders transporting water, and as many as three fire attack teams managing 1.5" attack lines.

Another key aspect of the training was portable pump practice. Crews focused on deploying a portable pump at the fill site and aimed to reduce the refill times for tender shuttles. These training exercises will carry on through March.

In February, I learned that my grant application to the Union of BC Municipalities (UBCM) for the Community Emergency Preparedness Fund was successful. The funding from this grant will enable us to buy a smoke machine, providing realistic fire training without the harmful effects of actual fire smoke. The smoke machine has been ordered and is expected to arrive in the coming weeks.

## Recruiting

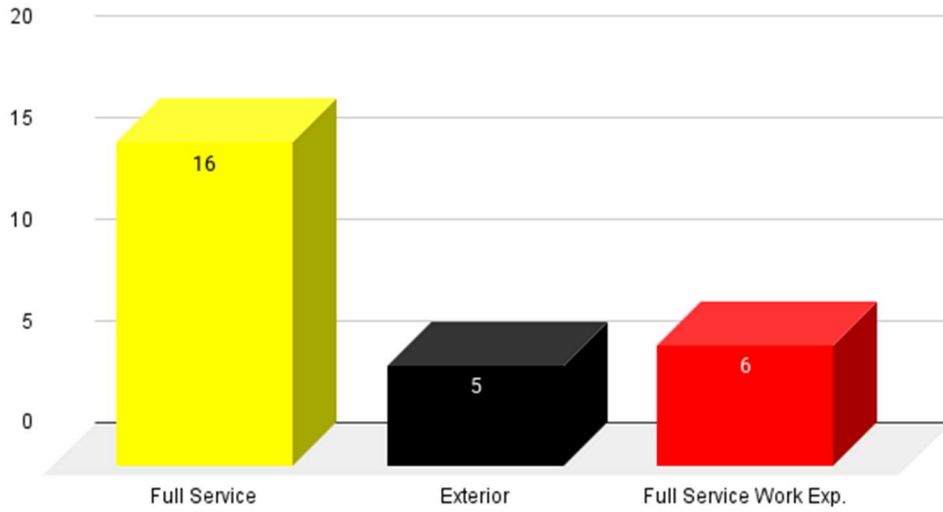
Applications for firefighter positions for the April recruitment are still being received. At this point, we have twelve candidates who will be interviewed in March. There will be one last recruitment event on March 14, which will also include a fundraiser for cancer research in collaboration with Tru Value Foods.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Eric Walker".

Eric Walker – Deputy Fire Chief & Training Officer

### Current Fire Department Roster



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer