



# Mayne Island Improvement District

## Board of Trustees

### Meeting Minutes

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**Date:** Tuesday, March 23, 2021 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Brian Dearden, Doug Hill, Bob McKinnon, Deb Milne & Wayne Peace  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Eric Walker, Deputy Fire Chief  
Hailey Flynn, Administrative Assistant

#### 1. CALL TO ORDER

The meeting was called to order at 1:02 pm by Chairperson Doug Hill. He acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

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

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the agenda as circulated. CARRIED

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

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of February 16, 2021. CARRIED

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

#### 5. CORRESPONDENCE

None.

#### 6. REPORTS

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

- i. Grounds Usage Policy & Event Application<sup>2</sup>

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to adopt the Grounds Usage Policy & Event Application as presented. CARRIED

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

<sup>2</sup> Grounds Usage Policy & Event Application

ii. Electronic Mail Policy & Agreement<sup>3</sup>

CAO Somerville explained that she met with the trustees individually to explain the email policy and the adoption of MIID trustee email accounts. The accounts would be set up by the District's IT firm and each trustee will be able to meet with them to discuss their preferences.

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to adopt the Electronic Mail Policy & Agreement as presented. CARRIED

iii. Trustee Election Procedures Policy Amendments<sup>4</sup>

The policy has been amended to reflect that the trustee election does not need to coincide with the AGM. Reference to elections held at the AGM has been omitted to allow for flexibility.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to adopt the amendments to the Trustee Election Procedures Policy as presented. CARRIED

iv. Bylaw 207<sup>5</sup>

CAO Somerville explained that she sought out guidance from the Ministry for the wording in Bylaw 207 which allows for electronic participation in meetings. Trustee Hill confirmed that trustees are now allowed to take part in voting by electronic participation to meetings. The Bylaw will allow for continuation of electronic participation even once the Provincial Health Orders have been lifted.

Bylaw 207 "Amendment to Bylaw 165, Meeting Procedures Bylaw" was introduced, reconsidered and finally passed.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to pass Bylaw 207 presented. CARRIED

v. Bylaw 161

A lengthy discussion was held about suggestions and recommendations for amendments to the Fire Department Establishment and Operation Bylaw 161. The agreed upon changes will be presented with an amending bylaw next month.

vi. Election & AGM

CAO Somerville explained that there was one nomination received for the 3-year term for trustee and that Wayne Peace will be elected by acclamation at next months' board meeting. Formal board organization and committee delegate appointments will be held at the April board meeting. The Board expressed a preference to hold an in-person AGM and

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<sup>3</sup> Electronic Mail Policy & Agreement

<sup>4</sup> Trustee Election Procedures Policy

<sup>5</sup> Bylaw 207 - Amendment to Bylaw 165, Meeting Procedures Bylaw

agreed to defer the meeting to later in the year. Reassessment will be made in the summer when hopefully the Provincial Health Orders will be rescinded.

vii. Business Consent Form

CAO Somerville explained that the CRA does not have any authorization for a MIID staff member to speak to them. Because of the temporary nature of the trustee terms, she advised against trustee authorization. Trustee McKinnon suggested that the auditor as well as the CAO have permissions to speak to the CRA. CAO Somerville will inquire with the auditor and continue with the authorization process.

viii. Audited Financial Statements

CAO Somerville reported that the audit is still in process and she has not yet received the drafts of the audited financial statements. She explained that she would be reviewing the drafts with the auditor and Trustee Peace once they are prepared then presenting them to the Board for approval at the April meeting. They are due to be submitted to the Ministry by May 15.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Administrative & Finance Report. CARRIED

## 6.2 Fire Department Report<sup>6</sup>

Fire Chief Stobart presented the Fire Department Report as submitted. Trustee Milne asked about a duty officer page out for a stuck vehicle. Chief Stobart explained that he was asked for assistance by a resident who had a stuck vehicle in a driveway and the tow truck driver could not attend. Unfortunately, he was not able to dislodge the vehicle and the tow truck driver was able to attend the next day. Consequently, he noted that road access to the strata neighbourhood was detrimental to fire rescue vehicles and improvements have since been made.

