



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, May 9th, 2023 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

- 1. CALL TO ORDER**
- 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA**
- 3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**
April 4th, 2023-Regular Board Meeting
- 4. BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 5. CORRESPONDENCE**
None
- 6. REPORTS**
 - 6.1 Administrative & Finance – Katherine Somerville, CAO
AGM package
Bylaw 216, 217
 - 6.2 Fire Department – Kyle Stobart, Fire Chief
 - 6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief
Occupational Health & Safety Committee Minutes March 30, 2023
 - 6.4 Training Report – Eric Walker, Deputy Fire Chief
- 7. TRUSTEE DELEGATE & COMMITTEE REPORTS**
 - 7.1 Fire Hall Operations Delegate – Trustee McKinnon
 - 7.2 Finance Delegate – Trustee Peace
 - 7.3 Human Resources Delegate – Trustee Hill
 - 7.4 Health Centre Operations Delegate – Trustee Milne
 - 7.5 Policy Committee Delegate – Trustee Milne
Policy Committee Meeting Minutes March 14th, 2023 & April 11, 2023
DRAFT – Organizational Chart
DRAFT - Credit Card Policy & Agreement
DRAFT - Driver’s Abstract Policy
DRAFT - Expense Reimbursement Policy
DRAFT – Food & Beverage Form C
DRAFT – Purchasing Policy
 - 7.4 Garbage Committee – Trustee Dearden
- 8. NEW BUSINESS**
- 9. COMMUNICATIONS**
- 10. NEXT BOARD MEETING DATES**
June 17th, 2023
- 11. IN CAMERA**
Approval of Minutes
- 12. ADJOURNMENT**



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, May 9th, 2023@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Debra Milne & Wayne Peace (via ZOOM)
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Eric Walker, Deputy Fire Chief
Janelle Lawson, Administrative Assistant
Absent with Notice: Trustee Brian Dearden
Guest, MIHCA Representative Lyndsay Allen

1. CALL TO ORDER

The meeting was called to order at 1 pm by Chairperson, Doug Hill.
Trustee Hill acknowledged that the meeting was taking place on the traditional territory of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the agenda as presented. CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of April 11th, 2023. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

A discussion was held regarding engaging a lawyer for the MIVFFA lease renewal.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the spending of up to \$2000 on legal fees related to the renewal of the Lease Agreement between MIID and MIVFFA. CARRIED

¹ Administrative & Finance Report

AGM Package

MOTION: Trustee Hill moved and Trustee Milne seconded the motion to accept the AGM Package as presented. CARRIED

Bylaw 216 2023 Fire Department Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud).

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to pass Bylaw No. 216 Accounting and Taxation Software Upgrade. CARRIED

Bylaw 217 2023 Health Centre Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud).

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to pass Bylaw No. 217 Accounting and Taxation Software Upgrade. CARRIED

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to authorize the CAO to enter into an agreement to upgrade the accounting and taxation software to iCity Step Up to Cloud. CARRIED

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

6.2 Fire Department Report²

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Fire Chief's Report. CARRIED

6.3 Occupational Health and Safety Committee Reports³

Deputy Chief Walker shared the findings of the annual Facility Inspection Report and subsequent action items.

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

6.4 Training Report

Deputy Chief Walker discussed the Training Report, Trustee Milne inquired about membership and recruitment. Deputy Chief Walker reported there will be a recruitment campaign this summer.

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

² Fire Department Report

³ OH&S Committee Meeting Minutes – March 30th, 2023

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Trustee McKinnon met with Fire Chief Stobart and reported that Officer's meeting minutes will be shared with the Fire Hall Delegate going forward. If there is anything he feels should be shared with the Board he will do so.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Employee performance appraisals have all been signed and returned.

7.4 Health Centre Operations

Delegate from MIHCA requested to attend the next MIID Regular Board Meeting to discuss their upcoming strategic plans. CAO will send an invite.

7.5 Policy Committee

Policy Committee Meeting Minutes March 14th and April 11th, 2023 were presented to the Board.

The draft Organizational Chart was presented to the Board for review.

MOTION: Trustee Hill moved and Trustee Peace seconded the motion to approve the Organizational Chart. CARRIED

The amended Credit Card Policy and Agreement was presented to the Board for review. A brief discussion was held regarding tipping and gratuities. It was decided to discard changes removing tipping and gratuities from the draft. The CAO will review how much is spent on tipping for a three-month period and bring that information back to the Board at the next regular meeting. A final decision as to whether or not to remove tipping and gratuities from the policy will be made at that time.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the Credit Card Policy & Agreement as amended. CARRIED

The draft Driver's Abstract Policy was presented to the Board for review.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Driver's Abstract Policy as amended. CARRIED

The amended Expense Reimbursement Policy and new Form C were presented to the Board for review.

It was decided to remove tips and gratuities as excluded expenses; To change the mileage rate to .68 cents per kilometer and increase the per diem for meals to \$20 for breakfast, \$30 for lunch and \$40 for dinner to a maximum of \$90 daily.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Expense Reimbursement Policy as amended. CARRIED

The amended Purchasing Policy was presented to the Board for review. It was decided to amend the policy where “Officers” are named with clear titles.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to approve the Purchasing Policy as amended. CARRIED

8. COMMUNICATIONS

An ad was placed in the May MayneLiner for a Call for Nominations, another ad will be placed in the June MayneLiner advertising the AGM.

9. NEXT BOARD MEETING DATES

June 17th, 2023 – Annual General Meeting

10. IN CAMERA

The Chair asked for a motion to go in-camera to approve the past meeting minutes.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to go in camera at 2:15pm. CARRIED

Following the Adjournment of the in-camera portion of the meeting, the regular Board meeting was reconvened at 2:21 pm.

11. OTHER BUSINESS

None.

12. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:21 pm by motion made by Trustee McKinnon.

Transcribed by: Janelle Lawson, Administrative Assistant
Approved


Doug Hill, Chair

07/18/2023
Date

Mayne Island Improvement District

ADMINISTRATIVE REPORT – MAY 9TH, 2023

Board of Trustees,

I am currently compiling the draft AGM meeting package for distribution to the Board. The package does need to be approved by the Board prior to circulation to the public. The call for nominations ad is in the May issue of the Mayneliner. Nominations close May 15th at noon. I believe both Bob and Brian have decided to run for re-election.

I haven't received the 2023 Health Centre Taxation Bylaw back from the Ministry. I am hoping we receive the bylaw before the end of the month in order to that notices are sent out in a timely fashion. Unfortunately, our new contact at the Ministry is unable to expedite the bylaw. Tax notices cannot be sent out until the bylaw is approved and registered with the Inspector.

I have been in touch with a lawyer to prepare the changes to the MIVFFA lease, I hope to have those back for the Board to review by the next Board meeting.

To follow up from our conversation at the last Board meeting, I inquired with the financial software provider regarding the storage of information in the Cloud. I was informed that all cloud information is stored in Canada. I therefore prepared the two bylaws needed to withdraw funds from the reserves for the transition of the financial software to the cloud.

In regard to the rain water hook up to the water storage tank in the front parking lot, the plumbing contractor is coordinating with the machine operator this coming weekend. After their meeting I will have a timeline for completion of the work. I am optimistic we are getting closer to getting the work started.

I am still waiting for the electrician to complete the exterior lighting work.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 4, 2023; Prd 4, 2023)
Balance Sheet (Prd 4, 2023)

Action Items:

<u>Health Centre Tax Summary 2023</u>		
May 5 th , 2023		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.
Arrears	254	11,389.05
Delinquent	77	2,410.87
Credit Balances	59	(3,837.70)
Total Outstanding		<u>\$9,962.22</u>

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 216**

A bylaw to authorize the disbursement of monies from the Fire Department Capital Works Renewal Reserve Fund.

WHEREAS there is an estimated unappropriated balance in the Fire Department Capital Works Renewal Reserve Fund of five hundred and one thousand, two hundred and twenty-seven thousand dollars and ninety-eight cents (\$501,227.98) as at the 9th day of May, 2023 which amount has been calculated as follows:

Balance in Fund on December 31, 2022	\$491,623.09
Add: Budgeted additions to fund, interest	\$ 9,604.89
Deduct: Total disbursements & outstanding appropriated funds to-date	\$ 0.00
Unappropriated balance in Reserve Fund as of May 9 th , 2023	\$501,227.98

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for expenses related to upgrading the accounting and taxation software to iCity Step Up to Cloud.

The Trustees of the Mayne Island Improvement District ENACTS AS FOLLOWS:

1. The sum of up to eight thousand, five hundred dollars (\$8,500.00) is hereby appropriated from the Fire Department Capital Works Renewal Reserve Fund for financial software upgrade.
2. The expenditures to be carried out by the monies hereby appropriated will be more particularly specified and authorized by motion, to be passed by the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said Reserve Fund.
4. This bylaw may be cited as the "2023 Fire Department Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud)".

INTRODUCED and given first reading by the Trustees on the 9th day of May, 2023.

RECONSIDERED and finally passed by the Trustees on the 9th day of May, 2023.

Chair of the Trustees

I hereby certify under the seal of the Mayne Island Improvement District that this is a true copy of Bylaw No. 216 of the Mayne Island Improvement District, passed by the Trustees on the 9th day of May, 2023.

Corporate Administrative Officer

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 217**

A bylaw to authorize the disbursement of monies from the Health Centre Capital Works Renewal Reserve Fund.

WHEREAS there is an estimated unappropriated balance in the Health Centre Capital Works Renewal Reserve Fund of sixty-three thousand, eight hundred seventy-five dollars and thirty cents (\$63,875.30) as at the 9th day of May, 2023 which amount has been calculated as follows:

Balance in Fund at December 31, 2022	\$ 62,652.04
Add: Budgeted additions to fund & interest	\$ 1,223.26
Deduct: Total disbursements & outstanding appropriated funds to date	\$ 0.00
Unappropriated balance in Reserve Fund as at May 9 th , 2023	\$ 63,875.30

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No. 105, for expenses related to upgrading the accounting and taxation software to iCity Step Up to Cloud.

The Trustees of the Mayne Island Improvement District ENACTS AS FOLLOWS:

1. The sum of up to eight thousand, five hundred dollars (\$8,500.00) is hereby appropriated from the Health Centre Capital Works Renewal Reserve Fund to be expended for financial software upgrade.
2. The expenditures to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by motion, resolution or bylaw passed by the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said Reserve Fund.
4. This bylaw may be cited as the "2023 Health Centre Capital Works Reserve Fund Disbursement Bylaw (iCity Step Up to Cloud)".

INTRODUCED and given first reading by the Trustees on the 9th day of May, 2023.

RECONSIDERED and finally passed by the Trustees on the 9th day of May, 2023.

Chair of the Trustees

I hereby certify under the seal of the Mayne Island Improvement District that this is a true copy of Bylaw No. 217 of the Mayne Island Improvement District, passed by the Trustees on the 9th day of May, 2023.

Corporate Administrative Officer

Fire Department Report

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



Date: MIID Board Meeting May 9th 2023
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 6				
MIFR attended 6 pager responses in April. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Apr. 2	9:57	Duty Officer-Public assist	N/A	1
Apr. 4	14:21	Hydro pole fire	:07	10
Apr. 6	19:43	First Responder	:18	4
Apr. 10	18:04	First Responder	:17	5
Apr. 12	21:28	First Responder	:14	2
Apr. 14	11:27	Duty Officer-Open burn complaint	:07	1

Response
Although emergency response numbers have been increasing to seasonal norms post COVID, last month was slow for the department, we have had twice the number of calls in April in the past. As always MIFR is ready to respond 24/7.

Attendance
Pager Responses: 44 hrs. Fire Practice: 126 hrs. Special training/DO/Community Events: 0 hrs.

Practice and Education			
Active personnel	Firefighter 1 & 2 and Exterior	Youth and Work Experience	Firefighters in training
19	19	4	6
The 2022 recruit class attended Live Fire training in March. They now need Hazmat training to complete their accreditation to Full-Service Firefighters.			

Equipment and Apparatus
Utility 1 is currently in body shop for repairs-Tender 3 is waiting for notification of parts arrival before booking a repair date.

News

MIFR is in the process of becoming a Red Cross training partner, after which we can train First Responders in house.

Training should commence by summer of this year.

A firesmart/chipping day is scheduled for May 26th at the firehall. Residents can get branches chipped and learn about how to protect their homes from wildfire.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Thursday March 30th, 2023

Present:

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

Absent: Fire Chief K. Stobart

Guests:

None

Meeting called to order at 13:00 hours, March 30th, 2023

1. Agenda:

K. Somerville moved and R. Edwards seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. Previous Minutes of the OH&S Committee Meeting:

K. Somerville moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held February 14th, 2023.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Repairs to Tender 3 – K. Stobart

E. Walker reported that there is no update on the repairs to Tender 3 since the last meeting.

b) Rear Parking Lot Lighting – K. Somerville

K. Somerville reported that the electrical contractor has ordered replacement lights for the three existing exterior light poles.

c) Utility 1 Repairs – K. Stobart

E. Walker reported that there is no update on the repairs to Utility 1 since the last meeting.

4. New Business:

a) Fire Department Facility Inspection – E. Walker

A Facility inspection was conducted by all members present. The initial findings are attached.

Adjournment: The meeting was adjourned at 13:35 hours, March 30th, 2023.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Please submit any items to include on next month's agenda to: ewalker@mayneid.ca or telephone 250 539 5156; or drop-off at the fire hall.

Next OHS Meeting will be Tuesday April 11th at 13:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report May 9, 2023



Training



Five of our newest members completed their Live Fire Level 1 & 2 training at Pender Island Fire Rescue on March 31st, April 1st, and April 2nd. Once these members complete Hazardous Materials Operations training, they will all be accredited Full-Service Fire Fighters.

I have received very positive feedback from Pender about this particular group of fire fighters. They were hard-working, and well-prepared for the three days of intense training.

Other News

In January of 2023, The District was informed that my grant application to the Union of BC Municipalities in the amount of \$24,989.44 for a *Forcible Entry Training Program* was approved. The money from this grant is for the purchase of forcible entry props and tools. I have since begun to purchase this training equipment and have received some of the forcible entry tools.

Moving Forward

Hazmat Training - Hazardous Materials Operations training is tentatively scheduled for summer 2023 and will take place at Pender Island Fire Rescue. We plan to send at least five of our members to this training weekend.

Red Cross Training Partner – Mayne Island Fire has begun the application process to become a Red Cross training partner. This partnership would allow us to deliver in-house medical training to certify new medical first responders. We currently have two trained Red Cross instructors within our ranks.

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Eric Walker".

Eric Walker – Deputy Fire Chief & Training Officer

For Your Information

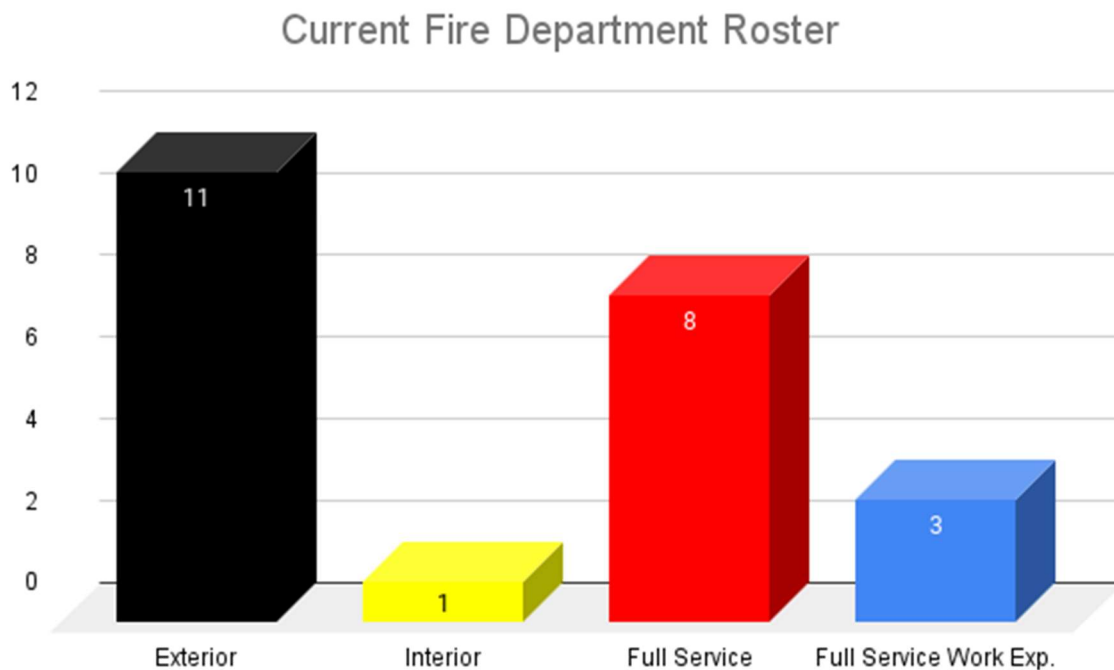
Mayne Island Fire has members trained to the following service level as defined by the *British Columbia Fire Service Minimum Training Standards Structure Firefighters Competency and Training PLAYBOOK*:

Exterior Operations Level – Exterior Fire Fighters can respond to all types of fire incidents as well as other incidents such as motor vehicle incidents, and rescues and participate in fire suppression efforts from the exterior of structures.

Interior Operations Level – Interior Fire Fighters can respond to all types of incidents and can enter simple structures such as houses and participate in fire suppression efforts from the interior.

Full Service Operations Level – Full Service Fire Fighters can respond to all types incidents, can enter simple and complex structures (such as commercial buildings) during fire suppression efforts, and can lead a fire fighting team. Full Service Fire Fighters can also work towards becoming department officers.

Note – All levels of fire fighters may also train to become medical first responders.



Respectfully Submitted

Eric Walker – Deputy Fire Chief & Training Officer



Community

Mayne Island Improvement District

FIRE PROTECTION
HEALTH CENTRE BUILDING
HELIPORT
GARBAGE COLLECTION

