



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Thursday, April 11th, 2024@ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

**Guests:** Rob MacFarlane, Representative from Mayne Island Health Centre Association

**Absent with notice:** Trustee Deb Milne

#### 1. CALL TO ORDER

The meeting was called to order at 1:13pm by Chairperson, Doug Hill.

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

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the agenda as presented.

CARRIED

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

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the minutes from the Board Meeting of March 20th, 2024.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

#### 5. CORRESPONDENCE

None

#### 6. REPORTS

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

- 2024 Health Centre taxation exemptions list

Discussion was held regarding comparison of the tax rate to last year's rate. CAO explained that the difference would be small. She will provide a complete comparison report to the Board for information purposes subsequent to the Board meeting.

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

There are 90 properties on the tax exemption list: consisting of 86 foreshores, 3 Water District properties, and the Anglican Diocese' secondary property on Georgina Point Road.

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the Health Centre taxation exemptions list as presented.

CARRIED

- **2024 Tax Sale date**

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the 2024 Tax Sale date of October 31<sup>st</sup>, 2024.

CARRIED

- **Minimum taxation**

Per Bylaw 219, minimum is set at \$15.

- **Bylaw 219, Health Centre and Heliport Tax Rates Bylaw**

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve Bylaw 219, Health Centre Taxation Bylaw as presented.

CARRIED

Call for nominations ad will be going into the Mayne Liner next month. There is one Trustee position up for election. Nominations will close on May 15<sup>th</sup>.

CAO Somerville requested the May Board meeting be moved to May 9<sup>th</sup>, for the Board to approve the audited financials and submit them to the Province by May 15<sup>th</sup>.

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

CARRIED

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

Trustee McKinnon noted that there are still two members who need to provide an updated criminal record check. The Fire Department will be hosting an Open House at the firehall on May 11<sup>th</sup>. The annual Mothers' Day Pancake Breakfast is May 12th.

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

CARRIED

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

Engine 2 has had a replacement seat beat installed due to damage.

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

CARRIED

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<sup>2</sup> Fire Department Report

<sup>3</sup> Occupational Health and Safety Report

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

First Responder Red Cross training has concluded. April focused on scenario-based training. Next goal is to get the Exterior Firefighters certified as Full- Service. There are currently eight Full-Service Firefighters.

MOTION: Trustee Peace moved and Trustee Dearden 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**

Trustee Hill reported that meetings have occurred regarding the complaint. Staff have received their annual reviews.

**7.4 Health Centre Operations**

Trustee Dearden reported that he is attending an inter-island health services meeting April 27th on Galiano. Will report back to the Board if anything is discussed that pertains to the Improvement District.

**7.5 Policy Committee**

**DRAFT Parties and Events Policy**

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

CARRIED

**7.6 Garbage Committee**

Nothing to report.

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

CARRIED

**8. NEW BUSINESS**

None.

**9. COMMUNICATIONS**

Call for nominations out May 1<sup>st</sup> in Mayne Liner and website. Ad for Open House in Mayne Liner as with Fire Smart tips as well.

**10. NEXT BOARD MEETING DATES**

May 9<sup>th</sup>, 2024 at 1:30pm.

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<sup>4</sup> Training Report

**11. TOWN HALL**

Rob MacFarlane reported that the Mayne Island Health Centre Association is hosting a Health Fair on May 25<sup>th</sup> at the Farmers Market.

**12. IN CAMERA**

Approval of March 20<sup>th</sup>, 2024 Meeting Minutes

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to go in camera at 1:37 pm.

CARRIED

The regular board meeting was reconvened at 1:46pm.

**13. OTHER BUSINESS**

None.

**14. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:47pm by motion made by Trustee Peace.

Approved:

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

\_\_\_\_\_  
Date

Recorded and transcribed by J. Lawson



# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Thursday, April 11<sup>th</sup> 2024 @ 1:00 pm  
**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

March 20th, 2024 -Regular Board Meeting

### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

### 5. CORRESPONDENCE

None

### 6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

- **Taxation Exemptions List**
- **2024 Tax Sale Date**
- **Minimum Taxation**
- **Bylaw 219, Health Centre Taxation Bylaw 2024**

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief

Occupational Health & Safety Committee Minutes, March 12th, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

### 7. TRUSTEE DELEGATE & COMMITTEE REPORTS

6.2 Fire Hall Operations Delegate – Trustee McKinnon

6.3 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

#### **DRAFT Parties and Events Policy**

7.6 Garbage Committee Delegate – Trustee Milne

### 8. NEW BUSINESS

### 9. COMMUNICATIONS

### 10. NEXT BOARD MEETING DATES

May 16th, 2024

### 11. TOWN HALL

### 12. IN CAMERA

Approval of Meeting Minutes March 20<sup>th</sup>, 2024.