Chief Stobart explained that four members have successfully completed their accreditation as First Responder instructors and the Department is now able to offer in-house training.

Trustee McKinnon asked if there has been any update on the shipment of SCBA packs. Chief Stobart explained that he had emailed the company for an update last week and has not heard back but expects delivery in April.

Trustee Hill asked whether the CAO had passed on the FireSmart Economic Recovery Fund grant application. Chief Stobart said that the grant has expired and he felt that it did not apply to MIFR and was geared towards smaller departments with inadequate funding.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to accept the Fire Department Report. CARRIED

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<sup>6</sup> Fire Department Report

### **6.3 Occupational Health and Safety Committee Report**

The Occupational Health and Safety Committee meeting was tabled for this month.

## **7. TRUSTEE & COMMITTEE REPORTS**

### **7.1 Fire Hall Operations Delegate**

Trustee McKinnon had nothing to report.

### **7.2 Finance Delegate**

Trustee Peace had nothing to report.

### **7.3 Health Centre Operations Delegate**

Trustee Milne explained that there was an issue with the potable water supply at the Health Centre. She said that it was immediately dealt with and taken care of by the Salt Spring plumbing company who originally installed the system.

### **7.4 Human Resource Delegate**

Trustee Hill explained that he and Trustee Milne met with CAO Somerville and Chief Stobart last week for employee evaluations. A report of their interview notes will be generated and circulated to the trustees.

### **7.5 Garbage Committee**

Trustee Dearden had nothing to report.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to accept the Trustee & Committee Reports. CARRIED

## **8. NEW BUSINESS**

None.

## **9. COMMUNICATIONS**

CAO Somerville will publish the result of the trustee nominations and election by acclamation of Trustee Peace on the MIID website.

The Records Management Bylaw 206 was returned unregistered. The adoption of the Records Management Policy & Schedule is sufficient for Improvement District document management.

## **10. NEXT BOARD MEETING DATES**

April 20, 2021 at 1:00 pm – Regular Board Meeting

## **11. IN CAMERA**

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go into an in camera session at 1:56 pm. CARRIED

The regular board meeting reconvened at 2:10 pm.

**12. OTHER BUSINESS**

Motions from the in camera session were brought forward.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to lift the motion made in camera to the regular board meeting. CARRIED

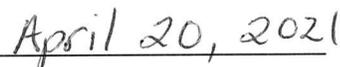
MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the taxation exemptions to foreshores, water districts and the church property. CARRIED

**13. ADJOURNMENT**

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:15 pm by motion made by Trustee McKinnon.

Approved:

  
\_\_\_\_\_  
Doug Hill, Chair

  
\_\_\_\_\_  
Date:

Recorded and Transcribed by H. Flynn

# Mayne Island Improvement District

## Trustee Election Procedures Policy

### DEFINITIONS

#### RETURNING OFFICER

1. Is the role of the Corporate Administrative Officer who is responsible for the conduct of all elections, by-elections, and assent votes (formerly referendums);
2. Has the authority to determine whether or not an individual meets the voter eligibility requirements and may require such individual to make and file with him or her a solemn declaration showing that the declarant is eligible to vote;
3. May conduct the roll of Poll Clerk or delegate it to other staff;
4. Is responsible for training the Poll Clerk and any additional election officials required to conduct elections, by-elections and assent votes; and,
5. Is responsible for the appointment of an Election Official.

#### ELECTION OFFICIAL

1. Is appointed by the Returning Officer and is responsible for the physical election process and oversight ~~at~~ ~~the AGM.~~
2. Assists with counting ballots.

#### POLL CLERK

1. Assists the Returning Officer and Election Official to set up and open the voting place and ensure that voting proceeds in an orderly and safe fashion;
2. Confirms an individual's identity and residential address and therefore their eligibility to vote; and,
3. Assists with counting ballots.

#### SCRUTINEER OR CANDIDATE REPRESENTATIVE

1. May be appointed by a candidate to observe the election process to ensure that proper process is followed;
2. May be present while the ballots are distributed and at the final ballot count; and,
3. May not interfere with the election proceedings.

