



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

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

1. CALL TO ORDER

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

October 17th, 2023-Regular Board Meeting

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None

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 October 10th, 2023

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

7.2 Finance Delegate – Trustee Peace

7.3 Human Resources Delegate – Trustee Hill

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

January 16th, 2024

11. IN CAMERA

Approval of October 17th, 2023 Meeting Minutes

12. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

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

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

Guests: Rob MacFarlane, Lindsay Allan, Tara Walker and Amanda Gunn

Absent with notice: Trustee Bob McKinnon, Deputy Chief Eric Walker

1. CALL TO ORDER

The meeting was called to order at 1:04pm 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 as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

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

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

MIVFFA Lease Renewal

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to allow the CAO to execute the renewed lease agreement with MIVFFA.

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

CARRIED

¹ Administrative & Finance Report

6.2 Fire Department Report

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

CARRIED

6.3 Occupational Health and Safety Committee

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

CARRIED

6.4 Training Report

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the Training Report.

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

7.2 Finance Committee

7.3 Human Resources

7.4 Health Centre Operations

7.5 Policy Committee

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

CARRIED

8. NEXT BOARD MEETING DATES

January 16th, 2024

9. IN CAMERA

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go in camera at 1:25pm.

CARRIED

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:49pm by motion made by Trustee Milne .

Approved:



JAN 16, 2024



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, October 17th, 2023@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

1. CALL TO ORDER

The meeting was called to order at 1 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 as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of August 15th, 2023.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the 2024 Health Centre and Heliport Budget as presented.

CARRIED

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the 2024 Fire Rescue Services Budget as presented.

CARRIED

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to pass Bylaw #218 – Fire Protection Taxation Bylaw 2024.

CARRIED

¹ Administrative & Finance Report

A discussion was held around the water tank project in front of the Fire Hall. Request from the Board to meet with the contractors involved and discuss the project plan and cost estimate before moving any further. CAO will request a meeting.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Administrative and Financial Report.

CARRIED

6.2 Fire Department Report²

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

CARRIED

6.3 Occupational Health and Safety Committee³

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

CARRIED

6.4 Training Report⁴

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Clarification of Item 3 in Working Alone Policy

Fire Chief will discuss at next Officer's meeting and will report back to the Board if there are any changes recommended.

Driver information regarding Class 7 "N"

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to amend the MIID Driver Agreement to state that all personnel are required to have a Class 5 Drivers License or higher to drive any MIID vehicle.

CARRIED

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Nothing to report.

7.4 Health Centre Operations

The Board briefly reviewed the MOU with MIID and MIHCA.

7.5 Policy Committee

Policy Committee Meeting Minutes August 9th and September 14th, 2023 were presented.

² Fire Chief Report

³ OH&S Committee Minutes

⁴ Training Report

DRAFT Criminal Record Check Policy

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the Criminal Record Check Policy as presented.

CARRIED

DRAFT Parties and Events Policy

Tabled for further discussion.

DRAFT Amended Working Alone Policy

Discussion around check in for contractors working outside of office hours. Will go back to Policy Committee to gather more information.

DRAFT Amended Statutory Holidays Policy

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to approve the Statutory Holidays Policy as amended.

CARRIED

DRAFT Respectful Workplace Policy

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the Respectful Workplace Policy as presented.

CARRIED

Trustee Milne suggested that MIID institute procedures that all employees and members of the organization, including trustees, must read the Policy manual and familiarize themselves with all MIID policies and procedures, and that all members sign off that they have read them.

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

CARRIED

8. NEXT BOARD MEETING DATES

November 21st, 2023

9. IN CAMERA

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to go in camera at 1:54 PM.

CARRIED

The Board reconvened the Regular Board Meeting at 4pm.

10. OTHER BUSINESS

None.

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 4pm by motion made by Trustee Dearden .

Transcribed by J. Lawson, Administrative Assistant

Approved:

Doug Hill, Chair

Date:

DRAFT

Mayne Island Improvement District

ADMINISTRATIVE REPORT – NOVEMBER 21ST, 2023

Board of Trustees,

In regard to the rain water hook up to the water storage tank in the front parking lot, the project is on hold at the Board's request until a meeting can be arranged with all parties involved. I have requested a meeting with the contractors but have not heard back at this time.

