



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

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 22nd, 2024.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

- Trustee Elections and AGM date. Last years AGM was June 17th.

A tentative date of June 22nd, 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.

¹ Administrative & Finance Report

6.2 Fire Department Report ²

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 Committee³

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 Report⁴

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 13th, 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

² Fire Department Report

³ Occupational Health and Safety Committee Report

⁴ 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.

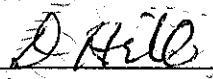
OTHER BUSINESS

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



APRIL 11, 2024
Date:

Recorded and transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Wednesday, March 20th 2024 @ 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

February 22nd, 2024 -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, February 13th, 2024

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

Policy Committee Meeting Minutes, January 31st, 2024

DRAFT Diversity Policy

DRAFT Representation at Board Meetings Policy

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

April 11th, 2024

11. IN CAMERA

Approval of Meeting Minutes

12. TOWN HALL

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, February 22nd, 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 Assoc.

Absent with notice: Trustee Brian Dearden

The meeting was called to order at 1:03 pm by Chairperson, Doug Hill.

1. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Trustee Milne requested that the Board strike the Parties and Events Policy from the agenda.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the agenda as amended. CARRIED

2. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of January 16th, 2024. CARRIED

3. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

4. CORRESPONDENCE

None.

5. REPORTS

5.1 Administrative & Finance Report¹

- Meeting Date change to Wednesdays

¹ Administrative & Finance Report

Trustees agree that Thursdays would work best for the majority other than for the month of March. Moving forward Regular Board meetings will be held on the third Thursday of the month.

- **Change March and April meeting dates, taxation bylaw**

The April Board Meeting will be moved to April 11th to accommodate the time needed to submit the health centre taxation bylaw to the Province for approval.

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

5.2 Fire Department Report²

A brief discussion was held regarding alarm responses mentioned in his report.

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

5.3 Occupational Health and Safety Committee³

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

5.4 Training Report⁴

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

6. TRUSTEE DELEGATE REPORTS

6.1 Fire Hall Committee Report

Water storage project at the roadside tank has been cancelled. New project to consider a rain water catchment at the rear of the building. Fire Chief will price out tanks.

6.2 Finance Committee

A discussion was held regarding additional online banking FOB's.

6.3 Human Resources

Performance reviews began today and will continue in March.

6.4 Health Centre Operations

Guest, Rob MacFarlane representing the Mayne Island Health Centre Association updated the Board on the hiring initiative for Nurse Practitioner and Doctor.

6.5 Policy Committee

Policy Committee Meeting Minutes October 4th, 2023 were presented. Trustee Milne updated the Board on the committee work in progress.

6.6 Garbage Committee

² Fire Chief's Report

³ Occupational Health & Safety Report

⁴ Deputy Chief's Training Report

Nothing to Report.

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

CARRIED

7. NEXT BOARD MEETING DATES

March 20th, 2024

8. IN CAMERA

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

CARRIED

The Regular Meeting reconvened at 1:41pm.

9. OTHER BUSINESS

Motion from the in camera session were brought forward.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to add two more fobs/token to the banking platform. One for Trustee McKinnon and one for the Administration Assistant.

10. TOWN HALL

None.

11. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:43pm by motion made by Trustee McKinnon.

Approved:

Doug Hill, Chair

Date:

Recorded and transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT – MARCH 20TH, 2024

Board of Trustees,

I have completed all of the adjustments to the 2023 financial statements and the 2023 year is closed. There will be no additional expenses other than the audit expense itself posted to 2023. The auditor has finished inspecting the files and is now working on the rest of the audit and financial statements from her office. Accepted financial statements must be sent to the Ministry in May.

There are two policies in the meeting package for Board review and discussion:

- *Partner Groups and Representation at Board Meetings* – Designed to promote communication with and involvement of partner groups and the public.
- *Diversity* - Accepting the employer's responsibility to work with employees, volunteers, and community to promote and help sustain working environments in which values expressed in legislation are evident, diversity is respected and supported, and equity is assured.

