Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, September 15th, 2026@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Warren Bell, Robin Cleator, Joey Hartman & Charlie Rainsford
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Guests: Tara Walker, British Columbia Emergency Health Services & Mayne Island Health Centre Association (BCEHS & MIHCA)

1. CALL TO ORDER

The meeting was called to order at 10:03am by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Moved and seconded that item number 11 be changed to item number 6, and item number 12 be changed to number 7.

CARRIED

MOTION: Moved and seconded to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Moved and seconded to approve the minutes from the Organizational Meeting of July 14th, 2026, as presented.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

Feedback Form

Feedback was submitted from the public about smoke reporting. The Fire Chief explained the steps the department has taken to ensure the public knows how to report a suspected fire, burning regulations etc.

6. TOWN HALL

Tara Walker updated the Board on the current status of staffing at BCEHS Station 104. The call volume has been high this summer, and there is a large number of walk-ins happening. She explained the process of dispatching calls.

Staff were recused at 10:24am.

7. IN CAMERA

HR

Approval of previous meeting minutes

MOTION: Moved and seconded to go in-camera at 10:25am.

CARRIED

The regular meeting was reconvened at 11:05am.

Staff re-joined the meeting.

Trustee Hartman presented staff with proposed motions that had been discussed at the Trustees' in-camera meeting of September 14th, 2026.

MOTION: Moved and seconded that, without prejudice to various rationale for or against an increase, that the Board approve an increase in sick days for regular MIID staff from the current 5 days per year of paid sick days per calendar year accruing to a maximum of 15 total banked working days, to 10 paid days per calendar year accruing to a maximum of 15 total banked working days; and that the increase be effective immediately, with 3 working days added to existing banks to be available until December 31, 2026, and 10 days be banked each January 1st going forward; and that "working day" is based on a 40 hour work week, so 10 working days equates to 80 paid hours, with the entitlement prorated for shorter work weeks; and that the Policy Committee be requested to consider and make recommendations regarding the parameters for how the Sick Leave Policy is interpreted and applied.

CARRIED

MOTION: Moved and seconded that the Trustees include a 2.8% COLA increase effective pay period 1, 2027 for all regular and paid on-call positions when preparing and approving the 2027 MIID budget.

CARRIED

MOTION: Moved and seconded that the Trustees include a $2.50/hour first responder license incentivization premium for on-call fire fighters in addition to COLA, effective January 1st, 2027, when preparing and approving the 2027 MIID budget.

CARRIED

MOTION: Moved and seconded that the Trustees include $10,000.00 in the 2027 MIID budget for a contract for an external consultant to conduct a compensation review for MIID's four regular staff positions, and to then present their confidential recommendation to the Trustees; and the consultant will be selected in accordance with MIID's procurement policy. The review will consider appropriate comparators, and factors such as organizational size, position responsibilities, qualifications, scope, job demands, complexity, population, tax base and budget. Any recommendations will be subject to approval by the Trustees, including a schedule for any adjustments.

CARRIED

Trustee Hartman spoke to concerns from staff regarding the September 14th meeting in which all Trustees met and discussed District business with no staff present at a private residence. Although no voting occurred; Trustees materially moved towards making decisions. Due to that element of materiality, the trustees agreed to treat this as a District meeting, and minuted the discussion.

8. REPORTS

8.1 Administrative & Finance Report[1]

CAO Somerville is working on preparing a draft budget.

One property is still delinquent on their taxes. It is also delinquent in its taxes to the Province.

MOTION: Moved and seconded that the District defer the tax sale process to the Province.

CARRIED

MOTION: Moved and seconded to approve the Administrative and Financial Report.

CARRIED

8.2 Fire Department Report [2]

Chief Stobart commented on the call volume of the summer. It was fairly busy. Trustee Hartman inquired about the page out process in a First Responder call and a BCEHS assist call.

MOTION: Moved and seconded to approve the Fire Department report.

CARRIED

8.3 Occupational Health and Safety Committee[3]

Deputy Chief Walker spoke to the annual SCBA fit testing.

MOTION: Moved and seconded to accept the OH&S Reports.

CARRIED

8.4 Training Report[4]

All 10 recruits are now members and have completed their exterior training. They are about to begin their Interior training. They plan on offering FR training to those new recruits in 2027.

MOTION: Moved and seconded to accept the Training Report.

CARRIED

9. TRUSTEE DELEGATE REPORTS

9.1 Fire Hall Committee Report

Nothing to report

9.2 Finance Committee

Some line items are slightly over budget. Many of these were specific just to this year and it is not anticipated being over budget on these items next year.

[1] Administrative & Finance Report
[2] Fire Department Report
[3] OH&S Committee Meeting Minutes- June and July , 2026
[4] Deputy Chief Training Report

9.3 Human Resources

Already discussed. Employee annual reviews have happened for the CAO and Fire Chief; CAO and Fire Chief will review the Deputy Chief and Administrative Assistant.

9.4 Health Centre Operations

Trustee Bell is looking forward to an orientation meeting with MIHCA and the CAO.

7.5 Policy Committee

A Policy meeting will be set before the end of the year. Some policies need updating.

7.6 Garbage Committee

Nothing to report.

MOTION: Moved and seconded to approve the Trustee Delegate Reports as presented.

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

October 14th, 2026, at 10am.

11. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:49am by motion.

Approved:

D Hill

Doug Hill, Chair

Oct 14, 2026

Date

Recorded and Transcribed by J. Lawson

Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, September 15th, 2026 @ 10:00 am
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**
   Organizational Meeting- July 14th, 2025
4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**
5. **CORRESPONDENCE**
   Feedback Form
6. **REPORTS**
   - 6.1 Administrative & Finance – Katherine Somerville, CAO
     Budget
     Tax Sale
   - 6.2 Fire Department – Kyle Stobart, Fire Chief
   - 6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief
     Occupational Health & Safety Committee Minutes, June 16th & July 14th, 2026.
   - 6.4 Training Report – Eric Walker, Deputy Fire Chief
7. **TRUSTEE DELEGATE & COMMITTEE REPORTS**
   - 7.1 Fire Hall Operations Delegate – Trustee Cleator
   - 7.2 Finance Delegate – Trustee Hill
   - 7.3 Human Resources Delegate – Trustee Hartman/Cleator
   - 7.4 Health Centre Operations Delegate – Trustee Bell
   - 7.5 Policy Committee Delegate – Trustee Hartman/Bell
   - 7.6 Garbage Committee Delegate – Trustee Rainsford
8. **NEW BUSINESS**
9. **COMMUNICATIONS**
10. **NEXT BOARD MEETING DATES**
    October 14th, 2026
11. **TOWN HALL**
12. **IN CAMERA**
13. **ADJOURNMENT**

Mayne Island Improvement District

Board of Trustees
Organizational Meeting
Meeting Minutes

Date: Tuesday, July 14th, 2026 @ 10:00 am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Joey Hartman, Charlie Rainsford, Warren Bell & Robin Cleator
Katherine Somerville, Corporate Administrative Officer
Janelle Lawson, Administrative Assistant

DRAFT

1. CALL TO ORDER

The meeting was called to order at 10:03 am by Katherine Somerville, Corporate Administrative Officer.

2. ELECTION OF CHAIR & DEPUTY CHAIR

The election was chaired by CAO Somerville. Nominations for Chairperson were requested.
Trustee Hartman nominated Trustee Hill.
Trustee Cleator seconded the nomination.
Trustee Hill was elected as Chair by acclamation.
Trustee Hill accepted the nomination.

Nominations for Deputy Chairperson were requested.
Trustee Cleator nominated Trustee Hartman.
Trustee Hill seconded the nomination.
Trustee Hartman was elected as Deputy Chair by acclamation.
Trustee Hartman accepted the nomination.

3. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Bell moved and Trustee Cleator seconded the motion to approve the agenda as presented.

CARRIED

4. APPROVAL OF MINUTES

Trustee Cleator moved and Trustee Hartman seconded the motion to approve the minutes of June 3rd, 2026, as presented.

CARRIED

5. BUSINESS ARISING FROM MINUTES

None

6. BOARD REORGANIZATION

I. Confidentiality Agreement

CAO reminded the Board about the confidentiality agreements and Trustee Rainsford and Bell signed as new trustees.

II. Trustee Handbook

Updates to contact information provided. A brief discussion of the information provided within.

III. Banking Resolution & Signing Authorities

Trustees McKinnon and Dearden need to be removed as a banking authority, and Trustees Rainsford and Bell need to be added. CAO Somerville also requested a banking fob/token for Trustees Rainsford and Bell.

MOTION: Trustee Cleator moved and Trustee Hartman seconded the motion to remove Trustees McKinnon and Dearden from signing authority and add Trustees Rainsford and Bell to signing authority as outlined in the letter of direction to the bank.

CARRIED

NEXT BOARD MEETING DATES

The next MIID Board Meetings will be September 8th, October 14th, and November 17th, 2026 at 10am.

7. APPOINTMENT OF TRUSTEE DELEGATES

Trustees discussed responsibilities of delegated positions.

The following Trustee appointments were made:

- Finance Delegate -Trustee Hill.
- Firehall Operations Delegate -Trustee Cleator.
- Health Centre Delegate -Trustee Bell.
- Human Resources Delegate - Trustee Hartman and Trustee Cleator.
- Garbage Committee – Trustee Rainsford.
- Policy Committee – Trustee Hartman and Trustee Bell.

8. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 10:46am by motion made by Trustee Cleator.

Approved

_____ _____

Doug Hill, Chair Date:

Recorded and Transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT SEPTEMBER 15TH, 2026

Welcome

Welcome to the first meeting of the new Board following our reorganization meeting. I would like to extend a warm welcome to our new Board members and thank all trustees for your continued commitment to this volunteer Board. I look forward to working together and ensuring a productive, seamless term.

2027 Budget

Staff are currently preparing the draft 2027 budget presentation. Information has been provided for Board review, and I await your feedback before finalizing the draft presentation prior to our next meeting.

The approved budget and associated bylaw must be adopted by the Board no later than October 31, 2026, to meet the Ministry submission deadline. Before the formal budget meeting, I plan to meet with our new trustees and any returning trustees who wish to attend to review the budget process in detail.

Health Centre Exterior Painting

Painting was successfully completed last month by Dubya's Painting on time and on budget. I would highly recommend their services for future exterior painting projects.

Health Centre Tax Receivables

Below is the summary of outstanding Health Centre tax receivables as of September 11, 2026.

We remind property owners to keep their mailing addresses up to date with BC Assessment to ensure timely receipt of tax notices. Address changes can be submitted via the BC Assessment Online Form or by calling 1-866-825-8322 to speak directly with an agent.

Health Centre Tax Summary – Sep 11th, 2026

Tax Category	# of Properties	$ Amount Outstanding
Current Year	233	14,202.99
Arrears	64	3,419.69
Delinquent	7	155.07
Credit Balances	71	(23,428.42)
Total Outstanding	*233*	*($5,650.57)*

In-Camera Matter

As of this writing, one property is eligible for tax sale. I will discuss the details of this matter with the Board during the *in-camera* session.

Submitted by,

Katherine Somerville
Corporate Administrative Officer

Attachments:
FD & HC Budget vs. Actual (Prd 8, 2026)
Balance Sheet (Prd 8, 2026)

I acknowledge and respect the Coast Salish First Nations peoples on whose traditional territory I live, work and play as an uninvited guest. I honor them as the original stewards of this land.

Fire Department Report

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

Date: MIID Board Meeting Sept. 15th 2026
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms: 35					
MIFR responded to 35 page-outs in July/August. See breakdown below, T.T.S. refers to time to scene in minutes, TOC refers to total time on calls in minutes.					
Date	Alarm Time	Type	T.T. S.	T.O.C.	Responders
July 2	0:23	Alarm activated	:16	67	3
July 2	06:10	First Responder	:19	34	3
July 4	15:41	Ground fire	:14	46	8
July 6	13:01	Public assist	:09	55	1
July 8	23:29	First Responder	:11	38	5
July 11	12:10	Beach fire	:12	40	11
July 13	11:29	Ground fire	:21	107	11
July 17	21:50	Investigate odour	:12	47	14
July 19	07:56	First Responder	:18	77	9
July 19	11:01	First Responder	:17	56	8
July 19	16:20	Public assist	:02	8	1
July 21	07:55	Smoke sighting	:24	63	11
July 23	21:46	Open burn complaint	:12	16	1
July 25	05:53	First Responder	:18	66	4
July 26	21:18	Open burn complaint	:11	13	1
July 28	10:32	Smoke sighting	:06	37	2
July 29	20:49	BCAS assist	:16	52	6
July 31	14:01	BCAS assist	:11	25	7
Aug 1	13:03	MVI	:09	59	10
Aug 1	15:45	First Responder	:09	24	7
Aug 3	18:58	Hydro incident	:22	142	10
Aug 4	10:29	Open burn complaint	:07	23	1
Aug 4	21:16	First Responder	:12	26	6
Aug 8	10:08	Hydro Incident	:24	34	2
Aug 10	10:25	Vehicle fire	:14	35	10
Aug 15	21:17	Smoke sighting	N/A	2	1
Aug 16	16:27	Smoke sighting	N/A	2	4
Aug 17	18:21	First Responder	:12	105	8
Aug 21	13:54	First Responder	:16	39	4
Aug 21	20:11	BCAS assist	:16	24	2
Aug 21	20:21	Open burn complaint	:09	14	1
Aug 24	10:51	BCAS assist	:14	45	3

Aug 25	07:18	First Responder	:21	68	2
Aug 25	14:27	First Responder	:01	99	4
Aug 28	04:42	First Responder	:18	124	2

March Fire Department Attendance:
Pager Responses: 347 hrs. Fire Practice: 319 hrs. Special training/Community Events: 77 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Cadets
27	27	5	2
We had one firefighter retire at age 70, all but 2 recruits received their pagers in late June.			

Equipment and Apparatus
All equipment and apparatus are in service and performing well. Apparatus pump certifications were performed in April. Commercial vehicle inspections and services are ongoing.

News
As always, MIFR is ready and eager to respond!

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue

Occupational Health and Safety Committee Meeting

Tuesday, June 16th, 2026

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

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

Guests: None

The meeting was called to order at 13:10 on June 16th, 2026.

1. Agenda:
   R. Edwards moved, and K. Stobart seconded the motion to adopt the agenda as distributed.
   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 distributed, held on May 5th, 2026.
   CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

   a) **Treadmill Belt Damage – K. Stobart**
   K. Stobart reported that he and E. Walker are sourcing a replacement belt for the treadmill.
   ACTION ITEM – K. Stobart to source a replacement belt and take the treadmill temporarily out of service.

4. New Business:

   None.

Adjournment: The meeting was adjourned at 13:15 on June 16th, 2026.

5. Agenda for Next Meeting TBA.
   Please submit any items you would like to include on next month's agenda to ewalker@mayneid.ca, telephone 250 539 5156, or drop them off at the fire hall.
   The next OHS Meeting will be Tuesday, July 7th, 2026, at 1:00 pm.

_____

E. Walker, Chair
Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue

Occupational Health and Safety Committee Meeting

Tuesday, July 14th, 2026

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

Absent: None

Guests: None

The meeting was called to order at 13:10 on July 14th, 2026.

1. Agenda:
   K. Stobart moved, and R. Edwards seconded the motion to adopt the agenda as distributed.
   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 distributed, held on June 16th, 2026.
   CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

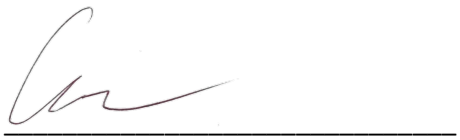
   a) **Treadmill Belt Damage – K. Stobart**
   K. Stobart reported that the treadmill belt has been replaced and the unit is back in service.

4. New Business:

   a) **Annual Firefighter SCBA Fit-Testing – E. Walker**
   E. Walker reported that the shared SCBA fit-testing machine has arrived from Pender Island Fire Rescue and that the annual firefighter fit testing will take place over the coming weeks/months.

Adjournment: The meeting was adjourned at 13:35 on July 14th, 2026.

5. Agenda for Next Meeting TBA.
   Please submit any items you would like to include on next month's agenda to ewalker@mayneid.ca, telephone 250 539 5156, or drop them off at the fire hall.
   The next OHS Meeting will be Tuesday, August 11th, 2026, at 1:00 pm.



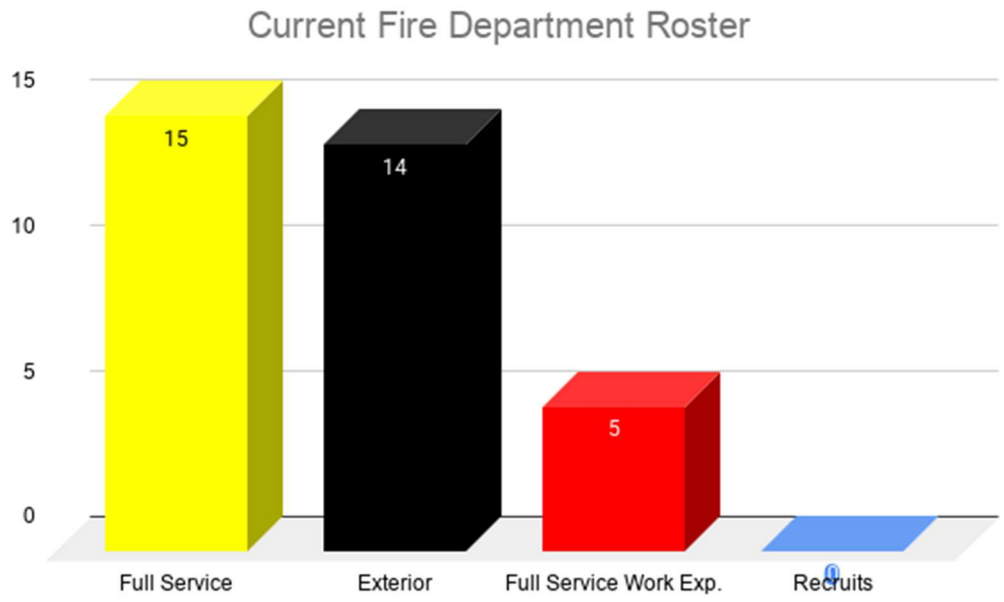
E. Walker, Chair
Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue
Deputy Chief's Report
September 2026

Training

Over the last few months, regular practice has focused on Emergency Scene Traffic Control, Incident Command System (ICS) 100, Hazmat Awareness, along with make-up sessions for the new members who missed any Exterior Firefighter training sessions. As we tie up these lose ends, we are excited to move forward with the Full Service Firefighter training modules for our new members. These modules are required for their training, and also serve as valuable refresher training for the entire department.

In October, myself and one other officer will be attending Fire Officer II training on Pender Island. Additionally, my training through Dalhousie University will continue this month after the summer break. I have two more semesters to complete, and should be done in early 2027.



Respectfully Submitted Eric Walker – Deputy Fire Chief & Training Officer