



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, February 20th 2025@ 1:00pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Trustee, Deb Milne

Guests: Rob McFarlane and Lindsay Allan, Mayne Island Health Centre Association
Tara Walker, BC Emergency Health Services
Miguel Cervantes-Loeza, Fire Fighter

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

Addition to In Camera agenda: Party Policy and Personnel

Correction to agenda: OH & S Minutes are from January 14th, 2025 NOT November 5th, 2024 as labeled in the agenda.

MOTION: Trustee Hartman moved and Trustee McKinnon seconded the motion to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of January 21st, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville updated the Board on the upcoming arrival of the Auditor for the annual audit. T4s have been sent out to all employees. The heat pump in the firehall has been repaired and is functioning. She requested to change the next meeting date to accommodate the return of the registered 2025 Health Centre Taxation Bylaw. Discussion around choosing a date for the 2025 AGM- tentatively scheduled for June 14th.

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

CARRIED

6.2 Fire Department Report ²

The arrival of Engine 3 is expected this Saturday, with an orientation happening Sunday morning. Trustee Hartman inquired about the expectation of the promotion of an officer. Inquiry about the resignation of two firefighters and what the process is regarding the return of uniforms and other District property. Discussion around not running a recruit class this year, likely one next year.

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

CARRIED

6.3 Occupational Health and Safety Committee³

Pooling water in the bays will be managed without repair for the time being – it has not been an issue this winter. Rope rescue gear will be replaced this year as it has reached the end of its service life. Some new turnout gear will be replaced this year as well as it has reached the end of its service life. Expired gear is retained and used for training purposes.

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

CARRIED

6.4 Training Report⁴

Officer-level training is being offered to potential new officers. Discussion around the Red Cross training being offered in-house. Discussion around the public First Aid course being offered.

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

CARRIED

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- January 14th, 2025

⁴ Deputy Chief Training Report

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Discussion around the arrival of the new Engine and next steps for disposing of Engine 1. Re-sale of retired Engines is typically quite low and there is no expectation in the budget for re-sale.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Some items to be discussed in camera. Staff reviews will take place again this Spring.

7.4 Health Centre Operations

Exemption Request- Conservancy

To be discussed in camera.

DRAFT Committee Terms of Reference – Building and Morgue

Building Committee Terms of Reference will be deferred to the next Policy Committee meeting.

Morgue Committee

Amendment to Terms of Reference - change Administrative Assistant from a member of the Committee to staff support.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to form the Morgue Committee as per the Terms of Reference as amended today, February 20th, 2025.

The Board appointed the following Morgue Committee members:

- Two Trustees: Trustee Dearden and Trustee McKinnon.
- CAO Somerville
- Abigail Hain and Lindsay Allen, Mayne Island Health Centre Association

7.5 Policy Committee

Policy Committee Meeting Minutes January 14th, 2025

Trustee Hill presented the Policy Committee meeting minutes from January 14th, 2025.

Land Acknowledgement- will be discussed further at the next Policy Committee meeting.

Attendance/Benefit Policies are in the process of being reviewed.

Burn Permit Payment Exemption Policy

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Burn Permit Payment Exemption Policy as presented.

CARRIED

7.6 Garbage Committee

Nothing to report.

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

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

Trustee Hill inquired about communications to the community regarding the new Engine. Chief Stobart said they plan on hosting an Open House sometime in April or May.

10. NEXT BOARD MEETING DATES

April 9th, 2025

11. TOWN HALL

Miguel Cervantes-Loeza inquired with the Board about any progress with doctor recruitment. It was explained that although MIID is sympathetic to the fact that there is a doctor/practitioner shortage on Mayne Island and across Canada MIID's mandate is to provide for the Health Centre building and Heliport, MIID is not responsible for nor does MIID have any governance over the individuals who work within the building.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to go in camera at 2:16pm.