The generator malfunctioned during the last power outage. It has been temporarily repaired. A generator technician will be over on November 27th to investigate further.

The heat pump stopped working again last month. The technician was able to fix the problem this time. The internal fan was not working, it has now been replaced and we have had no further issues. I did receive a quote to replace the heat pump that I am happy to share with the Board but at this time I don't think it is a necessary expenditure at this time.

Trustee Dearden and I met with two members of the MIHCA Board and discussed some of their future plans and the potential impact to the District from a taxation perspective. Moving forward I believe the community will be seeing some positive changes in the rural health care model not only here on Mayne Island but throughout the gulf islands.

Included in the Board package is the amended MIVFFA lease agreement. There is one deletion as outlined in the document (section 8.2) and the addition of the plan map. The agreement was originally approved in August but since there has been a change, I will need Board approval to enter into this amended agreement.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2023

November 17th, 2023

	# of Properties	\$ Amount Outstanding
Current Year	236	11,074.73
Arrears	58	2,558.32
Delinquent	16	93.64
Credit Balances	31	(1,881.53)
Total Outstanding		<u>\$11,845.16</u>

Attachments:

FD & HC Budget vs. Actual (Prd 10, 2023)
Balance Sheet (Prd 10, 2023)

Fire Department Report

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



Date: MIID Board Meeting October 21st 2023
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:12				
MIFR attended 12 pager responses in October. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Oct 3	21:17	Motor vehicle incident	:03	14
Oct 6	11:25	Open burn complaint	:10	1
Oct 7	13:25	Open burn complaint	:08	1
Oct 7	17:00	Smoke sighting	n/a	3
Oct 11	19:57	Motor vehicle incident	:10	12
Oct 13	13:36	First Responder	n/a	2
Oct 13	23:48	First Responder	:16	2
Oct 14	17:51	First Responder	:20	3
Oct 18	15:08	Open burn complaint	:22	2
Oct 19	17:31	Open burn complaint	:14	1
Oct 20	01:59	First Responder	:16	2
Oct 24	15:46	Hydro fire	:13	11

Response
October had typical call volume. As always MIFR is ready to respond 24/7.

Attendance
Pager Responses:104 hrs. Fire Practice:134 hrs. Special training,Community Events:139 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Recruits
28	28	3	0
The last class of firefighters have received their pagers, licence plates and uniforms and are eager to represent the department and serve the community. We are still receiving interest in recruiting from the public.			

Equipment and Apparatus
Utility 1 is still waiting for striping, Tender 3 will be repaired at a different facility.

News

The firefighter association's Halloween event was a big success this year. We are hearing much positive feedback from the community.
Eleven department members represented the fire department on Remembrance Day this year.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, October 3rd, 2023

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

Meeting called to order at 13:04 hours, October 3rd, 2023

1. Agenda:

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

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 September 12th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Bay Door Sensor Upgrade - K. Stobart**

E. Walker reported that two of the three doors need adjusting. The contractor is aware and will be returning to make the adjustments.

4. New Business:

None

Adjournment: The meeting was adjourned at 13:11 hours, October 3rd, 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 November 7th at 13:00 hrs.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report November 2023



Training

Tuesday night training during October was focused mainly on structure fire scenarios. The eight new fire fighters attended their first fire practice on Tuesday, October 17th.

Three department members will be attending a Structural Protection workshop in Sooke on November 18 and 19.

Two of our medical responders will be attending a Red Cross Instructor course in Metchosin in December. With the addition of these two, we will have four Red Cross instructors.

Recruiting

The fire department is not currently recruiting members, as our ready-room is at capacity. However, we have had a request to join from a potential new work experience volunteer. We currently have two work experience volunteers, with room for up to four (work experience volunteers are set up outside of the ready-room).

For Your Information

The Mayne Island Fire Rescue work experience volunteer program is a program which allows fully-trained fire fighters who are working towards joining a career fire department to gain experience and a reference for their job search. The work experience volunteers typically come to the island every month or two for several days. While here, they join us for fire practice and respond to calls with us. They also perform various hall duties such as vehicle and equipment inspections. We have had several work experience volunteers in the past who have gone on to find jobs at career fire departments including Vancouver Fire. In fact, Vancouver Fire has even recommended us to potential applicants who need to gain more experience.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer