



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, January 21st, 2025@ 1:00pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Brian Dearden, Bob McKinnon, Deb Milne & Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Guests: Rob McFarlane, Abigail Hain and Lindsay Allen, Representatives from Mayne Island Health Centre Association (MIHCA). Tara Walker and Shannon Brayford (via Teams) Representatives of British Columbia Emergency Health Services (BCEHS). Diana King, member of the public.

1. CALL TO ORDER

The meeting was called to order at 1:01pm by Chairperson, Doug Hill. He gratefully acknowledged that the meeting is taking place on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to approve the agenda as presented.

CARRIED

3. 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 November 19th, 2024.

CARRIED

4. TOWN HALL

Diana King asked Chief Stobart what more can Mayne Islanders and Mayne Island businesses do to support our Fire Department's safety and fire prevention initiatives — especially when it comes to education and awareness? And what more can we be asking BC Ferries to do to promote fire hazard awareness and education at ferry terminals and on-board ferries — and not just during fire season? Chief Stobart responded that the area Fire Chiefs can possibly help advocate for regular announcements on-board ferries during the dry season. He also stated that they are planning more public events such as at the Farmers Market. He emphasized fire smart landscaping as an important step for prevention as well as informing and educating people when they purchase burn permits.

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

6. CORRESPONDENCE

Letter from Conservancy to be discussed further in camera.

7. REPORTS

7.1 Administrative & Finance Report¹

CAO Somerville spoke to the Engagement Letter from the auditor. She updated the Board on the recent issues with the heat pump for the Fire Hall.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Administrative and Financial Report. **CARRIED**

7.2 Fire Department Report²

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

7.3 Occupational Health and Safety Committee³

Deputy Chief Walker spoke to the issue of water pooling in the bays. They will monitor over the winter and continue to look for cost-effective solutions.

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

7.4 Training Report⁴

Deputy Chief Walker updated the Board on the upcoming new full-service firefighters. There is a new plan this year to perform the First Responder Red Cross training on Tuesday nights as well as some Saturday sessions.

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

8. TRUSTEE DELEGATE REPORTS

8.1 Fire Hall Committee Report

Trustee McKinnon spoke to the new Engine which should arrive in February.

8.2 Finance Committee

Auditor's Engagement Letter Motion: Trustee Milne moved and Trustee Dearden seconded the motion to authorize trustee Doug Hill to enter into the audit agreement presented today.

8.3 Human Resources

Some items to be discussed in camera.

8.4 Health Centre Operations

Lindsay Allen updated the Board about the ongoing recruitment initiatives for a Doctor and Nurse Practitioner, also an Executive Director and Wellness Coordinator. Ongoing work continues on the Primary Care Network planning. The mobile dental hygienist is returning. MIHCA has been running

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- November 5th, 2024

⁴ Deputy Chief Training Report

some very successful wellness programs. Request to the Mayne Island Improvement District to form a Building Committee. CAO Somerville will draft Terms of Reference for the new committee.

8.5 Policy Committee

Next meeting February 4th.

8.6 Garbage Committee

Item to be discussed in camera.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Trustee Delegate Reports as presented. CARRIED

9. NEW BUSINESS

None.

10. COMMUNICATIONS

Items to be discussed in camera.

11. NEXT BOARD MEETING DATES

February 20th, 2025

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to go in camera at 1:36pm. CARRIED

12. IN CAMERA

Approval of November 19th, 2024 Meeting Minutes

HR ITEMS

STORAGE FACILITY

HC CLEANING CONTRACT

LAND ACKNOWLEDGEMENT

TAX EXEMPTIONS

GARBAGE COLLECTION

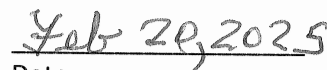
The Regular Board meeting was reconvened at 3:45pm.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 3:45pm by motion made by Trustee Dearden.

Approved:


Doug Hill, Chair


Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, January 21st 2025 @ 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

Regular Board Meeting- November 19th, 2024

4. TOWN HALL

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

6. CORRESPONDENCE

Conservancy

7. 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, November 5th, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

8. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

7.2 Finance Delegate – Trustee Hill

7.3 Human Resources Delegate – Trustee Hartman

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

7.6 Garbage Committee Delegate – Trustee Milne

9. NEW BUSINESS

10. COMMUNICATIONS

11. NEXT BOARD MEETING DATES

February 20th, 2025

12. IN CAMERA

Approval of Meeting Minutes November 19th, 2024.

HR ITEMS

STORAGE FACILITY

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LAND ACKNOWLEDGEMENT

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13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, November 19th, 2024@ 1:00pm

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

Present: Trustees Brian Dearden, Bob McKinnon, Deb Milne
& Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Guests: Lindsay Allan and Rob MacFarlane, Representatives from Mayne Island Health
Centre Association (MIHCA)
Amanda Gunn, Mayne Island Volunteer Firefighters Association
Tara Walker, BC Emergency Health Services

Absent with notice: Trustee, Doug Hill

1. CALL TO ORDER

The meeting was called to order at 1:02pm by Chairperson, Bob McKinnon.

The Mayne Island Improvement District gratefully acknowledges its presence on SK̓FAK̓, located in the traditional, unceded territories of the W̓SÁNEĆ First Nation.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee Hartman seconded the motion to approve the minutes from the Board Meeting of October 23rd, 2024.

CARRIED

MOTION: Trustee Milne seconded the motion to approve the minutes from the Special Board Meeting of October 25th, 2024.

CARRIED

4. TOWN HALL

Lindsay Allan updated the Board on MIHCA. Recruitment continues for another doctor and nurse practitioner. She explained there are incentives in place now such as rental top-ups and daycare to help attract candidates. Trustee Hartman thanked MIHCA for facilitating services like the mobile mammography unit and dental hygiene unit.

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

6. CORRESPONDENCE

None

7. REPORTS

7.1 Administrative & Finance Report¹

CAO Somerville updated the Board on the quick budget bylaw approval from the Province. There were no issues or comments from the Province. Annual Fire Fighter payroll is coming up in December.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to accept the Administrative and Finance Report as presented.

CARRIED

7.2 Fire Department Report ²

Chief Stobart summarized the last two months of call data.

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

CARRIED

7.3 Occupational Health and Safety Committee³

Deputy Chief Walker updated the Board on the improper drainage in the bays. Pooling water can sometimes occur. The committee is brainstorming solutions.

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

CARRIED

7.4 Training Report⁴

Deputy Chief Walker explained October was catch-up month for all exams. New recruits are going to Metchosin this weekend for Haz Mat training. Live Fire is next and is the last step to becoming full- service Fire Fighters.

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

CARRIED

8. TRUSTEE DELEGATE REPORTS

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes – October 24th, 2024

⁴ Deputy Chief Training Report

8.1 Fire Hall Committee Report

MOTION: Trustee Milne moved and Trustee Hartman seconds the motion to approve Bylaw 221-2024 Capital Works Reserve Disbursement Bylaw (Engine 3).

CARRIED

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion that Mayne Island Improvement District purchase a new Maximetel Paragon Fire Engine – Stock Truck INC4594 as Fire Apparatus to be known as Engine 3, and equip the vehicle for service to meet the Service delivery mandate of Mayne Island Volunteer Fire Department

CARRIED

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to approve Bylaw 222- Authorization to Execute Agreements.

CARRIED

8.2 Finance Committee

None

8.3 Human Resources

Trustee Hartman spoke to the staff compensation increases in the 2025 budget. A 2.7% increase for the four salaried employees as well as an overall wage increase of 10% for all volunteer Fire Fighters. The Board had researched Long-Term Disability for salaried employees but decided the value for cost was prohibitive for the 2025 budget.

8.4 Health Centre Operations

Nothing to report.

8.5 Policy Committee

Policy Committee Meeting Minutes September 13th, 2024.

Land Acknowledgement

Staff have written a land acknowledgement for use on the website.

8.6 Garbage Committee

None

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the Trustee Delegate Reports as presented.

CARRIED

9. NEW BUSINESS

None

10.COMMUNICATIONS

None

11.NEXT BOARD MEETING DATES

January 21st, 2025

12. IN CAMERA

Approval of October 23rd, 2024 meeting minutes.

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to go in camera at 1:32pm. CARRIED

The Regular Board Meeting was reconvened at 2:02pm.

ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:03pm by motion made by Trustee Dearden.

Approved:

Doug Hill, Chair

Date

Recorded and transcribed by J. Lawson



Katherine Somerville, CAO
Mayne Island Improvement District
520 Felix Jack Road
Mayne Island, BC V0N 2J2

December 4, 2024

Dear Katherine.

Re: Mayne Island Conservancy Request for a Property Tax Exemption for Lot 206, Plan VIP23981, Section 6, Cowichan Land District, Portion Mayne Island. PID 002-859-122.

The Mayne Island Conservancy has been donated this vacant property by the owner and the Conservancy is now the registered fee simple owner of the property. Our intent for the property is to manage invasive species and undertake some restoration of degraded areas. We see this property as an ideal opportunity to for providing island landholders with workshops on the best techniques for invasive removal and disposal, on selection and planting of native species and restoration techniques to heal degraded areas. There will be no added infrastructure or buildings to the property. Under the terms of the donation, we will also manage the property as a nature reserve on behalf of the community.

