



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, October 23rd 2025@ 10:00am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

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

1. CALL TO ORDER

The meeting was called to order at 1:07pm by Chairperson, Bob McKinnon. He gratefully acknowledged that the meeting is taking place on the ancestral lands of the Coast Salish People. He called for a moment of silence to honour the memory of firefighter, Luke Bowles.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve the minutes from the Board Meeting of September 11th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Islands Trust Policy Statement

Trustee Dearden attended the public information meeting. He reported that there was not much discussed and that the formal approval process is a long way away.

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

Appointment of Proulx for 2025 Review Engagement

¹ Administrative & Finance Report

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to appoint Proulx Smart and Associates to perform the 2025 Review Engagement. **CARRIED**

Facility for the Temporary Storage of Deceased Persons -CAO Somerville reported that the District is still waiting for the MOU with the BC Coroners Service, as well as the MOU with BCEHS to be returned for signing. The work will continue while we wait for the MOUs to be returned.

Bylaw 224 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Facility For the Temporary Storage of Deceased Persons)

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve Bylaw 224 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Facility for the Temporary Storage of Deceased Persons) as presented.

CARRIED

2026 Health Centre Budget

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve the 2026 Health Centre Budget as presented.

CARRIED

Bylaw 225 Fire Protection Taxation Bylaw 2026

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to approve Bylaw 225 Fire Protection Taxation Bylaw 2026 as presented.

CARRIED

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

CARRIED

6.2 Fire Department Report ²

Chief Stobart reported that there is another new work experience volunteer. These volunteers come to the department fully trained and are here to gain hours in order to apply for career positions off island.

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

CARRIED

6.3 Occupational Health and Safety Committee³

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

CARRIED

6.4 Training Report⁴

Municipal Training Grant Letter

MOTION: Trustee Cleator moved and Trustee Hill seconded the motion that Mayne Island Improvement District support the proposal dated October 23rd, 2025, and named "Smoke Machine Training Program" and will provide overall grant management."

CARRIED

² Fire Department Report

³ OH&S Committee Meeting Minutes- September 4th, 2025

⁴ Deputy Chief Training Report

MOTION: Trustee Dearden 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

Some items to be discussed in camera.

7.4 Health Centre Operations

Nothing to report.

7.5 Policy Committee

Policy committee meeting minutes May 8th, 2025.

Credit Card Policy and Agreement

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Credit Card Policy and Agreement as amended.

CARRIED

Expense Reimbursement Policy

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the Expense Reimbursement Policy as amended.

CARRIED

Purchasing Policy

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to approve the Purchasing Policy as amended.

CARRIED

Trustee Hartman updated the Board on the work of the Committee, in particular the Benefits and Leave of Absence Policies.

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

As already discussed in Administrative and Finance 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

November 28th, 2025 at 1pm.

10. TOWN HALL

Tara Walker updated the Board on behalf of MIHCA. They were successful in applying for a CRD Grant-in-Aid grant for the Facility for the Temporary Storage of Deceased Persons. It will help offset MIID expenses for upgrading the facility. She also reported that the medical equipment loan program is now operational again and open for use. They continue to recruit for a doctor and nurse practitioner and are advertising in Washington, Oregon, California and Canada.

11. IN CAMERA

Approval of September 11th, 2025 Meeting Minutes

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to go in camera at 1:46pm.

CARRIED

The Regular Board meeting was reconvened at 2:17pm.

The following motion was lifted from the in camera meeting:

MOTION: Trustee Hartman moved and Trustee Cleator seconded the motion to approve the proposed contracts with Katherine and Janelle as circulated.

CARRIED

12. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 2:17pm by motion made by Trustee Dearden.

Approved:


Bob McKinnon, Chair

28-11-2025

Date

Recorded and Transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Wednesday, October 23rd, 2025 @ 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- September 11th, 2025

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Islands Trust Policy Statement Public Information Meeting

5. CORRESPONDENCE

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

Review Engagement

2026 Operating Budgets

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes, September 4th, 2025

6.4 Training Report – Eric Walker, Deputy Fire Chief

Grant Application

Municipal Training Grant Letter

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

Policy Minutes May 8th, 2025

Policies recommended for Approval by the Board

7.6 Garbage Committee Delegate – Trustee McKinnon

7.7 Morgue Committee Delegate – Trustee McKinnon/Dearden

Funding for Facility

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

November 21st, 2025

11. TOWN HALL

12. IN CAMERA

Approval of Meeting Minutes September 11th, 2025.

MIHCA

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, September 11thth 2025@ 10:00am

Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

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

1. CALL TO ORDER

The meeting was called to order at 10:08am 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 Dearden 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 Hartman seconded the motion to approve the minutes from the Board Meeting of July 24th, 2025.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

Islands Trust Policy Statement

Trustees expressed that the document is too wordy and far reaching. There does seem to be a small overlap with the District's mandate. Trustee Hartman attended an information session last night on this document. The Trustees agreed, the District has no feedback at this time however, it was noted parties have until February to respond. Trustee Hartman suggested that someone from the District attend the public meeting on Mayne Island when that happens.

6. REPORTS

6.1 Administrative & Finance Report¹

Surplus Transfers

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to allow the CAO to transfer all surplus funds from the Fire Department and Health Center 2024 operating budgets to reserves.

Coroner MOU

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to authorize the CAO to enter into the agreement/MOU with BC Coroners Service regarding the temporary storage facility for deceased people on Mayne Island.

MOU with BCEHS

Electrical work has not yet been completed. BCEHS would now like to enter into an MOU.

There is an opportunity to receive a CRD Grant-in-Aid for the facility for temporary storage of deceased people. This will help offset costs. The District cannot apply for it themselves but MIHCA can and is in the process of completing that application.

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

CARRIED

6.2 Fire Department Report ²

Trustee Hartman inquired about the call out response and why some calls have many members respond and some calls have only one member respond. Fire Chief Stobart explained that when it is a not serious Duty Officer page it typically means only one or two members will respond. He explained that when a call comes in there is a call code as well as a description of the call provided by dispatch. Trustee McKinnon clarified that a recruit intake is planned for next year.

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

CARRIED

6.3 Occupational Health and Safety Committee³

The new rope rescue gear is now in service. Some repairs were made to the heliport gate to prevent it from swinging open in the helicopter wash.

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- July 8th and August 12th, 2025

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

CARRIED

6.4 Training Report⁴

July and August focused on auto extrication. Deputy Chief Walker has completed a Certificate in Fire Service Leadership.

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

There was some interest in Engine 1 an asking price was given but the buyer was looking for something smaller. There is little value to it but there is a cost of maintenance to the District. It is still listed for sale. Until there is an appropriate offer the department will continue to use it. Fire Chief confirmed that the officers would like to keep it.

7.2 Finance Committee

Insurance costs have increased this year which has pushed that item over budget. Vehicle maintenance costs are over budget this year as well. Trauma counselling also over budget this year. These will all be increased for the 2026 budget.

7.3 Human Resources

Some items for in camera.

7.4 Health Centre Operations

Lindsay Allen updated the Board. There are some changes to members of the MIHCA Board effective October 1st. Recruitment continues for a doctor and nurse practitioner, and housing has now been secured as an incentive. MIHCA Requested an in-camera session with MIID in October.

7.5 Policy Committee

New and Amended Policy Process

Going forward, unless there is a timeliness issue, all draft red line versions of policies will be brought to the Board for feedback and circulated to partner groups. Depending on the feedback received, the following month the final draft (clean copy) would be included in the Board and public meeting package for Board approval.

⁴ Deputy Chief Training Report

Credit Card Policy⁵

Mostly housekeeping. There is an addition giving the Board the ability to recover funds for any credit card purchases not permitted.

Expense Reimbursement⁶

Mostly housekeeping. Additions of some expenses that are prohibited as well as reminders about conduct.

Purchasing Policy⁷

The addition of choosing Canadian, sustainable procurement etc. Removed pieces about mandatory three tenders etc. which is hard to achieve sometimes on the island.

Trustee Hartman updated the Board on Policy work. The committee invites feedback on the three draft policies and will be looking for Board approval to adopt the amended Policies at the next Board meeting.

7.6 Garbage Committee

Nothing to report.

7.7 Morgue Committee

Already discussed.

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

October 23rd, 2025. Budget meeting at 10am and Regular Board Meeting at 1pm.

11. TOWN HALL

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

CARRIED

10. IN CAMERA

⁵ MIID Credit Card Policy – 2023

⁶ MIID Expense Reimbursement Policy – 2023

⁷ MIID Purchasing Policy - 2023

Approval of July 24th, 2025 Meeting Minutes
Auditor Information
Human Resources

The Regular Board meeting was reconvened at 12:14pm.

11. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 12:15pm by motion made by Trustee Dearden.

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J. Lawson

DRAFT

Mayne Island Improvement District

ADMINISTRATIVE REPORT OCTOBER 23RD, 2025

Auditor

The Board has decided to proceed with a review engagement for the 2025 fiscal year in place of a full audit. The Board believes this approach is in the best interest of the District at this time. Proulx has been selected to conduct the review engagement. A formal motion from the Board will be required to confirm this decision.

Budget

At the time of writing, the final budget meeting has not yet taken place; however, I anticipate it will proceed as planned.

Accordingly, I will be presenting the final budget documents for approval at the Board meeting, including the bylaw related to the Fire Department's budget.

Please note: the bylaw associated with the Health Centre's budget will be prepared in April 2026, once the most current assessment data becomes available.

Health Centre Tax Summary 2025

October 19th, 2025

	# of Properties	\$ Amount Outstanding
Current Year	233	14,713.78
Arrears	66	2,859.03
Delinquent	5	39.21
Credit Balances	69	(42,720.28)
Total Outstanding		<u>(\$25,108.26)</u>

CRD Grant-in-Aid

MIHCA has been approved to receive a CRD Grant-in-Aid to support the temporary storage of deceased persons. The balance of the required funding will be drawn from the Health Centre Reserve Account. I have prepared a bylaw authorizing the withdrawal of these funds, which I will present for Board approval.

Project Update

The electrical work on the building has been completed. However, the cooling system installation is still in progress.

Policy

As discussed at the last Board meeting, clean copies of the policies that were circulated for feedback last month are included in this meeting package for your review and approval.

Submitted by,

Katherine Somerville

Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 9, 2025)

Balance Sheet (Prd 9, 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 Oct. 23 2025
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 17				
MIFR attended 17 pager responses in September. See breakdown below, T.T.S. refers to time to scene in minutes.				
Date	Time	Type	T.T.S.	Responders
Sept 2	19:35	BCAS assist	:06	6
Sept 3	03:12	First Responder	N/A	1
Sept 3	08:10	First Responder	:15	3
Sept 7	02:07	First Responder	:22	3
Sept 8	21:49	Smoke report	:16	8
Sept 11	13:51	Smoke report	:21	1
Sept 11	19:26	Smoke report	:14	1
Sept 12	0:02	First Responder	:18	4
Sept 13	14:40	Smoke report	:13	10
Sept 13	20:53	DO-Open burn complaint	:02	1
Sept 21	10:26	First Responder	:13	7
Sept 27	07:48	MVI	N/A	2
Sept 27	11:47	Hydro incident	:03	4
Sept 27	11:50	DO-Open burn complaint	:05	1
Sept 27	23:33	First Responder	:17	3
Sept 29	18:54	Hydro incident	:17	13
Sept 30	15:30	Hydro incident	:10	7

November/December Attendance:
Pager Responses: 148 hrs. Fire Practice: 118 hrs. Special training/Community Events: 0 hrs.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
21	21	5	0

One member retired from the department as he is moving off island. For our FUS insurance grading we are required to have 15 firefighters.

Equipment and Apparatus

We have had our SCBA cylinders Hydrostatic tests which is a 5-year requirement. The cylinders are good for 15 years. We now will have our larger cascade cylinders tested which is a 10-year requirement as they are stationary.

News

We have added a new member to our Work Experience team, several lower mainland fire departments are recommending MIFR's program to aspiring career firefighters. MIVFFA is again planning their Halloween celebration at the firehall.

RIP LUKE BOWLES

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Thursday, September 4th, 2025

Present:

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

Absent: None

Guests: None

The meeting was called to order at 14:10 a.m. on September 4th, 2025

1. Agenda:

K. Stobart 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 K. Stobart seconded the motion to approve the minutes of the previous meeting, as presented, held on August 12th, 2025.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

- a) **Dog Bowl Water** – K. Stobart reported that the dog water bowl has been moved to a location that is away from foot traffic.

4. New Business:

None

Adjournment: The meeting was adjourned at 14:12 am on September 4th, 2025.

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, October 7th, 2025, at 1:00 pm.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report October 2025

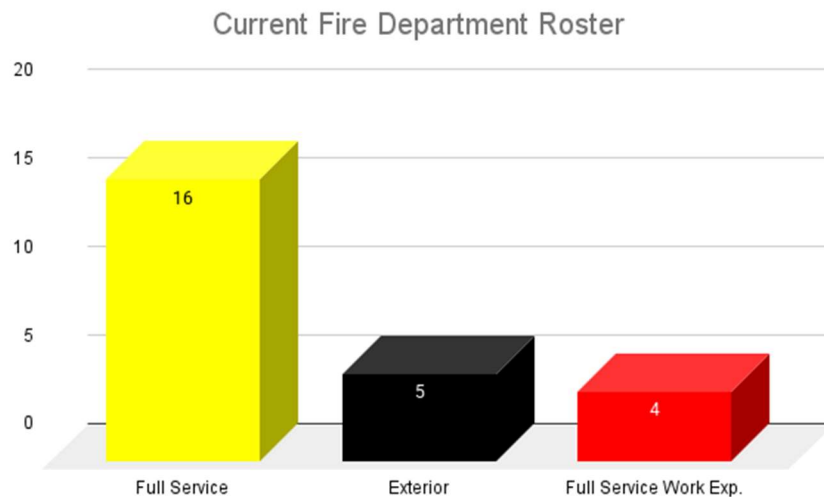


Training

During September's training sessions, we focused heavily on firefighter rescue and firefighter survival. These skills are crucial for ensuring the safety of both our team and those we aim to protect. Additionally, we held a Red Cross first responder training session.

As we wind down the year, our training will shift primarily toward skill drill exercises during practice. These drills will help us reinforce the techniques learned and ensure that we remain prepared for any situation that may arise.

I will be applying for a grant from the Union of BC Municipalities in October. If the application is successful, the funds will be allocated towards the purchase of a high-end smoke machine. This equipment would significantly enhance our training capabilities by simulating smoke-filled environments, allowing us to practice our tactics and improve our visibility and navigation skills in challenging conditions.



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer

October 14, 2025



Local Government Services
Union of BC Municipalities
525 Government Street
Victoria, B.C. V8V 0A8

Re: Composite Fire Departments Equipment & Training Grant Application

To the Community Emergency Preparedness Fund Administrator:

In accordance with the above grant application guidelines, this letter is written in support of Mayne Island Fire Rescue's Volunteer & Composite Fire Departments Equipment & Training 2025 Grant Application.

Therefore, as agreed by unanimous motion of the Board on October 23rd, 2025, "that Mayne Island Improvement District support the proposal dated October 23rd, 2025 and named "Smoke Machine Training Prop Program" and will provide overall grant management."

Sincerely,

A handwritten signature in black ink that reads "Doug Hill".

Doug Hill,
Chair, Board of Trustees

Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: MIID@shaw.ca

Web: miidonline.com



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Thursday, May 8th 2025 at 10am
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 10:07am by Chair Milne.

2. ADDITIONS TO AGENDA.

Land Acknowledgement – item 8.2

3. APPROVAL OF PREVIOUS MEETINGS MINUTES MARCH 25TH, 2024.

Trustee McKinnon moves to approve.

4. BENEFITS POLICY UPDATE

Chief Stobart presented the draft policy at the last officer's meeting. Some concerns were raised about what would happen in the event of an injury, suspension etc as the insurer controls the waiting period for re-establishing benefits. The committee agrees that we could add under termination of benefits: "exceptions may be made for approved medical absences." In which the employee could make a request to the Board that the Board agree to maintain benefits for an employee while they are off on an approved absence if the employee pays for the benefits themselves. Joey and Katherine will meet at a later date to do some wordsmithing to the Policy. Leave of Absence Policy will need to be amended to include this if the Benefits Policy is approved.

Discussion also around the Fire Department Minimum Attendance SOG. Fire Chief says the Officers had no concerns with the minimum eight hours attendance being proposed. This would satisfy minimum training maintenance requirements.

5. VACCINE POLICY NAME CHANGE ONLY UPDATE

Discussion around changing the Policy name from "COVID-19 Policy" to "Pandemic Policy." Wording changes need to be made to eliminate "COVID-19". The Committee agrees that the Policy should be re-instated so that it is in place already in the event of another pandemic.

Following Katherine and Joey's work, the two policies will come back to the Committee and then go back to the officers again.

6. POLICY HIERARCHY

Joey wrote a first draft policy hierarchy table and list of commonly used definitions. Some fine tuning needs to be done e.g. Change “on call” to “paid on call” following the industry standard. Make clear that all policies are Board policies. Eliminate MIID membership wording. Eliminate constitution as the District operates using Bylaws and the Letters Patent. Discussion around numbering policies.

7. PARTIES AND EVENTS POLICY

Amended to include clarification that if the District is paying for an event that all employees must be included. Exceptions could be made with prior approval from the Board. Addition of prohibited substances and activities on MIID property. Joey will make the changes and it will go to the next Board meeting.

8. WORDING DISCUSSION – EXPENSE REIMBURSEMENT, PURCHASING, CREDIT CARD POLICIES

Joey will work on some small amendments to these and bring to the next Committee meeting.

8.2 LAND ACKNOWLEDGEMENT

Joey has written a new land acknowledgment for use at meetings and on the website. “We respectfully acknowledge the Coast Salish People on whose traditional territories we live, work and gather.”

9. PRIORITIES FOR THE NEXT MEETING

A new committee chair will be appointed at the Organizational Meeting and priorities will be set after that.

10. NEXT MEETING DATE

TBD

11. Adjourned at 11:20am.

Approved:

Deb Milne, Chair

Date:

Recorded and Transcribed by J.Lawson

Mayne Island Improvement District

Credit Card Policy & Agreement

POLICY STATEMENT

In concurrence with the Mayne Island Improvement District (MIID) Purchasing Policy, specified. Staff Members may be issued a credit card under the Improvement District's name for Improvement District usage only. The purpose is for incidental equipment or supplies purchases, hotel and course reservations and travel payments.

PROCEDURE

- Credit Cards will be issued to the CAO, Administrative Assistant to the CAO, Fire Chief and the Deputy Fire Chief for MIID related purchases.
- The individual credit limits shall be established by the Trustees.
- If an individual accidentally uses the credit card for personal use, they must immediately inform the CAO and take direction to repay the amount.
- Credit card receipts are the responsibility of the card holder and shall be collected and submitted without delay to the Corporate Officer for accounts payable.

PURPOSE

The MIID Credit Card Policy was introduced to establish a more efficient, cost-effective method of purchasing and payment for transactions. The policy is designed for a variety of purchase requirements, when authorized by purchase order or suitable directive.

GENERAL

This guide provides the policy and guidelines under which Staff may utilize a MIID Credit Card. The MIID credit card may be used throughout Canada and the US, within the MIID Credit Card Policy and Guidelines or otherwise authorized by the Trustees.

LIMITATIONS

- Only the person designated can use the card. The card is not transferable or to be used to make purchases for other individuals.
- Cardholders are responsible for the security of the card(s) and the transactions made with the card(s). The card is issued in individual's name, and it will be assumed that any purchases made with the card will have been made by that cardholder.
- Although the card is issued with individual's name on it, it is the property of the MIID and is only to be used for MIID purchases as defined in this document. The card is not to be used for personal purchases. Acquiring cash advances on this card is not permitted.
- Credit Cards may be used to purchase items where charge accounts are not set up.
- Credit Cards may NOT be used for any merchant, product, or service normally considered to be inappropriate use of public funds.

Statements are to be reconciled and coded by the Corporate Officer, then forwarded to the Board of Trustees for review each month. Failure to submit receipts and statements to the Corporate Officer on time could result in unnecessary costs to the Improvement District. Repetitive late submissions will result in suspension or cancellation of card privileges. **Card usage not in compliance with guidelines established for this program may result in severe consequences, up to and including termination of employment.**

Reviewed and adopted on October 23rd, 2025
Mayne Island Improvement District Board of Trustees

Mayne Island Improvement District

Credit Card Policy & Agreement

EXAMPLES WHERE THE CREDIT CARD MAY BE USED

Note: Ensure comparison pricing is obtained.

- Subscriptions
- Seminars
- Books
- Training course registrations
- Office supplies
- Fuel
- Computer software & supplies
- Automotive repair for field units
- travel Expenses
- Rental vehicles
- Catering or group events (must be those where employees/volunteers are gathered for work related activities)

EXAMPLES OF WHERE THE CREDIT CARD MAY NOT BE USED

- Gifts
- Gift Cards
- Alcohol
- Personal Use of Any Kind

RESTRICTIONS

- Credit Limits: Each card is assigned an individual credit limit. If limit is found to be too low to accommodate monthly requirements, please advise the Corporate Officer to evaluate the limit with the Trustees. The bank cannot change a credit limit; this must be done by motion of the Board of Trustees.
- Card Not Accepted: If the card is declined, please contact the Corporate Officer who will check if you have exceeded the credit limit imposed on the card.