### VOTER ELIGIBILITY

1. A Canadian citizen;
2. 18 years of age or older;
3. A resident of British Columbia for at least 6 months before voting day;
4. Be an owner (or spouse or legal representative of the owner) of land within the boundaries of the **Mayne Island Improvement District** or the authorized agent, designated in writing, of a board or corporation of such land;
5. Not otherwise be disqualified by any Regulation or Act from voting in the election or be otherwise disqualified by law; and,
6. Have not voted before in the same election.

Each corporation or society that owns land within the improvement district has one vote and must designate, in writing, a person to vote on its behalf. That person can also be an owner of other property in the improvement

district. If so, that person could vote twice, once on their own behalf as a landowner and as the agent authorized on behalf of the landowning corporation or society.

### TRUSTEE ELIGIBILITY

The eligibility requirements to be a trustee on an improvement district Board are the same as the eligibility requirements to vote in an improvement district election. The Mayne Island Improvement District Letters Patent (1964) states that the spouse or common-law partner of an eligible elector is qualified to be a candidate for trustee.

There are no specific provisions in the *Local Government Act* that prohibit either a volunteer fire-fighter or a paid fire-fighter from also being a trustee of an improvement district. However, there are several reasons why this situation should be avoided, including but not limited to:

- Potential for a perceived conflict of interest for a person who holds dual roles as an employer and employee;
- Perception of bias; and/or,
- Potential for degradation of employee/employer relationship.

For more information refer to Section B - Improvement District Administration of the *Improvement District Manual (2006)*, Ministry of Community Services.

### NUMBER OF TRUSTEES

The Board consists of 5 elected trustees each elected for 3-year terms. Each year vacancies are identified by the Election Official on a rotational basis. The Election Official will, for example, state the following:

- 2 Trustees are to serve a further 1 year, namely: \_\_\_\_\_ and \_\_\_\_\_;
  - 1 Trustee is to serve a further 2 years, namely: \_\_\_\_\_;
  - 2 Trustees must resign, and they are: \_\_\_\_\_ and \_\_\_\_\_.
1. There are usually at least 12 board meetings annually and each Trustee is encouraged to attend them all. Members of the public are welcome to attend.
  2. A quorum at any board meeting comprises at least 3 Trustees. If there are not 3 Trustees present, the meeting must be postponed.
  3. The following nominations have been received: \_\_\_\_\_

### ANNUAL ELECTIONS

A general election occurs at the annual general meetings (AGM).

A general election occurs annually on a day and time specified by the Returning Officer.

### BY-ELECTIONS

By-elections may occur at a special meeting.

### NOMINATIONS

1. Eligible individuals must declare their willingness to run for the elected position of trustee by completing a nomination form and submitting it to the Corporate Administrative Officer by the deadline specified.
2. The nomination form must be signed by two nominators.
3. Nominations close no later than 28 days prior to the election.

## NOTICES

1. Notice of an AGM and/or election will be posted at least 14 days in advance of the election,
2. Notice will be posted at five conspicuous places within the district and published in a newspaper circulating therein and on the Mayne Island Improvement District website, [www.miidonline.com](http://www.miidonline.com).

## VOTERS LIST

1. A list of eligible electors based on the assessment role.
2. If an individual confirms their name and address on the list, they are not required to show ID.

