



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, October 17th, 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

August 15th, 2023-Regular Board Meeting

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

Approval of the 2024 Budgets

2024 Fire Protection Taxation Bylaw 218

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes August 11th and September 12th, 2023

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

Clarification of Item 3 in Working Alone Policy

Driver information regarding Class 7 license “N”

7.2 Finance Delegate – Trustee Peace

7.3 Human Resources Delegate – Trustee Hill

7.4 Health Centre Operations Delegate – Trustee Dearden

MOU MIID MIHCA

7.5 Policy Committee Delegate – Trustee Milne

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

DRAFT Criminal Record Check Policy

DRAFT Parties and Events Policy

DRAFT Amended Working Alone Policy

DRAFT Amended Statutory Holidays Policy

DRAFT Respectful Workplace Policy

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

November 21st, 2023

11. IN CAMERA

Approval of August 15th, 2023 Meeting Minutes

12. ADJOURNMENT



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

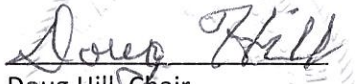
None.

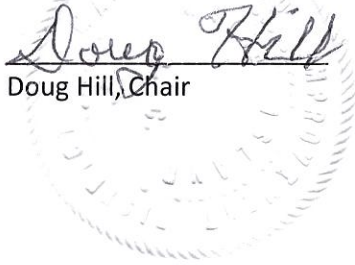
11. ADJOURNMENT

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



Jan 16 2024

Date:

Mayne Island Improvement District

ADMINISTRATIVE REPORT – OCTOBER 17TH, 2023

Board of Trustees,

Staff present the 2024 operating and capital budgets for final approval of the Board and submission to the Ministry. These final copies reflect the requested changes from the Board. The 2024 Fire Department Taxation Bylaw must be approved and sent to the Ministry along with the budget documentation for final acceptance by the Ministry prior to October 31. The Health Centre taxation bylaw will not be created till April when we have the updated assessment information however, all budget information is sent to the Ministry at this time as well.

There are five draft policies for discussion included in this board meeting package. Trustee Milne will review these individually however, three of these policies are new policies:

- 1) Criminal Record Check Policy;
- 2) Parties, Events & Social Gathering Policy; and
- 3) Respectful Workplace Policy.

Two policies are amendments to existing policies. These amended policies were simplified and updated:

- 4) Working Alone Policy;
- 5) Statutory Holiday Policy.

In regard to the rain water hook up to the water storage tank in the front parking lot, the plumbing contractor has been coordinating with the machine operator. You will notice a large tank on the lawn, this tank will be buried as part of the rainwater catchment system. I am told this work will be completed this month.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2023

October 14th, 2023

| | # of Properties | \$ Amount Outstanding |
|-------------------|-----------------|-----------------------|
| Current Year | 208 | 11,192.17 |
| Arrears | 59 | 2,578.19 |
| Delinquent | 17 | 96.16 |
| Credit Balances | 61 | (7,303.91) |
| Total Outstanding | | <u>\$6,562.61</u> |

Attachments:

FD & HC Budget vs. Actual (Prd 9, 2023)
Balance Sheet (Prd 9, 2023)

**MAYNE ISLAND IMPROVEMENT DISTRICT
FIRE RESCUE SERVICES
2024 BUDGET**

| | | | | |
|---|---------------------------------|--|-------------------|--|
| OPERATING EXPENSES | GOVERNANCE | Accounting & Audit Fees | 7,963 | |
| | | Administration | 100,469 | |
| | | Bank Charges | 1,900 | |
| | | Professional Fees | 2,000 | |
| | | Insurance - MIID Board | 1,040 | |
| | | I.T. Maintenance, Security, Software, Hardware | 21,125 | |
| | | Office Supplies | 3,579 | |
| | | Telecommunications | 1,780 | |
| | | Advertising | 500 | |
| | | Travel Expense | 200 | |
| | | | \$ 140,555 | |
| | BUILDING | Building & Property Maintenance | 27,895 | |
| | | Insurance | 19,610 | |
| Utilities | | 7,500 | | |
| | | \$ 55,005 | | |
| FIRE DEPARTMENT | Equipment, Maintenance & Repair | 66,112 | | |
| | Fire Prevention | 2,500 | | |
| | FD Personnel | 371,187 | | |
| | FD Training | 44,675 | | |
| | FD Vehicle Maintenance & Fuel | 25,500 | | |
| | | \$ 509,974 | | |
| TOTAL OPERATING EXPENSES | | | \$ 705,535 | |
| CAPITAL EXPENSES | Capital Works - FD | - | | |
| | Capital Reserve | 107,000 | | |
| | | \$ 107,000 | | |
| TOTAL EXPENDITURES | | | \$ 812,535 | |
| | Less Other Income | (43,500) | | |
| TOTAL BYLAW #218 (FIRE PROTECTION) TAX LEVY REQUIRED | | | \$ 769,035 | |

