



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, March 22, 2022 @ 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

1. CALL TO ORDER

The meeting was called to order at 1:04 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.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the minutes from the Board Meeting of February 22, 2022.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

Posted with minutes.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville reviewed her report. A discussion was held regarding:

AGM timeline and procedures;

Audit progress;

Follow up to Island Health lease agreement renewals;

Direction given to bring forward Bylaw related to sprinkler tank work to the next Board meeting;

Fire hall and Health Centre priority maintenance schedule;

Review of Fire Hall septic and water system maintenance;

Trustee Hill queried budget items.

¹ Administrative & Finance Report

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

6.2 Fire Department Report²

Chief Stobart presented the Fire Department report as submitted. A discussion was held regarding:

Clarification surrounding “explosion” call out;
An update on new recruits and training schedule;
New pump in service;
Annual vehicle inspections;
T-1 breakdown and expected return to service timeline;
Parks Canada Mutual Aid Agreements.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Chair, Doug Hill, to execute the agreements with Parks Canada for suppression of wildfires on Mayne Island. CARRIED

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Chair, Doug Hill, to execute the agreements with Parks Canada for assistance with emergencies or disasters on Mayne Island. CARRIED

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

6.3 Occupational Health and Safety Committee Report³

Chief Stobart presented the minutes from the meeting of February 16, 2022 OH&S. A brief discussion was held related to the return to “in person” practice and reinstatement of the work experience program.

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

7. TRUSTEE DELEGATE REPORTS

7.1 Communications Committee

Trustee Dearden provided an update. At this time there is no future meeting date planned. It is expected meetings will be made on an as needed basis.

² Fire Department Report

³ OH&S Committee Meeting Minutes – February 16, 2022

7.2 Garbage Committee:

A discussion was held.

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to accept the Trustee Delegate Reports. CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

Call for Nominations ad will be placed in the May Mayneliner.

10. NEXT BOARD MEETING DATE

April 26, 2022 at 1:00 pm – Regular Board Meeting

11. IN CAMERA

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to go into an in camera session at 1:52 pm. CARRIED

The regular Board meeting reconvened at 2:10 pm. The following motions were lifted from the in camera session:

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the taxation exemptions to foreshores, water districts, other improvement districts and the church property for the 2022 taxation year. CARRIED

12. OTHER BUSINESS

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:12 pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair

Apr 26, 2022
Date:

From: [Ron Willick](#)
To: miid@shaw.ca
Subject: [miid] Contact 2 - new submission
Date: March 15, 2022 1:10:09 PM

Ron Willick just submitted your form: Contact 2
on [miid](#)

Message Details:

Name: Ron Willick

Email: [REDACTED]

Subject: COVID policy

Message: Hi to all the members of the MIID board. I'm writing to ask you again to revoke your covid policy which emphasizes Vaccination . Given current conditions with the removal of requirements by the province and the fact that no one regardless of vaccination status is safe from Omicron , wouldn't it be reasonable to set the policy aside. The more time that passes, the less likely it will be that the members of the department we have lost will return. We have invested much in giving them the needed skills for the job, lets get them back to work for the community. Please give this matter your consideration. Ron Willick

Reply directly or go to your site's Inbox:

[Respond Now](#)

If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.

Mayne Island Improvement District

ADMINISTRATIVE REPORT – MARCH 22ND, 2022

At this time, I don't have the draft financials for the Board to review. I expect we will receive them prior to the April Board meeting in plenty of time to meet the deadline for submission to the Ministry.

To continue on with last month's site walkthrough with Trustee McKinnon at the fire hall, Trustee Milne and staff performed a similar site walkthrough to identify priority maintenance issues at the Health Centre. I have compiled a list of priority maintenance items for both sites. The maintenance contractor and I have reviewed the list and have created a timeline for completion. I anticipate completion of the maintenance items by late spring weather dependent.

Next month will be time to approve the Health Centre taxation bylaw. In order to prepare this bylaw, the exemptions must be approved to accurately determine the taxation rate. In addition to this the Board must also determine the minimum taxation amount and late payment penalty.

I have been investigating our weather proofing issues with the sprinkler tank valves and heat trace with several contractors. As discussed earlier this month these contractors have proposed a change to the valves, tamper switches, heat trace and replacing the pvc jacketing with aluminum. I believe I have Board approval to move forward with this and will bring forward a Bylaw to the April Board meeting to withdraw funds from reserves for this project. I anticipate work to begin April 11 and will take a few days to complete.

The Island Health lease at the Health Centre will expire March 31. Several attempts have been made to communicate with Island Health on this subject. To date I have had no response. I may need to escalate this to the next level if I haven't heard back from anyone soon.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2021; Prd 2, 2022)
Balance Sheet (Prd 12, 2021)

Action Items:

<u>Health Centre Tax Summary 2021</u>		
March 17, 2022		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.00
Arrears	19	11,158.69
Delinquent	53	1,533.21
Credit Balances	46	(1,242.89)
Total Outstanding		<u>\$11,449.01</u>

Fire Department Report



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

Date: MIID Board Meeting March 22th 2022
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 4				
There were only 4 fire department responses in February. See breakdown below, TOS means time on scene.				
Date	Time	Type	T.O.S.	Responders
Feb 13 th	17:39	First Responder	0:11	7
Feb 16 th	20:13	Residential explosion	0:21	15
Feb 18 th	13:30	First Responder	0:07	7
Feb 24 th	13:37	DO-open burn complaint	0:06	1

Response
Loosening Covid restrictions mean that face masks are now optional while working at or from the firehall. The exception is on First Responder calls where we will still wear masks and we will still carry ample PPE if dispatch indicates possible Covid infection at our response location.

Attendance
Pager Responses: 60 hrs. Fire Practice: 94 hrs. Special training/Community Events: 25 hrs.

Practice and education			
Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
17	16	1	0
February practice focused on self-contained breathing apparatus use and Hazmat response. 5 members attended Live Fire and Hazmat training at Pender Fire's accredited burn facility. This completes their training to Full-Service Firefighter.			

Equipment and Apparatus
Equipment and apparatus annual inspections have commenced for the year. A new portable pump was put into service, currently on Engine 2.

News

Recruit interviews have concluded and we have accepted 10 recruits into our training program. They will be invited to attend our last practice this month for an orientation and training will begin shortly after.

Due to loosening restrictions, we have re-activated our work experience program.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Wednesday February 16th, 2022

Present:

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

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 09:57 hours, February 16th, 2022

1. Agenda:

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

CARRIED UNANIMOUSLY

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

K. Stobart moved and K. Somerville seconded the motion to approve the minutes of the previous meeting, with amendments, held January 11th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Suspension of In-Person Fire Practice Due to COVID-19 – E. Walker

E. Walker reported that with the relaxing of provincial COVID-19 restrictions, in-person practices have resumed. All current COVID-19 safety protocols remain in place at the fire hall.

b) Suspension of Work Experience Volunteer Program Due to COVID-19 – E. Walker

E. Walker reported that again, due to the relaxing of provincial COVID-19 restrictions, the work experience program has been re-activated.

4. New Business:

a) Tripping Hazard Near Engine 1 – E. Walker

E. Walker reported that a tripping hazard was recognized by one of the department members. The air compressor hose and the electrical power cord which service Engine 1 presented a tripping hazard. E. Walker reported that he had rectified this by securing a floor mat to the floor and running the hose and cord under the mat. The mat has also been marked with coloured tape for visibility.

Adjournment: The meeting was adjourned at 10:15 hours, February 16th, 2022.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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 March 8th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary