



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, April 20, 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 1:03 pm by Corporate Administrative Officer, Katherine Somerville.

2. ELECTION OF CHAIR & DEPUTY CHAIR

Nominations for trustee were requested in March and one nomination was received. Wayne Peace was therefore elected by acclamation for a 3-year term.

Nominations for Chairperson were requested. Trustee Dearden nominated Trustee Hill. Trustee McKinnon seconded the nomination. Trustee Hill accepted the nomination. As no other nominations were made, Trustee Hill was elected as Chair by acclamation.

Nominations for Deputy Chairperson were requested. Trustee Hill nominated Trustee McKinnon. Trustee Peace seconded the nomination. Trustee McKinnon accepted the nomination. As no other nominations were made, Trustee McKinnon was elected as Deputy Chair by acclamation.

3. 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

4. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to approve the minutes from the Board Meeting of March 23, 2021. CARRIED

5. BOARD ORGANIZATION

As the members of the Board have not changed, all post-election forms and documents are up-to-date. Regular board meetings will be held on the third Tuesday of the month and delegate positions will be maintained. Trustee Dearden questioned the necessity of keeping the Garbage Committee

on the agenda given that there are no ongoing issues. It was decided to remove the committee from the agenda until such time as it is required.

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

7. CORRESPONDENCE¹

An email was received from Ian Cocker regarding the roadwork on Dinner Point. Chief Stobart summarized his recent encounters in the Strata and the conditions of the road which limits emergency vehicle access. The residents would not be covered by insurance if there was loss or damage to a structure inaccessible by emergency vehicles because of the road. Trustee Milne confirmed that the Fire Department would not be liable for such an incident and that it is the responsibility of the landowner to ensure adequate access to property by Provincial guidelines.

8. REPORTS

8.1 Administrative & Finance Report²

i. Financial Statements³

CAO Somerville presented the Auditor's Management Letter to the Board for their review. The 2020 audited financial statements were presented to the Board.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the financial statements for the year ending December 31, 2020. **CARRIED**

ii. Bylaw 208⁴

The Mayne Island Tax Bylaw 2021 was submitted to the Board for their approval. CAO Somerville explained the formulas involved in setting the mill rate in relation to the fluctuation of property assessments. Bylaw 208 - Mayne Island Tax Bylaw 2021 was introduced, reconsidered and finally passed.

MOTION: Trustee McKinnon moved and Trustee Hill seconded the motion to pass Bylaw 208 - Mayne Island Tax Bylaw 2021. **CARRIED**

iii. Bylaw 209⁵

CAO Somerville went over the draft amendments to the Fire Department Establishment and Operation Bylaw. The amendments were approved by the Board. Bylaw 209 - Fire Department Establishment and Operation Bylaw was introduced, reconsidered and finally passed.

¹ Email Correspondence re Dinner Point Roadwork

² Administrative & Finance Report

³ Financial Statements 2020

⁴ Bylaw 208 – Mayne Island Tax Bylaw 2021

⁵ Bylaw 209 – Fire Department Establishment and Operation Bylaw DRAFT

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to pass Bylaw 209 - Fire Department Establishment and Operation Bylaw. CARRIED

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

8.2 Fire Department Report⁶

Fire Chief Stobart presented the Fire Department Report as submitted. He reported that the SCBA packs are expected to arrive soon.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to accept the Fire Department Report. CARRIED

8.3 Occupational Health and Safety Committee Report⁷

Fire Chief Stobart presented the Occupational Health and Safety Committee Report as submitted. Trustee McKinnon confirmed that the dangerous trees are on MIID property.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to accept the Occupational Health and Safety Committee Report. CARRIED

9. TRUSTEE & COMMITTEE REPORTS

9.1 Fire Hall Operations Delegate

Trustee McKinnon had nothing to report.

9.2 Finance Delegate

Trustee Peace met with CAO Somerville regarding payables and had nothing to report.

9.3 Health Centre Operations Delegate

Trustee Milne had nothing to report.

9.4 Human Resource Delegate

Trustee Hill explained that the trustees have not yet finished the employee evaluation reports.

9.5 Garbage Committee

Trustee Dearden had nothing to report.

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

10. NEW BUSINESS

None.

⁶ Fire Department Report

⁷ OH&S Committee Meeting Minutes – Feb. 10, 2021

11. COMMUNICATIONS

CAO Somerville will post the accepted financial statements on the website.

12. NEXT BOARD MEETING DATES

May 18, 2021 at 1:00 pm – Regular Board Meeting

13. IN CAMERA

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to go into an in camera session at 1:27 pm. CARRIED

The regular board meeting reconvened at 1:29 pm.

14. OTHER BUSINESS

Trustee Hill asked if there will be issues with in-person attendance for Board members due to the new provincial regulations restricting travel. CAO Somerville mentioned that the Meeting Procedures Policy has been amended to accommodate electronic participation for meetings.

15. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:33 pm by motion made by Trustee Dearden.

Approved:


Doug Hill, Chair

MAY 18 2021
Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – APRIL 20TH, 2021

I welcome Trustee Peace back for another 3-year term beginning April 20th. The Board will need to formally elect the Chair and Deputy Chair and confirm the delegate positions at the Board meeting.

I have received the draft financial statements, after a review with the Auditor and the Finance Trustee they will be presented to the Board for final review and acceptance. The financial statements will need to be forwarded to the Ministry by May 15. They will then be posted as usual at miidonline.com until the AGM.

The necessary changes agreed to last month have been made to the establishing bylaw however after further review by staff we have brought forward some additional suggested changes for discussion. The suggested changes are intended to provide a better understanding of the bylaw and limit any confusion.

I have provided a copy of Bylaw 208, Mayne Island Tax 2021 for Board approval. Once approved by the Board this Bylaw will be forwarded to the Ministry for registration and Inspector approval. Taxes cannot be run until we receive the approved bylaw back from the Ministry.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

<u>Health Centre Tax Summary 2021</u>		
At April 15, 2021		
	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	252	8,402.09
Delinquent	40	1,523.61
Credit Balances	71	(1,924.11)
Total Outstanding		<u>\$8,001.59</u>

Attachments:

FD & HC Budget vs. Actual (Prd 3, 2021)
Balance Sheet (Prd 3, 2021)

Action Items:

Motion/Approval – Bylaws 208 & 209



**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 208**

A bylaw for imposing taxes upon land and improvements in the improvement district, and to provide for imposing a percentage addition to encourage prompt payment thereof.

The trustees of Mayne Island Improvement District ENACT AS FOLLOWS:

1. The following taxes (Rates) for the Health Centre and Heliport are hereby imposed and levied for the year 2021:

Property Class	Class Ratio	Tax Rate (dollars of tax per \$1000 taxable value)
1 - Residential	1.0 :1	\$0.1194803
2 - Utility	3.5 :1	\$0.4181812
3 - Supportive Housing	1.0 :1	\$0.1194803
4 - Major Industry	3.4 :1	\$0.4062331
5 - Light Industry	3.4 :1	\$0.4062331
6 - Business or Other	2.45 :1	\$0.2927268
7 - Managed Forest	3.0 : 1	\$0.3584410
8 - Rec/Non Profit	1.0 : 1	\$0.1194803
9 - Farm	1.0 : 1	\$0.1194803

2. The minimum amount of taxation upon a parcel of real property will be fifteen dollars (\$15.00).
3. The aforementioned taxes are due and payable on or before the 2nd day of July, 2021 and a late penalty consisting of percentage addition of fifteen percent (15%) of the amount thereof will be added to all taxes remaining unpaid after the said date.
4. Taxes payable to the Improvement District will bear interest at the rate prescribed by the Lieutenant Governor in Council under the *Taxation (Rural Area) Act* from March 1 next following the date on which they are levied, until paid or recovered as set out under Section 717 of the *Local Government Act*.
5. This bylaw may be cited as the "Mayne Island Tax Bylaw 2021".

INTRODUCED and given first reading by the Trustees on the XX day of April, 2021.

RECONSIDERED and finally passed by the Trustees on the XX day of April, 2021.

Chair of the Trustees

I hereby certify under that this is a true copy of Bylaw No. 208.

Corporate Administrative Officer

Fire Department Report

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



Date: MIID Board Meeting April 20th 2021
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms: 14

There were 14 fire department responses in March. 3 BCAS assists, 1 for hydro lines down, 5 duty officer pages, 2 First Responder calls 2 public assists and 1 chimney fire.

Date	Time	Type	T.O.S.	Responders
Mar 3 rd	8:07	BCAS assist	:10	10
Mar 4 th	9:06	Hydro lines down	:04	1
Mar 5 th	14:15	DO-Dropped 911 call	:13	7
Mar 10 th	17:15	First Responder	:14	3
Mar 10 th	17:18	BCAS assist	:12	3
Mar 11 th	18:40	First Responder	:15	5
Mar 12 th	15:57	Public assist	:02	1
Mar 13 th	15:04	BCAS assist	:02	1
Mar 13 th	15:16	DO- open burn complaint	:09	1
Mar 17 th	16:00	DO- open burn complaint	:22	1
Mar 17 th	16:46	DO- open burn complaint	:04	1
Mar 22 nd	12:15	Chimney fire	:12	14
Mar 29 th	10:05	Public assist	:00	1
Mar 31 st	20:10	DO- open burn complaint	:25	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: 102 hrs. Fire Practice: 176 hrs. Special training/Community Events: 281 hrs.

Practice and education

March practice focused on auto Ex., search and rescue and fire attack with tender shuttle. First Responder practice focused on patient assessment and spinal motion restriction.

We have one new fire service instructor. His training is accredited to NFPA 1041.

MIFR has resumed in person practices and the membership is responding positively.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
25	24	1	10
One member has resigned as he is moving.			

Equipment and Apparatus
Our new SCBA packs were scheduled to be shipped out of the US on April 12, we should see them shortly. Annual apparatus pump and safety equipment inspections have been completed for 2021.

News
Warmer weather has arrived and the senior officers will be monitoring the fire danger and updating signage and our website as conditions change.

Fire Chief Kyle Stobart