## ELECTION PROCEDURES FOR VOTING

1. Poll Clerk and/or Returning Officer checks the name and address of individual on the voters list.
2. If the individual is listed on the voters list – the Poll Clerk:
  - a) asks the elector to make an oral declaration:  
DECLARING they meet the eligibility criteria:
    - *I am a Canadian citizen;*
    - *I am 18 years of age or older;*
    - *I have resided in British Columbia for at least six months immediately preceding voting day;*
    - *I am a registered owner of real property in Mayne Island Improvement District immediately preceding voting day or the authorized agent or legal representative;*
    - *I am not disqualified by any Regulation or Act from voting in the election or be otherwise disqualified by law;*
    - *I have not previously voted in this election.*
  - b) initials beside the elector's information on the qualified voters sign in list confirming that an oral declaration was given;
  - c) provides the elector with a ballot; and,
  - d) reminds the elector they have an opportunity to mark, with an X, one to three choices, depending on the number of trustee vacancies there are to fill.
3. If the individual is not on the voters list, the Poll Clerk asks for identification that confirms the individual's identity and residential address and therefore their eligibility to vote;
4. If the individual does not have identification, the Poll Clerk:
  - a) asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership or the authorized agent or legal representative;
  - b) asks the individual to give an oral declaration;
  - c) initials beside the elector's information confirming that an oral declaration was given;
  - d) provides the elector with a ballot; and,
  - e) reminds the elector they have an opportunity to mark, with an X, one to three choices, depending on the number of trustee vacancies there are to fill.
5. If the individual presents themselves as an agent of a board or corporation or authorized agent or legal representative, the individual must also present formal documentation supporting that they have been assigned authority as agent for that board or corporation's interest or legal representative in property owned within the Mayne Island Improvement District jurisdiction. Only one agent per board or corporation will be permitted to vote. The Poll Clerk:
  - a) asks the individual to fill out and sign the Property Owner Elector Solemn Declaration as to their identity and property ownership, attaching a copy of the board or corporation's authorization as agent or legal representative documentation;
  - b) asks the individual to give an oral declaration;
  - c) initials beside the elector's information on the voters list confirming that an oral declaration was given;

- d) provides the elector with a ballot; and,
  - e) reminds the elector they have an opportunity to mark, with an X, one to three choices, depending on the number of trustee vacancies there are to fill.
6. The elector then marks their ballot and deposits the folded ballot into the ballot box.

### **BALLOT COUNT**

1. Ensure only the Returning Officer, Election Official, Poll Clerk and candidates or appointed scrutineers are present at the count:
  - a) a candidate or their scrutineer (not both) may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that any potentially spoiled ballots are ruled on by the Returning Officer in a fair and consistent manner.
2. Determine the number of eligible electors that voted;
3. Open the sealed ballot box;
4. The Election Official will count the ballots using tally sheets:
  - a) a ballot will be counted when it clearly identifies not more than one to three choices with an X;
  - b) a tick mark will be accepted if the intent of the elector is clearly indicated; and,
  - c) any writing, drawings or distinguishable markings will spoil the ballot and the ballot will not be counted towards the total votes.
5. Record the total ballots cast, the ballots counted, and the ballots rejected/spoiled;
6. Declaration of voting results by the Election Official:
  - a) The candidate(s) with the greatest number of votes cast will be elected to the vacant trustee position(s); and,
  - b) If there is a vacancy for different length terms, the candidate with the greatest number of votes cast will hold office for the longest term (generally a three-year term). The candidate with the second greatest number of votes cast holds office for the next longest term.
  - c) If only sufficient candidates have been nominated for each position to be filled the new Trustee(s) will be declared as elected by acclamation.

### **TIE**

In accordance with Mayne Island Improvement District Bylaw 178, in the event of an equality of valid votes for two or more candidates at the conclusion of a recount, the results will be determined by lot between those candidates in accordance with the following:

- a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
- b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
- c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
- d) the Returning Officer is to direct a person who is not a candidate or candidate representative to withdraw one paper;
- e) the Returning Officer is to declare elected the candidate whose name is on the paper that was drawn.

### **ELECTION CHALLENGE**

1. A person who is qualified to vote at an improvement district election and who voted or applied to vote in the election may appeal to the Supreme Court against the order of the Returning Officer accepting or rejecting a vote or ballot or the result of the election.
2. The appeal must be made in writing within two weeks after the election.

## RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

1. Until the end of the appeal period (two weeks after the election) the Returning Officer:
  - a) must keep the sealed ballot packages in their custody;
  - b) is responsible for retaining the nomination documents for the election; and,
  - c) is responsible for retaining the remainder of the election materials.
2. The following materials must be destroyed as soon as practicable within 30 days after the appeal period expires:
  - a) the ballots used in the election;
  - b) any copies of the list of electors used for the purposes of voting proceedings;
  - c) the voting books used in the election; and,
  - d) any solemn declarations and any written statements or declarations in relation to voting proceedings.

DRAFT

# MAYNE ISLAND IMPROVEMENT DISTRICT

## BYLAW NO. 207

### A bylaw to amend Bylaw No. 165 “Meeting Procedures Bylaw”

The trustees of Mayne Island Improvement District enact as follows:

1. That the Improvement District’s Bylaw No. 165 passed by the Trustees on the 11<sup>th</sup> day of January 2016 and registered by the Inspector of Municipalities on the 22<sup>nd</sup> day of February, 2016 is hereby amended as follows:
  - (a) The wording contained within section 15.1 Electronic Participation of Trustees at Board Meetings is struck out and replaced with:

“While Trustees are encouraged to be physically present at the majority of meetings the Board recognizes that there are extraordinary circumstances that may prevent Trustees from attending in person, therefore;

    - regular, special and committee meeting attendees may participate electronically during extraordinary circumstances, including but not limited to natural disaster or pandemic;
    - the AGM may be held electronically during extraordinary circumstances, including but not limited to natural disaster or pandemic;
    - the attendee wishing to participate in a meeting electronically must advise the Corporate Administrative Officer in advance of the meeting.”
2. This bylaw may be cited as Bylaw No. 207 “Amendment to Bylaw No. 165, Meeting Procedures Bylaw”.

INTRODUCED and given first reading by the Trustees on the 23<sup>rd</sup> day of March, 2021.

RECONSIDERED and finally passed by the Trustees on the 23<sup>rd</sup> day of March, 2021.

\_\_\_\_\_  
Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 207

\_\_\_\_\_  
Corporate Administrative Officer

# **Mayne Island Improvement District**

## **Grounds Usage Policy & Event Application**

### **PURPOSE**

The Mayne Island Improvement District (MIID) Grounds Usage Policy establishes guidelines for use of the outdoor property surrounding all buildings on MIID property including but not limited to the Fire Hall, Health Centre, Ambulance Station, Schoolhouse & Heliport. The policy is designed to mitigate safety issues and hazards associated with unauthorized grounds usage on the property which is designed to accommodate Emergency Services.

### **PROCEDURE**

Application for use must be made at least 24 hours before the scheduled event. In order to grant permission, the following must be completed:

- Each Event Application (see attached) must be completed in full and be pre-authorized by staff;
- Emergency Procedures, Terms and Conditions and Liability Waiver must be acknowledged.

### **RESTRICTIONS OF USE**

Grounds usage may be scheduled only during normal business days and operating hours, except in extenuating circumstances and shall be evaluated on a case-by-case basis. Grounds usage shall not be unreasonably withheld; however, permission is at the sole discretion of the Fire Chief, Deputy Fire Chief or Corporate Administrative Officer.

**\*EVENT APPLICATION ATTACHED**

## Event Application

For the use of the outdoor property at 520 & 526 Felix Jack Rd  
(Fire Hall, Health Centre, Ambulance Station, Schoolhouse or Heliport)

| <b>THIS FORM MUST BE COMPLETED IN FULL</b><br>Before your event can take place, MIID will require a copy of this booking form signed<br>(or returned to us via email) to indicate compliance with the terms and conditions. |  |           |  |
|---|--|-----------|--|
| <b>Contact Details</b>  |  |           |  |
| Name of <b>Organization</b> :   |  |           |  |
| Tel. of Organization:   |  | Alt Tel:  |  |
| Name of <b>Contact Person</b> :   |  |           |  |
| Tel. of Contact Person:   |  | Alt Tel:  |  |
| E-mail:   |  |           |  |
| <b>Event Details</b>  |  |           |  |
| Name of Event:  |  |           |  |
| Description/Nature of Event:  |  |           |  |
| Date of Event:  |  |           |  |
| Start Time:   |  | End Time: |  |
| Approx. Number of Attendees:  |  |           |  |
| Description of Attendees:<br>(check all that apply)   | <input type="checkbox"/> Public <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers |           |  |
| Area(s) Requested:  |  |           |  |
| Additional Comments:  |  |           |  |

| <b>Emergency Procedures</b>   |  |   |
|---|--|---|
| Initial in each box marked with an * to acknowledge important safety information: |  |   |
| Safety  | The <b>Contact Person must be on-site and reachable by telephone</b> for the duration of the event. In the case of an emergency services response, administration will contact the event coordinator with detailed instructions.   | * |
| Heliport  | Take note of the heliport landing zone lighting immediately surrounding the helipad and health centre. Lights will be illuminated prior to a helicopter landing. Helicopter wash can cause significant damage. All furnishings, belongings and loose items must be immediately secured and attendees must keep a safe distance away. | * |
| Emergency Services Response   | Expect heavy vehicle traffic in the event of an emergency services response. Keep a safe distance from all vehicle traffic areas including the heliport.   | * |

| <b>Terms and Conditions</b>   |   |   |
|---|---|---|
| An authorized signatory must initial in each box marked with an * to agree to the terms and conditions. |   |   |
| Insurance & Liability   | Depending on the nature of the event, proof of insurance may be required.   | * |
| First Aid   | First aid for event purposes is the responsibility of the Contact Person. In the event of an emergency dial 911.  | * |
| Parking   | Parking is provided <b>only</b> in the parking area at the front of the fire hall building at 520 Felix Jack Rd. Guest parking is not permitted anywhere else on the property.            | * |
| Impact & Damage   | Groups causing damages will be assessed a damage fee equal to the restoration cost.   | * |
| Furniture & Furnishings   | No furniture or furnishings may be moved without prior permission. All event furniture or furnishings must be removed at the end of the event.  | * |
| Child Protection  | Attendees under the age of 19 are the responsibility of the event coordinators. If children will be a part of your event please provide more detailed information in the comment section. | * |

| <b>Liability Waiver</b>  |   |
|--|---|
| Initial in box marked with an * to acknowledge liability:  |   |
| <p>Mayne Island Improvement District (MIID) and Mayne Island Fire Rescue (MIFR), including Volunteers, Employees, Trustees and Contractors, assume no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the outdoor grounds. Users must agree to indemnify and hold harmless MIID and MIFR including Volunteers, Employees, Trustees and Contractors against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any of the outdoor grounds. MIID and MIFR including Volunteers, Employees, Trustees and Contractors are not responsible for any theft or damage to user's property.</p> | * |

| <b>Declaration</b>   |            |
|--|------------|
| By signing below, I certify that I have read and agree to abide by Mayne Island Improvement District's terms and conditions of exterior grounds use as outlined above. |            |
| Print Name:  | Signature: |
| Date:  |            |

| <b>Staff Authorization</b>   |            |
|--|------------|
| Authorizing staff member must be present for the duration of the event |            |
| Print Name:  | Signature: |
| Position/Title:  | Date:      |

**Mayne Island Improvement District**  
 520 Felix Jack Rd, Mayne Island BC V0N 2J2  
 250-539-5116    [miid@shaw.ca](mailto:miid@shaw.ca)

# Mayne Island Improvement District

## Electronic Mail Policy & Agreement

1. Scope
2. Interpretation
3. Compliance
4. Privacy, Audit, Investigation or Litigation
5. Retention and Disposition
6. Permitted Uses
7. Prohibited Uses
8. Monitoring
9. Sanctions
10. User's Acknowledgement of Policy

### 1. SCOPE

This electronic mail policy applies to all Mayne Island Improvement District (MIID) staff, management, service providers and volunteers. This policy is subject to MIID's records management policies, procedures and systems.

### 2. INTERPRETATION

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"records management system" includes a system used by MIID to manage the records from record creation through to records disposal.

### 3. COMPLIANCE

All MIID electronic messages and the electronic message system that produces them are the property of MIID. MIID staff, trustees and volunteers must comply with this policy. In order to ensure compliance with this policy, all staff and trustees will be provided with a MIID email account to conduct business on behalf of MIID.

### 4. PRIVACY, AUDIT, INVESTIGATION OR LITIGATION

This policy is subject to the *Freedom of Information and Protection of Privacy Act* and subject to any audit, investigation, or litigation involving MIID. Outgoing messages should include the following disclaimer statement:

"This e-mail and any attachments may contain confidential material and are solely for the use of the intended recipient(s). If you have received this e-mail in error, please notify the sender immediately and delete this e-mail. If you are not the intended recipient(s), you must not use, retain, copy or disclose any information contained in this e-mail."

### 5. RETENTION AND DISPOSITION

MIID has the exclusive right to determine the retention and disposition of all electronic messages and the electronic message system that produces them, subject to MIID's records management policies, procedures and systems.

**6. PERMITTED USES**

Users of the electronic mail of MIID are required to comply with permitted uses as determined by MIID. These permitted uses include compliance with MIID’s policies, procedures and standards for legal and ethical communication using electronic messages. Users must:

- Use appropriate and responsible message language and content;
- Use proper identification and return misdirected mail to the sender;
- Attempt to purge their inbox and unnecessary messages when needed;
- Attempt reasonable editorship and proofreading;
- Ensure that alternate contact information is displayed on messages when on extended absences (“out-of-office reply”).

**7. PROHIBITED USES**

The following actions constitute unacceptable use of electronic mail. This list is not exhaustive, but is included to provide a frame of reference for types of conduct that are deemed unacceptable. Electronic mail must not:

- Contain content that may cause embarrassment, loss of reputation, or other harm to MIID staff, trustees or volunteers;
- Transmit or receive pornographic, offensive or obscene material;
- Conduct personalized attacks, harassment or cyber-bullying;
- Introduce any viruses or malware, or maliciously tamper with any resources;
- Send unsolicited bulk emails (“spam”);
- Contain material prohibited by existing legislation, regulations or standards; or
- Violate copyright or privacy laws.

**8. MONITORING**

MIID has the right to monitor the use and content of all electronic messages and the electronic message system that produce them, including user compliance with this policy.

**9. SANCTIONS**

MIID has the right to impose sanctions on users who violate this policy. Sanctions may include loss of Internet and electronic mail access and disciplinary action (including termination of employment or contract) and prosecution for illegal acts.

**10. USER’S ACKNOWLEDGEMENT OF POLICY**

By using MIID’s electronic messages and the electronic message system that produces them, the user acknowledges that the user has read this policy, understands this policy, agrees to comply with this policy and understands that failure comply with the policy may result in sanctions against the user.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# Mayne Island Improvement District

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## ADMINISTRATIVE REPORT – MARCH 23<sup>RD</sup>, 2021

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As only one nomination was received, I am pleased to announce that Trustee Wayne Peace will remain on the Board for a further 3-year term beginning next month. At the April board meeting the Board will need to elect the Chair and Deputy Chair and confirm each Trustee would like to remain in their current trustee delegate role.

To follow up with the approved amendments related to the draft Grounds Usage Policy and Event Application presented to the Board last month, I have included the final draft of the policy and agreement for Board approval.

Upon recommendation by the Ministry, I have included Bylaw 207, the amendment to the Meeting Procedures Bylaw for approval of the Board. This bylaw will permanently allow for the electronic participation of Trustees at Board meetings during extraordinary circumstances that prevent trustees from attending in person.

I have provided a copy of Bylaw 161, the Fire Department Establishment and Operation Bylaw. After a recent review of the Bylaw, I have highlighted some areas of suggested changes that the Fire Chief and I would like to review with the Board. I have indicated those areas that we would like to discuss and those areas that have been previously amended for your reference.

While working on the Records Retention Policy it came to my attention that the existing Email Policy needed revising to be compliant. Instead of amending the old policy we have brought forward a draft based loosely on an example provided by the LGMA and personalized for our use.

Since the recent Ministerial order allows for the separation of the AGM and elections, I have removed any reference to the election at the AGM in the Trustees Election Procedure Policy and ask for Board approval. Removal of this reference will provide greater flexibility of the election process. For example, this year we were not be able to hold the election at the same time as the AGM.

As it is nearly tax time, the Board must motion to approve any exemptions to the Health Centre Tax Levy and set the penalty rate prior to presenting the taxation bylaw the following month. This year I will recommend to the Board that they continue to exempt foreshore properties and set the penalty at 15%. Last year the Board exempted the church properties for the first time, prior to this they had been exempted by the Province. The Board will want to consider whether this is an exemption that they would like to make this year as well.

The Auditor is still performing her review. I have been working with her to prepare a somewhat challenging audit this year due to in person COVID restrictions. At this time, I have not received the draft financials however, the Board does not need to accept these until the April board meeting. The Ministry requires copies of the accepted financial statements no later than May 15<sup>th</sup>.

I was informed by the Ministry that we do not require the Records Retention Bylaw approved last month and in fact the policy is all that is required for Improvement Districts. There is no action required since we approved the Records Retention Policy and Schedule last month as well.

# Mayne Island Improvement District

## ADMINISTRATIVE REPORT – MARCH 23<sup>RD</sup>, 2021

We are currently following up with any potential tax sale property owners to avoid the tax sale process. Typically, we begin with a letter about this time and then follow up when the tax notices are sent out indicating the date in which the tax sale process will begin if payment is not made. At this time there are 35 properties on the list, not an unusual number for this time of year.

Sincerely,

Katherine Somerville  
Corporate Administrative Officer

| <u>Health Centre Tax Summary 2021</u> |                 |                       |
|---------------------------------------|-----------------|-----------------------|
| At March 19, 2021                     |                 |                       |
|                                       | # of Properties | \$ Amount Outstanding |
| Current Year                          | 0               | 0                     |
| Arrears                               | 268             | 9,509.19              |
| Delinquent                            | 53              | 2,215.42              |
| Credit Balances                       | 62              | (2,480.45)            |
| Total Outstanding                     |                 | <u>\$9,244.16</u>     |

**Attachments:**

FD & HC Budget vs. Actual (Prd 2, 2021)  
Balance Sheet (Prd 2, 2021)

**Action Items:**

Motion/Approval – Policies and Bylaw



# Fire Department Report

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



Date: MIID Board Meeting March 23<sup>rd</sup> 2021  
Fire Department summary to date

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

## Alarms: 12

There were 12 fire department responses in February. 3 BCAS assists, 2 for trees on hydro lines, 2 duty officer pages, 3 First Responder calls and 2 for chimney fires.

| Date                 | Time  | Type                   | T.O.S. | Responders |
|----------------------|-------|------------------------|--------|------------|
| Feb 3 <sup>rd</sup>  | 17:04 | DO-Stuck vehicle       | :17    | 1          |
| Feb 4 <sup>th</sup>  | 15:27 | First Responder        | :03    | 4          |
| Feb 7 <sup>th</sup>  | 08:00 | First Responder        | :17    | 5          |
| Feb 8 <sup>th</sup>  | 13:02 | First Responder        | :12    | 6          |
| Feb 10 <sup>th</sup> | 20:46 | BCAS Assist            | :12    | 2          |
| Feb 11 <sup>th</sup> | 07:54 | Chimney fire           | :16    | 15         |
| Feb 11 <sup>th</sup> | 12:40 | Tree on hydro lines    | :10    | 3          |
| Feb 14 <sup>th</sup> | 10:10 | BCAS Assist            | :12    | 5          |
| Feb 14 <sup>th</sup> | 16:00 | Tree on hydro lines    | :16    | 9          |
| Feb 21 <sup>st</sup> | 13:12 | Chimney fire           | :15    | 14         |
| Feb 22 <sup>nd</sup> | 11:16 | BCAS assist            | :19    | 4          |
| Feb 22 <sup>nd</sup> | 15:41 | DO-open burn complaint | :07    | 1          |

## Response

Cal volume is trending upwards and MIFR is ready to respond with protocols to minimize potential COVID exposure to the public and to the membership.

## Attendance

Pager Responses: 138 hrs. Fire Practice: 172 hrs. Special training/Community Events: 306 hrs.

## Practice and education

February practice focused on Fire extinguishers and salvage and overhaul.  
First Responder practice focused on patient assessment and musculoskeletal, chest, abdominal and pelvic injuries.

MIFR has resumed in person practices and the membership is responding positively.

| Active personnel | Firefighter 1 & 2 and Exterior | First Responder | FF in training |
|------------------|--------------------------------|-----------------|----------------|
| 26               | 25                             | 1               | 10             |

### **Equipment and Apparatus**

The shipment of SCBA packs has gone missing from the shipping company warehouse in Burnaby and cannot be located. New units are being manufactured and should be here in April at the earliest.

### **News**

I'm really pleased to announce that MIFR has 4 newly minted First Responder instructors And 6 new First Responders.

Fire Chief Kyle Stobart