



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, September 20, 2022 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Brian Dearden, Trustee

1. CALL TO ORDER

The meeting was called to order at 1:01 pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the agenda as circulated. 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 July 19, 2022. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

i. Recycling Society

Trustees direct staff to draft a letter asking for more clarity regarding "medium commercial" usage designation and associated fee, as well as further information on similar island organizations and what designation they fall under.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO briefly reviewed her report with the board. Trustee Hill inquired about the status of delinquent taxes.

¹ Administrative & Finance Report



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6. REPORTS

6.1 Administrative & Finance Report¹

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¹ Administrative & Finance Report

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to go into an in camera session at 1:30 pm. CARRIED

MOTION: Trustee Milne moved and Trustee Peace seconded to approve the in camera agenda. CARRIED

MOTION: Trustee Milne moved and Trustee Peace seconded to approve the in camera minutes from the July 18, 2022 meeting.

CARRIED

MOTIONS LIFTED FROM IN CAMERA

MOTION to honour Sept 30, 2022, as statutory holiday and will revisit next year as to what the Province does. Trustee McKinnon moved, Trustee Milne seconded.

CARRIED

The regular board meeting reconvened at 1:58 pm.

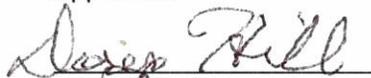
12. OTHER BUSINESS

None.

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:01pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair

OCT 18, 2022
Date:

July 21, 2022

Mayne Island Recycling Society
390 Campbell Bay Road
Mayne Island, BC



Re: Business Membership

To the Mayne Island Recycling Society,

I would like to thank the Recycling society for the vital service this organization provides to the community and acknowledge the volunteers that make up the organization. The Mayne Island Fire Department is keenly aware of exactly how important volunteers are to this community.

Our Board of Trustees has asked me to inquire further about your letter that was dropped off at the firehall dated July 15, 2022. The letter, requiring a membership fee of \$375, is directed at businesses and commercial enterprise. The Board would like to know if it was the intent of the Recycling Society to send this letter to the fire department as Mayne Island Fire Rescue is not a commercial business.

The fire department is governed by the Mayne Island Improvement District (the MIID) and funded through taxation of Mayne Island taxpayers. The MIID currently taxes for providing fire protection, the health centre building for medical personnel to work and treat patients in and the medical emergency evacuation heliport. The fire department itself is an emergency service not unlike the BC Ambulance service, also located on the MIID property.

I write this letter to confirm that it is the intent of the recycling society to charge a fee for membership to emergency services for the privilege of recycling on Mayne Island. On behalf of the Mayne Island Fire Department, the Mayne Island Health Centre and BC Ambulance I would like to formally request this membership fee be waived for emergency services such as these.

I thank you for your consideration of this matter and look forward to hearing from you soon.

Sincerely,

Katherine Somerville

Corporate Administrative Officer,
Mayne Island Improvement District

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: ksomerville@mayneid.ca

Web: miidonline.com

Mayne Island Recycling Society
390 Campbell Bay Road
Mayne Island BC

Mayne Island Improvement District
520 Felix Jack Road
Mayne Island BC
Attention: Katherine Somerville

August 23, 2022

Dear Katherine

Thank you for your letter of July 21 regarding “Business” memberships for usage of the recycling depot.

The Mayne Island Recycling Society Board has reviewed your letter carefully. Our letter of July 15 may not have been as clear as it could have been on this issue, in particular the use of the term “Business Memberships”, and for this we apologize.

To clarify, the depot is **only** funded to receive residential recycling. It is specifically not funded for the category of “Industrial, Commercial and **Institutional**”, referred to as ICI. As examples, both hospitals and schools (tax payer funded institutions as is the Fire Hall) are not covered by residential recycling, and must pay to deal with their recycling. It is our opinion that the Fire Hall falls in the category of Institutional, but if MIID has any evidence to the contrary, we could reconsider this matter. The non-funding of non-residential recycling is the reason we have a separate time designated for “Businesses” on Friday (more properly referred to as ICI), and we make separate trips to take ICI material off island, all of which incur significant costs.

The MIRS Board has determined that it is not in a position to continue to provide a recycling service to ICI organizations without generating offsetting income. We note that many of the other Southern Gulf Island depots **do not** accept any ICI recycling for this reason. Our hope is to continue providing this service however, but only if we can generate sufficient revenue from ICI memberships to offset these costs.

Therefore we regret that we cannot agree to the Improvement Districts request to waive ICI membership, and request that the \$375 fee for medium usage (as classified by the Depot Manager) be remitted at your earliest convenience in order to continue access to the Depot’s services. If preferred we can provide a formal invoice.

We greatly appreciate all the work of the Fire Hall and the volunteer efforts. MIRS is also a heavily volunteer run organization, and we understand all the challenges this entails.

Sincerely

Board of Mayne Island Recycling Society

August 25, 2022

Mayne Island Recycling Society
390 Campbell Bay Road
Mayne Island, BC



Re: Business Membership

To the Board of the Mayne Island Recycling Society,

Thank you for your response to our letter in regards to membership fees. I would like some clarification; do you consider BC Ambulance and the Health Centre an “institution” for the purposes of determining the funding model?

If it is your intent to invoice the Fire Department, I would expect these other organizations to also be invoiced? Or is it simply based on volume? I would like to better understand the guidelines and ensure things are fair and equitable.

I would like to discuss the matter of “medium usage” as well. How is this determined? I would assume this is based on a visual determination by recycle staff. Which is why I think I should clarify that the recycle that is brought to the depot by staff is not just the Fire Department recycling. Staff also add their own recycle to limit the number of overall trips to the recycling depot. I would expect at least half of the recycling that is dropped off by staff is personal recycling. Given this information I would argue that the Fire Department itself is not “medium usage”.

I thank you for taking the time to address my questions and look forward to hearing from you soon.

Sincerely,

Katherine Somerville

Corporate Administrative Officer,
Mayne Island Improvement District

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: ksomerville@mayneid.ca

Web: miidonline.com

Katherine Somerville

From: kim harris [REDACTED]
Sent: September 15, 2022 5:44 PM
To: Katherine Somerville; Don Eadie; Mayne Island Recycling
Subject: ICI

Dear Katherine

Thank you for your letter of August 25. Sorry about the delay in response.

ICI is an industry term that includes businesses, schools, municipal offices and industrial organizations. Virtually anything not residential. As such the Fire Hall would be included. As you may or may not know, we receive funding only for residential recycling. ICI recycling is done as a service to the community. (An interesting aside - Pender is trying to start ICI collection and are getting blocked by Recycle BC, so have not been able to collect ICI.) As the years have passed, and costs have risen, the cost to us has risen as well. To avoid losing this service it has become necessary to charge a fee.

As for the "medium usage" level, Grant determines that according to the individual volume, and it is applied to all who use the 2-3 Friday time slot. Unfortunately we are required by Recycle BC to treat all materials that come in during that time slot as ICI, separate from residential recycling. As such the volunteer materials that have come into the depot from the Fire Hall have to be classified as ICI and the cost of handling it has fallen to us. I understand that you are making it easier for your volunteers by taking their recycling in for them which is laudable. Could I make the suggestion that you bring the recycling in just before 2pm on Friday and get rid of the volunteer materials during the residential time slot. Then Grant can see the volume generated by the fire hall and we can adjust your payments for 2023.

I hope that this addresses your concerns.

Kim Harris (for the board of MIRS)

Mayne Island Improvement District

ADMINISTRATIVE REPORT – SEPTEMBER 20TH, 2022

Board of Trustees,

It's that time of year again, draft budget preparations are in full swing. We would like to present the draft budget to the Board on October 18th. The approved budget must be submitted to the Ministry by October 31.

The new administration assistant is working out well. Since I have a surplus of hours for an administration assistant so far this year, Janelle will use this time for training and education to year end. In order that she gain a better understanding of the District job requirements and processes at my request she has enrolled in a couple of online courses, accounting and spreadsheet related. These courses are directly related to her job and the knowledge acquired will ensure her long term success in this position. I will coordinate with Trustee Hill and undertake her performance review next month, 3 months after hiring.

I have included in the Board package some correspondence with the recycling society regarding their request for payment of membership fees. A brief discussion regarding my response will be in order however at this point I will recommend payment of the fees as requested.

I have been in contact with Island Health regarding their lease renewal. I will have a verbal update for the Board at the meeting. I will comment that everything seems to be moving forward in a positive way.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 8, 2022)

Balance Sheet (Prd 8, 2022)

Action Items:

Health Centre Tax Summary 2022

September 16th, 2022

	# of Properties	\$ Amount Outstanding
Current Year	282	13,729.35
Arrears	97	3,054.43
Delinquent	16	37.14
Credit Balances	50	(1,885.76)
Total Outstanding		<u>\$14,935.16</u>

Fire Department Report

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



Date: MIID Board Meeting Sept 20th 2022
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 41				
July and August saw MIFR respond to 41 pager responses. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
2 July	18:17	First Responder	:12	4
5 July	15:42	DO-open burn	:11	1
6 July	20:31	DO-open burn	:15	1
6 July	23:04	Motor vehicle incident	:15	1
7 July	19:29	First Responder	:26	4
15 July	11:56	DO-open burn	:08	2
16 July	13:58	First Responder	:08	6
18 July	20:08	DO-open burn	:19	1
19 July	09:32	Smoke sighting	:15	7
21 July	22:09	First Responder	:12	4
22 July	17:55	First Responder	N/A	5
23 July	19:15	DO-public assist	N/A	1
25 July	10:58	First Responder	:12	5
27 July	15:24	First Responder	:08	6
29 July	16:16	Hydro lines down	:07	1
30 July	07:52	First Responder	:09	5
31 July	01:14	First Responder	:22	5
31 July	16:18	DO-public assist	:06	1
1 Aug	11:29	DO-public assist	:06	1
4 Aug	13:45	BCAS assist	:08	2
4 Aug	14:34	Structure fire	:11	13
4 Aug	12:52	Alarm activated	:04	7
4 Aug	14:57	Tree on hydro lines	:10	1
5 Aug	11:16	DO-open burn	:09	2
5 Aug	11:22	Dog Rescue	:25	3
7 Aug	13:55	Search and rescue	:17	9
8 Aug	06:06	First Responder	:22	4
8 Aug	01:56	Alarm activated	:19	3
9 Aug	16:17	Smoke sighting	:14	11
13 Aug	08:14	Compressed gas smell-hazmat	:14	7
13 Aug	22:46	Do-open burn	:17	3
14 Aug	11:08	Alarm activated	:14	1
14 Aug	12:07	Rescue	N/A	7
14 Aug	17:12	Tree on hydro lines	:17	9
18 Aug	14:43	Vehicle fire	:11	12

24 Aug	11:33	Smoke report	:22	1
24 Aug	20:40	First Responder	:30	2
26 Aug	21:00	BCAS assist	:12	2
29 Aug	19:34	DO-open burn	:32	1
29 Aug	21:11	Smoke Report	:23	7
30 Aug	16:36	BCAS assist	:14	3

Response

Emergency response numbers have been increasing to seasonal norms. As always MIFR is ready to respond 24/7.

Attendance

Pager Responses: 353 hrs. Fire Practice: 210 hrs. Special training/Community Events: 99 hrs.

Practice and education

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	Recruits in training
22	21	1	8

July fire practice focused on water supplies and wildland firefighting, August practice focused on wildland and traffic control. Six recruits were issued pagers in August and are now Exterior Firefighters. They are now in their second phase of training to become Full-service Firefighters.

Equipment and Apparatus

Ground ladders were tested for deflection and SCBA were flow tested in July. Tender 3 was involved in a collision with a deer in August.

News

MIFR participated in Canada Day ceremonies in July and the Mayne Island Fall Fair and a birthday drive by in August.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday June 7th, 2022

Present:

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

Absent:

Fire Chief K. Stobart, Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 13:05 hours, June 7th, 2022

1. Agenda:

R. Edwards moved and K. Somerville 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 distributed, held May 10th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Proper PPE During Hall Duties – R. Edwards

R. Edwards reported that the membership was reminded to wear adequate PPE during all training and hall duties. E. Walker reported that the officers will be reminded to ensure that all members are wearing adequate PPE during all activities at the next officers' meeting.

ACTION ITEM - Officers to be reminded to ensure that all members are wearing adequate PPE during all activities at the next officers' meeting.

b) Ladder / Equipment Storage – E. Walker

E. Walker reported that the plywood storage bin has been emptied of all unnecessary items except for the dismantled pool table belonging to the Fire Fighters' Association. Once the pool table has been removed, the ladders and other equipment can be moved from the apparatus bay floor to the storage bins.

ACTION ITEM - Fire Fighters' Association board members to be reminded to make arrangements for the removal of the pool table from the plywood storage bin.

4. New Business:

a) Training Incident – May 21, 2022 – E. Walker

E. Walker reported that an incident occurred during a training session on May 21, 2022. The incident resulted in two fire fighters becoming injured. E. Walker reported that the incident was fully debriefed with the membership. The cause of the incident was discovered and a plan to prevent a similar incident was discussed with the membership. E. Walker reported that additional training will be provided during the next several fire practices as a means to

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



further prevent a similar incident. K. Somerville stated that the incident was reported to WorkSafeBC.

Adjournment: The meeting was adjourned at 13:15 hours, , June 7th, 2022.

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 July 5th at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday July 5th, 2022

Present:

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

Absent: CAO K. Somerville, Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 13:00 hours, July 5th, 2022

1. Agenda:

K. Stobart 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. Stobart moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as distributed, held June 7th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) **Ladder / Equipment Storage – Group Discussion**

K. Stobart reported that the Fire Fighters' Association president had been reminded to relocate the pool table from the storage bin in the apparatus bays. K. Stobart was told that the pool table would be placed on a "Buy and Sell" website in the near future.

4. New Business:

a) **Air Quality Analysis Report – K. Stobart**

K. Stobart reported that the regularly scheduled SCBA air compressor air quality test was successfully completed on July 1st.

b) **Annual Fire Fighter Hearing Tests – K. Stobart**

K. Stobart reported that the annual fire fighter hearing test are scheduled to take place on July 5th 2022. K. Stobart added that the annual hearing tests are part of WorkSafeBC's OH&S OHS Regulation Part 7: Noise, Vibration, Radiation and Temperature.

c) **Annual Fire Fighter SCBA Fit Tests – E. Walker**

E. Walker reported that he will be administering the annual fire fighter SCBA fit tests on July 5, 2022. E. Walker added that the annual SCBA fit tests are part of WorkSafeBC's OHS Regulation Part 31: Firefighting.

d) **Tesla / EV Auto Extrication Training – E. Walker**

E. Walker reported that there are noticeably more Tesla and other electric vehicles (EVs) on the island. He suggested that a Tesla/EV-specific auto extrication training course would be

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



beneficial for the department. **ACTION ITEM – E. Walker to research a Tesla/EV-specific auto extrication training course.**

Adjournment: The meeting was adjourned at 13:10 hours, July 5th, 2022.

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 August 2nd at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary