



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Wednesday, June 3rd, 2026@ 1:00pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Trustee Brian Dearden

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 1:05pm 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

Addition: Fly By Letter

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 McKinnon moved and Trustee Cleator seconded the motion to approve the minutes from the Board Meeting of April 14th, 2026, as presented.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

Fly By Letter

As was done last year, the District submitted a letter in support of a military Fly By at the community Canada Day celebration.

6. REPORTS

6.1 Administrative & Finance Report¹

Two trustee nominations have been received for the upcoming AGM. Therefore, two people will be acclaimed at the meeting.

Organizational Meeting

July 14th, 2026, at 10am.

CAO Somerville spoke about the Health Centre and Heliport Tax which has just been levied and notices sent out to property owners. She is asking everyone to please ensure their address is up to date as it causes a significant amount of labour to track individuals down. If you have not received your tax notice the onus is on the tax payer to find out why and to keep their address current with BC Assessment.

Address changes can be completed online at

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

Approval of AGM package.

Two typos in Fire Chief Annual report. Change 2023 to 2025.

MOTION: Trustee Cleator moved and Trustee Hartman seconded the motion to accept the AGM package as amended.

CARRIED

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

CAO Somerville thanked Trustees McKinnon and Dearden for all their time and efforts served on the Board.

CARRIED

6.2 Fire Department Report ²

Fire Chief reported on additional calls since the report was submitted. May had an increase of calls.

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

New cameras and pallet jack are all now operational. Headsets have been purchased that enable the use of radios in loud situations such as running the pumps.

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

CARRIED

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes- April 7th, 2026

6.4 Training Report⁴

Deputy Chief Walker updated the Board on the recruit training. In a few weeks they will have completed their first phase of training and those that are old enough will receive their pagers and be able to start responding to calls. He recently attended a Fire Training Officers conference in Campbell River and updated the Board on the professional learning from the conference.

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

Annual staff reviews are in the process of happening.

7.4 Health Centre Operations

Discussions ongoing with renovation plans.

7.5 Policy Committee

Some policies need review – will wait until the new Board is organized.

7.6 Garbage Committee

Nothing to report.

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

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

As discussed earlier.

10. NEXT BOARD MEETING DATES

AGM July 4th, 2026, at 10:00am.

⁴ Deputy Chief Training Report

11. TOWN HALL

Tara Walker (MIHCA) spoke to their regional survey currently conducting. They will be present at some of the markets. Meetings have been held regarding the Field Hospital plan for the island. They continue to seek housing for the new nurse as well as hiring of another nurse practitioner and doctor.

BCEHS is hiring and they are hopeful that the 3 part-time positions will be filled by locals. Call volume is up which is typical for the time of year.

MOTION: Trustee Cleator moved and Trustee McKinnon seconded the motion to go in camera at 1:59pm.

CARRIED

12. IN CAMERA

Approval of April 14th, 2026 Meeting Minutes

The Regular Board meeting was reconvened at 2:26pm.

13. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 2:27pm by motion made by Trustee McKinnon.

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J. Lawson