RECONCILIATION AND PAYMENT

The MIID credit card carries corporate, not individual, liability. Invoices will be paid by Accounts Payable of the MIID. Cardholders will not be required to pay the monthly statement from personal funds. The program does not impact personal credit ratings.

RECORD KEEPING

Recordkeeping is essential. All receipts for goods and services purchased will be retained and submitted at the first opportunity during regular office hours. Receipts will be given to the Corporate Officer with the relevant purchase order or an explanation. If purchases are made by phone or mail, ask the vendor to include the receipt with the goods when the product is shipped. Receipts must show breakdown of items purchased and any applicable taxes. In order to be accountable to the taxpayer, it must be noted on the receipt the purpose of the purchase including such information as, who made the purchase, number of attendees and names of attendees of the event/training session, what the purchase was for, when the purchase was made, why the purchase was made and any other detail relevant to the purchase. A machine tape is not acceptable as proof of purchase without an explanation.

Reviewed and adopted on October 23rd, 2025
Mayne Island Improvement District Board of Trustees

Mayne Island Improvement District

Credit Card Policy & Agreement

PROCESS OF RECONCILIATION

- The MIID will receive a statement identifying each transaction made against the card during the billing cycle. Statements will be mailed to the work address. Statements must be reconciled by the Corporate Officer, against all transaction receipts.
- Detailed receipts must be submitted to the Corporate Officer for audit purposes (the cash register receipt, not just the credit card slip). If a receipt is lost, include a completed Form B – Missing Receipt Reimbursement Request explaining the purchase.
- For catering or group events type purchases, the attendees and the purposes of the occasion must be noted. A completed Food and Beverage Expense Form C attached.
- Forward statements and receipts to the Corporate Officer for review and approval by the Trustees.
- All statements and transactions are audited monthly for compliance to this policy.

There may be occasions where items on the statement do not correlate with the retained receipts. The credit card holder and the Corporate Officer will take the following steps to correct errors and/or reconcile the statements:

- Contact the vendor if you can to resolve the issue.
- If you don't recognize the vendor, contact the bank to request a copy of the transaction authorization and log a possible dispute.
- Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Keep a copy for follow up.
- Report details to the Trustees.

Note: Any charge to be disputed must be identified within 30 days of the statement date.

COMPLIANCE

The Board will monitor card usage to ensure compliance with the MIID Credit Card Policy. This includes conducting a monthly review of all cardholder purchases. When incidents of noncompliance are discovered, the cardholder will be advised of the breach of policy or procedure and the resulting action to be taken. This action will depend upon the severity of the incident of noncompliance and the frequency of occurrence. Credit card misuse/abuse will result in the card being revoked and disciplinary action being taken up to and including termination of employment.

LOST OR STOLEN CARDS

The credit card is MIID property and should be secured just as any personal credit cards. If a MIID card is lost or has been stolen or if the PIN or account number becomes the knowledge of someone else:

- Contact the bank immediately.
- Contact the Corporate Officer immediately.
- Provide details to the Board.

Once a card is reported lost or stolen to the bank, it will no longer be accepted at any vendor. Prompt action in these circumstances can reduce MIID liability for fraud.

Mayne Island Improvement District

Credit Card Policy & Agreement

MIID CREDIT CARD HOLDERS ACKNOWLEDGEMENT & AGREEMENT

This credit card represents MIID trust in its employees. Your signature below is verification that you have read the Policy and agree to comply with it as well as the following responsibilities. It also acknowledges that you have received a credit card.

By signing below, the undersigned certifies that:

- I understand the card is for MIID approved purchases only, and I agree not to charge personal purchases.;
- Improper use of this card will be considered misappropriation of MIID funds. This may result in disciplinary action, up to and including termination of employment.
- I authorize the MIID to recover unauthorized purchases through mutually agreed methods. However, if agreement cannot be reached the deduction will be made from a future expense claim or payroll deduction at the discretion of the CAO.
- I acknowledge I will follow the policy and guidelines related to the use of MIID credit cards.

Signature

Date

Print Name

Mayne Island Improvement District

Expense Reimbursement Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) is committed to effective and effective management of MIID's finances, with transparency and accountability to the taxpayer.

The purpose of this policy is to establish guidelines and procedures for access to the MIID bank account, use of MIID Credit Cards and reimbursement of expenses incurred on behalf of MIID.

SCOPE

This policy applies to MIID:

- Staff
- Trustees
- Contractors
- Evaluators or instructors providing in-house instruction, with prior approval
- Paid on-call Firefighters
- Unpaid Volunteers
- Note: Work Experience Volunteer Firefighters are generally not eligible for reimbursement of personal expenses related to the duties of the Mayne Island Fire Rescue Work Experience Program, except by approval of the Fire Chief.

PROCEDURE

This policy applies to MIID:

- Staff
- Trustees
- Contractors
- Evaluators or instructors providing in-house instruction, with prior approval
- Paid on-call Firefighters
- Unpaid Volunteers
- Note: Work Experience Volunteer Firefighters are generally not eligible for reimbursement of personal expenses related to the duties of the Mayne Island Fire Rescue Work Experience Program, except by approval of the Fire Chief.

FORMS

- Reimbursement Request – Form A – Travel & Expenses
- Reimbursement Request – Form B – Food & Beverage
- Food & Beverage Expense – Form C – Missing Receipt

EXCEPTIONS

Expenses outside this policy may be approved by a vote of the MIID Trustees.

OVERSIGHT

It is the Corporate Administrative Officer's responsibility to ensure that expenditure and reimbursement claims are in compliance with this policy, and to bring discretionary submissions to the attention of the Trustees.

Mayne Island Improvement District

Expense Reimbursement Policy

References:

MIID Purchasing Policy
MIID Fire Department Uniform Policy
MIID Credit Card Policy and Agreement
MIID Parties and Events Policy
Canada Revenue Agency

Mayne Island Improvement District

Purchasing Policy

POLICY STATEMENT

The Mayne Island Improvement District recognizes the need to control expenditures to maintain fiscal responsibility. Purchasing policies and procedures represent the single most important step toward this goal. It will be the responsibility of all employees who have authorization to make purchases to follow policies and procedures as set forth herein.

POLICY SCOPE

This Policy will apply to all Improvement District purchases except those which require a Bylaw in compliance with the *Local Government Act*. Purchases which require funds to be withdrawn from Reserve Funds (by Bylaw) must comply with the purposes for which that Reserve Fund was designated.

REASON FOR POLICY

The purpose of this Policy is to deliver a best practice approach and procedures to internal purchasing for the Mayne Island Improvement District and to ensure consistency for all purchasing activities that integrates within all Mayne Island Improvement District operational areas.

The Mayne Island Improvement District is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Covers the procurement of:
 - goods or services subject to a contract including consultants;
 - asset purchases; and/or
 - general operating services/expenditure items including consumable items, hiring, materials etc.;
- Provides the Mayne Island Improvement District with a more effective way of purchasing goods and services;
- Ensures that purchasing transactions are carried out in a fair and equitable manner;
- Strengthens integrity and confidence in the purchasing system;
- Ensures that the Mayne Island Improvement District receives value for money in its purchasing;
- Ensures that the Mayne Island Improvement District considers the environmental impact of the procurement process across the life cycle of goods and services;
- Ensures the Mayne Island Improvement District is compliant with all regulatory obligations;
- Promotes effective governance and definition of roles and responsibilities; and
- Upholds respect from the public and industry for the Mayne Island Improvement District purchasing practices that manages potential conflicts and withstands probity.

APPLICATION AND RESPONSIBILITY

Trustees and employees of the Mayne Island Improvement District will observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Mayne Island Improvement District.

Mayne Island Improvement District

Purchasing Policy

The following principles, standards and behaviors will be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability will be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices will comply with relevant legislation, regulations, and requirements consistent with the Mayne Island Improvement District policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions will be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Any information provided to the Mayne Island Improvement District by a supplier will be treated as commercial-in-confidence and should not be released unless authorized by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Mayne Island Improvement District. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchase will consider:

- All relevant costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to, consumables, maintenance, warranties, disposal and financing costs.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including timelines;
- financial viability and capacity to supply without risk of default (Competency of the prospective suppliers in terms of managerial and technical capabilities, compliance history and financial track record.);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Mayne Island Improvement District

Purchasing Policy

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services. The Mayne Island Improvement District is committed to sustainable procurement and where appropriate it will endeavor to design quotations and tenders to provide an advantage to goods, services and/or processes that minimize environmental and negative social impacts. Sustainable considerations will be balanced against value for money outcomes in accordance with the Mayne Island Improvement District's sustainability objectives. Practically, sustainable procurement means the Mayne Island Improvement District will endeavor at all times to identify and procure products and services that meet the following objectives for environmental, societal and Canadian interests:

- Where available, preference will be given to Canadian manufactured goods and services.
- demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labeling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimize waste;
- for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range with due respect to specified technical and safety requirements; and
- for new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING AUTHORIZATIONS AND THRESHOLDS

Authorization Levels are as follows:

The Fire Chief, or Corporate Officer, is authorized to make one-time contracts and/or purchase orders for the acquisition of a specific good and/or service for the purposes of carrying on the business of the Improvement District, where the specific amount of the expenditure does not exceed the approved budget allocation.

Expenses either

- a) In excess of the approved budget allocation; or
- b) Unanticipated expenses up to \$3,000.00 may be spent through discretionary realignment of costs within a budget subsection, and the Board will be informed at its next meeting.
- c) Unbudgeted expenses over \$3,000.00 require approval by a motion of the Board.

Mayne Island Improvement District

Purchasing Policy

Other MIID Staff, Volunteers or Contractors must be pre-approved by the Corporate Officers or the Fire Chief to purchase goods and/or services for the purposes of carrying on the business of the Improvement District.

Professional Services Fee Ceiling:

Board approval is required prior to retaining services from a lawyer or professional engineer.

PURCHASE ORDERS

The Purchase Order is the tool used to expeditiously allocate the expense to cost centre. The Purchase Order describes the item or service to be ordered, and the account to which the purchase will be allocated in the financial records. Purchase Orders must be signed by an authorized person and submitted with the invoice to accounts payable

Exemptions:

The following are exemptions to this policy for goods and services that do not require Purchase Orders:

- Use of Solicitor or Auditors where actual prices cannot be obtained in advance.
- Small and miscellaneous supplies which may be paid by petty cash (under \$50.00).
- Items that will be processed and paid within two payables cycles of receipt.
- Automatic payments (e.g. Monthly utility, telecom and benefit provider billing)

QUOTATIONS & TENDERING PROCESS

General:

Where there is a significant cost or high community interest, procurement of goods and services shall be undertaken through a competitive bid process in either of two ways, depending on the dollar value:

1. Bid by invitation
2. Public tender

The Improvement District shall maintain a file system which records proof of verbal and written quotations and bids.

The bid results will be reported to the Board.

Pre-Qualification of Bidders:

The Improvement District retains the right to pre-qualify tenders.

Number of Quotes:

Staff will endeavor to acquire more than one quote for all procurement, however, there may be occasions where the comparative pricing procedures above are not appropriate or are unable to be obtained for valid reasons.

EMERGENCY ACQUISITION

Notwithstanding the above, in the case of a pressing emergency or after business hours, where the delay resulting from inviting bids would be injurious to the public interest and/or the Improvement District's assets, the purchase may be made and reported to the Board of Trustees at the earliest date thereafter.

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 224**

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 forty thousand, nine hundred and forty-four dollars and thirty-four cents (\$140,944.34) as at the 23rd day of October 2025 which amount has been calculated as follows:

Balance in Fund at 31 December, 2024	\$ 108,484.33
Add: Budget additions to fund, Operating Surplus, interest	\$ 31,710.01
Deduct: Total disbursements & outstanding appropriated funds to date	\$ 0
Unappropriated balance in Reserve Fund as at Oct 23, 2025	\$ 140,194.34

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.224, for the costs of improving the facility for the temporary storage of deceased persons including all labour and materials.

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

The sum of up to seventeen thousand dollars (\$17,000) is hereby appropriated from the Health Centre Capital Works Renewal Reserve Fund to be expended for the costs of improving the facility for the temporary storage of deceased persons including all labour and materials.

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 "MIID Bylaw 224-2025 Health Centre Capital Works Reserve Fund Disbursement Bylaw (Facility For the Temporary Storage of Deceased Persons)"

INTRODUCED and given first reading by the Trustees on the 23rd day of October, 2025.

RECONSIDERED and finally passed by the Trustees on the 23rd day of October, 2025.

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. 224 of the Mayne Island Improvement District, passed by the Trustees on the 23rd day of October, 2025.

Corporate Administrative Officer