Mayne Island Improvement District

Meeting of the Board of Trustees
Minutes

Date: Thursday, October 23rd 2025@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

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

1. CALL TO ORDER

The meeting was called to order at 1:07pm by Chairperson, Bob McKinnon. He gratefully acknowledged that the meeting is taking place on the ancestral lands of the Coast Salish People. He called for a moment of silence to honour the memory of firefighter, Luke Bowles.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve the minutes from the Board Meeting of September 11th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Islands Trust Policy Statement

Trustee Dearden attended the public information meeting. He reported that there was not much discussed and that the formal approval process is a long way away.

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report[1]

Appointment of Proulx for 2025 Review Engagement

[1] Administrative & Finance Report

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to appoint Proulx Smart and Associates to perform the 2025 Review Engagement. CARRIED

Facility for the Temporary Storage of Deceased Persons -CAO Somerville reported that the District is still waiting for the MOU with the BC Coroners Service, as well as the MOU with BCEHS to be returned for signing. The work will continue while we wait for the MOUs to be returned.

Bylaw 224 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Facility For the Temporary Storage of Deceased Persons)

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve Bylaw 224 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Facility for the Temporary Storage of Deceased Persons) as presented.

CARRIED

2026 Health Centre Budget

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve the 2026 Health Centre Budget as presented.

CARRIED

Bylaw 225 Fire Protection Taxation Bylaw 2026

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve Bylaw 225 Fire Protection Taxation Bylaw 2026 as presented.

CARRIED

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

CARRIED

6.2 Fire Department Report [2]

Chief Stobart reported that there is another new work experience volunteer. These volunteers come to the department fully trained and are here to gain hours in order to apply for career positions off island.
MOTION: Trustee Dearden moved and Trustee Hill seconded the motion to approve the Fire Chief's report.

CARRIED

6.3 Occupational Health and Safety Committee[3]

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

CARRIED

6.4 Training Report[4]

Municipal Training Grant Letter

MOTION: Trustee Cleator moved and Trustee Hill seconded the motion that Mayne Island Improvement District support the proposal dated October 23rd, 2025, and named "Smoke Machine Training Prop Program" and will provide overall grant management."

CARRIED

[2] Fire Department Report
[3] OH&S Committee Meeting Minutes- September 4th, 2025
[4] Deputy Chief Training Report

MOTION: Trustee Dearden 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

Some items to be discussed in camera.

7.4 Health Centre Operations

Nothing to report.

7.5 Policy Committee

Policy committee meeting minutes May 8th, 2025.

Credit Card Policy and Agreement

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Credit Card Policy and Agreement as amended.

CARRIED

Expense Reimbursement Policy

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Expense Reimbursement Policy as amended.

CARRIED

Purchasing Policy

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the Purchasing Policy as amended.

CARRIED

Trustee Hartman updated the Board on the work of the Committee, in particular the Benefits and Leave of Absence Policies.

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

As already discussed in Administrative and Finance Report.

MOTION: Trustee Dearden 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

November 28th, 2025 at 1pm.

10. TOWN HALL

Tara Walker updated the Board on behalf of MIHCA. They were successful in applying for a CRD Grant-in-Aid grant for the Facility for the Temporary Storage of Deceased Persons. It will help offset MIID expenses for upgrading the facility. She also reported that the medical equipment loan program is now operational again and open for use. They continue to recruit for a doctor and nurse practitioner and are advertising in Washington, Oregon, California and Canada.

11. IN CAMERA

Approval of September 11th, 2025 Meeting Minutes

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to go in camera at 1:46pm.

CARRIED

The Regular Board meeting was reconvened at 2:17pm.

The following motion was lifted from the in camera meeting:

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the proposed contracts with Katherine and Janelle as circulated.

CARRIED

12. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 2:17pm by motion made by Trustee Dearden.

Approved:

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Bob McKinnon, Chair Date

Recorded and Transcribed by J. Lawson