



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

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

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

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

1. CALL TO ORDER

The meeting was called to order at 10:04am 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 Cleator moved and Trustee McKinnon seconded the motion to approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

Remove the word "wheelchair" ramp.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of March 19th, 2026, as amended.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

CAO briefed explained a correction to the 2026 financial statements.

Health Centre Tax Exemptions

Each year the Board must decide on which properties are exempt from the Health Centre Tax Levy. These are properties that are not already exempted by the Province and the Board wishes to exempt, the details of which have been provided in her report. The District cannot tax a property that the Province has exempted.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the 2026 Health Centre Taxation Exemptions list as presented.

CARRIED

Tax Sale Date

Each year the Board must choose a date in the event of a tax sale.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the 2026 Tax Sale Date as November 12th, 2026.

CARRIED

MIID Bylaw 226- HC Taxation Bylaw

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve Bylaw 226 Health Centre Taxation Bylaw as presented.

CARRIED

MIID Bylaw 227- Health Centre Exterior Painting

MOTION: Trustee McKinnon moved and Trustee Hartman seconded the motion to approve Bylaw 227 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Exterior Painting).

CARRIED

Acceptance of 2025 Financial Statements

The accountant has returned the prepared Review Engagement for 2025. These need to be accepted by the Board and will be sent to the Ministry and will also go into the AGM package for acceptance by the taxpayers.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to accept the 2025 Audited Financial Statements as presented.

CARRIED

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Administrative and Financial Report.

CARRIED

¹ Administrative & Finance Report

6.2 Fire Department Report ²

Trustee Hartman inquired about the number of hydro calls. Chief Stobart explained this was due to trees on lines from windstorms.

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the Fire Department report.

CARRIED

6.3 Occupational Health and Safety Committee³

New camera installations are currently happening and will be completed this week. Two new cameras are being added – one at the rear and one on the side of the firehall building. A new pallet jack has been ordered to replace the old one that is leaking oil. One set of stairs is complete between the firehall and the ambulance station.

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

CARRIED

6.4 Training Report⁴

Ten new recruits have completed their orientation session and will begin training on Saturday. Three of the recruits are underage cadets who will not be able to respond to calls until the age of 19. Their first round of training will end June 20th. One full-service member left the island, and another has returned to the department, so overall numbers have remained the same.

MOTION: Trustee McKinnon moved and Trustee Cleator 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

One item for in camera.

² Fire Department Report

³ OH&S Committee Meeting Minutes- March 3rd, 2026

⁴ Deputy Chief Training Report

7.4 Health Centre Operations

Lindsay Allan updated the Board on MIHCA. They are currently seeking housing for a part-time RN and their family that has been offered a position to replace the RN who is retiring. A spring Health Fair is being planned for May 9th. Basement renovations are in the process of beginning. They are still waiting for the electrical hook up and access for the office trailer to begin use of it.

7.5 Policy Committee

Committee chair Hartman requested that administrative staff review existing policies to determine if there are any that need updating/revision.

7.6 Garbage Committee

Nothing to report.

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

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

June 3rd, 2026, at 1pm.

11. TOWN HALL

Tara Walker updated the Board about the recent acquisition of the Life Pack to Station 104. This is a great asset to the Station and the community as it allows paramedics to diagnose a heart attack on scene and thereby expedite accordingly transport to hospital. She also spoke to the fact that BCEHS has recently completed a round of hiring that affects the Mayne Island station and hopefully soon all 8 positions will be staffed by local paramedics.

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to go in camera at 11:09am.

CARRIED

12. IN CAMERA

Approval of March 19th, 2026 Meeting Minutes
AGM & HR items for the agenda.

The Regular Board meeting was reconvened at 11:43am.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:43am by motion made by Trustee McKinnon.

Approved:



Doug Hill, Chair



Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, April 14th, 2026 @ 10:00 am
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- March 19th, 2025

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

Health Centre Tax Exemptions

Tax Sale Date

MIID Bylaw 226 Health Centre Taxation Bylaw

MIID Bylaw 227 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Exterior Painting)

Acceptance of 2025 Financial Statements

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief

Occupational Health & Safety Committee Minutes, March 3rd, 2026.

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon/Cleator

7.2 Finance Delegate – Trustee Hill

7.3 Human Resources Delegate – Trustee Hartman/Cleator

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Hartman/Cleator

7.6 Garbage Committee Delegate – Trustee McKinnon

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

May 21st, 2026

11. TOWN HALL

12. IN CAMERA

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Friday, March 19th 2026@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Janelle Lawson, Administrative Assistant

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

1. CALL TO ORDER

The meeting was called to order at 10:03am by Chairperson, Doug Hill. He gratefully acknowledged that the meeting was held on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of February 20th, 2026.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Discussion around choosing an AGM date. It was decided on July 4th at 10am.

5. CORRESPONDENCE

Ongoing discussions are still happening around space for RCMP. The Estate Item has now been completed, and a cheque has been handed over to MIHCA. Work continues with the accountant on the annual audit.

Trustee Dearden joined the meeting.

6. REPORTS

6.1 Administrative & Finance Report¹

Discussion around the next Board meeting date to coincide with the bylaw that will need to be created for the annual Health Centre taxation. April 14th was decided upon.

New cameras are to be installed soon but have no definitive date yet.

Three quotes have been obtained from painters for the exterior painting of the Health Centre. A staff report is provided for the in camera session.

Discussion around the Estate Item and the acknowledgement of large donations. The District is a qualified Donee and can provide tax receipts for donations.

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

CARRIED

6.2 Fire Department Report²

A brief update on training and recruitment was given. They received 12 applications and interviews will begin next week.

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

CARRIED

6.3 Occupational Health and Safety Committee³

They have been working on moss removal on the asphalt. Two new cameras will be installed at the rear of the firehall.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to accept the OH&S Reports.

CARRIED

6.4 Training Report⁴

Training has been preparing for the recruit class. Skills are being sharpened that will align with the upcoming recruit class training. Grant was successful from UBCM to purchase a high-quality smoke machine that is specifically designed for fire-training.

MOTION: Trustee Cleator 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- February 2, 2026

⁴ Deputy Chief Training Report

7 TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Nothing to report.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Nothing to report.

7.4 Health Centre Operations

In the process of redesigning the basement space of the Health Centre to make it more usable. The Wellness Coordinator now has a part-time assistant. Some work has been needed in the new office trailer and is almost complete, and a wheelchair ramp will be installed. They have a successful applicant for the RN position and are looking for housing. They are looking for a minimum two-bedroom, pet-friendly home to rent long-term.

7.5 Policy Committee

Nothing to report.

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

None.

10. NEXT BOARD MEETING DATES

April 14th, 2026 at 10am.

11. TOWN HALL

Tara Walker (BCEHS) thanked the Board for the new stairs joining the two properties going down to the ambulance station. She gave a quick update- BCEHS call volume is very high, sometimes three calls in one day. She raised the lack of medical access on the island contributing to the high call volume. Discussion around the upcoming portable ECG machine expanding the scope of practice for paramedics on Mayne Island.

MOTION: Trustee Hartman moved and Trustee McKinnon seconded the motion to go in camera at 10:55am.

CARRIED

12. IN CAMERA

Approval of February 20th, 2026 Meeting Minutes

The Regular Board meeting was reconvened at 11:05am.

Following the in camera discussion the Board made the following motion.

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve “Option 1” as presented for the painting of the Health Centre.

CARRIED

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:06 am by motion made by Trustee Dearden.

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT APRIL 14TH, 2026

2025 Year-End & Closing Processes

Draft financial statements were received today. Once I have completed my review, I will include them in the meeting package for final Board review and acceptance. Formal acceptance will occur at the AGM.

Health Centre Tax Receivables

The attached summary details the status of outstanding Health Centre tax receivables as of today's date.

Prior to approval of the tax Bylaw, I will ask the Board to approve the exemptions list. The exemptions list includes 89 properties made up of 85 foreshores, 3 water districts and the secondary lot belonging to the church.

The 2026 Health Centre Taxation Bylaw must be approved by the Board. All taxation bylaws must be additionally approved by the Inspector of Municipalities prior to printing tax notices. This approval process can take up to up to 6 weeks.

Tax notices are expected to be mailed out at the end of May and are due July 2nd. We ask that tax payers keep their mailing address up to date with BC Assessment in order to ensure receipt of tax notice. The BC Assessment Address Change Form can be found at:

https://eforms.bcassessment.ca/address_change_form.asp

RCMP Facility Consultations

The RCMP have confirmed they are no longer interested in obtaining a lease area at MIID.

Infrastructure & Maintenance Quotes

Security System Upgrades: The replacement camera installation work will occur April 13 to 15th.

Health Centre Exterior Painting: Painting prep will begin later this month.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Health Centre Tax Summary 2026

April 10th, 2026

	# of Properties	\$ Amount Outstanding
Current Year	0	0.00
Arrears	228	13,844.23
Delinquent	61	2,774.84
Credit Balances	63	(11,517.17)
Total Outstanding		<u>\$5,101.90</u>

Attachments:

FD & HC Budget vs. Actual (Prd 3, 2026)

Balance Sheet (Prd 3, 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.

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 226**

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) are hereby imposed and levied for the year 2026:

Property Class	Class Ratio	Tax Rate (dollars of tax per \$1000 taxable value)
1 - Residential	1.0 :1	\$0.0886330
2 - Utility	3.5 :1	\$0.3102155
3 - Supportive Housing	1.0 :1	\$0.0886330
4 - Major Industry	3.4 :1	\$0.3013522
5 - Light Industry	3.4 :1	\$0.3013522
6 - Business or Other	2.45 :1	\$0.2171509
7 - Managed Forest	3.0 : 1	\$0.2658990
8 - Rec/Non Profit	1.0 : 1	\$0.0886330
9 - Farm	1.0 : 1	\$0.0886330

2. The minimum amount of taxation upon a parcel of real property will be fifteen dollars (\$15.00).

3. The aforementioned taxes are due and payable on or before the 2nd day of July, 2026 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 "Health Centre and Heliport Tax Rates Bylaw, 2026".

INTRODUCED and given first reading by the Trustees on the 14th day of April, 2026.

RECONSIDERED and finally passed by the Trustees on the 14th day of April, 2026.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 226

Corporate Administrative Officer

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 227**

A bylaw to authorize the disbursement of monies from the Health Centre Capital Works Renewal Reserve Fund.

WHEREAS there is an estimated unappropriated balance in the Health Centre Capital Works Renewal Reserve Fund of One Hundred and Thirty-Four Thousand, Three Hundred and Eighty-Four dollars and Eighty cents (\$134,384.80) as at the 14th day of April, 2026 which amount has been calculated as follows:

Balance in Fund at 31 December, 2025	\$ 133,245.54
Add: Budget additions to fund, Operating Surplus, interest	\$ 1,139.26
Deduct: Total disbursements & outstanding appropriated funds to date	\$ 0.0000000
Unappropriated balance in Reserve Fund as at xxxxx, 2026	\$ 134,384.80

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.227, for the costs of exterior painting including all labour and materials.

THE TRUSTEES of the Mayne Island Improvement District ENACTS AS FOLLOWS:

The sum of up to ten thousand dollars (\$10,000) is hereby appropriated from the Health Centre Capital Works Renewal Reserve Fund to be expended for the costs of exterior painting including all labour and materials at the Mayne Island Health Centre.

1. The expenditures to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by motion, resolution or bylaw passed by the Trustees.
2. This bylaw may be cited as the “2026 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Exterior Painting)”.

INTRODUCED and given first reading by the Trustees on the 14th day of April, 2026.

RECONSIDERED and finally passed by the Trustees on the 14th day of April, 2026.

Chair of the Trustees

I hereby certify under the seal of the Mayne Island Improvement District that this is a true copy of Bylaw No. 227 of the Mayne Island Improvement District, passed by the Trustees on the 14th day of April, 2026.

Corporate Administrative Officer

Fire Department Report



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

Date: MIID Board Meeting April 14th 2026
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 8					
MIFR responded to 8 page-outs in March. 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
Mar 1	11:56	BCAS assist	0:11	0:34	5
Mar 17	18:24	Hydro incident	0:04	0:20	9
Mar 18	01:44	First Responder	0:21	0:66	3
Mar 20	18:09	Hydro incident	0:12	0:35	4
Mar 22	12:44	Smoke report	0:11	0:25	3
Mar 23	14:16	First Responder	0:11	0:60	6
Mar 24	16:16	Hydro incident	0:10	0:18	8
Mar 24	16:34	Hydro incident	0:09	0:66	8

March Fire Department Attendance:
Pager Responses: 100 hrs. Fire Practice: 106 hrs. Special training/Community Events: 20 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
21	21	6	0
There were no changes to membership numbers in March.			

Equipment and Apparatus

All equipment and apparatus are in service and performing well.

Annual equipment inspections are being scheduled for the 2026 year. These include all apparatus, ladders and the firehall building. As well, annual hearing tests are scheduled for May.

News

MIFR participated in a hot dog sale fundraiser for cancer research in March. Firefighters assisted a member of the public with a patient transfer to their home.

We have run the recruiting process and will start a class of 10 recruits Saturday April 11.

After slow winter months MIFR is ready and eager to respond!

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday, March 3rd, 2026

Present:

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

Absent: Fire Chief K. Stobart

Guests: None

The meeting was called to order at 13:00 on March 3rd, 2026.

1. Agenda:

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

CARRIED UNANIMOUSLY

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

R. Edwards moved, and K. Somerville seconded the motion to approve the minutes of the previous meeting, as distributed, held on February 3rd, 2026.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Vehicle Collision in Rear Parking Lot – Camera Update – K. Somerville**

K. Somerville reported that the MIID board has approved a quote for upgrading the nine existing security cameras and related hardware at the fire hall and health centre building, and adding two new cameras in the rear parking lot of the fire hall. K. Somerville added that with the upgrade, all cameras will record continuously rather than only when motion is detected.

b) **Pallet Jack Leaking Oil in Apparatus Bay – Slipping Hazard – E. Walker**

E. Walker reported that discussions regarding a new pallet jack were held with the fire chief and that a new one will likely be purchased later this year.

4. New Business:

a) **Slip/Fall on Grounds Between Ambulance and Fire Hall – Stairs Installed – Group Discussion**

A group discussion was held regarding the newly-installed landscape stairs between the fire hall and ambulance station, and the upgraded landscape stairs between the ambulance station and the health centre. K. Somerville reported that several ambulance employees have slipped and/or fallen while walking between the fire hall and ambulance station, and

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



that the MIID maintenance contractor installed new landscape stairs and upgraded existing stairs to mitigate this hazard.

Adjournment: The meeting was adjourned at 13:11 on March 3rd, 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, April 7th, 2026, at 1:00 pm.

A handwritten signature in black ink, appearing to be "E. Walker", is written above a horizontal line.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report April 2026



Training

Fire suppression drills were again the theme of practices during March, with particular focus on portable pump operation and jet syphon techniques. Our portable pump was set up at the fill site, which is typically a dry hydrant at a pond. Water tenders can be filled rapidly at the fill site using a portable pump, with the trucks' onboard pumps providing redundancy. Jet syphons were used at the fire training scene to transfer water from one portable dump tank to another, allowing for the use of two dump tanks instead of one.

We have taken delivery of our new smoke machine, which was acquired through a grant from the Union of BC Municipalities (UBCM) for the Community Emergency Preparedness Fund. Once the smoke fluid for the machine arrives, we will put it into service and begin regular training with it.

Recruiting

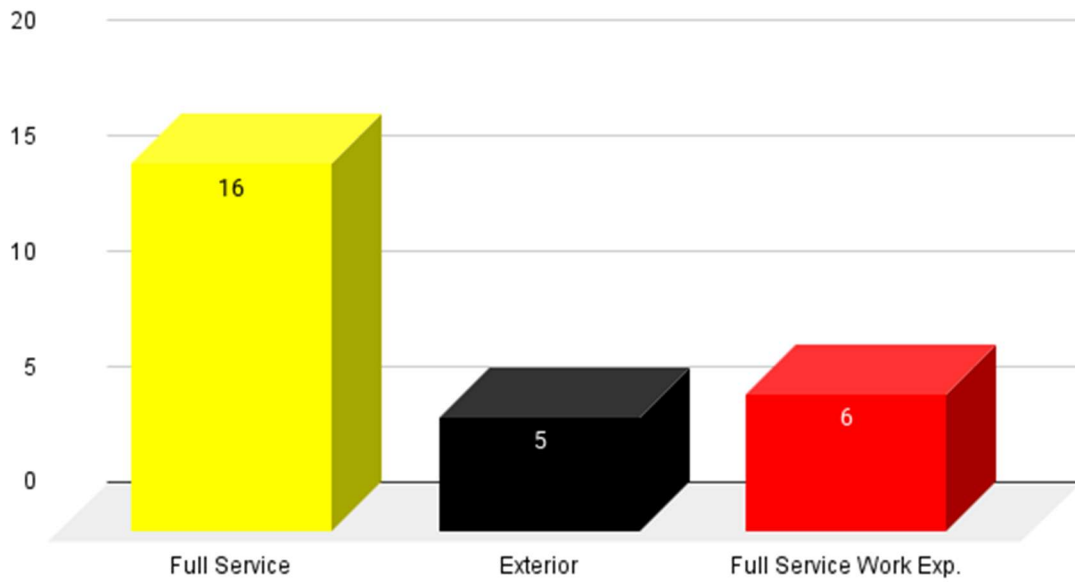
Fifteen recruit firefighter applicants were interviewed, ten of whom have been accepted. Their orientation will take place this Saturday, April 11, and their training will begin the following Saturday.

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Eric Walker", written over a light blue horizontal line.

Eric Walker – Deputy Fire Chief & Training Officer

Current Fire Department Roster



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer