



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, September 15, 2020 @ 1:00 pm

Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Doug Hill, 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 1:00 pm by Chairperson Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

3. 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 August 18, 2020. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

- i. The Health Centre & Heliport 2021 Budget² was presented by CAO Somerville for Board approval.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the Health Centre & Heliport 2021 Budget as presented. CARRIED

¹ Administrative & Finance Report

² Health Centre & Heliport 2021 Budget

- ii. The Fire Rescue Services 2021 Budget³ was presented by CAO Somerville for Board approval.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Fire Rescue Services 2021 Budget as presented. CARRIED

- iii. Bylaw #203⁴ “Fire Protection Taxation Bylaw 2021” was introduced, reconsidered and finally passed.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to pass Bylaw #203 – Fire Protection Taxation Bylaw 2021. CARRIED

- iv. The Health Centre Garden Maintenance Contract 2021–2024⁵ was submitted in the meeting package for Board review. A brief discussion was held.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to authorize CAO Somerville to execute on behalf of the Improvement District, the contract for the Health Centre Garden Maintenance as presented. CARRIED

- v. Health Centre Cleaning Contract RFP

The trustees asked CAO Somerville to add information about the enhanced cleaning requirements due to the COVID-19 pandemic. The trustees agreed to publish the RFP for the Health Centre cleaning contract with the added content to the MayneLiner and the MIID website.

- vi. Public Meetings & AGM in 2020

Discussion was held regarding re-opening regular board meetings to the public. The trustees agreed to re-open meetings to the general public with adherence to COVID-19 pandemic guidelines for public gatherings and specifically requesting that guests RSVP prior to attendance.

CAO Somerville reported that she received an email from the Ministry of Municipal Affairs and Housing and Inspector of Municipalities with new guidance for holding AGMs and elections during the COVID-19 pandemic. The Elections Procedure template that was provided will be customized for MIID and submitted for Board approval at the next regular board meeting. The primary change to MIID election procedures will be nominations of trustee candidates prior to the meeting by email or drop-off. CAO Somerville was appointed as Returning Officer and she will be presiding over the administrative tasks related to nominations. The Board expressed concerns of transparency and wished to have a neutral party to oversee ballot counting and election procedures at the meeting. CAO Somerville

³ Fire Rescue Services 2021 Budget

⁴ Bylaw #203 – Fire Protection Taxation Bylaw 2021

⁵ Health Centre Garden Maintenance Contract 2021-2024

will make arrangements to have an election official at the AGM which is routinely done for MIID AGMs. A call for nominations will be published in the October MayneLiner. The date for the AGM will be determined at the next board meeting.

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

6.2 Fire Department Report⁶

Fire Chief Stobart presented the Fire Department Report as submitted. He reported that there has been a change to protocols for First Responder calls and the Department expects to be called more frequently. The Department is prepared for responding and does not foresee any issues.

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

6.3 Occupational Health and Safety Committee Report⁷

Chief Stobart presented the minutes from the meeting of Aug. 11, 2020 as submitted.

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

7. TRUSTEE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate

Trustee Hill had nothing to report.

7.2 Finance Delegate

Trustee Peace reported that he noticed items in the budget under personnel that show up as \$0 so far this year and that this is due to the annual payment schedule which is in place. CAO Somerville explained that firefighter wages are issued in December for the year and those values will be reflected in the BVA at that time.

7.3 Human Resources Delegate

Trustee Peace reported he discussed employee evaluations with CAO Somerville and Chief Stobart. Both agree the most appropriate time for employee performance evaluations is after the annual audit before the AGM. It is still to be determined whether this will begin this year or after the 2020 audit.

7.4 Health Centre Operations Delegate

Trustee Milne reported that there was an AED alarm siren going off at the Health Centre and a key to disable the alarm is not onsite. She stated that the key will be returned to the site but perhaps there should be a redundancy with keys and that Deputy Chief, Eric Walker would check to see if the firehall key opened the AED at the clinic. If not, perhaps we should look at an

⁶ Fire Department Report

⁷ OH&S Committee Meeting Minutes – Aug. 11, 2020

additional key being secured at the firehall.

CAO Somerville reported that the dilapidated and unsafe state of the outdoor furniture has been brought to her attention. This furniture belongs to MIHCA however, they have no funds in their budget this year to replace the furniture. She has met with the Health Centre maintenance contractor about the furniture. Some of the picnic tables and benches can be restored by the maintenance contractor. The rest will be disposed of.

CAO Somerville has been contacted by Capital Planning at Island Health regarding moving rooms due to employee preferences. She will be having further meetings to assist on behalf of MIID as it relates to the current lease, however, MIHCA will also need to be consulted with as this affects some of their occupied space.

A brief discussion was held regarding the Health Centre Painting RFP.

7.5 Garbage Committee

Trustee Dearden reported that there has been no formal follow-up dialog with Islands Trust regarding the garbage collection issue and the Board agreed to defer all further efforts at this time.

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

8. NEW BUSINESS

Chief Stobart added that he is in the process of securing quotes for purchasing new replacement SCBA packs as per the budget meeting discussions. He will follow up at the next board meeting in October.

CAO Somerville inquired as to the Board's thoughts about finishing the flooring in the fire hall meeting room, kitchen and bathrooms. The Board felt that the costs to finish the floor would be in excess and would exceed the benefits. The Board agreed that they did not want to pursue flooring in the hall at this time.

9. COMMUNICATIONS

- i. Post & advertise call for trustee nominations on MIID website and October MayneLiner.
- ii. Publish RFP for Health Centre Cleaning Contract on MIID website and October MayneLiner.

10. NEXT BOARD MEETING DATES

October 20, 2020 at 1:00 pm – Regular Board Meeting

11. IN CAMERA

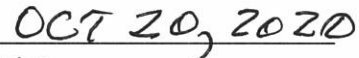
None requested.

12. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:49 pm by motion made by Trustee Milne.

Approved:


Doug Hill, Chair


Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – SEPTEMBER 15TH, 2020

Subsequent to a review by the Board I am now able to present the 2021 Health Centre and Fire Department budgets for final Board approval. Thank you to the Board and staff for once again making this a unified experience.

Included in the Board package is a draft R.F.P. related to the Health Centre Cleaning Contract. I ask for the Board's approval to post it at miidonline.com and advertise it in the October Mayneliner.

I have attached the 2021 Health Centre Gardening Contract for your reference and request approval to enter into this agreement.

Health Centre Tax Summary 2020		
Arrears, Delinquent and Credit Balances at September 11		
	# of Prop's	Amount
Current Yrs	292	11,789.57
Current Arrears	72	3,087.05
Interest and penalties incl.		
Delinquent Arrears	12	15.63
Interest and penalties incl.		
Credit Balances	53	(739.02)
Net Owing		<u>\$14,153.23</u>

I would like the Board to consider opening meetings to the public once again. It was recommended earlier in year by the Province to close meetings to the public however, now there are systems in place to track visitors to the hall and mitigate any contact. Since we are unlikely to have more than a few members of the public attending the monthly meetings I think it would be allowable to re-open the monthly meetings to the public. It may also be time to explore holding the AGM next month.

It has been brought to my attention that the outside furniture at the Health Centre is dilapidated and dangerous to use. This furniture belongs to MIHCA. They are unable to purchase new furniture at this time however, we will be removing the furniture next week as it's unsafe to use. The plaques that are on several of them will be removed and given to MIHCA for safe keeping.

I have been approached by someone from Peninsula Community Health Services wondering if it is possible to switch rooms at the Health Centre. This space is rented by Island Health on their behalf. I have no concerns with this swap however, I have recommended that she speak with capital planning at Island Health and MIHCA to see if it is logistically feasible.

The R.F.P. for interior painting at the Health Centre has been posted on miidonline.com and is advertised in this month's Mayneliner. Please inform anyone who might be interested about it.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd. 8, 2020) + Balance Sheet August 31st, 2020

Action Items:

Motion/Approval – R.F. P. / Gardening Contract / 2021 Budget Approvals / AGM/open meetings



MAYNE ISLAND IMPROVEMENT DISTRICT
Mayne Island Health Centre & Heliport
2021 BUDGET

OPERATING EXPENSES	HEALTH CENTRE	Accounting & Audit Fees	4,043	
		Administration	40,987	
		Office Supplies	4,956	
		Building Maintenance	29,105	
		Heliport Operation	3,525	
		Insurance	7,000	
		Legal	2,000	
		Utilities	5,293	
		Water	2,000	
		I.T. Maintenance, Security, Software, Hardware	6,641	
				\$ 105,550
TOTAL OPERATING EXPENSES			\$ 105,550	
CAPITAL EXPENSES	HEALTH CENTRE	Health Centre Building Reserve Fund	13,000	
TOTAL CAPITAL			\$ 13,000	
TOTAL EXPENDITURES			\$ 118,550	
	Rental Income	(15,000)		
	Income from Interest & Penalties	(4,000)		
			\$ (19,000)	
TOTAL BYLAW #2XX (Health Center) TAX LEVY REQUIRED			\$ 99,550	

**MAYNE ISLAND IMPROVEMENT DISTRICT
FIRE RESCUE SERVICES
2021 BUDGET**

OPERATING EXPENSES	GOVERNANCE	Accounting & Audit Fees	3,465	
		Administration	35,146	
		Bank Charges	1,600	
		Professional Fees	2,000	
		Insurance - MIID Board	930	
		I.T. Maintenance, Security, Software, Hardware	5,693	
		Office Supplies	1,848	
		Recording Secretary	-	
		Telecommunications	765	
		Advertising	500	
		Travel Expense	200	
				\$ 52,147
	FIRE DEPARTMENT	Accounting & Audit Fees	4,043	
		I.T. Maintenance, Security, Software, Hardware	9,491	
		Equipment, Maintenance & Repair	53,560	
		Fire Prevention	3,000	
		Firehall Building	36,600	
		FD General & Administration	51,326	
		FD Personnel	296,218	
		FD Training	46,100	
		FD Vehicle Maintenance & Fuel	30,900	
				\$ 531,238
	TOTAL OPERATING EXPENSES			\$ 583,385
CAPITAL EXPENSES	Capital Works - FD	5,000		
	Capital Reserve	105,000		
				\$ 110,000
	TOTAL EXPENDITURES			\$ 693,385
	Less Other Income	(11,750)		
	TOTAL BYLAW #203 (FIRE PROTECTION) TAX LEVY REQUIRED			\$ 681,635

MAYNE ISLAND IMPROVEMENT DISTRICT

BYLAW NO. 203

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 Six Hundred and Eighty-one Thousand Six Hundred and Thirty-five Dollars (\$681,635) is required by the Improvement District for fire protection in the year of 2021.
2. A tax at a rate determined to be necessary to raise the aforesaid sum is hereby levied for the year 2021 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 2021".

INTRODUCED and given first reading by the Trustees on the 15th day of September, 2020.

RECONSIDERED and finally passed by the Trustees on the 15th day of September, 2020.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 203.

Corporate Administrative Officer

MAYNE ISLAND IMPROVEMENT DISTRICT

INVITATION TO TENDER

HEALTH CENTRE CLEANING CONTRACT

Closing Date:

October 30th, 2020 @ 12pm

Mayne Island Improvement District (the District) is inviting proposals from qualified contractors for the janitorial services at the Mayne Island Health Centre.

The work includes but is not necessarily limited to:

- Service, clean, and supply restrooms.
- Gather and empty trash and recycling.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of cleaners and equipment, to meet VIHA cleaning Standards.
- Mix water and detergents or other cleaning products in containers to prepare cleaning solutions, according to specifications and to satisfy the requirements of Workplace Hazardous Materials
- Notify the MIID CAO concerning the need for repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using appropriate materials and equipment.
- Clean and polish furniture and fixtures.
- Wipe down furniture, walls, machines, and equipment.
- Maintain building security by checking, closing and locking windows and doors on completion of tasks.

A detailed listing of the cleaning schedule and cleaning procedures is available online at miidonline.com

The successful contractor will be required to coordinate and manage the work in a manner that minimizes the disruption to users of the facility. Cleaning services are completed **only** when the facility is closed to the public.

Contractors must abide by the District's COVID 19 mitigation strategy, including contractors maintaining a safe distance of six feet from each other, the District Staff, Health Centre Staff and Public Members. Where social distancing is not possible, the contractors must wear accepted masks.

The Mayne Island Improvement District reserves the right to reject any or all proposals. Inquiries may be directed to the undersigned:

Katherine Somerville
Corporate Administrative Officer
250-539-5116
ksomerville@mayneid.ca

Fire Department Report

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



Date: MIID Board Meeting August 18th 2020
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms: 11

There were 11 fire department responses in July, 6 Duty Officer one grass fire, one hydro fire one for a structure fire and two BCAS assists.

Date	Time	Type	T.O.S.	Responders
Aug 2	12:03	BCAS Assist	:13	6
Aug 13	11:18	Grass Fire	:13	11
Aug 13	16:07	Hydro fire	:12	13
Aug 19	10:10	DO-Smoke sighting	:07	1
Aug 22	19:56	Structure Fire	:19	11
Aug 22	20:33	DO- Open Burn	:06	2
Aug 23	20:23	DO- Open Burn	:12	1
Aug 24	16:33	DO- Open Burn	:14	1
Aug 26	8:42	DO- Open Burn	:08	1
Aug 28	19:30	DO- Open Burn	:10	1
Aug 28	22:38	BCAS Assist	:14	3

Response

First Responder calls are down due to BCAS dispatch protocols combined with the Covid-19 pandemic. Residents seem to be calling 911 less frequently.

Attendance

Pager Responses: 110 hrs. Fire Practice: 108 hrs. Practice hours do not include recruit attendance.

Practice and education

Fire Practice in August focused on search and rescue, firefighter survival, hazmat and ventilation.

First responder practice focused on Diabetic emergencies.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
27	26	1	12

Equipment and Apparatus
All apparatus are functioning normally, we continue to have issues with our some of our SCBA.

News
Four of our exterior firefighters have achieved Full Service accreditation. Our six new recruits have been issued pagers and we are looking forward to responding with them. They are still enrolled in the Full Service program and should achieve that benchmark in 2021.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday August 11th, 2020

Present:

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

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 11:05 hours, August 11th, 2020

1. Agenda

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

CARRIED UNANIMOUSLY

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

K. Somerville moved and D. Beer seconded the motion to approve the minutes of the previous meeting with amendments held on, July 7th, 2020.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

a) Aging SCBA – E. Walker & K. Stobart

E. Walker reported that the service technician said that our packs are reaching the end of their service life as they are requiring ongoing repairs. The parts for them are no longer made and used replacement parts are becoming harder and harder to find. **ACTION ITEM - K. Somerville to determine if replacement SCBA packs can be budgeted for in 2021.**

b) Garbage in Rear Parking Lot – K. Stobart

K. Stobart reported that arrangements for disposal of the garbage in the rear parking lot have not yet been made. **ACTION ITEM – K. Stobart to arrange removal of scrap metal and garbage items from rear parking area.**

4. New Business:

-No new business discussed-

Adjournment: The meeting was adjourned at 10:15.

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 September 1st at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary