



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, September 15th, 2026@ 10:00am

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

Present: Trustees Doug Hill, Warren Bell, Robin Cleator, Joey Hartman
& Charlie Rainsford
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 & Mayne Island Health Centre Association (BCEHS & MIHCA)

1. CALL TO ORDER

The meeting was called to order at 10:03am by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Moved and seconded that item number 11 be changed to item number 6, and item number 12 be changed to number 7.

CARRIED

MOTION: Moved and seconded to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Moved and seconded to approve the minutes from the Organizational Meeting of July 14th, 2026, as presented.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

Feedback Form

Feedback was submitted from the public about smoke reporting. The Fire Chief explained the steps the department has taken to ensure the public knows how to report a suspected fire, burning regulations etc.

6. TOWN HALL

Tara Walker updated the Board on the current status of staffing at BCEHS Station 104. The call volume has been high this summer, and there is a large number of walk-ins happening. She explained the process of dispatching calls.

Staff were recused at 10:24am.

7. IN CAMERA

HR

Approval of previous meeting minutes

MOTION: Moved and seconded to go in-camera at 10:25am.

CARRIED

The regular meeting was reconvened at 11:05am.

Staff re-joined the meeting.

Trustee Hartman presented staff with proposed motions that had been discussed at the Trustees' in-camera meeting of September 14th, 2026.

MOTION: Moved and seconded that, without prejudice to various rationale for or against an increase, that the Board approve an increase in sick days for regular MIID staff from the current 5 days per year of paid sick days per calendar year accruing to a maximum of 15 total banked working days, to 10 paid days per calendar year accruing to a maximum of 15 total banked working days; and that the increase be effective immediately, with 3 working days added to existing banks to be available until December 31, 2026, and 10 days be banked each January 1st going forward; and that "working day" is based on a 40 hour work week, so 10 working days equates to 80 paid hours, with the entitlement prorated for shorter work weeks; and that the Policy Committee be requested to consider and make recommendations regarding the parameters for how the Sick Leave Policy is interpreted and applied.

CARRIED

MOTION: Moved and seconded that the Trustees include a 2.8% COLA increase effective pay period 1, 2027 for all regular and paid on-call positions when preparing and approving the 2027 MIID budget.

CARRIED

MOTION: Moved and seconded that the Trustees include a \$2.50/hour first responder license incentivization premium for on-call fire fighters in addition to COLA, effective January 1st, 2027, when preparing and approving the 2027 MIID budget.

CARRIED

MOTION: Moved and seconded that the Trustees include \$10,000.00 in the 2027 MIID budget for a contract for an external consultant to conduct a compensation review for MIID's four regular staff positions, and to then present their confidential recommendation to the Trustees; and the consultant will be selected in accordance with MIID's procurement policy. The review will consider appropriate comparators, and factors such as organizational size, position responsibilities, qualifications, scope, job demands, complexity, population, tax base and budget. Any recommendations will be subject to approval by the Trustees, including a schedule for any adjustments.

CARRIED

Trustee Hartman spoke to concerns from staff regarding the September 14th meeting in which all Trustees met and discussed District business with no staff present at a private residence. Although no voting occurred; Trustees materially moved towards making decisions. Due to that element of materiality, the trustees agreed to treat this as a District meeting, and minuted the discussion.

8. REPORTS

8.1 Administrative & Finance Report¹

CAO Somerville is working on preparing a draft budget.

One property is still delinquent on their taxes. It is also delinquent in its taxes to the Province.

MOTION: Moved and seconded that the District defer the tax sale process to the Province.

CARRIED

MOTION: Moved and seconded to approve the Administrative and Financial Report.

CARRIED

8.2 Fire Department Report²

Chief Stobart commented on the call volume of the summer. It was fairly busy. Trustee Hartman inquired about the page out process in a First Responder call and a BCEHS assist call.

MOTION: Moved and seconded to approve the Fire Department report.

CARRIED

8.3 Occupational Health and Safety Committee³

Deputy Chief Walker spoke to the annual SCBA fit testing.

MOTION: Moved and seconded to accept the OH&S Reports.

CARRIED

8.4 Training Report⁴

All 10 recruits are now members and have completed their exterior training. They are about to begin their Interior training. They plan on offering FR training to those new recruits in 2027.

MOTION: Moved and seconded to accept the Training Report.

CARRIED

9. TRUSTEE DELEGATE REPORTS

9.1 Fire Hall Committee Report

Nothing to report

9.2 Finance Committee

Some line items are slightly over budget. Many of these were specific just to this year and it is not anticipated being over budget on these items next year.

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- June and July , 2026

⁴ Deputy Chief Training Report

9.3 Human Resources

Already discussed. Employee annual reviews have happened for the CAO and Fire Chief; CAO and Fire Chief will review the Deputy Chief and Administrative Assistant.

9.4 Health Centre Operations

Trustee Bell is looking forward to an orientation meeting with MIHCA and the CAO.

7.5 Policy Committee

A Policy meeting will be set before the end of the year. Some policies need updating.

7.6 Garbage Committee

Nothing to report.

MOTION: Moved and seconded to approve the Trustee Delegate Reports as presented.

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

October 14th, 2026, at 10am.

11. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:49am by motion.

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J. Lawson