The policy committee continues to research other pertinent policies to bring forward to the Board.

In order to create the 2024 Health Centre Taxation Bylaw, I will need to the Board to agree 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.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2024

March 15th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	199	10,697.55
Delinquent	55	2,700.51
Credit Balances	61	(3,565.61)
Total Outstanding		<u>\$9,832.45</u>

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2023 Prd 2, 2024)
Balance Sheet (Prd 12, 2023)

Fire Department Report



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

Date: MIID Board Meeting March 20th 2024
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:				
MIFR attended 5 pager responses in February. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Feb 1	20:19	Chimney Fire	0:12	13
Feb 2	20:08	First Responder	0:13	4
Feb 4	09:04	Alarm activated	0:09	13
Feb 15	06:05	First Responder	0:18	4
Feb 27	15:05	Motor Vehicle Incident	0:15	16

Response Ready!
Attendance
Pager Responses: 106 hrs. Fire Practice: 150 hrs. Special training, Community Events: 274 hrs. (First Responder training)

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Recruits
26	26	3	0
There were no changes to membership in January.			

Equipment and Apparatus
The apparatus had their commercial vehicle inspections and the engines have had their pumps annual service and testing. Tender 3 is in the shop for collision repairs.

News
We are planning an open house for May 11. This will be an information session with tables host by the department, FireSmart, the Emergency Program and others.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday February 13th, 2024

Present:

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

Absent: Fire Chief K. Stobart

Guests: None

Meeting called to order at 12:47 hours, February 13th, 2024

1. Agenda:

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

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 amended, held January 9th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Bay Door Sensor Upgrade - E. Walker**

E. Walker reported that he has created, posted, and tested bay door sensor reset procedures in the apparatus bay.

b) **SCBA Fit Testing – E. Walker**

E. Walker reported that the 2024 SCBA fit tests are complete.

c) **First Responder - OFA Level 2 Bridge – R. Edwards**

R. Edwards reported that medical responders trained to the level of EMR are automatically certified to OFA 2. A discussion was held about the level of training that Mayne Island Fire medical responders will be trained to moving forward. It was stated that at this time, Mayne Island Fire medical responders are trained to the level of FR which is one level below EMR and therefore an OFA Level 2 bridge will be required. It was suggested that once the current FR training course is complete, all department FR's will be bridged to OFA Level 2.

d) **N95 Fit Testing – E. Walker**

E. Walker reported that he has completed his N95 *Qualitative Fit Tester Training* course and is now certified to perform N95 fit tests. E. Walker added that the 2024 annual N95 fit tests will begin in the near future.

e) **Securing Building After Hours – E. Walker**

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



E. Walker reported that department members and staff have been reminded to ensure doors are locked when they leave the building and that reminders have been posted at all exterior doors.

f) **Exterior Lighting – E. Walker**

E. Walker reported that notice has been posted by the exterior lighting switch to remind members to turn off the light when not in use.

4. New Business: None

Adjournment: The meeting was adjourned at 13:00 hours, February 13th, 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 March 5th at 13:00 hrs.

A handwritten signature in blue 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 March 2024

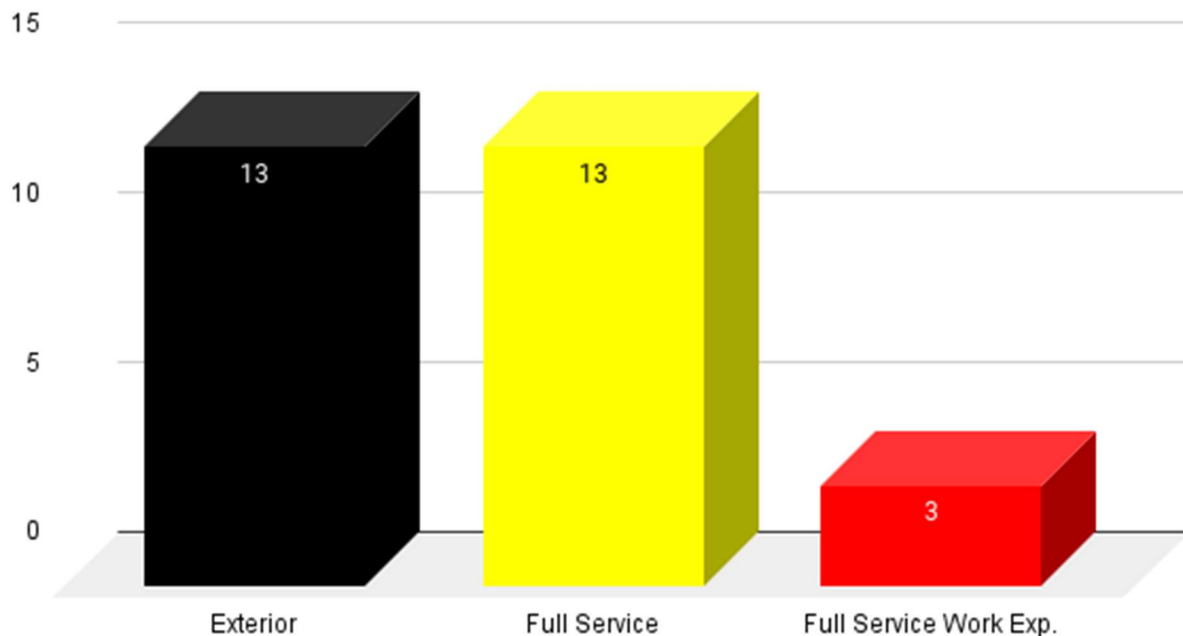


Training

Red Cross First Responder training was the sole focus of training during February. I have completed the 2024 training schedule and have posted a copy in the training room. Fire practice for the remainder of the year will focus on the NFPA 1001 modules required for our Exterior Fire Fighters to advance to Full Service Fire Fighters.

For Your Information

Current Fire Department Roster



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Wednesday, January 31st 2024, @ 4pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Chairperson Trustee Deb Milne, Trustee Bob McKinnon
Corporate Administrative Officer, Katherine Somerville
Administrative Assistant, Janelle Lawson

Absent with Notice: Trustee Wayne Peace

1. CALL TO ORDER

The meeting was called to order at 4:05pm by Chair Milne.

2. ADDITIONS TO AGENDA.

None

3. APPROVAL OF PREVIOUS MEETINGS MINUTES OCTOBER 4th, 2023.

Trustee McKinnon moves to approve.

4. DRAFT PARTIES AND EVENTS POLICY

Will be brought to the Board for approval at the February Regular Board meeting.

5. DRAFT SICK/PERSONAL DAY POLICY

The District is following the minimum Provincial standards. Discussion around what would be considered adequate. Staff will investigate exactly what short- and long-term disability is currently available for staff. Staff will prepare the full framework of benefits for the next meeting.

6. PARTNER GROUPS

Policy to formally identify the Districts' partner groups: Firefighters Association, MIHCA, and BC Ambulance. Staff will bring a draft policy to the next meeting.

7. DIVERSITY POLICY

Staff will bring a draft to the next meeting.

8. UNIFORM POLICY

Needs to identify specifically what constitutes a uniform, and the different kinds of uniforms. Protocol to define when and who receives what uniform. Trustee McKinnon has corresponded with the Fire Chief on this already, will follow-up with him. The Fire Chief will be invited to the next Policy meeting to help with this item. Staff will research what other departments provide. An outline draft will be brought to the next meeting.

9. NEXT COMMITTEE MEETING DATE

March 6th at 4pm.

10. Adjourned at 5:05pm.

Approved:


Deb Milne, Chair

March 14 / 24
Date:

Recorded and Transcribed by J.Lawson

Mayne Island Improvement District

DIVERSITY POLICY

POLICY STATEMENT

The Mayne Island Improvement District (MIID) recognizes the right of all employees to work in an inclusive environment free from violence, harassment, and intimidation in any form. It accepts its responsibility to work with employees, volunteers, and community to promote and help sustain working environments in which values expressed in legislation are evident, diversity is respected and supported, and equity is assured. This policy is a commitment to opportunity, capability, and human rights.

PURPOSE

In keeping with the BC Human Rights Code and the societal values enshrined in legislation, the MIID is committed to fostering an organizational and workplace culture and environment which embraces workforce equity, diversity, and inclusion across all areas and throughout all levels of the organization. By including and supporting all employees and volunteers the organization will be better prepared to meet the challenges of today and tomorrow, and the MIID will better reflect and engage with the community we serve and protect.

DEFINITIONS

“Diversity” within the context of this policy means, but is not limited to, age, ancestry, colour, economic status, family status, family responsibility, gender, marital status, physical or mental disability, place of origin, political belief, race, religion, sexual orientation, gender identity/minority/expression and transgender status.

“Equity” within the context of this policy means removing systemic barriers and inequitable practices creating clear career pathways in workforce for employees and opportunities to participate for volunteers.

“Inclusion” within the context of this policy means fostering a culture where everyone is free to be their whole self which enable all members, whether from a majority or minority group(s) to contribute and feel welcomed, respected, and valued.

PROCEDURE

All employees, members of the Board of Trustees, and appointed members to board committees are expected to conduct themselves within the spirit and intent of this policy and contribute towards a safe, welcoming, and inclusive work environment.

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*. Allegations that workplace practices, standards or operational guidelines are contrary to the spirit or intent of this policy will be investigated by the Corporate Administrative Officer and the Board Chair. In the unlikely event either the CAO or Board Chair are personally involved in a conflict related to any investigation the Board will appoint a replacement investigator.

References:

BC Human Rights Code
Freedom of Information and Privacy Protection Act
MIID Respectful Workplace Policy
MIID Workplace Bullying and Harassment Policy

Reviewed and adopted on

Mayne Island Improvement District

PARTNER GROUPS AND REPRESENTATION AT BOARD MEETINGS

POLICY STATEMENT

The Mayne Island Improvement District (MIID) Board of Trustees wishes to promote open communication with and involvement of partner groups and the public.

PURPOSE

The Board believes that it fulfills its mandate most productively when partner groups are aware of and engaged with the work of the Board.

PROCEDURE

The Board of Trustees encourages the public and representatives of all Partner Groups to attend board meetings. The Board recognizes the following organizations as Partner Groups:

1. Mayne Island Volunteer Firefighters Association.
2. Mayne Island Health Centre Association
3. Station #104 – British Columbia Emergency Health Services

To support the welcoming of Partner Groups and the public the following will occur:

1. Meeting agenda, public packages and meeting locations will be sent to representatives of all Partner Groups prior to the meeting.
2. Meeting agenda public packages and meeting locations will be posted to the district website prior to the meeting.

PARTICIPATION AT BOARD MEETINGS

In compliance with current MIID Meetings and Procedures Bylaw

1. Presentations made and questions asked during regular board meetings must be relevant to the MIID mandate.
2. The public can participate in a board meeting by requesting time to present prior to the meeting.
3. The public can participate in a board meeting by asking questions to the Board during “Town Hall”, or at other times as permitted by the Board Chair.

The Board will not, during a public meeting, hear matters that are:

1. The subject of Human Resources or Labour issue.
2. The subject of contractual negotiations or service agreements with service providers.
3. In relation to a specific client, employee or volunteer of the district.

While the Board will hear questions put to it by the public and by delegations during a public board meeting, the board reserves the right to gather information before responding. Answers to questions posed during a public board meeting will be provided in as timely a manner as possible, given the complexity of the question and the amount of time required to gather the information upon which they are based.