



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Sunday April 12, 2020 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Debra Milne & Wayne Peace
Katherine Somerville, Corporate Administrative Officer
Gerrie Wise, Recording Secretary

Present by Phone: Trustee Doug Hill (able to take part in discussion, but not able to make motions or vote)

Absent with Notice Trustee David Maude (declared "conflict")

1. CALL TO ORDER

The meeting was called to order at 1:00 pm by Trustee Peace.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

2.1 Correspondence from Ministry authorizing meeting procedures (COVID-19)

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

3. APPROVAL OF MINUTES¹ OF PREVIOUS BOARD MEETING

MOTION: Trustee Debra Milne moved and Trustee Brian Dearden seconded the motion to approve the minutes from the Board Meeting of Feb 18, 2020. CARRIED

4. GARBAGE COLLECTION – MANAGEMENT CONTRACT

The Bylaw to enter into agreement with contractor for garbage collection services was discussed. The effective date of the contract was discussed. Trustee Dearden was concerned that the public should have further information before the service agreement is executed. Trustee Dearden suggested publishing significant information before enacting the taxation and service agreement. Trustee Milne suggested a 2 to 3-page article, with Q&A, in the MayneLiner. Trustee Peace suggested an insert in the Tax Notices. Trustee Milne suggested a telephone conference call with the Chair of the Island Trust, Local Trust Committee, in regard to their letter requesting a long term solution to garbage collection. The Trustees agreed to these suggestions. Particular clauses were then briefly discussed.

BYLAW 199² "Garbage Collection and Disposal Agreement 2020 Bylaw" was introduced, reconsidered and finally passed.

MOTION: Trustee Debra Milne moved and Trustee Brian Dearden seconded the motion to pass Bylaw 199. CARRIED

¹ MIID Board Meeting Minutes – Feb. 18, 2020

² Bylaw 199 "Garbage Collection and Disposal Agreement 2020 Bylaw"

5. PARKING LEASE AGREEMENT

The Bylaw to enter into agreement with landowner for lease of parking for garbage collection vehicles was discussed.

BYLAW 200³ “Bare Land Lease Agreement 2020 Bylaw” was introduced, reconsidered and finally passed.

MOTION: Trustee Brian Dearden moved and Trustee Wayne Peace seconded the motion to pass Bylaw 200. CARRIED

6. GARBAGE COLLECTION BUDGET

The 2020 MIID Garbage Collection and Disposal Budget was presented for approval. After discussion and corrections regarding the fees and the term of the Lease, the budget was approved.

MOTION: It was moved by Trustee Brian Dearden and seconded by Trustee Wayne Peace to approve the MIID 2020 Budget for Garbage Collection and Disposal. CARRIED

7. TAXATION BYLAW

i. The Trustees discussed the list of exemptions to taxation.

MOTION: Trustee Debra Milne moved and Trustee Brian Dearden seconded the motion to approve list of exemptions to taxation. CARRIED

ii. The Trustees discussed the removal of a minimum tax.

MOTION: Trustee Wayne Peace moved and Trustee Debra Milne seconded the motion to approve removal of a minimum tax charge. CARRIED

iii. The Trustees discussed the late payment penalty rate and tax due date.

Discussion of deferral of payment due to COVID-19 and extension of penalty date.

The CAO suggested a statement similar to the following could be added to the Tax Notices:

“The 15% late payment penalty fee will be extended to Sept. 1st. However, those who can pay by the current tax due date of July 2nd are urged to do so.”

MOTION: Trustee Debra Milne moved and Trustee Wayne Peace seconded the motion to approve the extension of the late payment penalty date to Sept 1st. CARRIED

iv. Bylaw to approve annual taxation re Garbage Collection and Health Centre.

BYLAW 201⁴ “Mayne Island Services Tax Bylaw 2020” was introduced, reconsidered and finally passed.

MOTION: Trustee Wayne Peace moved and Trustee Brian Dearden seconded the motion to pass Bylaw 201. CARRIED

³ Bylaw 200 “Bare Land Lease Agreement 2020 Bylaw”

⁴ Bylaw 201 “Mayne Island Services Tax Bylaw 2020”

8. AGM

The Financial statements and correspondence from the Auditor were presented and discussed briefly.

MOTION: Trustee Debra Milne moved and Trustee Brian Dearden seconded the motion to accept the Financial Statements for the year 2019 as presented. CARRIED

The Annual General Meeting, which has been postponed on the approval of the Ministry was discussed and the AGM package which include the Annual Reports and the Financial Statements was presented.

MOTION: Trustee Wayne Peace moved and Trustee Debra Milne seconded the motion to approve the AGM package. CARRIED

The CAO will post the AGM package including the Financial Statements on the website.

9. COMMUNICATIONS

CAO Somerville explained that she would be posting the approved minutes of today's meeting on the MIID website as soon as possible.

Trustee Dearden suggested each Trustee write their opinion on the "garbage situation" and circulate among themselves and the CAO for the May MayneLiner. A follow-up Article will be published in June.

10. ACTION ITEMS

CAO will contact the Local Trust Committee Chair, Island Trust to set up a conference call.

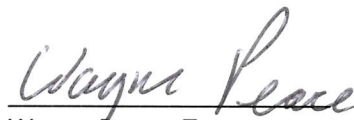
11. NEXT MEETING DATE(S)

To be determined as necessary.

12. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 1:46 pm by motion made by Trustee Brian Dearden.

Approved:


Wayne Peace, Trustee

19 May 2020
Date

Recorded and Transcribed by Gerrie Wise

From: McCabe, Kate MAH:EX <Kate.McCabe@gov.bc.ca>
Sent: March 27, 2020 1:02 PM
To: McCabe, Kate MAH:EX
Cc: Wilkins, Christina MAH:EX
Subject: Improvement Districts to postpone AGMs

This message is being forwarded to you on behalf of Tara Faganello, Assistant Deputy Minister of the Local Government Division, Ministry of Municipal Affairs and Housing

Dear Improvement District Trustees and Administrators,

The purpose of this email is to address the requirements of holding **annual general meetings** (AGM) from January through May and, acknowledging the risks and issues associated with the COVID-19 pandemic, we are requesting that improvement districts:

- **postpone your AGM and elections**
- **if a board meeting is required to proceed with decision making that is critical to the operation of the improvement district, such as passing a annual taxation bylaw, ensure that the meeting is not open to the public**
- **submit to the Ministry two signed and sealed copies of annual taxation bylaws (two copies) that require Inspector of Municipalities registration to become effective**

COVID-19 is an unprecedented situation, resulting in the declaration of a provincial state of emergency (March 18, 2020), a public health emergency declared (March 17, 2020) and public health orders issued by the Provincial Health Officer, Dr. Bonnie Henry. Many different questions have been raised, including how improvement districts should handle upcoming AGMs and/or elections. Thank you for your patience while we developed guidance on how to approach this complex and rapidly-evolving situation.

The Local Government Act and improvement district letters patent require improvement districts to hold **AGMs and elections** each year, typically between January 1st to May 1st. On March 16, 2020 the Provincial Health Officer, Dr. Henry prohibited gatherings of more than 50 people, and recommended that people engage in physical distancing, which improvement district administrators and trustees have indicated will make it impossible to hold AGMs and elections.

On March 19, 2020 Dr. Henry stated "I would appeal to businesses to do the right thing. If you can't keep the distance, close for the protection of your family and the community." This rationale may also apply to improvement districts with regards to open meetings, AGMs and elections.

Dr. Henry also stated: "Particularly with people who have underlying illnesses, who have disabilities, people who are older and are more vulnerable to having severe illness with this - we want you to stay home and we, as a community, need to support people to do that."

Physical distancing is a way that we can slow the spread of COVID-19 by limiting close contact with others. Everyone, even individuals who are not sick should keep about two meters (six feet) or the length of a queen-sized bed from one another when outside our homes.

There are many ways to practice physical distancing:

- Limit activities outside your home
- If you are out in public, try to keep 2 metres between yourself and others

- Keep your hands at your side when possible
- Stay home when you are sick
- Cough into your elbow or sleeve
- Avoid social activities in large gatherings

It is unlikely that improvement districts will be able to achieve the recommended physical distancing for their AGMs and/or elections. And Landowners over 60 years old or individuals with underlying health conditions would be put in the uncomfortable position of having to choose between attending the AGM, voting in the election and putting their health at risk, should AGMs and elections continue as planned.

It is recommended that **all improvement districts postpone their AGMs and elections** until the Provincial Health Officer gives advice that the COVID-19 pandemic no longer poses a threat to public health.

To provide continuity, it is recommended that trustees whose positions are expiring continue to hold their trustee position until an election can safely be held. It is recommended that the board of trustees proactively communicate with their communities (e.g. email, website) and share the Ministry's advice on postponing their AGMs and elections.

The **annual financial statements** of an improvement district must be presented by the financial officer to the improvement district board for their review and acceptance. To ensure compliance with the public health order, the trustees may wish to convene regular board meetings that are not open to the public in order to adopt important bylaws for annual taxation, and to approve financial statements and other key activities of staff. These meetings must conform to the Provincial Health Officer's physical distancing and good hygiene recommendations, for example regular hand washing and spacing chairs 2 metres apart. In addition, you may wish to hold meetings outside. We encourage the staff and trustees to keep these meetings to **essential business** and be as **transparent** as possible with property owners during this time and provide communication around meetings and copies of meeting minutes.

At this time the Ministry's priority is reviewing and registering bylaws that are **critical** to improvement district operations. Please **continue to submit to the Ministry** two signed and sealed copies of important bylaws, such as those for **annual taxation** (two copies) that require Inspector of Municipalities registration to become effective.

The prior year audited financial statements of an improvement district are required by legislation to be submitted to the Inspector by May 15th each year. If the financial statements of the improvement district are available by that date, please submit them. However, there is no penalty if the financial statements are submitted when available at a later date. The first priority of the improvement district is the safety of staff, trustees and the public and the second priority is to produce reliable and relevant financial statements that can be used by the staff, trustees and property owners to be informed about the financial status of the improvement district.

Improvement districts that postpone their AGM may submit financial statements, trustees list, statistics and AGM minutes when they are available after the rescheduled AGM has been held.

For questions regarding improvement district finance please contact your Financial Officer or LGIF@gov.bc.ca. For questions regarding governance and meetings please contact lggovernance@gov.bc.ca.

Sincerely,

Tara Faganello, CPA CGA BA Ec.
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing
and Inspector of Municipalities

MAYNE ISLAND IMPROVEMENT DISTRICT
Mayne Island Garbage Collection & Disposal
2020 BUDGET

OPERATING EXPENSES	GARBAGE COLLECTION	Accounting & Audit Fees	564	
		Administration	8,897	
		Office Supplies	2,820	
		Transfer Station Lease	4,500	
		Management Fee	6,000	
		Insurance	645	
		Legal	2,000	
		I.T. Maintenance, Security, Software, Hardware	3,699	
			-	
				\$ 29,125
TOTAL OPERATING EXPENSES			\$ 29,125	
TOTAL EXPENDITURES \$ 29,125				
		-		
		-		
			\$ -	
TOTAL TAX REQUIRED \$ 29,125				

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 201**

A bylaw for imposing taxes upon land and improvements in the improvement district, and to provide for imposing a percentage addition to encourage prompt payment thereof.

The TRUSTEES of Mayne Island Improvement District ENACT AS FOLLOWS:

1. The following taxes (Rates) for the Health Centre and Heliport are hereby imposed and levied for the year 2020:

Property Class	Class Ratio	Tax Rate (dollars of tax per \$1000 taxable value)
1 - Residential	1.0 : 1	\$0.1240600
2 - Utility	3.5 : 1	\$0.4342100
3 - Supportive Housing	1.0 : 1	\$0.1240600
4 - Major Industry	3.4 : 1	\$0.4218040
5 - Light Industry	3.4 : 1	\$0.4218040
6 - Business or Other	2.45 : 1	\$0.3039470
7 - Managed Forest	3.0 : 1	\$0.3721800
8 - Rec/Non Profit	1.0 : 1	\$0.1240600
9 - Farm	1.0 : 1	\$0.1240600

2. A tax of \$19.54 on all parcels of land for the purposes of garbage collection and disposal services.
3. The aforementioned taxes are due and payable on or before the 2nd day of July, 2020 and a late penalty consisting of percentage addition of fifteen percent (15%) of the amount thereof will be added to all taxes remaining unpaid after the said date.
4. Taxes payable to the Improvement District will bear interest at the rate prescribed by the Lieutenant Governor in Council under the *Taxation (Rural Area) Act* from March 1 next following the date on which they are levied, until paid or recovered as set out under Section 717 of the *Local Government Act*.
5. This bylaw may be cited as the "Mayne Island Services Tax Bylaw 2020".

INTRODUCED and given first reading by the Trustees on the 12th day of April, 2020.

RECONSIDERED and finally passed by the Trustees on the 12th day of April, 2020.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 201

Corporate Administrative Officer