CARRIED

12. IN CAMERA

Approval of January 21st, 2025 Meeting Minutes

The Regular Board meeting was reconvened at 3:38pm.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to lift the following motion from the in camera session.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Hartman seconded the motion to deny the request from the Mayne Island Conservancy to exempt their property located on Lundy Lane from the Mayne Island Health Centre Tax levy.

CARRIED

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 3:39 pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair

10-4-2025
Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Thursday, February 20th, 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- January 21st, 2025

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

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, November 5th, 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 Hill

7.3 Human Resources Delegate – Trustee Hartman

7.4 Health Centre Operations Delegate – Trustee Dearden

Exemption Request – Conservancy

DRAFT Committee Terms of Reference – Building and Morgue

7.5 Policy Committee Delegate – Trustee Milne

Burn Permit Payment Exemption Policy

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

March 20th, 2025

11. TOWN HALL

12. IN CAMERA

Approval of Meeting Minutes January 21st, 2025.

HC Cleaning Contract

13. ADJOURNMENT

Mayne Island Improvement District

ADMINISTRATIVE REPORT FEBRUARY 20TH, 2025

Board of Trustees,

The Auditor and assistant will be in the offices on Monday February 24th through 26th. The 2024 draft financial reports included in the meeting package are not final. I have not completed the 2024 year end, I will be working through the rest of those processes next week.

I have been having trouble with the T-4 upload to CRA related to the accounting software so there has been a delay getting them out to employees. The software developer is working on the fix and should have that completed soon. The T-4 deadline is February 28th.

At the Board's direction we have prepared Terms of Reference for the deceased person facility committee and the Health Centre building committee, two select committees. These are draft Terms of Reference; any changes can easily be made at the meeting. Appointments to the committees will need to be completed by the Board at the meeting.

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 coming back on February 18th to replace the defrost module.

In the interest of expediting the Health Centre Taxation Bylaw submission, I was going to ask the Board to consider postponing the March 20th board meeting to April 3rd. I receive the assessment data March 31st and subsequently prepare the Bylaw for Board approval based on this assessment data. The Ministry needs 6 weeks to register the Bylaw before I can run the taxes. An earlier Board meeting will therefore facilitate the timely delivery of tax notices.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Health Centre Tax Summary 2024

February 13th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	217	10,886.13
Delinquent	40	2,491.34
Credit Balances	51	(8,203.32)
Total Outstanding		<u>\$5,174.15</u>

Attachments:

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

FD & HC Budget vs. Actual (Prd 1, 2025)

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 February 20th 2025
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms:				
MIFR attended 4 pager responses in January. This is half of our last 4-year average. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Jan 13	23:11	First Responder	:14	9
Jan 21	16:25	Open burn complaint	:04	1
Jan 30	19:56	BCAS assist	:19	6
Jan 31	15:55	First Responder	:10	6

November/December Attendance:
Pager Responses: 44 hrs. Fire Practice: 138 hrs. Special training/Community Events: 8 hrs.

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 have -performed a final inspection on Engine 3. We expect it to be delivered by February 25 th .

News
We are waiting for certificates to arrive for 8 new Full-Service Firefighters. MIFR expects to promote 1 new officer in 2025. MIFR has 2 new work experience members. MIFR is running a public Basic Life Support (choking, CPR,AED) course February 22 nd at the firehall.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, January 14, 2025

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 12:54 p.m. on January 14, 2025

1. Agenda:

K. Stobart moved, and R. Edwards seconded the motion to adopt the agenda with additions.

CARRIED UNANIMOUSLY

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

K. Stobart moved, and E. Walker seconded the motion to approve the minutes of the previous meeting, as presented, held on November 5th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Pooling Water in Apparatus Bays – K. Stobart

K. Stobart reported that after reviewing several options to address the pooling water on the floor, it was decided that the most feasible option would be to continue to use a squeegee to remove the water as required.

4. New Business:

a) Replacement Rope Rescue Gear – K. Stobart

K. Stobart reported that some of the department's rope rescue gear is due for replacement. He added that he is working with the supplier to finalize an order.

b) New Turnout Gear – E. Walker

E. Walker reported that several new sets of turnout gear will be required in 2025 and that gear inspections have started in order to determine which gear needs replacing.

Adjournment: The meeting was adjourned at 1:11 pm on January 14, 2025.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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, February 14th, 2025 at 1:00 pm.

A handwritten signature in dark ink, appearing to be "E. Walker", written over a horizontal line.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue

Deputy Chief's Report

February 2025

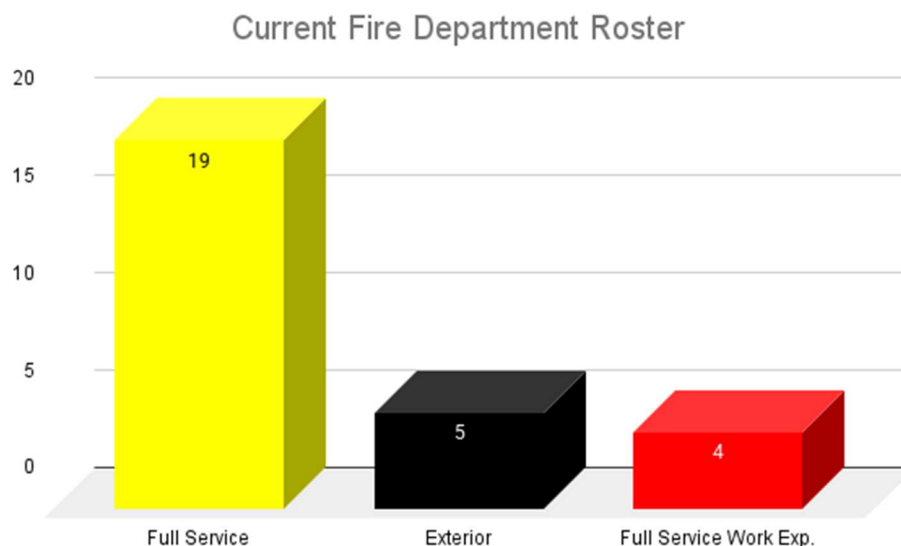


Training

January's training sessions focused on firefighter communication and SBCA use. We also held our first three-hour Red Cross First Responder training session, which was very well attended. We will work primarily inside the fire hall for the remainder of the winter to refresh basic firefighting skills. As we move into spring, we will shift our focus to wildfire training in preparation for the upcoming wildfire season.

Moving Forward

In 2025, we are offering several officer-level training courses such as Incident Safety Officer, Fire Service Instructor, Emergency Scene Management, and Fire Leadership. Some are online courses, and others are in-person. They are available through our training partners, Vancouver Island Emergency Response Academy (VIERA) and the Justice Institute of British Columbia (JIBC). These courses are for current and potential new officers of the department.



Respectfully Submitted

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

Eric Walker – Deputy Fire Chief & Training Officer



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Tuesday, November 5th, 2024, at 1pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

1. CALL TO ORDER

The meeting was called to order at 1:07 pm by Chair Milne.

2. ADDITIONS TO AGENDA.

None

3. APPROVAL OF PREVIOUS MEETINGS MINUTES SEPTEMBER 13TH, 2024.

Trustee McKinnon moves to approve.

4. DRAFT UNIFORM POLICY

Deputy Chief Walker presented the amended and approved Uniform Policy. He will present it to the Fire Fighters.

5. GROUNDS USAGE POLICY

Discussion around adding "vaping" to the policy. CRD and WorkSafe rules both state that there is no smoking or vaping within seven meters of any window or door of a public building. WorkSafe rules would supersede any district policy. Decision to leave it out of Policy but remove ashtrays from MIID property and post "No Smoking" signs.

6. ATTENDANCE POLICY

Discussion around minimum attendance to cover employee benefits. It is difficult for non-First Responders to meet the minimum number of hours if they are receiving benefits, especially family benefits. Agreement that the existing Policy needs amending, specifically consequences when the minimum hours are not met. The committee believes that: going forward that monthly hours will be reported individually to all Fire Fighters. Quarterly discussions will be held with any members who are deficient in their hours. Those hours need to be made up in the second quarter or the members will be at risk of losing their benefits. If the member has not changed their behavior after one year, termination is possible. There are budget ramifications to increasing hours, as well as any benefit expense increases.

The Fire Chief will discuss with the officers next week and ask for feedback about attendance, as well as their feedback on a potential 14 hour a month minimum attendance Policy. After speaking

to the officers, the Fire Chief will speak to all Fire Fighters. Will re-visit this discussion at the January Policy meeting. December Fire practice will be a round table discussion with all Fire Fighters and officers about this. Deputy Chief will create a calendar for 2025 to inform all Fire Fighters of events and planned activities and practices so that they are aware of opportunities for additional hours. Trustee Hartman will create a flow chart of ramifications for failing to meet the required hours. Discussion around a member who is in a deficit. Trustees gave direction to the Fire Chief on how to address the situation with the member.

7. CODE OF CONDUCTS- Employee and Trustee

Staff prepared drafts for Trustees to read through. Will be discussed at the next Policy meeting.

8. LAND ACKNOWLEDGEMENT

Staff prepared a few drafts for consideration. The committee chose one to bring to the Board for consideration.

9. DRAFT BURN PERMIT EXEMPTIONS POLICY

Staff prepared a draft with the changes that were discussed at the last meeting. Will be brought to the next Board meeting for consideration.

10. CORPORATE CRESTS, SYMBOLS AND LOGOS

Will be discussed at the next committee meeting.

11. PRIORITIES FOR THE NEXT MEETING

Attendance Policy

Codes of Conduct

Corporate Crests and Logos

12. NEXT MEETING DATE

January 14th at 1pm.

13. Adjourned at 2:28pm.

Approved:



Deb Milne, Chair

710 12 125
Date:

Recorded and Transcribed by J.Lawson

Mayne Island Improvement District

Morgue (Care of a Deceased Person) Committee

Terms of Reference

OVERVIEW *(Source: Improvement District Trustee's Handbook)*

The Board of Trustees of the Mayne Island Improvement District (MIID) may create committees from time to time to reduce workload or obtain expertise from persons other than trustees or employees. There are two types of committees: a select committee and a standing committee.

Committees may consist of members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the Board as a whole.

The role of all committees and their purpose must be clearly defined by the Board. Committees are purely advisory; and the Board is ultimately responsible for making all decisions considered by the committee. The Board is not obligated to accept the committee's advice.

Under the Letters Patent, 1984, an object of the Improvement District is "the provision of the operation of the Mayne Island Health Centre, and the acquisition, maintenance, and operation of works, buildings, and equipment for these purposes, and all things incidental thereto."

Reporting

The Committee is a select committee reporting to the Board of Trustees.

Purpose:

To create a plan to provide an appropriate facility for the temporary storage of deceased persons on Mayne Island.

Objectives:

- The committee will be responsible for identifying requirements, developing a plan, and making recommendations to the Board on issues related to the creation of an appropriate facility.
- The Committee will meet on a regular basis, to be determined by the committee members.

Membership

Shall consist of but is not limited to the following members:

- 2 Trustees
- CAO
- Administrative Assistant
- 3 Representatives from the Mayne Island Health Centre Association
- 1 Representative from BC Emergency Health Services

The committee may from time-to-time request input from other stakeholders on an ad hoc basis when deemed appropriate.

Chair

The Chair may be selected by the members, however, will usually be the Trustee designated by the Board as “Health Centre Trustee Delegate”.

Administrative Support

Upon request, the Corporate Administrative Officer will arrange staff to provide meeting support such as minute taking, photocopying and scheduling.

Minutes

Minutes must be kept of all committee meetings and shall be held by the Corporate Administrative Officer. The reports to the Board will be held in confidence until accepted and agreed to by the Committee and Board to be made public.

Mayne Island Improvement District

Health Centre Building Committee Terms of Reference

OVERVIEW *(Source: Improvement District Trustee's Handbook)*

The Board of Trustees of the Mayne Island Improvement District (MIID) may create committees from time to time to reduce workload or obtain expertise from persons other than trustees or employees. There are two types of committees: a select committee and a standing committee.

Committees may consist of members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the Board as a whole.

The role of all committees and their purpose must be clearly defined by the Board. Committees are purely advisory; and the Board is ultimately responsible for making all decisions considered by the committee. The Board is not obligated to accept the committee's advice.

Under the Letters Patent, 1964, an object of the Improvement District is "the provision of the operation of the Mayne Island Health Centre, and the acquisition, maintenance, and operation of works, buildings, and equipment for these purposes, and all things incidental thereto."

Reporting

The Committee is a select committee reporting to the Board of Trustees.

Purpose:

To identify and or create a plan for improvements or expansion of the Mayne Island Health Centre Building.

Objectives:

- The committee will be responsible for identifying requirements, developing a plan, and making recommendations to the Board on issues related to the improvement or expansion of the Mayne Island Health Centre Building.
- The Committee will meet on a regular basis, to be determined by the committee members.

Membership

Shall consist of but is not limited to the following members:

- 2 Trustees
- CAO
- Administrative Assistant
- 3 Representatives from the Mayne Island Health Centre Association

The committee may from time-to-time request input from the fire department or other stakeholders on an ad hoc basis when deemed appropriate.

Chair

The Chair may be selected by the members, however, will usually be the Trustee designated by the Board as "Health Centre Trustee Delegate".

Administrative Support

Upon request, the Corporate Administrative Officer will arrange staff to provide meeting support such as minute taking, photocopying and scheduling.

Minutes

Minutes must be kept of all committee meetings and shall be held by the Corporate Administrative Officer. The reports to the Board will be held in confidence until accepted and agreed to by the Committee and Board to be made public.

Mayne Island Improvement District

Burn Permit Payment Exemption Policy

PURPOSE

To define which groups of individuals and/or property type representatives are exempt from paying a fee to acquire an Open Air Fire Permit from the Mayne Island Improvement District.

POLICY

The following groups of individuals can obtain without a fee a permit for personal use:

- Current Mayne Island Fire Department members who have completed a minimum training level of Exterior Fire Fighter as defined by the *B.C. Structure Firefighter Minimum Training Standards*;
- Retired Mayne Island Fire Department members who have completed a minimum training level of Exterior Fire Fighter as defined by the *B.C. Structure Firefighter Minimum Training Standards*, who left the fire department in good standing;
- Current Mayne Island Improvement District administrative staff;
- Current Mayne Island Improvement District Board of Trustees;
- Current Mayne Island Improvement District water system, cleaning, and maintenance contractors.

Representatives of the following property types shall be exempt from paying a fee to acquire an Open Air Fire Permit:

- Churches on Mayne Island;
- CRD parks managed by the Mayne Island Parks and Recreation Commission;
- National and provincial parks on Mayne Island;
- Water/Improvement Districts on Mayne Island;
- Nonprofit organizations on Mayne Island.

PROCEDURE

Individuals and/or property type representatives listed above who wish to acquire an Open Air Fire Permit from the Mayne Island Improvement District shall not be charged a fee for the permit.

- Permits issued for Category 3 (land clearing) fires will always require a fee regardless of individual or property type.
- All permits must be signed by the applicant.

REFERENCE

B.C. Structure Firefighter Minimum Training Standards