



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, May 9th, 2024@ 1:30pm

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

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

Guests: Rob McFarlane, Representative from Mayne Island Health Centre Association
Karen Noyes, BCAS

1. CALL TO ORDER

The meeting was called to order at 1:26 pm by Chairperson, Doug Hill. He acknowledged that the meeting was taking place on the traditional lands of the Coast Salish People.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Added to item 7.4 Health Centre Trustee Delegate report: email from RCMP.

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of April 11th, 2024.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

- Acceptance of Audited Financials

¹ Administrative & Finance Report

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to accept the 2023 Audited Financials as presented.

CARRIED

- **Acceptance of Annual Package**

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Annual Package as presented.

CARRIED

- **Reorganizing Meeting**

To be determined later as there will be a new trustee.

- **AGM Date**

Discussion around changing the date of the AGM. There is expected to be a quorum, but two trustees will be absent. June 15th or July 6th are potential dates. To be determined later by email.

CAO Somerville updated the Board; the accounting and taxation system software will begin moving to the Cloud next week.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the Administrative and Financial Report.

CARRIED

6.2 Fire Department Report ²

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the Fire Chief's report.

CARRIED

6.3 Occupational Health and Safety Committee³

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

CARRIED

6.4 Training Report⁴

Deputy Chief Walker updated the Board that they are moving ahead with training for the new recruits to become full-service firefighters.

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

CARRIED

7. TRUSTEE DELEGATE REPORTS

² Fire Department Report

³ Occupational Health and Safety Committee

⁴ Training Report

7.1 Fire Hall Committee Report

Chief Stobart gave a brief update on the water storage collection project. The tanks are in place and a contractor has been hired to complete the plumbing. An Open House for community emergency preparedness is planned for Saturday the 11th. Open burning will most likely close before the May Long Weekend.

Long-Term Disability- Trustee McKinnon reported briefly that the Board is considering Long-Term Disability options for staff. The Board has not yet had a chance to discuss this. The CAO will re-send the financial information regarding this to Trustees for discussion at the next regular Board meeting.

7.2 Finance Committee

Audited financial statements accepted.

7.3 Human Resources

Employee Annual Reviews have concluded.

7.4 Health Centre Operations

An email from RCMP was forwarded regarding the storage facility for deceased persons. It is currently not sufficient for long-term storage. A discussion was held on this.

7.5 Policy Committee

DRAFT Diversity Policy⁵

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the Diversity Policy as presented.

CARRIED

7.6 Garbage Committee

Nothing to report.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the Trustee Delegate Reports.

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

AGM June 22nd, 2024

11. TOWN HALL

Rob McFarlane discussed the MIHCA Health Fair happening May 25th. Mobile dental cleaning unit will be coming to Mayne Island.

12. IN CAMERA

None.

⁵ Diversity Policy Draft

13. ADJOURNMENT

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

Approved:

Doug Hill, Chair

Date

Recorded and transcribed by J.Lawson.

DRAFT



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Thursday, May 9th 2024 @ 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 11th, 2024 -Regular Board Meeting

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

- **Acceptance of Audited Financials**
- **Acceptance of AGM Package**
- **Reorganizing Meeting Date**
- **AGM Date Change**

6.2 Fire Department – Kyle Stobart, Fire Chief

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

Occupational Health & Safety Committee Minutes, April 2nd, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

7. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

Long-Term Disability

7.2 Finance Delegate – Trustee Peace

7.3 Human Resources Delegate – Trustee Hill

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

DRAFT Diversity Policy

7.6 Garbage Committee Delegate – Trustee Milne

8. NEW BUSINESS

9. COMMUNICATIONS

10. NEXT BOARD MEETING DATES

AGM June 22nd, 2024

11. TOWN HALL

12. IN CAMERA

Approval of Meeting Minutes April 11th, 2024.