### 13. ADJOURNMENT



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Wednesday, March 20th, 2024@ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

**Guests:** Rob MacFarlane, Representative from Mayne Island Health Centre Association

**Absent with notice:** Trustee Brian Dearden and Kyle Stobart, Fire Chief

#### 1. CALL TO ORDER

The meeting was called to order at 1:01 pm by Chairperson, Doug Hill. He acknowledged that the meeting was being held on the traditional lands of the Coast Salish People.

#### 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 Peace moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of February 22<sup>nd</sup>, 2024.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

#### 5. CORRESPONDENCE

None

#### 6. REPORTS

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

- **Trustee Elections and AGM date. Last years AGM was June 17<sup>th</sup>.**

A tentative date of June 22<sup>nd</sup>, 2024 has been set for the AGM.

CAO Somerville updated the Board on the annual audit.

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

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

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

Fire Chief Stobart has been working on the water storage project at the hall. Has sourced two 3000-gallon tanks to install at the back of the hall.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve up to \$9000 to purchase water storage tanks for the fire hall.

CARRIED

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

CARRIED

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

Deputy Chief Walker updated the Board on the recent completion of First Responder training. There are now ten new First Responders in the membership.

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

CARRIED

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

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**

Nothing to report.

### **7.2 Finance Committee**

Nothing to report.

### **7.3 Human Resources**

Trustee Hill reported that Performance Evaluations have now been completed for all full-time staff. Reports on those reviews will be returned to employees for comment by the next Board meeting.

### **7.3 Health Centre Operations**

Rob MacFarlane updated on the hiring process for doctor and nurse practitioner.

### **7.5 Policy Committee**

Policy Committee Meeting Minutes, January 13<sup>th</sup>, 2024 were presented.

#### **DRAFT Diversity Policy**

Will go back to the Committee for amendments.

#### **DRAFT Representation at Board Meetings Policy**

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to adopt the Partner Groups and Representation at Board Meetings Policy as presented.

CARRIED

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<sup>2</sup> Fire Department Report

<sup>3</sup> Occupational Health and Safety Committee Report

<sup>4</sup> Training Report

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

CARRIED

**8. NEXT BOARD MEETING DATES**

April 11th, 2024

**9. IN CAMERA**

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go in camera at 1:37pm.

CARRIED

The regular Board meeting reconvened at 2:01pm.

**OTHER BUSINESS**

None.

**10. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:02 pm by motion made by Trustee McKinnon.

Approved:

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

\_\_\_\_\_  
Date:

Recorded and transcribed by J. Lawson



# Mayne Island Improvement District

ADMINISTRATIVE REPORT – APRIL 11<sup>TH</sup>, 2024

Board of Trustees,

The auditor has not completed her review, I therefore don't have the draft audited financial statements ready for review by the Board at the moment. There will be no additional expenses other than the audit expense itself posted to 2023. Accepted financial statements must be sent to the Ministry in May.

In order to present the 2024 Health Centre Taxation Bylaw, I require the Board to agree and make motion on the standard exemptions. I will ask the Board to once again exempt foreshores and other improvement districts not already exempted by the province. The Board will need to consider whether to exempt any Church property not already exempted as well. The Board will also need to consider the minimum taxation and as a formality the Board will need to select the tax sale date.

The call for nominations ad will be in next month's Mayneliner. There is one Trustee position up for election. It is my understanding that Trustee Peace will not be running for re-election. I encourage anyone who might be interested in volunteering to complete the nominations form. The nomination form will be available in the Mayneliner, at [miidonline.com](http://miidonline.com) or for pick up in the administration office at the Fire Hall.

The planned accounting software migration to the cloud is set to begin in May. I anticipate a few hiccups during the implementation but I am confident we have a good support team on side that will ease with the transition.

Submitted by,

Katherine Somerville  
Corporate Administrative Officer

## Health Centre Tax Summary 2024

March 15<sup>th</sup>, 2024

|                   | # of Properties | \$ Amount Outstanding |
|-------------------|-----------------|-----------------------|
| Current Year      | 0               | 0                     |
| Arrears           | 196             | 10,566.43             |
| Delinquent        | 54              | 2,698.18              |
| Credit Balances   | 63              | (4,363.36)            |
| Total Outstanding |                 | <u>\$8,901.25</u>     |

### **Attachments:**

FD & HC Budget vs. Actual (Prd 3, 2024)  
Balance Sheet (Prd 3, 2024)

# Fire Department Report



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

Date: MIID Board Meeting April 11<sup>th</sup> 2024  
 Fire Department summary to date

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

| <b>Alarms:</b>  |       |                     |        |            |
|---|-------|---------------------|--------|------------|
| MIFR attended 6 pager responses in March.<br>See breakdown below, TOS refers to time to scene in minutes. |       |                     |        |            |
| Date  | Time  | Type                | T.O.S. | Responders |
| Mar 10 <sup>th</sup>  | 03:22 | Hydro incident      | 0:24   | 7          |
| Mar 15 <sup>th</sup>  | 05:08 | First Responder     | 0:18   | 3          |
| Mar 16 <sup>th</sup>  | 20:41 | BCAS assist         | 0:14   | 7          |
| Mar 19 <sup>th</sup>  | 13:43 | Open burn complaint | 0:05   | 2          |
| Mar 21 <sup>st</sup>  | 13:09 | First Responder     | 0:21   | 3          |
| Mar 29 <sup>th</sup>  | 16:24 | First Responder     | 0:06   | 3          |

| <b>Response Ready!</b>   |
|--|
| <b>Attendance</b>  |
| Pager Responses: 50 hrs. Fire Practice: 152 hrs. Special training, Community Events: 326 hrs. (First Responder training) |

| <b>Personnel</b>  |                                |                 |          |
|---|--------------------------------|-----------------|----------|
| Active personnel  | Firefighter 1 & 2 and Exterior | Work Experience | Recruits |
| 26  | 26                             | 5               | 0        |
| Our work experience program has increased to 5 members. |                                |                 |          |

| <b>Equipment and Apparatus</b>   |
|--|
| Tender 3 repairs are complete. One bay door has been serviced twice and now is functioning properly. |

| <b>News</b>   |
|---|
| We are happy to announce we will be getting eleven new First Responders. We are hosting an open house on May 11 <sup>th</sup> . |

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday March 12<sup>th</sup>, 2024

**Present:**

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, , Fire Fighter R. Edwards

**Absent:** CAO K. Somerville, Admin Assistant J. Lawson

**Guests:** None

Meeting called to order at 12:55 hours, March 12<sup>th</sup>, 2024

1. Agenda:

K. Stobart moved and R. Edwards seconded the motion to adopt the agenda with additions.

**CARRIED UNANIMOUSLY**

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

K. Stobart moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held, February 13<sup>th</sup>, 2024.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes: None

4. New Business:

a) **Engine 2 Seatbelt Repair – K. Stobart**

K. Stobart reported that during the recent engine pump inspection, damage was discovered to the front passenger seatbelt in Engine 2. Though the seatbelt is still functional, a replacement has been ordered.

**Adjournment:** The meeting was adjourned at 13:05 hours, March 12<sup>th</sup>, 2024.

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 April 2<sup>nd</sup> 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 April 2024



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## Training

The four fire practices in March were all scenario-based training nights. The team participated in a wildfire scenario on Kim Road, a dock/boat fire at the new Horton Bay Dock, a vehicle fire with patient entrapment at the fire hall, and a rope rescue near Campbell Point.

## For Your Information

Scenario-based training allows us to touch on many skills during a single scenario. Most scenarios have a medical component (usually with a live patient) which allows our First Responders to put their training into practice in the field. Many scenarios also involve other skills such as emergency scene traffic control, hose deployment, water supply, radio communications and fire suppression.

## Moving Forward

For the next several months, fire practice will focus on the skills associated with the NFPA 1001 modules required for Full Service Fire Fighters. These fire practices consist of skill stations, followed by a scenario night for each module.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer

# Mayne Island Improvement District

## Parties, Events & Social Gatherings Policy

### **POLICY STATEMENT**

The Mayne Island Improvement District (MIID) understands that parties and events are a component of any organization. Events are used to celebrate retirements, employee recognition, and help build and maintain camaraderie within the workplace.

This policy provides the necessary guidance to ensure all work-related parties, events and social gatherings are safe, responsible, inclusive, and respectful.

### **DEFINITIONS**

Employee: anyone employed by the MIID including firefighters and administration staff.

Party/Event/Social Gathering: any party, hospitality, social activity, or organized event outside of regular work or organized training, that is financed by the MIID including Mayne Island Volunteer Fire Department (MIVFD).

### **GUIDELINES**

Work-related functions and events arranged by the organization are an extension of the workplace. It is therefore imperative that employees conduct themselves in a proper manner and avoid bringing the organization into disrepute. All attendees are expected to behave responsibly.

The MIID believes in fostering an environment of equity and inclusion within the workplace. Any party or event funded by MIID should be inclusive. Excluding colleagues on grounds of age, sex, race, disability, religion or belief, or sexual orientation may be deemed to be discrimination. Complaints by employees about exclusion from these events will be investigated and may result in disciplinary action.

No alcohol will be consumed within the firehall nor will the MIID pay for or reimburse any expenses for alcohol.

As an employer, the MIID has a legal obligation to ensure the health and safety of its employees, including during and after a work-related social event. All work-related parties, events or social gathering must follow the guidelines of the associated MIID policies and MIVFD standard operating guidelines, including but not limited to:

- Drug and Alcohol Policy and Agreement
- Staff & Volunteer Confidentiality Agreement
- Expense Reimbursement Policy
- Credit Card Policy
- Purchasing Policies
- Fire Fighter Code of Ethics
- Workplace Bullying and Harassment