



# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Thursday, September 11<sup>th</sup>, 2025 @ 10:00 am

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

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### 1. CALL TO ORDER

### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

### 3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

Regular Board Meeting- July 24th, 2025

### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

### 5. CORRESPONDENCE

Islands Trust Policy Statement

### 6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

Surplus Transfers

Coroner MOU

MOU with BCEHS

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes, July 8th, 2025

6.4 Training Report – Eric Walker, Deputy Fire Chief

### 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

DRAFT Policies

7.6 Garbage Committee Delegate – Trustee McKinnon

7.7 Morgue Committee Delegate – Trustee McKinnon/Dearden

### 8. NEW BUSINESS

### 9. COMMUNICATIONS

### 10. NEXT BOARD MEETING DATES

October 15<sup>th</sup>, 2025

### 11. TOWN HALL

### 12. IN CAMERA

Approval of Meeting Minutes July 24th, 2025.

HR

### 13. ADJOURNMENT



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Thursday, July 24th 2025@ 10:00am  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Bob McKinnon, Brian Dearden, Robin Cleator & Joey Hartman  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Janelle Lawson, Administrative Assistant  
Guests: Abigail Hain, Lindsay Allan and Rob McFarlane (Mayne Island Health Centre Association), Tara Walker (British Columbia Emergency Health Services).

**Absent with Notice:** Trustee, Doug Hill

#### 1. CALL TO ORDER

The meeting was called to order at 10:02pm by Chairperson, Bob McKinnon. He gratefully acknowledged that the meeting is taking place on the traditional lands of the Coast Salish People.

#### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the agenda as presented.

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 Meetings of May 15<sup>th</sup> and June 27<sup>th</sup>, 2025.

CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Trustee Hartman inquired about the discussion at the previous Regular Board Meeting about the Fire Chief sending a letter to the Office of the Fire Commissioner re: getting re-certified to do fire safety inspections and investigations. Chief Stobart explained that will happen, it will just be a long process, therefore no point in sending the letter now. Trustee Hartman also inquired about the progress on the development of the facility for temporary storage of deceased persons. CAO Somerville said she has an update that she will give during her report.

#### 5. CORRESPONDENCE

To be discussed in the CAO report.

## 6. REPORTS

### 6.1 Administrative & Finance Report<sup>1</sup>

CAO Somerville spoke to the large number of properties that have accidentally paid their Provincial taxes to the District. She urged tax payers to be careful when selecting the payee. There is one delinquent property still outstanding. CAO Somerville also spoke to the sharing of information with other taxing authorities to contact delinquent property owners. Village Point Improvement District has unfortunately stated they will no longer share tax payer contact information with other Improvement Districts. Discussion was held regarding the disposal of Engine 1 and budget ramifications if the District chooses to keep it.

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

CARRIED

### 6.2 Fire Department Report

Typo of months for accumulated hours- should be May/June, not November/December. Also, typo for number of Fire Practice Hours – should be 351 and not 3516.”

MOTION: Trustee Cleator moved and Trustee Dearden seconded the motion to approve The Fire Department Report as amended.

CARRIED

### 6.3 Occupational Health and Safety Committee<sup>2</sup>

The minutes of June 3<sup>rd</sup>, 2025 were presented. Replacement rope rescue gear is now in use. Three new sets of turnout gear have been ordered to replace those members’ that has expired. Trustee Hartman inquired about the issue of broken glass in the back parking lot.

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

CARRIED

### 6.4 Training Report<sup>3</sup>

Focus on wildfire suppression during the month of May. June focused on rope rescue. Spoke to the training conference. Lithium-ion batteries specifically are an emerging problem as they are difficult to extinguish if they catch fire.

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

Already spoke to Engine 1 and letter to the Office of the Fire Commissioner.

### 7.2 Finance Committee

Nothing to report.

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<sup>1</sup> Administrative & Finance Report

<sup>2</sup> OH&S Committee Meeting Minutes- June 3rd, 2025

<sup>3</sup> Deputy Chief Training Report

**7.3 Human Resources**

Nothing to be discussed in this meeting.

**7.4 Health Centre Operations**

Abigail Hain spoke to the development of the Salish Sea Primary Care Network and the challenges that MIHCA is facing. They continue to recruit for a full-time doctor and Nurse Practitioner.

**7.5 Policy Committee**

Trustee Hartman and CAO Somerville are meeting to work on some housekeeping. The next meeting date will be set for some time in September.

**7.6 Garbage Committee**

Nothing to report.

**7.7 Morgue Committee**

Some items to be discussed in camera.

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**

September 11<sup>th</sup> and October 15th at 10am.

**11. TOWN HALL**

None.

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

CARRIED

**12. IN CAMERA**

Approval of May 15th, 2025 Meeting Minutes

The following motions were lifted from the in camera session:

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to increase the approved spending limit of the facility for the temporary storage of deceased persons to compensate for the higher electrical cost because of BCEHS' caveat to use their approved electrician (Up to \$17,000).

CARRIED

MOTION: Trustee Dearden moved and Trustee Cleator seconded the motion to authorize the CAO to proceed with the electrical work needed at BCEHS station.

CARRIED

The Regular Board meeting was reconvened 11:18am.

### **13. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The Regular Board Meeting was adjourned at 11:19am by motion made by Trustee Cleator.

Approved:

\_\_\_\_\_  
Bob McKinnon, Chair

\_\_\_\_\_  
Date

Recorded and Transcribed by J. Lawson

# Mayne Island Improvement District

ADMINISTRATIVE REPORT SEPTEMBER 11<sup>TH</sup>, 2025

## Delinquent Accounts

I'm pleased to report that all delinquent accounts have now been paid, and as a result, there will be no tax sale this year. I would like to remind taxpayers to ensure their mailing addresses are kept current to avoid addressing issues. BC Assessment provides a convenient online Change of Address Notification form, which can be accessed here:

[https://eforms.bcassessment.ca/address\\_change\\_form.asp](https://eforms.bcassessment.ca/address_change_form.asp)

## Temporary Holding Unit

I have been in contact with PHSA regarding the electrical work at the temporary holding unit of deceased persons. While the electrical installation has been approved, I have not yet received an update on the timeline for completion. I am also awaiting the draft Memorandum of Understanding (MOU) from BCEHS for Board review.

## MOU with BC Coroners Service (BCCS)

Included with this report is the final draft of the Memorandum of Understanding between the Mayne Island Improvement District (MIID) and the BC Coroners Service (BCCS). This version reflects the changes discussed at our last meeting with BCCS and confirms that the agreement is solely between MIID and BCCS, with no other parties included.

I believe to ensure the BCEHS agrees to transport the decedents to the temporary holding unit is dependent on having something documented that eliminates any indication that they are responsible for anything other than transport of decedent from scene to the temporary holding unit.

## CRD Grant-in-Aid

Janelle has followed up on the CRD Grant-in-Aid application. An update will be provided at the upcoming Board meeting.

## Fire Department Annual Levy Deposit

We received the annual Fire Department levy deposit from the Province of BC on July 2nd. With this deposit now in place, and the majority of the Health Centre Tax Levy funds received, I would like to request a Board motion to transfer any calculated budget surpluses from 2024 into reserves.

Submitted by,

*Katherine Somerville*

Corporate Administrative Officer

## Health Centre Tax Summary 2025

September 5<sup>th</sup>, 2025

	# of Properties	\$ Amount Outstanding
Current Year	241	15,671.72
Arrears	73	3,176.25
Delinquent	5	39.21
Credit Balances	69	(46,152.95)
Total Outstanding		<u>-\$27,265.77</u>

## Attachments:

FD & HC Budget vs. Actual (Prd 8, 2025)

Balance Sheet (Prd 8, 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.*

This agreement entered into the \_\_\_\_\_ day of \_\_\_\_\_, 2025

**MEMORANDUM OF UNDERSTANDING**

BETWEEN:

**Mayne Island Improvement District**

("MIID")

AND:

**British Columbia Coroners Service**

("BCCS")

(Collectively known as the "Parties")

## WHEREAS:

a. From time-to-time, the BCCS requires the use of temporary morgue space for the purposes of a coroner's investigation on Mayne Island. Both parties recognize that a strong working relationship is in the interests of conducting a safe and efficient investigation, including the securing of a deceased person.

b. Over the years, the parties have had an informal agreement to transport deceased persons to a temporary holding unit located beside the BCEHS Ambulance facility on Mayne Island when requested by the BCCS and secure the decedent until an appropriate transfer off Mayne Island can be arranged. The purpose of this MOU is to establish a formal agreement of the parties for the transport of the decedent by BCEHS to the temporary holding unit and secured by the RCMP at this location until timely transfer of the decedent can be arranged by the BCCS.

c. This MOU sets out how the BCCS will request use of the temporary holding unit, the transfer services of the BCEHS to the unit, the securing of the unit by the RCMP, and the timely transfer of the decedent from Mayne Island by a contacted service of the BCCS.

d. The parties acknowledge that the holding unit is the property of and under the management of the MIID and that the securing of the decedent in the holding unit is the responsibility of the RCMP, on behalf of the BCCS. Once secured by the RCMP the unit can be accessed by body transfer personnel by contacting MIID staff during office hours or the MIID duty officer after office hours.

e. The parties acknowledge that any decedent held in the temporary holding unit at the request of the BCCS is in the possession of the BCCS until the decedent is released by the coroner after the decedent has been transferred off Mayne Island. All related transfer costs, until release, will be borne by the BCCS.

f. The parties agree that the deceased person will be transferred from the holding unit by a BCCS contractor as soon as practical and within 48 hours. If the storage is to exceed 48 hours for any reason MIID will be advised, and a plan will be made to expedite the transfer of the decedent off the island.

The parties agree as follows:

## 1. Definitions

**“Morgue”** means a public hospital, or private facility space created specifically to lodge deceased persons for long periods,

**“MOU”** means this memorandum of understanding,

**“Temporary holding unit”** means secured structure located beside the BCEHS Ambulance station on Mayne Island for temporary lodging of decedents with transfer off island within 24-48 hours.

## 2. Purpose

The purpose of this MOU is to describe the working and financial relationship of the parties with regards to:

- a. BCCS requesting transfer by BCEHS of a deceased person to the temporary holding unit on Mayne Island when required during a sudden death investigation,
- b. Securing the temporary holding unit while a deceased person is lodged there,
- c. Timely transfer of any deceased person held in the temporary holding unit to a funeral home, hospital morgue, or other appropriate morgue facility off Mayne Island.

## 3. Procedure to request transfer to and use of temporary holding unit

- a. When transfer of a deceased person to and use of the temporary holding unit on Mayne Island is required for a coroner’s investigation, the request will be made verbally by the involved coroner, or an RCMP officer after consultation with the involved coroner, to the on-call BCEHS Ambulance crew.
- b. As per policy the BC Emergency Health Services (BCEHS) agrees to provide transfer of a deceased person to the temporary holding unit when requested by the BCCS, with authorization from the appropriate BCEHS manager when required.
- c. The BCEHS will transfer the deceased to the temporary holding unit with an accompanying RCMP officer, who will provide a body bag and body tag for transfer and identification of the deceased.
- d. As per a current MOU, the Royal Canadian Mounted Police (RCMP) will ensure the deceased person is properly identified by way of a body tag and body bag documentation and will ensure the deceased is secured within the temporary holding unit until a BCCS transfer contractor attends to remove the deceased person from the unit.

- e. The BCCS will retain possession and control of the deceased person until transfer from the island and the coroner releases their possession of the deceased.

#### 4. General Services provided by MIID

- a. Maintenance of the temporary holding unit with cleaning of the unit after each use.
- b. Retention of the temporary holding unit's security code, providing same to appropriate third parties.
- c. Registration and release documentation of persons lodged in the temporary holding unit and will co-manage timely transfer of persons from unit.

#### 5. BCCS responsibilities

- a. The BCCS agrees:
  - i. to reimburse the BCEHS for reasonable costs associated with transfer of the deceased from the scene to the temporary holding unit,
  - ii. direct the investigating RCMP officer to ensure the deceased person is placed with a body bag and has a body tag affixed to the deceased's wrist at the scene of the death and that the BCCS case number and deceased's name are documented on both the body bag and tag prior to transfer by BCEHS to the temporary holding unit,
  - iii. direct the investigating RCMP officer to ensure the holding unit is secured once the deceased person is placed in the unit,
  - iv. direct the investigating RCMP officer to advise the MIID staff or duty officer when a deceased person is lodged in the temporary holding unit,
- ii. to provide the local RCMP with the body bags and tags required to properly identify and lodge the deceased person,
- iii. to ensure timely transfer of all deceased persons, lodged within the temporary holding unit as per their direction, by BCCS contractors to morgue facilities off Mayne Island. These transfers will take place within 24-48 hours of the incident unless exigent circumstances arise.
- iv. to advise the MIID staff or duty officer when a deceased person is transferred from the holding unit to a morgue facility off the island.

#### 7. General Provisions

- a. The parties may amend this MOU in writing.
- b. The commitments and procedures in this MOU will be reviewed by all parties, jointly, on an annual basis.
- c. The MOU will remain in force until such time as it is terminated pursuant to paragraph 7.d.

- d. Any party may terminate this MOU by providing 3 months written notice to the other parties.
- f. The contacts to this MOU are:

For MIID:  
**Katherine Somerville**  
CAO  
Mayne Island Improvement District  
[ksomerville@mayneid.ca](mailto:ksomerville@mayneid.ca)

For BCCS:  
**Larry Marzinzik**  
Director, Field Operations Unit,  
BC Coroners Service  
[Larry.Marzinzik@gov.bc.ca](mailto:Larry.Marzinzik@gov.bc.ca)

**8. This MOU is approved by:**

\_\_\_\_\_, 2025  
DATE:  
Katherine Somerville  
Corporate Administrative Officer  
Mayne Island Improvement District

\_\_\_\_\_, 2025  
DATE:  
Jatinder Baidwan  
Chief Coroner, BC Coroners Service  
Ministry of Public Safety and Solicitor General

# Fire Department Report



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

Date: MIID Board Meeting Sept. 11<sup>th</sup> 2025  
 Fire Department summary to date

**Mayne Island Fire Rescue**  
 Serving Our Community with Pride

<b>Alarms: 31</b>				
MIFR attended 31 pager responses in July and August. See breakdown below, T.T.S. refers to time to scene in minutes.				
Date	Time	Type	T.T.S.	Responders
July 2		Open burn complaint	:06	2
July 3		First Responder	:13	5
July 6		Stump fire	:10	9
July 6		First Responder	:10	7
July 8		Smoke Report	:14	8
July 9		Stump Fire	:05	11
July 12		First Responder	:20	3
July 14		First Responder	:15	7
July 15		Radio alarm activation	:10	1
July 17		BCAS assist	:17	6
July 18		First Responder	:12	6
July 19		First Responder	:16	4
July 20		Open burn complaint	:11	1
July 21		First Responder	N/A	5
July 21		Open burn complaint	:22	2
July 26		Public assist	:02	3
July 29		Alarm activated	:06	7
Aug 1		Equipment complaint	:01	1
Aug 2		Smoke report	:11	1
Aug 4		Public assist	:10	2
Aug 5		BCAS assist	:13	5
Aug 8		Alarm activated	:20	3
Aug 11		Hydro incident	:02	1
Aug 15		First Responder	:25	4
Aug 22		Hydro fire	:12	9
Aug 25		Hydro incident	:08	1
Aug 25		First Responder	:13	5
Aug 25		Smoke report	:22	14
Aug 25		First Responder	:18	4
Aug 28		First Responder	:08	5
Aug 30		First Responder	:16	3

**November/December Attendance:**

Pager Responses: 278 hrs. Fire Practice: 252 hrs. Special training/Community Events: 77 hrs.

**Personnel**

Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
21	21	4	0

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

**Equipment and Apparatus**

All apparatus have had their annual inspections and are in excellent condition. Our generator has been serviced for the year. We are in the process of having our SCBA cylinders Hydrostatic tests which is a 5 year requirement. The cylinders are good for 15 years.

**News**

MIFR hosted planning sessions for and attended the annual Canada Day Celebration at Miner's Bay Park. Crews manned a small water park and handed out fire prevention materials. On the August long weekend MIFR hosted a booth at the Saturday market and participated in the Fall Fair Parade.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Tuesday, July 8<sup>th</sup>, 2025

**Present:**

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

**Absent:** CAO K. Somerville

**Guests:** None

The meeting was called to order at 10:36 a.m. on July 8<sup>th</sup>, 2025

1. Agenda:

K. Stobart moved, and R. Edwards seconded the motion to adopt the agenda with additions.

**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 presented, held on June 3<sup>rd</sup>, 2025.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

a) Replacement Rope Rescue Gear – E. Walker

E. Walker reported that the new rope rescue gear has been put into service.

4. New Business:

a) Heliport Gate – R. Edwards

R. Edwards reported that the heliport gate has swung open during helicopter take-offs and landing recently. **ACTION ITEM – E. Walker to install a chain and shackle as a secondary means of securing the heliport gate.**

**Adjournment:** The meeting was adjourned at 10:40 am on July 8<sup>th</sup>, 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, August 5<sup>th</sup>, 2025 at 1:00 pm.

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Wednesday, August 12<sup>th</sup>, 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 11:35 a.m. on August 12<sup>th</sup>, 2025

1. Agenda:

K. Stobart moved, and J. Lawson seconded the motion to adopt the agenda with additions.

**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 presented, held on July 8<sup>th</sup>, 2025.

**CARRIED UNANIMOUSLY**

3. Business Arising from Previous Minutes:

- a) **Helicopter Gate – E. Walker** – E. Walker reported that he secured the helicopter gate with a chain and shackle and notified the BCAS unit chief of this.

4. New Business:

- a) **Dog Bowl Water – J. Lawson** – A group discussion was held regarding the potential slipping hazard caused by spilled water from the dog water bowl in the kitchen area. It was decided to relocate the bowl to a different location and ensure spilled water is promptly cleaned up.

**Adjournment:** The meeting was adjourned at 11:41 am on August 12<sup>th</sup>, 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, September 2<sup>nd</sup>, 2025 at 1:00 pm.

  
\_\_\_\_\_  
E. Walker, Chair

Mayne Island Fire/Rescue  
Occupational Health and Safety Committee Meeting



Recorded by E. Walker, Recording Secretary

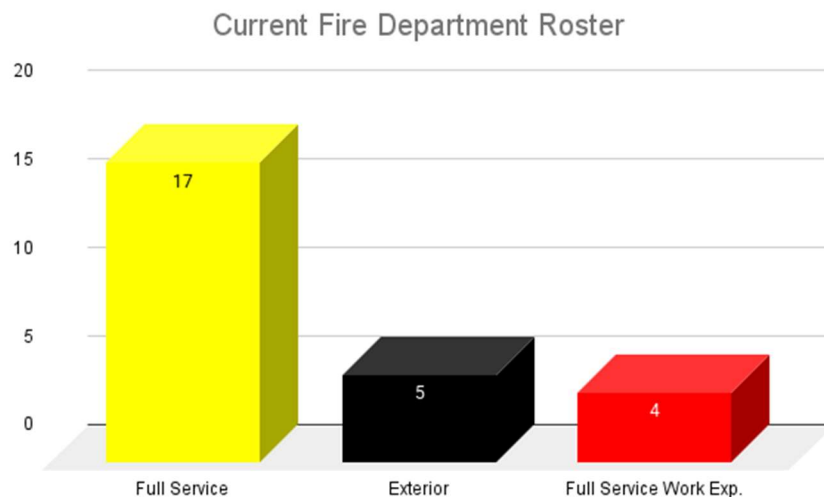
# Mayne Island Fire Rescue Deputy Chief's Report September 2025



## Training

Training during July and August focused primarily on vehicle extrication. This year, we were fortunate to receive seven donated vehicles, which greatly enhanced our training sessions. These vehicles provided us with essential hands-on experience and contributed significantly to our skill development. Two medical sessions were conducted, both concentrating on head and spinal injuries, which complemented the vehicle extraction training.

On July 31, I was awarded a *Certificate in Fire Service Leadership* from Dalhousie University. This certificate is granted upon completing the following courses: *Station Officer Essentials: People & Operations*, *Fire Prevention and Suppression Management*, and *The Environment of the Fire Station*. I look forward to pursuing more courses in fire service leadership and administration.



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer

Draft revisions July 23/25

## 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.

**Commented [1]:**  
Define and consistently use the same wording for staff

### PROCEDURE

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

**Commented [2]:**  
Define

### 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 or their designate.

### 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 [Finance-Corporate](#) Officer on time could result in [unnecessary](#) costs to the Improvement District. Repetitive late submissions [may-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.**

#### **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-authorized-Improvement-District-signing-officers](#).
- 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 [must-will](#) be retained and submitted at the first opportunity during regular office hours. Receipts [shall-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.

#### **PROCESS OF RECONCILIATION**

- ~~Each cardholder~~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 ~~note~~ 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 ~~or designate~~.

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 [may 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.

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**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 can ? be considered misappropriation of MIID funds. This may 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 must-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) will pay or reimburse approved expenses of Trustees, MIID Staff and Fire Department volunteers incurred during the performance of their employment and duties including approved training courses.

### **SCOPE**

Mayne Island Improvement District Staff, Trustees, Contractors, paid on-call Volunteer Firefighters; unpaid Volunteers registered as a participating member of Mayne Island Fire Rescue listed on the department roster; any evaluators or instructors providing in-house instruction.

For purposes of this policy the term “Firefighters” shall refer to paid on-call Volunteer Firefighters and unpaid volunteers registered as a participating member of Mayne Island Fire Rescue listed on the department roster.

### **PROCEDURE**

MIID Staff, Trustees, Contractors, and Firefighters are authorized to make expenditures in cash or by MIID charge accounts and company credit card as required for performance of their employment, ordinary or extraordinary duties, and attendance at approved training courses or MIID related events. Expenditures must be within the approved amounts as designated by this or the MIID Purchasing Policy, except with prior authorization. Prior approval shall not be required during an emergency incident for all reasonable expenses deemed necessary to mitigate the incident in the sole opinion of the Fire Chief, or in the Fire Chief’s absence; the sole opinion of the Officer in Charge.

Reimbursement claims for such expenses may be submitted to the Corporate Officers or Fire Chief for review and approval on Form A attached to and forming part of this policy. The Fire Chief will forward the approved reimbursement claim to the Corporate Officer for payment. The Fire Chief will return any unapproved reimbursement claim to the individual with a full explanation of reasons for denial of reimbursement.

Work Experience Volunteers are generally not eligible for reimbursement of personal expenses related to the duties of the Mayne Island Fire Rescue Work Experience Program, except by prior approval of the Fire Chief.

Companies or individuals hired by Mayne Island Improvement District and Mayne Island Fire Rescue to provide in-house instruction or training shall obtain approval for billing additional expenses prior to incurring or billing such additional expenses.

Reimbursement request forms may be obtained from MIID Staff and must be completed and signed by the individual with original itemized till receipts attached for the expenses claimed.

**VISA or MasterCard receipts are not valid for reimbursement.**

Reimbursements for missing receipts will be authorized on an exceptional basis at the discretion of the Corporate Officers or the Fire Chief. In such case, the reimbursement form must be accompanied by a signed declaration documenting the expense (see Form B attached) which must be signed by the Corporate Officers or the Fire Chief.

In the interest of accountability and transparency, all expenses related to food and beverage purchases must be submitted to the Corporate Officer with the completed Food and Beverage Expense Form C.

1. Expenses eligible for reimbursement include, but are not limited to:
  - course registration fees and charges;
  - course materials and textbooks;
  - accommodations and lodging;
  - meals to a daily maximum of \$90.00 per individual;
  - travel, including taxi fare, air fare, ferry fare and vehicle fuel (if using an Improvement District vehicle); and
  - mileage at the rate of \$0.68/km if using a personal vehicle with prior approval.
  - gratuities to a maximum of 18% on in-person sit-down meals only.
2. Course costs and expenses will be paid by the Improvement District, except when:
  - the individual has not received prior approval or instruction to participate at the expense of the Improvement District in writing; or
  - the individual instructed to attend fails to be in attendance, or otherwise fails to complete the duties or courses without reasonable cause.
3. Mileage reimbursement rates shall be the current rates as established from time to time by the Mayne Island Improvement District Board of Trustees.
4. Excluded reimbursements include but are not limited to:
  - reimbursement claims exceeding the limits set out in policies as noted above;
  - accommodation or lodging changes or upgrades without prior authorization;
  - rental vehicle upgrades without authorization;
  - alcoholic refreshments of any type;
  - personal effects or clothing
  - any optional or personal purchase or expense not directly required for the performance of assigned duties or participation at approved training courses;
  - gifts;
  - gift cards;
  - personal expenses of any kind.
  - tipping on take-out meals and beverages.

#### **FORMS**

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

The completion of these form ensures transparency and accountability to the tax payer.

## **Mayne Island Improvement District Expenses and Reimbursement Policy**

### **A. PURPOSE**

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

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.

MIID authorizes expenses for designated individuals (see scope) in support of MIID related activities, provided they are:

- Reasonable and cost effective;
- In accordance with the MIID Purchasing Policy;
- Within budgeted allocations or exceptions as authorized in advance by a vote of the MIID Trustees;
- Required expenditures related to performance of ordinary or extraordinary duties, attendance at approved training courses, MIID related events or other purposes with appropriate approval.
- For reimbursement, out of pocket expenses paid by the claimant by cash, personal credit card or on-line payments, and which are supported by submission of either the original receipts, original credit card slip or scanned copies or pictures of same.
- NOTE: Prior approval shall not be required during an emergency incident for all reasonable expenses deemed necessary to mitigate the incident in the sole opinion of the Fire Chief, or in the Fire Chief's absence; the sole opinion of the Officer in Charge.

### **B. 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.

## **C. PROCEDURES**

**All expenses are subject to final approval by at least two (2) Trustees.**

### **Bank and credit card charges:**

Pursuant to the Credit Card Policy, the use of bank and credit cards is strictly limited to the individuals to whom those cards are issued. Expenditures will be consistent with this Expenses and Reimbursement Policy, and the MIID Purchasing Policy.

All credit card payables are subject to approval by signature of two (2) MIID Trustees.

Credit Card holders will sign an agreement acknowledging that unauthorized expenditures may be re-paid by the claimant, or recovered by deductions from future expense claim or payroll deduction at the discretion of Corporate Administrative Officer.

### **Reimbursement Request Travel and Expenses - Form A**

Reimbursement Request Forms (Form A) is attached to and forms part of this policy.

Form A is available from MIID Staff. It must be completed and signed by the individual with original itemized till receipts attached for the expenses claimed.

Once completed, Form A must be checked for correctness, and signed by the Fire Chief or Corporate Administrative Officer as appropriate. Any unapproved claims will be returned to the individual with a full explanation of reasons for denial of reimbursement.

The Corporate Administrative Officer will process all Form A payables.

### **Food and Beverage Expenses - Form B**

Reimbursement Request Forms for food and beverages (Form B) is attached to and forms part of this policy.

In the interest of accountability and transparency, all expenses related to food and beverage purchases must be submitted to the Corporate Administrative Officer with the completed Food and Beverage Expense Form.

The Corporate Administrative Officer will process all Form B payables.

### **Missing Receipts - Form C**

Missing Receipts Forms (Form C) is attached to and forms part of this policy.

Reimbursements for missing receipts will be authorized on an exceptional basis at the discretion of the Corporate Administrative Officer. In such case, the reimbursement form must be accompanied by a signed declaration documenting the expense.

#### **D. ELIGIBLE EXPENSES**

Expenses eligible for reimbursement include, but are not limited to:

- Course registration fees and charges where written approval has been granted; note that these expenses may be recovered if the applicant does not attend or complete the course(s) in a reasonable time period;
- Course materials and textbooks;
- Accommodations and lodging;
- WiFi access related to accommodation;
- Per diems will be issued without receipts for meals to a daily maximum of \$90.00 per individual, and a per-meal maximum as follows:
  - Breakfast - up to \$20
  - Lunch - up to \$25
  - Dinner - up to \$45Per diems will not apply for meals that are provided;
- Gratuities may be included to a maximum of 18% on in-person sit-down meals only;
- Mileage at the rate of \$0.68/km if using a personal vehicle with prior approval, The kilometres will be determined by Googlemaps or a similar trip estimator;
- All travel (personal vehicle, MIID vehicle use, taxi, ferry, flights etc.) will be covered only to the amount of the most economic option (e.g. if an economy fare flights would be lower cost than driving, the maximum reimbursement will equal the cost of that flight.

#### **E. NON-ELIGIBLE EXPENSES**

Excluded reimbursements include but are not limited to:

- Any costs related to companions/spouses accompanying the submitter;
- Reimbursement claims exceeding the limits set out in policies as noted above;
- Accommodation or lodging changes or upgrades without prior authorization;
- Pay television;
- Mini-bar purchases (alcoholic, non-alcoholic, snacks);
- Home internet fees;
- Lost or stolen personal items;

- Traffic, seat belt, distracted driving, parking violations and similar fines;
- Rental vehicle upgrades;
- Alcoholic refreshments or intoxicants of any type; noting that, regardless of who pays, that appropriate conduct and moderation is required when alcohol or other intoxicants are used in a MIID related event and that all efforts must be taken to minimize any legal and reputational liability;
- Personal effects or clothing, except provided uniforms;
- Dry cleaning, except uniforms as per clothing policy;
- Any optional or personal purchase or expense not directly required for the performance of assigned duties or participation at approved training courses;
- Gifts and awards, except as part of an organized event;
- Gift cards;
- Personal expenses of any kind;
- Tipping on take-out meals and beverages.

## **F. FORMS**

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

## **G. EXCEPTIONS**

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

## **H. OVERSIGHT**

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

## **I. RELATED LEGISLATION, REGULATIONS, POLICIES**

- MIID Purchasing Policy
- MIID Fire Department Uniform Policy
- MIID Credit Card Policy & Agreement \*\*\*
- MIID Parties and Events Policy
- Canada Revenue Agency

Reviewed and adopted \_\_\_\_\_ 2025

## 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 shall-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 shall-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 shall-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.

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

- Full accountability shall-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 shall-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 shall-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 shall-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 purchasing should-will consider:

- all relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole-of-contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding-costs, consumables, deployment, 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.

## 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 shall-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 must 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 shall-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; have been determined as necessary;
- 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 \$10,000.00 (not including applicable taxes), in any one case, and where such expenditure is included in 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) Unbudgetted expenses over \$3,000.00 require approval by a motion of the Board.

~~Approval of the Board of Trustees for the Mayne Island Improvement District will be required to purchase goods and services which exceed a value of \$1,500.00 (not including applicable taxes) which is not included in the approved budget allocation.~~

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.

~~MIID staff may delegate the purchasing authority to designated staff within the Improvement District commensurate with each individual's duties and responsibilities up to \$2,500.00 (not including applicable taxes) where such expenditure has been included in the approved budget allocation. At least one person in each department should be so designated in order that unnecessary delays are eliminated when the Corporate Officers or Fire Chief are unavailable to authorize purchase of a routine nature.~~

#### **Professional Services Fee Ceiling**

~~Board approval is required prior to retaining services from a lawyer or professional engineer. With regard to engaging Professional Services e.g. legal services, engineering, etc., a ceiling fee per incident of \$1,000 shall will be established at the outset of the instructions to the professional. Beyond \$1,000, the professional will be asked to provide an estimate for the services required. No work may be requested above \$1,000 without the approval of the Trustees at a meeting.~~

#### **PURCHASE ORDERS**

The Purchase Order is the tool used to expeditiously allocate the expense to cost centre ~~finalize the acquisition of goods and services~~. The Purchase Order describes the item or service to be ordered, delivery date, 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. ~~A report should also be prepared outlining the results of the bid process.~~

#### **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.
- ~~Use of credit cards to a maximum purchase of \$1,000.00 (before applicable taxes).~~
- ~~Use of credits cards for accommodations for elected officials, Corporate Officers and Fire Chief or their designate.~~
- ~~Use of credit cards for air travel, accommodations and meals for Improvement District business.~~
- ~~C.O.D. Orders which are paid by using petty cash.~~
- 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 ~~10 days of receipt.~~
- Automatic payments (e.g. Monthly utility, telecom and benefit provider billing)

#### **QUOTATIONS & TENDERING PROCESS**

General:

Reviewed and adopted on May 9, 2023  
Mayne Island Improvement District Board of Trustees

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~~Where there is a significant cost or high community interest, p~~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:

~~In order to eliminate unrealistic tenders, the Improvement District retains the right to may require tenders to be pre-qualified in certain Tenders. circumstances and as an acceptable practice, particularly for the acquisition of services in instances where relevant experience, capability, references, evaluation of project team members or other criteria are deemed to be in the best interest of the Improvement District, tenderers to be pre-qualified.~~

~~Exceptions: Number of Quotes:~~

Staff will endeavour 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.

~~In such cases there may be one supplier of a particular good or service, or consideration such as warranty conditions may require that a particular purchase be sourced through a sole supplier. In the rare case, a written estimate should be obtained from the sole supplier and the Purchase Order Requisition must disclose the reason for not seeking alternative prices and shall be authorized by the Board of Trustees, Fire Chief or Corporate Officer.~~

#### **EMERGENCY ACQUISITION:**

Notwithstanding the above, in the case of a pressing emergency or after business hours, where the delay resulting from inviting ~~tenders or~~ bids would be injurious to the public interest and/or the Improvement District's assets, ~~the the Corporate Officers or Fire Chief; or in their absence, the Officer in Charge may approve the~~ purchase may be made and reported ~~it~~ to the Board of Trustees at the earliest date thereafter.