**MAYNE ISLAND IMPROVEMENT DISTRICT
Mayne Island Health Centre & Heliport
2024 BUDGET**

| | | | | |
|---|----------------------------------|--|--------|-------------------|
| OPERATING EXPENSES | HEALTH CENTRE | Accounting & Audit Fees | 3,850 | |
| | | Administration | 55,137 | |
| | | Office Supplies | 5,077 | |
| | | Building & Property Maintenance | 42,700 | |
| | | Heliport Operation | 500 | |
| | | Insurance | 13,125 | |
| | | Legal | 1,000 | |
| | | Utilities | 5,159 | |
| | | Water | 1,000 | |
| | | I.T. Maintenance, Security, Software, Hardware | 11,375 | |
| | | | | \$ |
| CAPITAL EXPENSES | HEALTH CENTRE | Health Centre Building Reserve Fund | 13,200 | |
| | | | | \$ |
| TOTAL EXPENDITURES | | | | \$ 152,122 |
| | Less | | | |
| | Rental Income | (37,728) | | |
| | Income from Interest & Penalties | (6,500) | | |
| | | | \$ | (44,228) |
| TOTAL BYLAW #2XX (Health Center) TAX LEVY REQUIRED | | | | \$ 107,894 |

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 218**

A bylaw for levying taxes on the land and improvements within the Mayne Island Improvement District, hereinafter referred to as the "Improvement District", for fire protection purposes.

The Trustees of Mayne Island Improvement District in open meeting assembled ENACTS AS FOLLOWS:

1. The sum of Seven Hundred and Sixty-Nine Thousand, Thirty Five (769,035) Dollars is required by the Improvement District for fire protection in the year 2024.
2. A tax at a rate determined to be necessary to raise the aforesaid sum is hereby levied for the year 2024 on all land and improvements as defined in the *School Act*, within the Improvement District in accordance with Section 711 of the *Local Government Act*.
3. The said taxes shall be due and payable as provided in the *Taxation (Rural Area) Act* and if delinquent shall bear interest at the rate set out under the *Taxation (Rural Area) Act* until paid or recovered.
4. This bylaw may be cited as the "Fire Protection Taxation Bylaw 2024".

INTRODUCED and given first reading by the Trustees on the 17th day of October 2023.

RECONSIDERED and finally passed by the Trustees on the 17th day of October 2023.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 218.

Corporate Administrative Officer

Fire Department Report

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



Date: MIID Board Meeting October 24th 2023

Mayne Island Fire

Rescue

Fire Department summary to date

Serving Our Community with Pride

| Alarms: 6 | | | | |
|---|-------|---------------------|--------|------------|
| MIFR attended 20 pager responses in August and September. See breakdown below, TOS refers to time to scene in minutes. | | | | |
| Date | Time | Type | T.O.S. | Responders |
| Aug 8 | 20:06 | First Responder | :08 | 3 |
| Aug 9 | 22:20 | Open burn complaint | :10 | 1 |
| Aug 10 | 04:00 | First Responder | :26 | 3 |
| Aug 10 | 08:00 | BCAS assist | :19 | 2 |
| Aug 11 | 21:57 | Open burn complaint | :19 | 2 |
| Aug 17 | 18:11 | First Responder | :09 | 4 |
| Aug 18 | 16:40 | BCAS assist | :09 | 1 |
| Aug 21 | 09:18 | Smoke report | :09 | 1 |
| Aug 25 | 10:00 | BCAS assist | :11 | 3 |
| Aug 25 | 12:32 | First Responder | :15 | 2 |
| Sep 2 | 19:49 | First Responder | n/a | 1 |
| Sep 4 | 16:23 | First Responder | :19 | 3 |
| Sep 5 | 17:47 | First Responder | :29 | 4 |
| Sep 8 | 01:35 | First Responder | :18 | 2 |
| Sep 10 | 18:51 | Public assist | :09 | 1 |
| Sep 11 | 17:42 | First Responder | :18 | 3 |
| Sep 13 | 09:38 | First Responder | :18 | 4 |
| Sep 15 | 10:43 | Animal rescue | :22 | 3 |
| Sep 16 | 22:59 | Alarm activated | :24 | 7 |
| Sep 20 | 19:20 | First Responder | :14 | 3 |