Additionally, this property has a registered archaeological site designated by the Province of BC and has been certified by the federal government as an Ecological Gift which the Conservancy is responsible for ensuring it remains so in perpetuity. All these measures and factors related to this property indicate its high value to our island and it will benefit the community as a whole and the many landholders who participate in the training workshops.

The Mayne Island Conservancy is a registered non-profit organization in BC as well as and registered federal charitable organization under the *Canada Revenue Act*.

In this regard, we are seeking an exemption from Mayne Island Improvement District taxation as set out in the Rural (Tax) Act BC which states that an exemption from taxation may be granted under Section 15q (1) and (2) quoted here as:

“land and improvements if land and improvements are:

- 1) Owned and occupied, and
- 2) Used exclusively

by a non-profit organization for activities that are of demonstrable benefit to all members of the community where the land is located;”

Not knowing whether the Improvement District has a specific application procedure for exemptions, I am seeking to start the process with this letter and details of the property under consideration. If you



have a procedure or require more information, please contact me at the address below or email if warranted.

I look forward to hearing from you about next steps.

Regards,

Michael Dunn, Executive Director
Mayne Island Conservancy
Box 31
Mayne Island, BC V0N 2J0
ed@mayneconservancy.ca
250-217-9832

Mayne Island Improvement District

ADMINISTRATIVE REPORT JANUARY 21ST, 2025

Board of Trustees,

This month and next month I am working on the 2024 closing processes. The 2024 draft financial reports included in the meeting package are not final. There are additional 2024 invoices to process, monthly reconciliations to complete as well as adjusting entries to be entered prior to the annual audit at the end of February.

I expect to receive the auditor's Engagement Letter soon. This will need to be signed by the Board prior to commencement of the audit. I will email it separately if I have received it prior to the meeting.

The summary to the right illustrates the status of outstanding Health Centre tax receivables to December 31. Next month once I have completed the 2024 tax adjustments, I will move the "Current Year" receivables to "Arrears" and "Arrears" to "Delinquent".

The last couple of months there have been a few failures of the fire hall's heat pump. The heat pump is currently working using its auxiliary heat function. The maintenance company is looking into it and I have asked for some quotes on the replacement for consideration. The current heat pump is 6 years old.

I would like to recognize and acknowledge the substantial school work that Janelle was able to accomplish last year. To date Janelle has now completed, the Introduction to Accounting, Payroll Compliance Legislation and Payroll Fundamentals 1. She needs only to complete one more course towards the Payroll Compliance Practitioner Certificate. She is set to begin Payroll Fundamentals 2 in February. After final course completion there is an in-house practicum component to complete.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Health Centre Tax Summary 2024

December 31st, 2024

	# of Properties	\$ Amount Outstanding
Current Year	217	10,990.50
Arrears	42	2,446.38
Delinquent	8	90.86
Credit Balances	51	(8,203.32)
Total Outstanding		<u>\$5,342.42</u>

Attachments:

FD & HC Budget vs. Actual (Prd 12, 2024)

Balance Sheet (Prd 12, 2024)

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 January 21st 2025
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:				
MIFR attended 27 pager responses in November and December. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Nov 2	18:01	Chimney fire	:17	10
Nov 8	15:16	First Responder	:15	5
Nov 8	17:22	Duty Officer-open burn complaint	:13	2
Nov 12	08:08	Alarm activated	:17	9
Nov 15	16:17	Hydro incident	:19	8
Nov 17	07:13	First Responder	:17	4
Nov 20	12:23	Hydro incident	:32	2
Nov 23	19:58	MVI/pedestrian	:21	13
Nov 24	19:58	BCAS assist	:12	7
Dec 9	16:47	Public assist	:02	1
Dec 10	11:40	First Responder	:12	7
Dec 10	14:47	Alarm activated	:10	8
Dec 11	08:44	First Responder	:14	1
Dec 14	06:48	Public assist	:22	1
Dec 14	10:06	Hydro incident	:06	1
Dec 14	10:13	Hydro incident	:02	8
Dec 14	13:26	Hydro incident	:18	8
Dec 14	14:21	Hydro Fire	:09	8
Dec 14	14:46	Hydro incident	:08	1
Dec 14	20:51	Alarm activated	:12	4
Dec 15	23:00	First Responder	:10	2
Dec 23	18:41	Duty officer-unknown odour	:12	2
Dec 24	22:30	First Responder	:15	6
Dec 26	12:29	Alarm activated	:09	1
Dec 26	21:23	First Responder	:15	5
Dec 27	11:55	BCAS assist	:20	4
Dec 27	13:46	Brush fire	:15	10

November/December Attendance:
Pager Responses: 278 hrs. Fire Practice: 138 hrs. Special training/Community Events: 46 hrs. MIFR had 11 members represent the department on Remembrance Day. MIFR hosted the burning of the Honouring Lantern on November 30 th .

