



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, April 11th, 2023 @ 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**
February 21st, 2023-Regular Board Meeting
- 4. BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 5. CORRESPONDENCE**
None
- 6. REPORTS**
 - 6.1 Administrative & Finance – Katherine Somerville, CAO
-Health Centre Taxation Bylaw 215
 - 6.2 Fire Department – Kyle Stobart, Fire Chief
 - 6.3 Occupational Health & Safety Committee – Kyle Stobart, Fire Chief
- 7. TRUSTEE DELEGATE & COMMITTEE REPORTS**
 - 7.1 Fire Hall Operations Delegate – Trustee McKinnon
-MIVFA Lease
 - 7.2 Finance Delegate – Trustee Peace
-Audited Financial Statements
 - 7.3 Human Resources Delegate – Trustee Hill
 - 7.4 Health Centre Operations Delegate – Trustee Milne
 - 7.5 Policy Committee Delegate – Trustee Milne
-Policy Committee Meeting Minutes March 2nd, 2023
-Feedback Form
 - 7.4 Garbage Committee – Trustee Dearden
- 8. NEW BUSINESS**
- 9. COMMUNICATIONS**
- 10. NEXT BOARD MEETING DATES**
May 9th, 2023
- 11. IN CAMERA**
 - Approval of Minutes
 - Vaccination Policy
 - Leave of Absence Policy
- 12. ADJOURNMENT**



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, April 11th, 2023@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Doug Hill, Bob McKinnon, Debra Milne,
Wayne Peace (via Zoom)
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Eric Walker, Deputy Fire Chief
Janelle Lawson, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 1:02pm by Chairperson, Doug Hill.

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 Dearden seconded the motion to approve the minutes from the Board Meeting of February 21st, 2023.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the 2023 Health Centre taxation exemptions list as presented.

CARRIED

¹ Administrative & Finance Report

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to set October 26, 2023 as the Tax Sale date.

CARRIED

Health Centre Taxation Bylaw 215

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to pass Bylaw No. 215 - Mayne Island Tax Bylaw 2023.

CARRIED

Emergency Program

Ham radio operators have a renewed interest in reinstating the club. They had moved out of the building approximately 5 years ago. An MOU is in place with the Emergency Program regarding the use of space at the firehall. CAO has requested they provide a letter to the Board outlining their intentions.

Cloud Storage

A discussion was held regarding cost neutral option to move from desktop to the Cloud version of the District accounting software. The Board agrees in principle as long as the data is stored in Canada. A Bylaw will be brought to the next meeting.

Asset Disposal & Destruction

A discussion was held regarding the used electrical items in storage. These items are from the building of the new hall. They have no value to the District and cannot be sold due to the potential liability this may cause.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to dispose of these old assets of no value to the District.

CARRIED

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the CAO Report.

CARRIED

6.2 Fire Department Report²

The Fire Chief presented his report. A brief discussion was held regarding the membership and training levels.

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

CARRIED

6.3 Occupational Health and Safety Committee Reports³

Deputy Chief Walker presented the OH&S minutes from February 14th, 2023. The trustees requested a training report from the Deputy Chief be added to the agenda of all monthly Board meetings.

² Fire Department Report

³ OH&S Committee Meeting Minutes – February 14th, 2023

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Department Delegate Report

MIVFFA Lease

Trustee McKinnon reported on the new bare land lease terms including additional space requested for a Sea Can storage container. The CAO will retain a lawyer for this new lease.

7.2 Finance Delegate Report

Audited Financial Statements

Trustee Peace presented the 2022 audited financial statements for Board acceptance.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the 2022 Audited Financial Statements.

CARRIED

7.3 Human Resources Delegate Report

Trustee Milne discussed the recent performance reviews to be added to the personnel folders of staff. Some performance reviews were returned to the Board signed by employees.

7.4 Health Centre Delegate Report

Nothing to report.

7.5 Policy Committee Delegate Report

Policy Committee Minutes March 2nd, 2023

Feedback Form

Trustee Milne discussed the progress to date the policy committee has made. Trustee Milne presented the Feedback form for Board review and the approved policy committee meeting minutes from March 2, 2023.

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the Feedback Form for publication.

CARRIED

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the Trustee Delegate reports.

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

May 9th, 2023 – Regular Board Meeting

11. IN CAMERA

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to go to an in camera session at 2:15 pm.

CARRIED

The regular Board meeting was reconvened at 2:30 pm.

12. OTHER BUSINESS

The following motions were lifted from the in-camera session:

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to suspend the Vaccination Policy.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to maintain the requirement that all First Responders be vaccinated for COVID.

CARRIED

MOTION: Trustee Hill moved and Trustee Milne seconded the motion that section 2.1, 2.2, and 2.3 of the Leave of Absence Policy be applicable to all employees returning to work following the suspension of the Vaccination Policy.

CARRIED

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:30pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair

MAY 9, 23
Date:

Recorded and transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT – APRIL 4TH, 2023

Board of Trustees,

The audited financial statements have been reviewed by myself and Trustee Peace. I have Included them in this meeting package for acceptance by the Board. There were no concerns with the audit and the auditor’s Management Letter will reflect this. The financial statements must be submitted to the Ministry by May 15th.

The Health Centre taxation bylaw will be prepared for the Board meeting. I cannot include the draft in the package as I don’t receive the data I need to prepare the bylaw until March 31. I am anticipating no changes from the Board in regards to exemptions and minimum payment. I will be looking for direction from the Board as to whether you will exempt the secondary Church property or not this year.

Trustee McKinnon, Bill Jamieson and staff met to discuss the MIVFFA lease agreement. This agreement does not renew until next year however, the Association would like to add some leased land area in order to accommodate a 20-foot sea can for storage purposes.

I am currently waiting on the electrician for work to repair and upgrade the ballast on the exterior parking lot lighting. The new ballast should provide a much brighter work area. Once this work we may want to consider additional lighting in the front parking area. I have been in contact with the plumber in regards to the water tank work. He is coordinating with the machine operator and will be getting back to me soon.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 3, 2023; Prd 3, 2023)
Balance Sheet (Prd 3, 2023)

Action Items:

Engagement Letter

<u>Health Centre Tax Summary 2023</u>		
March 30, 2023		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.
Arrears	257	11,529.83
Delinquent	80	2,521.37
Credit Balances	37	(2,606.50)
Total Outstanding		<u>\$11,444.60</u>

Fire Department Report

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



Date: MIID Board Meeting February 21st 2023
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 20				
MIFR attended 20 pager responses in February and March. The abundance of hydro incidents in late February were the result of snowfall. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Feb 5	16:18	Public assist	n/a	1
Feb 9	12:18	Alarm activated	:22	1
Feb 19	13:30	Open burn complaint X 2	:06	1
Feb 21	17:11	First Responder	:17	3
Feb 23	08:19	Hydro incident	:26	11
Feb 25	11:41	First Responder	:09	5
Feb 27	20:26	Hydro lines down	:48	2
Feb 28	12:36	Hydro incident	:01	1
Feb 28	12:38	Hydro incident	:01	1
Feb 28	12:41	Hydro incident	:01	1
Feb 28	12:43	Hydro incident	:01	1
Feb 28	14:48	First Responder	:01	4
Feb 28	15:56	Hydro incident	:01	1
Mar 3	17:01	First Responder	:19	3
Mar 4	19:09	DO-Wires down	:12	1
Mar 12	13:05	First Responder	:17	4
Mar 13	11:55	Road hazard	:07	3
Mar 17	15:01	Open burn complaint	:11	1
Mar 22	02:51	First Responder	n/a	Stood down
Mar 27	11:40	Rescue	:12	10

Response
Emergency response numbers have been increasing to seasonal norms. As always MIFR is ready to respond 24/7. First Responder(medical) call volumes have been increasing.

Attendance
Pager Responses: 118 hrs. Fire Practice: 170 hrs. Special training/DO/Community Events: 16 hrs.

Practice and Education			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Firefighters in training
18	19	4	6
<p>The 2022 recruit class attended Live Fire training in March. They now need Hazmat training to complete their accreditation to Full-Service Firefighters. One firefighter remains on leave due to vaccination status.</p>			

Equipment and Apparatus
<p>Utility 1 is scheduled for repairs on April 28. Tender 3 is waiting for notification of parts arrival before booking.</p>

News
<p>MIFR is in the process of becoming a Red Cross training partner, after which we can train First Responders in house. Training should commence by summer of this year.</p> <p>On March 30th Fire Chief attended a meeting with CRD reps and area Fire Chiefs to try to create consistent open burning practices in the SGI.</p>

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday February 14th, 2023

Present:

Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Fire Fighter R. Edwards

Absent: Fire Chief K. Stobart, Admin Assistant J. Lawson

Guests:

None

Meeting called to order at 13:04 hours, February 14th, 2023

1. Agenda:

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

CARRIED UNANIMOUSLY

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

K. Somerville moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held January 11th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Repairs to Tender 3 – K. Stobart**

E. Walker reported that K. Stobart has taken Tender 3 in for an assessment and that repairs will take place when the replacement parts arrive. Tender 3 remains in service and operational.

b) **Rear Parking Lot Lighting – K. Somerville**

K. Somerville that she is waiting to hear back from the electrician regarding the rear parking lot lighting. **ACTION ITEM – K. Somerville to contact electrician regarding the status of the rear parking lot lighting.**

c) **Platform Ladder – E. Walker**

E. Walker reported that the platform has arrived at the fire hall and is set up in in service. R. Edwards added that the membership should be briefed on safe use of the ladder. **ACTION ITEM – E. Walker to address the membership regarding safe use of the platform ladder.**

d) **Utility 1 Repairs – K. Stobart**

E. Walker reported that K. Stobart has taken Utility 1 in for an assessment and that repairs will take place when the replacement parts arrive. Utility 1 remains in service and operational.

4. New Business:

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



a) **Fire Department Facility Inspection – E. Walker**

E. Walker reported that he would like to schedule a fire department facility inspection, to be completed by the OH&S committee, for next month's OH&S meeting.

Adjournment: The meeting was adjourned at 13:14 hours, February 14th, 2023.

5. Agenda for Next Meeting TBA.

Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday March 7th at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary



Feedback Form

Your feedback is important to us. Use this feedback form to ask a question, share your thoughts, and/or concerns about a Mayne Island Improvement District (MIID) and/or Mayne Island Fire Department (MIFD) matter. This form will be automatically received by the Board Chair and CAO of the MIID and will be responded to in a timely manner.

Your name:

Your email address:

Your phone number (optional):

Your address (optional):

Your message:

Forms can be submitted online at MIIDonline.com or left in the drop box outside the MIID offices.

This information is collected for the administrative and operational functions of the Mayne Island Improvement District (MIID), including the Mayne Island Fire Department, Health Centre Building and MIID property as authorized under the *Local Government Act*. This information will be used and maintained for the purpose it was collected and in accordance with the *Freedom of Information and Privacy Act*.