| Response |
|--|
| August and September were slow for department responses; they routinely some of our busier months. As always MIFR is ready to respond 24/7. |

| Attendance |
|---|
| Pager Responses: 91 hrs. Fire Practice: 263 hrs. Special training/DO/Community Events: 108 hrs. |

| Personnel | | | |
|---|--------------------------------|---------------------------|----------|
| Active personnel | Firefighter 1 & 2 and Exterior | Youth and Work Experience | Recruits |
| 19 | 19 | 4 | 8 |
| 8 recruits become firefighters on October 14 th . They will receive their pagers and will join the ranks of responders and start attending regular practice where they will advance their training towards Full-Service Firefighter. DC Walker and myself are impressed with the new group, also impressed with the commitment of the previous intake to assist with training. | | | |

| Equipment and Apparatus |
|---|
| Utility 1 has been repaired but still need striping. Tender 3 will be repaired at a different facility. |

| News |
|---|
| MIFR took part in the fall fair parade in August. |

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Friday, August 11th, 2023

Present:

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

Absent:

Lieutenant R. Edwards, Admin Assistant J. Lawson

Guests: none

Meeting called to order at 14:36 hours, August 11th, 2023

1. Agenda:

K. Stobart moved and K. Somerville 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, as presented, held July 11th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Bay Door Sensor Upgrade - K. Stobart

K. Stobart reported that the bay door upgrades are complete for one door and are underway for the remaining two front bay doors.

4. New Business:

None

Adjournment: The meeting was adjourned at 14:42 hours, August 11th, 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 September 5th at 13:00 hrs.



E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Friday, September 12th, 2023

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant J. Lawson, Lieutenant R. Edwards

Absent: none

Guests: none

Meeting called to order at 10:01 hours, September 12th, 2023

1. Agenda:

K. Stobart moved and J. Lawson seconded the motion to adopt the agenda with additions.

CARRIED UNANIMOUSLY

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

K. Somerville moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held August 11th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

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

K. Stobart reported that the upgrades to all three front bay doors have been completed. K. Stobart added that one of the three doors needs adjusting. The contractor is aware and will be returning to make the adjustments.

4. New Business:

a) **Fire Department Vehicle Repairs - K. Somerville**

K. Somerville inquired about fire department vehicle repair status. K. Stobart stated that vehicle and equipment status is part of his monthly report to the board.

b) **Miner's Bay Dock Status - Group Discussion**

A group discussion was held regarding the status of the ramp to the new lower dock section at Miner's Bay. The ramp was damaged recently by extreme tides. The wharfinger is aware of the damage and repairs are in progress. It was noted that extra care must be taken by fire department members when using the ramp until permanent repairs are completed.

Adjournment: The meeting was adjourned at 10:10 hours, September 12th, 2023.

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 October 3rd at 13:00 hrs.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report October 2023



Training

Training with the new forcible entry props began in August. The new props function as expected and are very effective for training in various methods and techniques of forcible entry. During September, a Basic Life Support (BLS) course was delivered during regular practice. The skills learned during this training were a refresher for our existing First Responders as well as an introduction to BLS and CPR for our other members.

Recruiting

Recruit training continued through August and September. As of the end of September, the eight recruits have completed six of the eight training modules required for certification as Exterior Fire Fighters. Training module eight is scheduled for October 14th. After the recruits complete the requirements for Exterior Fire Fighter, they will begin responding to fire call-outs and will join the rest of the members for regular fire practice.

Other News

In September, Saturna Island Fire Department requested to borrow one of our forcible entry training props. It was always my intention to make these props available to our neighbouring fire departments. Arrangements were made to have Saturna pick up the training prop and they borrowed the prop and have since returned it.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer

Memorandum of Understanding ("MoU")

between the

Mayne Island Improvement District ("MIID")

and the

Mayne Island Health Centre Association ("MIHCA")

This MoU defines the responsibilities, duties and authorities of the MIID and the MIHCA with respect to the operation of the Mayne Island Health Centre from 1 January 2007.

The Mayne Island Health Centre ("Health Centre") consists of two buildings (the "buildings") on the eastern side of the MIID property on Felix Jack Road. The major building has been historically referred to as the "Health Centre". The minor building was erected recently to provide storage facilities for Emergency Services equipment and supplies as well as Medical Supplies. The major building has two long-term tenants, our medical doctor ("Doctor") and the Vancouver Island Health Authority ("VIHA"). These long-term tenants rent most of the space on the upper floor of the major building. Other time-to-time rentals of the remaining space are available for visiting practitioners and medical specialists as well as to community health-oriented clubs and groups.

The MIID, by virtue of its Letters Patent as amended in 1983, has as one of its objects "... *the operation of the Mayne Island Health Centre and the acquisition, maintenance and operation of works, buildings and equipment for these purposes and all matters incidental thereto.*" By a recent decision of the British Columbia Attorney-General this object includes the operation and maintenance of a heliport solely for medical evacuations.

In general, the MIID would act as a landlord for the Health Centre and would be responsible for the provision of the building and building-related services; the MIHCA, the long-term tenants, any short-term tenants and casual users would be responsible for providing all the furniture, non-building related equipment, communications and computer equipment that they would use in their practices and meetings. The MIID has agreed to share responsibility for operating the Mayne Island Health Centre ("Health Centre") with the MIHCA.

More specifically, the MIID will:

1. assume the normal responsibilities of a landlord for the Health Centre buildings. The MIID will be responsible for funding and maintaining the buildings in a fit state for the delivery of various medical consultation services, medical emergency services and community health services to the community. This shall include maintenance and upkeep for:
 - a. the building structure,
 - b. all external and internal structural surfaces,
 - c. heating, ventilation and air conditioning,
 - d. potable water supply,
 - e. electrical power,
 - f. plumbing and fixtures,
 - g. lighting, and
 - h. emergency power generation.
2. provide regular cleaning services of the interior of the building to ensure that is maintained in a fit state for the delivery of the medical and community health services.
3. maintain and keep clear the parking areas and roadways in the area of the Health Centre.
4. maintain and improve the grounds around the Health Centre.

5. provide a Manager for the building and related services. The Manager will report to the Board of Trustees for the MIID and will be the primary contact for the regular tenants of the buildings with respect to building services.
6. maintain and operate the Mayne Island Medevac Heliport.
7. convene a regular forum for discussion with the Doctor, VIHA, MIHCA and others with respect to required or recommended improvements of buildings and/or building conditions and facilities.
8. define the controls for security of access to the Health Centre. There will be at least 2 levels of control for access to secure areas and a single level for the public use areas. The MIHCA has been provided with keys to the public use areas within the Health Centre. Should the MIID decide to change locks and/or keys the MIHCA will be provided with a limited number of non-copyable keys for access to the public use areas only.

The MIHCA will:

1. continue to provide assistance to the Doctor, VIHA and other health/medical professionals in promoting a healthy living environment in our community.
2. continue to separately fund-raise to provide specialized health and medical equipment, furniture, telephones and other facilities as requested or suggested by health service providers and others. The MIHCA will specifically provide hard-wired long-distance telephone access to key emergency areas such as the Emergency Room and Doctor's office.
3. manage the allocation, scheduling and use of the rooms and spaces within the main building for the provision not already rented by the long-term tenants. The MIHCA may provide keys (from the keys supplied by the MIID) to those regular short-term users as they see fit providing that the MIHCA promptly notifies the MIID of the responsible individuals for any such short-term user.

The MIID will be responsible for and collect all rent payments received from the long-term tenants. Long-term rental payments will be applied to the maintenance and upkeep of the building and building services.

The MIHCA will be responsible for and collect all short-term and occasional room rental fees. These short-term rental payments will be applied to the costs of the MIHCA in providing community-related health services.

The MIID will properly account for all costs and revenues associated with the operations of the Health Centre that it manages as per this MoU. A copy of the annual report for the MIID will be provided to the MIHCA after approval at the Annual General Meeting of the MIID. The MIID will annually prepare, approve and present an annual Budget to the Ministry of Community Services which will include *inter alia* Operating and Capital Cost estimates for the Health Centre and Heliport during the following calendar year. The MIID will further recover all costs for administering, operating and maintaining the Health Centre and the Heliport in excess of anticipated rental payments directly from the land owners on Mayne Island.

The MIHCA will properly account for all costs and revenues associated with the operations of the Health Centre that it manages as per this MoU. A copy of the annual report for the MIHCA will be provided to the MIID after approval at the Annual General Meeting of the MIHCA.

Agreed to this 18th day of October 2007

Mayne Island Improvement District



Per: Jim Marlon-Lambert
Chair, Board of Trustees

Mayne Island Health Centre Association



Per: Dennis Watts
Chair, Board of Directors

Mayne Island Improvement District

Criminal Record Check Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) believes in ensuring that all individuals who are part of the MIID organization; trustee, employees, contractors and volunteers be held to the highest standard of trust and integrity.

The MIID requires that employees, contractors and volunteers consent to a Check prior to any employment, contract work or volunteerism for the MIID, and that clearance is maintained.

DEFINITIONS

Check: is a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check.

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

Trustees: are the elected Governance of the MIID including the Mayne Island Volunteer Fire Department (MIVFD).

Contractors: are the building and maintenance, water systems, fire hall custodians and health centre custodians.

Volunteers: are any individuals who volunteer for the MIID, MIVFD events, or any situation in which one would be considered a volunteer for the MIID or its subsidiary organizations.

PROCEDURE

All employees, contractors and volunteers are required to consent to an updated check every five (5) years. Checks will be performed by the MIID at no cost to the individual.

The Corporate Administrative Officer shall maintain all records required for employment or volunteerism and that those records will be held in accordance with the *Freedom of Information and Privacy Protection Act*.

In the event of a positive check where there are concerns about a record (i.e. criminal charges and/or convictions resulting from a criminal record check, the following factors are taken into consideration:

- Nature of employment including the duties of the position and the working conditions (e.g. working under close supervision or independently.)
- Whether the behaviour that led to the record, if repeated, poses a threat to the MIID's ability to carry on its business safely and/or efficiently.
- Whether the record would damage the reputation of the MIID or affect the public's confidence in MIID services.
- Details of record.
- Circumstances of the record.
- Length of time between the record and employment, contract or volunteer decision.
- Employment history of the individual.

Mayne Island Improvement District

Criminal Record Check Policy

- Individual's efforts at rehabilitation since the time of the record.

All positive checks will be reviewed in collaboration with the Corporate Administrative Officer, the Fire Chief and one trustee. Clearances will be denied when concerns from check results represent an unacceptable risk in performing the duties of the designated appointment.

DRAFT

Mayne Island Improvement District

Statutory Holiday Policy

PURPOSE

Ensuring employees are afforded the opportunity to enjoy British Columbia's Statutory Holidays away from work is an important part of maintaining the health of workers as well as a healthy workplace. To ensure workers receive a fair and consistent entitlement under the requirements of the Act, the Mayne Island Improvement District (MIID) Board of Trustees has adopted the following policy and procedure.

SCOPE

All full time and part time employees of the Mayne Island Improvement District and Mayne Island Volunteer Fire Department.

POLICY

It is the policy of the District to ensure employees of the District, whether paid or volunteer, are given statutory holidays off from work whenever possible, and compensated in accordance with *Employment Standards Act and Regulation - Statutory Holidays*.

PROCEDURE

Eligible employees are entitled to all Statutory Holidays as defined in the *British Columbia Employment Standards Act*.

Employees shall be scheduled to allow observance of statutory holidays whenever possible, however, due to the nature of our business; employees may be required to work on statutory holidays from time to time.

Employees may be scheduled to work on statutory holidays when operational or business needs require employees to work on a statutory holiday. For example:

- July 1st - Canada Day; AND
- November 11th - Remembrance Day

Paid on call firefighters who respond to emergency pager calls and unscheduled employee call-ins on a statutory holiday shall be paid out for time responding to calls at one-and-one-half times their hourly wages.

REFERENCE

Employment Standards Act and Regulation Part 5 — Statutory Holidays

Mayne Island Improvement District

Respectful Workplace Policy

POLICY OBJECTIVE

The MIID believes in promoting and maintaining a workplace environment in which all employees and contractors are treated with dignity and respect.

PROCEDURE

The Mayne Island Improvement District (MIID) is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Bullying and Harassment. The District considers workplace Discrimination, Sexual Harassment and Bullying and Harassment serious offences and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee. Complaints under the policy will be addressed in an impartial, timely and confidential manner where possible.

Conduct contrary to this policy may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the MIID up to and including termination of employment.

Good faith investigations under this policy are not grounds for a Bullying and Harassment complaint. Where it is determined that a person has made a complaint in

bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person.

SCOPE OF POLICY

This policy applies to all employees of the MIID including contractors, paid-on-call members, casual employees and volunteers.

This policy applies to interpersonal conduct at the workplace itself, or during work-related activities or events including, but not limited to, off-site meetings or conferences, incident locations, social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

This policy applies to interpersonal conduct, written communications, and all forms of electronic communications.

DEFINITIONS

Bullying and Harassment means any inappropriate conduct or comment, including electronic, by a person toward an employee that the person knew or ought to have known would cause the employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behavior which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Adopted by Motion of the Board, October 17, 2023

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Bullying and Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

Discrimination means discrimination within the meaning of the BC *Human Rights Code* based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person.

Discrimination permitted by the BC *Human Rights Code* is not a breach of the policy.

Sexual Harassment means unwelcome conduct that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

It is NOT disruptive and disrespectful conduct to:

- a) comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- b) express reasonable opinions freely and courteously; or
- c) respectfully engage in honest differences of opinions.

EXPECTED STANDARDS OF CONDUCT

All employees, members of the Board of Trustees, and appointed members to board committees are expected to: promote and maintain a respectful work environment; conduct themselves within the spirit and intent of this policy; and contribute towards a safe, welcoming and inclusive work environment free from Bullying and Harassment, Discrimination, and Sexual Harassment.

CONFIDENTIALITY

Persons involved in a complaint under this policy shall ensure that the matter is kept confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Any unwarranted breach of confidentiality may result in disciplinary action against those responsible. Information is only released on a need to know basis during the investigation after consultation with the Chair of the Board of Trustees. Documentation pertaining to a complaint is maintained in confidential storage under the control of the Corporate Administrator. There shall be no records of the complaint placed in the personal files of the Complainant, the witnesses or that of the Respondent when the allegations are not proven and there is no disciplinary action. Disciplinary warnings or actions taken against the Respondent for infractions under this policy however, are placed in the personal file of that employee. Documentation pertaining to a complaint will only be released when the law requires the release of the information.

ROLES AND RESPONSIBILITIES

Managers and Supervisors are expected to:

- a) ensure the principles of the policy are reflected in the execution of duties, operational guidelines and practices within their area of responsibility;

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- b) regularly communicate and support this policy by ensuring all persons , under their supervision are provided with a copy of the policy including knowledge of their rights and responsibilities; and
- c) take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees and all persons to whom this policy applies are expected to:

- a) contribute to a respectful, safe and supportive work environment by modelling behavior consistent with the policy and not engaging in prohibited conduct;
- b) take action when they become aware of prohibited conduct; and
- c) utilize the informal resolution process where appropriate.

Board of Trustees will:

- a) take a leadership role in providing appropriate training for management and employees on respectful workplace behavior;
- b) give advice on this policy that addresses and provides assistance to resolve issues of disrespectful behavior, discrimination, and/or harassment;
- c) provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- d) if circumstances require, determine if an external third party mediator should be called upon to assist in achieving resolution.

The Board of Trustees may delegate to a standing or select committee of the board responsibility to: provide advice on appropriate training and policy matters; assist with mediation efforts; and/or investigate matters pertaining to this policy and recommend a course of action.

References:

BC Human Rights Code
Freedom of Information and Privacy Protection Act
Confidentiality Agreement - Staff & Volunteers
Confidentiality Agreement - Trustees
Workplace Bullying Harassment Program Policy

Adopted by Motion of the Board, October 17, 2023