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, April 11th, 2024@ 1:00 pm

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

Present: Trustees Doug Hill, Brian Dearden, Bob McKinnon
& Wayne Peace
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Guests: Rob MacFarlane, Representative from Mayne Island Health Centre Association

Absent with notice: Trustee Deb Milne

1. CALL TO ORDER

The meeting was called to order at 1:13pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the minutes from the Board Meeting of March 20th, 2024.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

5. CORRESPONDENCE

None

6. REPORTS

6.1 Administrative & Finance Report¹

- 2024 Health Centre taxation exemptions list

Discussion was held regarding comparison of the tax rate to last year's rate. CAO explained that the difference would be small. She will provide a complete comparison report to the Board for information purposes subsequent to the Board meeting.

¹ Administrative & Finance Report

There are 90 properties on the tax exemption list: consisting of 86 foreshores, 3 Water District properties, and the Anglican Diocese' secondary property on Georgina Point Road.

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the Health Centre taxation exemptions list as presented.

CARRIED

- **2024 Tax Sale date**

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to approve the 2024 Tax Sale date of October 31st, 2024.

CARRIED

- **Minimum taxation**

Per Bylaw 219, minimum is set at \$15.

- **Bylaw 219, Health Centre and Heliport Tax Rates Bylaw**

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve Bylaw 219, Health Centre Taxation Bylaw as presented.

CARRIED

Call for nominations ad will be going into the Mayne Liner next month. There is one Trustee position up for election. Nominations will close on May 15th.

CAO Somerville requested the May Board meeting be moved to May 9th, for the Board to approve the audited financials and submit them to the Province by May 15th.

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

CARRIED

6.2 Fire Department Report²

Trustee McKinnon noted that there are still two members who need to provide an updated criminal record check. The Fire Department will be hosting an Open House at the firehall on May 11th. The annual Mothers' Day Pancake Breakfast is May 12th.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Fire Chief's report.

CARRIED

6.3 Occupational Health and Safety Committee³

Engine 2 has had a replacement seat beat installed due to damage.

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

CARRIED

² Fire Department Report

³ Occupational Health and Safety Report

6.4 Training Report⁴

First Responder Red Cross training has concluded. April focused on scenario-based training. Next goal is to get the Exterior Firefighters certified as Full- Service. There are currently eight Full-Service Firefighters.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to accept the Training Report.

CARRIED

7. TRUSTEE DELEGATE REPORTS

7.1 Fire Hall Committee Report

Nothing to report.

7.2 Finance Committee

Nothing to report.

7.3 Human Resources

Trustee Hill reported that meetings have occurred regarding the complaint. Staff have received their annual reviews.

7.4 Health Centre Operations

Trustee Dearden reported that he is attending an inter-island health services meeting April 27th on Galiano. Will report back to the Board if anything is discussed that pertains to the Improvement District.

7.5 Policy Committee

DRAFT Parties and Events Policy

MOTION: Trustee McKinnon moved and Trustee Peace seconded the motion to approve the Parties and Events Policy as presented.

CARRIED

7.6 Garbage Committee

Nothing to report.

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to accept the Trustee Delegate Reports.

CARRIED

8. NEW BUSINESS

None.

9. COMMUNICATIONS

Call for nominations out May 1st in Mayne Liner and website. Ad for Open House in Mayne Liner as with Fire Smart tips as well.

10. NEXT BOARD MEETING DATES

May 9th, 2024 at 1:30pm.

⁴ Training Report

11. TOWN HALL

Rob MacFarlane reported that the Mayne Island Health Centre Association is hosting a Health Fair on May 25th at the Farmers Market.

12. IN CAMERA

Approval of March 20th, 2024 Meeting Minutes

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to go in camera at 1:37 pm.

CARRIED

The regular board meeting was reconvened at 1:46pm.

13. OTHER BUSINESS

None.

14. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:47pm by motion made by Trustee Peace.

Approved:

Doug Hill, Chair

Date

Recorded and transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT MAY 9TH, 2024

Board of Trustees,

At this time the auditor has not produced the final draft of the financial statements for Board acceptance. They will be sent to the Board for review separate of the meeting package but prior to the meeting. Accepted financial statements must be sent to the Ministry by May 15.

The annual reports from the staff for the AGM package will be sent to the Board for review next week.

The Board approved, 2024 Health Centre Taxation Bylaw has been sent to the Inspector of Municipalities for final approval and registration. It takes approximately 6 weeks for approval. Once I receive the bylaw back, we will be able to run the 2024 taxes. Based on the day the bylaw was submitted, we should be running taxes on or around the last week in May. However, if anyone would like to know how much their taxes will be I can provide this information anytime.

<u>Health Centre Tax Summary 2024</u>		
April 30 th , 2024		
	# of Properties	\$ Amount Outstanding
Current Year	0	0
Arrears	196	10,566.43
Delinquent	54	2,698.18
Credit Balances	60	(2,918.00)
Total Outstanding		<u>\$10,346.61</u>

The call for nominations ad is in this month's Mayneliner. There is one Trustee position up for election. It is my understanding that Trustee Peace will not be running for re-election. I encourage anyone who might be interested in volunteering to complete the nominations form. The nomination form is available in the Mayneliner, at miidonline.com or for pick up in the administration office at the Fire Hall. I would like to thank Trustee Peace for his contribution and volunteerism for the past three years.

The planned accounting software migration to the cloud is set to begin in May 14. As this transition is unfortunately occurring at tax time, I do anticipate some glitches during the implementation but I am confident we have a good support team on side that will ease with the transition.

Submitted by,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 4, 2024)
Balance Sheet (Prd 4, 2024)

Fire Department Report

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



Date: MIID Board Meeting May 9th 2024
Fire Department summary to date

Mayne Island Fire Rescue
Serving Our Community with Pride

Alarms:				
MIFR attended 9 pager responses in April See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Apr 2 nd	07:05	Structure Fire	:12	17
Apr 4 th	20:29	First Responder	:16	3
Apr 5 th	07:41	First Responder	:17	3
Apr 16 th	11:21	First Responder	:05	4
Apr 16 th	22:53	First Responder	:12	4
Apr 18 th	18:42	Smoke Report	:18	11
Apr 19 th	14:51	Smoke Report	:14	13
Apr 22 nd	09:19	First Responder	:17	6
Apr 28 th	15:30	Hydro Incident	:20	9

Response Ready!
Attendance
Pager Responses: 138 hrs. Fire Practice: 150 hrs. Special training, Community Events: 5 hrs. (First Responder training)

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
26	26	5	0
Our work experience program has increased to 5 members.			

Equipment and Apparatus
As Engine 1 nears the end of it's lifespan DC Walker and myself are looking at a replacement. We will attend a trade show at the FCABC conference in June.

News
MIFR officers are very happy with the make-up of the fire department, we believe we have the most dedicated, outstanding crew ever. We are hosting an open house open house on May 11 th .

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday April 2nd, 2024

Present:

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

Absent: None

Guests: None

Meeting called to order at 12:55 hours, April 2nd, 2024

1. Agenda:

K. Stobart 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. Stobart moved and R. Edwards seconded the motion to approve the minutes of the previous meeting, as presented, held, March 12th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes: None

a) Engine 2 Seatbelt Repair – K. Stobart

K. Stobart reported that the replacement seatbelt for Engine 2 has been ordered and is in transit.

4. New Business: None

Adjournment: The meeting was adjourned at 13:00 hours, April 2nd, 2024.

5. Agenda for Next Meeting TBA.

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 May 7th at 13:00 hrs.

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

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue

Deputy Chief's Report

May 2024



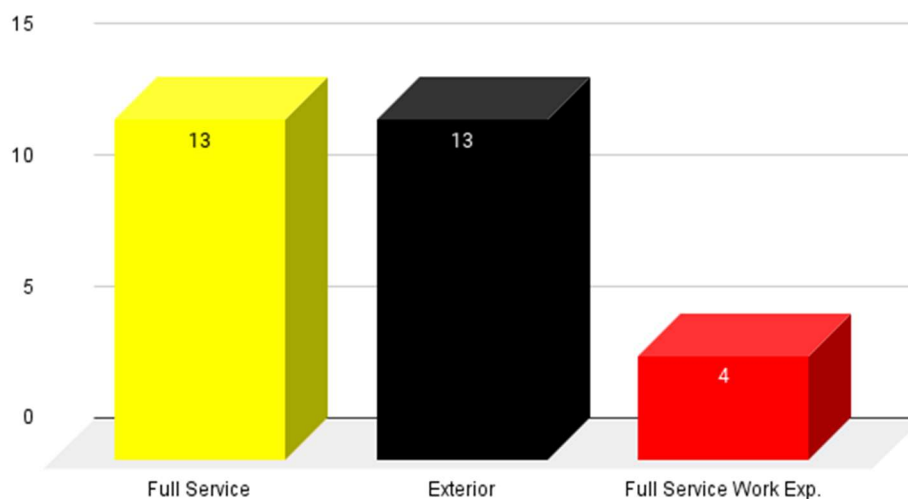
Training

April's training focused on "Search & Rescue" and "Fire Fighter Survival". These two skill-sets make up module number nine of the fifteen total modules required for *Full Service Fire Fighter* certification. The month's training was wrapped up with a training scenario involving fire fighters issuing a mock "May-Day" and requiring rescue and simulated medical treatment. Members of BC Ambulance Service (BCAS) joined us for this scenario and led the simulated medical treatment of the fire fighters. Following the scenario, the members from BCAS provided an operational demonstration of some of the equipment on the ambulance to our new first responders.

During April, our members worked on the last remaining items required to become licenced medical first responders. We have started to receive notice from the B.C. Ministry of Health of some members' *Emergency Medical Assistant First Responder (EMA FR) Licence Issuance*. We hope to receive these notices for all eleven of our new first responders in the coming weeks.

From May 13-16, I will be attending the annual *British Columbia Fire Training Officers' Association* (BCFTOA) conference in Squamish. I look forward to collaborating with our neighboring fire departments in the province and bringing back new knowledge to our department.

Current Fire Department Roster



Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Eric Walker".

Eric Walker – Deputy Fire Chief & Training Officer

Mayne Island Improvement District

DIVERSITY POLICY

POLICY STATEMENT

The Mayne Island Improvement District (MIID) recognizes the right of all employees to work in an inclusive environment free from violence, harassment, and intimidation in any form. It accepts its responsibility to work with employees, volunteers, and community to promote and help sustain working environments in which values expressed in legislation are evident, diversity is respected and supported, and equity is assured. This policy is a commitment to opportunity, capability, and human rights.

PURPOSE

In keeping with the BC Human Rights Code and the societal values enshrined in legislation, the MIID is committed to fostering an organizational and workplace culture and environment which embraces workforce equity, diversity, and inclusion across all areas and throughout all levels of the organization. By including and supporting all employees and volunteers the organization will be better prepared to meet the challenges of today and tomorrow, and the MIID will better reflect and engage with the community we serve and protect.

DEFINITIONS

“Diversity” within the context of this policy means, but is not limited to ancestry, colour, economic status, family status, family responsibility, gender, marital status, physical or mental disability, place of origin, political belief, race, religion, sexual orientation, gender identity/minority/expression and transgender status.

“Equity” within the context of this policy means removing systemic barriers and inequitable practices creating clear career pathways in workforce for employees and opportunities to participate for volunteers.

“Inclusion” within the context of this policy means fostering a culture where everyone is free to be their whole self which enable all members, whether from a majority or minority group(s) to contribute and feel welcomed, respected, and valued.

PROCEDURE

All employees, members of the Board of Trustees, and appointed members to board committees are expected to conduct themselves within the spirit and intent of this policy and contribute towards a safe, welcoming, and inclusive work environment.

Persons involved in a complaint under this policy shall ensure that the matter is kept confidential in accordance with the *Freedom of Information and Protection of Privacy Act*. Allegations that workplace practices, standards or operational guidelines are contrary to the spirit or intent of this policy will be investigated by the Corporate Administrative Officer and the Board Chair. In the unlikely event either the CAO or Board Chair are personally involved in a conflict related to any investigation the Board will appoint a replacement investigator to ensure an impartial process.

References:

BC Human Rights Code
Freedom of Information and Privacy Protection Act
MIID Respectful Workplace Policy
MIID Workplace Bullying and Harassment Policy

Reviewed and adopted on May 9th, 2024