In December MIFR participated in the Christmas light parade, escorted Santa Claus in Engine 2 and facilitated the Christmas Eve bon fire.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
24	24	5	0
Two members have resigned from the department. We are not planning a recruit class in 2025.			

Equipment and Apparatus
DC walker and I will be travelling to Surrey next month to perform a final inspection on Engine 3. We will then set a date for delivery to Mayne Island and 2-day orientation.

News
<p>We are waiting for certificates to arrive for 8 new Full-Service Firefighters. MIFR expects to promote 1 new officer in 2025.</p> <p>MIFR officers are very happy with the make-up of the fire department, we believe we have the most dedicated, outstanding crew ever.</p>

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday November 5th, 2024

Present:

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

Absent: Lieutenant R. Edwards

Guests: None

The meeting was called to order at 15:10 a.m. on November 5th, 2024

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:

E. Walker moved, and J. Lawson seconded the motion to approve the minutes of the previous meeting, as presented, held on October 9th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Pooling Water in Apparatus Bays – K. Stobart

K. Stobart reported that he and E. Walker are exploring options to solve the pooling water issue and plan to meet with a contractor to discuss ideas. J. Lawson suggested the use of floor fans or an absorbent pad. K. Stobart stated that these options will also be explored.

ACTION ITEM – K. Stobart to explore options to fix the floor draining problem.

4. New Business:

None.

Adjournment: The meeting was adjourned at 15:22 a.m. on November 5th, 2024.

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, December 3rd, 2024 at 13:00 hrs.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report January 2024



Training

In November, our newest members attended HazMat Ops training in Metchosin and Live Fire training on Pender Island in December. After completing these two training courses, these members will be certified as Full-Service Firefighters. The records from these courses should arrive in the coming months, allowing us to finalize this certification.

In December, I completed two courses, Station Officer Essentials: People and Operations and The Environment of the Fire Station. These courses are two of the three required for a Certificate in Fire Service Leadership.

Moving Forward

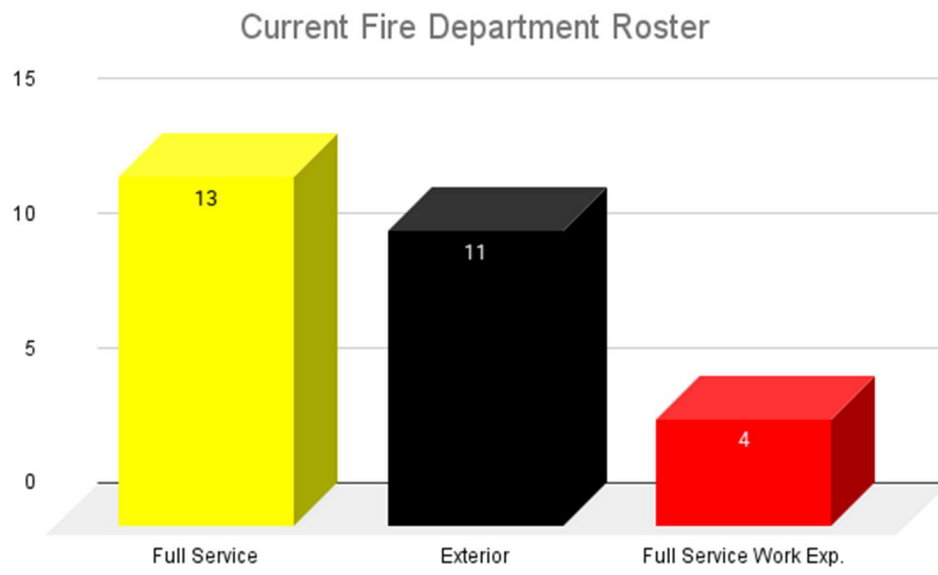
2025's training schedule will include Red Cross First Responder training on the fourth Tuesday of each month. These sessions will be three hours long and run from 1800 – 2100, one hour more than our regular training sessions. In addition to this, there will also be several Saturday Red Cross training sessions. These extra training hours will allow us to complete an entire Red Cross First Responder training course throughout the year. This means we can certify our current non-FR members as first responders and keep our existing first responders updated on their certification.

There is no recruit class scheduled for 2025, though depending on our membership numbers near the end of the year, we may start a recruiting campaign for a 2026 intake.

Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer