



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, July 21, 2020 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd
Present: Trustees Brian Dearden, Debra Milne & Wayne Peace
Trustee Doug Hill (by telephone)
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 12:59 pm by Deputy Chair, Deb Milne.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Peace moved and Trustee Dearden seconded the motion to approve the agenda as circulated. 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 June 17, 2020. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

5.1 Email Correspondence

CAO Somerville referred to the email correspondence received related to garbage collection that was included with the meeting package for the information of the Trustees.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville presented the Administrative & Finance Report and elaborated upon outstanding tax accounts. She reported that the Ministry has sent out demand letters for the delinquent properties.

She referred to the upcoming requirement for 2021 budget preparations. It was decided to hold a budget meeting on September, 1, 2020.

¹ Administrative & Finance Report

The Health Centre is due for interior painting which was planned and budgeted for this year. The plan is to consult with the doctor about any concerns related to COVID when she returns to work at the end of the month. A tender will be posted in September for Health Centre cleaning services as the contract expires at the end of the year.

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

6.2 Fire Department Report²

Fire Chief Stobart presented the Fire Department Report as submitted. Trustee Milne inquired about feedback received regarding the new website. She remarked that the new site was a huge improvement and important information was more straightforward and easier to access. Chief Stobart explained that there is a new feature which allows inquiries to be made through the website.

Chief Stobart explained that the FireSmart wood chipper program previously planned will be deferred as the fire danger rating is now high and the weather forecast is reporting warm and dry conditions for the next week. CAO Somerville added that the tree-removal project at the property adjacent to the heliport is taking much longer than expected and that the contractor has been advised to complete the project with haste.

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to accept the Fire Department Report. CARRIED

6.3 Occupational Health and Safety Committee Report³

Chief Stobart presented the OH&S Report as submitted. He reported that the SCBA packs will need to be replaced earlier than planned. The packs were purchased heavily used with repurposed parts that have been patched together. Deputy Chief Walker added that some of the packs have been in for repairs multiple times. The repair technician had advised him that the control board of the PASS alarms are no longer being manufactured and existing replacement parts are becoming hard to find. He added that the hydrostatic bottles are in working order and tested every five years. The SCBA packs are inspected every year and are in working order at the present time. New SCBA packs would be more beneficial to the Department as they have a longer lifespan than previously used packs and would be under warranty. This will be discussed in detail during the upcoming budget meeting.

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

² Fire Department Report

³ OH&S Committee Meeting Minutes – June 15, 2020

7. TRUSTEE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate

Trustee Hill had nothing to report.

7.2 Finance Delegate

Trustee Peace reported that he had conferred with CAO Somerville regarding some discrepancies in the financial report. CAO Somerville explained that there was an issue with the report setup in the software and that she has fixed the problem.

7.3 Human Resources Delegate

Trustee Peace had nothing to report.

7.4 Health Centre Operations Delegate

Trustee Milne had nothing to report.

7.5 Garbage Committee

Trustee Dearden asked if there has been any follow-up from the Islands Trust. CAO Somerville reported that no communication has been received.

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

8. NEW BUSINESS

None.

9. COMMUNICATIONS

None.

10. NEXT BOARD MEETING DATES

August 18, 2020 at 1:00 pm – Regular Board Meeting

September 1, 2020 at 1:00 pm – Budget Meeting

11. IN CAMERA

None requested.

12. ADJOURNMENT

There being no further business, the Deputy Chair asked for a motion to adjourn. The board meeting was adjourned at 1:16 pm by motion made by Trustee Peace.

Approved:



Deb Milne, Deputy Chair

Sept 15/20
Date:

Recorded and Transcribed by H. Flynn

COMMENT ON MAYNE GARBAGE SERVICES ISSUE

The public interest of the Mayne Island community would be best served if Mayne Island Garbage Services (“MIGS”) continues providing its existing array of services--and most particularly its weekly household garbage collection service, at \$6.00 per bag.

If no alternative service provider proved available at the tendered price (\$7.50) per bag plus the additional property tax for associated garbage vehicle parking, it should be assumed that none will be forthcoming. Thus, any non-MIGS service will be even *more* expensive per bag (\$9?). For any additional waste services, residents must look to the available marketplace--good luck.

MIGS’s current service has not been reported as contravening any statutes, regulations, or by-laws. The issue presumably centres on some inconvenience, annoyance, or other ‘externality’ newly affecting a party, due to some change in how MIGS operates now versus the historical operation. In infrastructure services regulation situations like these are often resolved via some operational adaptation or a negotiated settlement compensating an affected party for objective economic loss. In this instance, there may well be a demonstrable property valuation dis-benefit from visual, audial, or other demonstrable ‘negative externality’ from MIGS’s operation having changed from what it historically was. If so, a suitable figure should be calculable.

Of course, the same community with regular garbage service has greater real estate appeal versus an otherwise comparable one without. Therefore, losing regular garbage service probably negatively impacts all property values on Mayne. Fortunately, we have quality real estate professionals in our community, who can offer learned advice about this--and hopefully, have.

As to a place to park a loaded garbage vehicle overnight, the Village Bay Ferry Terminal would seem a strong contender. Not only does BC Ferries already manage its own garbage transfer operations on site, the economics of removing any trash from Mayne inevitably involve BC Ferries, anyway. Further, BC Ferries is specifically mandated to look for revenue opportunities; new, overnight parking revenue would seem to fit exactly into that objective.

It would seem preferable to, say, pay MIGS \$7.00 per bag, with the added \$1.00 split between \$0.50 to BC Ferries for overnight parking on Monday nights, and \$0.50 to MIGS for the added operational complication of leaving their trucks at Village Bay Monday overnight--rather than driving down there on Tuesday morning, to take them down there for the same ferry.

Ultimately, supporting an established, local company, who provides an array of services, and is ‘on the right side of the ferry schedule,’ is preferable to any off-island service provider--and certainly one with fewer services at a higher annual cost.

We support MIGS continuing their fine service, and would support the Island Trust in any efforts they may find necessary to facilitate this outcome.

Regards, JOANNE ROBERTS, TONY ROBERTS

LAURA POINT

From: Penelope Reid <pennyareid@icloud.com>
Sent: June 20, 2020 9:27 AM
To: miid@shaw.ca
Cc: jdodds@islandstrust.bc.ca; dmaude@islandstrust.bc.ca; drogers@islandstrust.bc.ca
Subject: J&P Reid Feedback to/from MIID re Garbage Service on Mayne Island

Dear Katherine:

We appreciate your feedback and clarification about our island garbage service. Thanks for explaining MIID's role as we obviously misunderstood your position. We are very glad of the care, the time and effort MIID members and Trustees have contributed to attaining a viable solution to garbage collection. Over the years, we realize there have been numerous issues, inconsistencies, and the fact it's not been a money maker. Garbage growing pains! Understandably, no doubt, all islanders and our representatives feel the need for and simply want a sustainable, feasible garbage service. We hope Mayne Island Garbage Service can meet any legal challenges and can continue to provide us with reliable garbage service.

Thank you Katherine for your time regarding this matter. All the best.

Regards,

Penny and Jim Reid

On Jun 19, 2020, at 9:42 AM, <miid@shaw.ca> <miid@shaw.ca> wrote:

Hi Penny and Jim,

Thank you for your note.

I would like to clarify that Mayne Island Improvement District (MIID) has no control over Mayne Island Garbage Service, MIID does not oversee land use on Mayne Island. MIID has in its Letters Patent the provision of garbage collection and disposal. As such this past winter Islands Trust requested MIID look for a long-term sustainable solution to garbage service for the island. Shortly afterwards Mayne Island Garbage Service chose to cease operations.

Trustees and staff have committed time and resources into procuring a contractor and a space for waste transfer vehicles to park to ensure this service is not only consistently provided but also compliant with all land use bylaws. However, now that Mayne Island Garbage Service has decided to resume their collection service the Board has decided to postpone entering into any agreements or taxing for the purpose of providing this service.

MIID would like MIGS to resolve any issues with Islands Trust and continue to operate for years to come and thus negate the need for taxation. Moving forward, if it becomes necessary for MIID to step in to ensure the provision of this service in compliance with all local bylaws MIID will do so.

From: KATHRYN ERDMAN <kerdman@shaw.ca>
Sent: June 19, 2020 1:01 PM
To: miid@shaw.ca
Subject: Re: Mayne Island Garbage Services

Thank you so much for your response. It helps shed light on the situation. I guess things have moved forward with MIGS back in business providing the important garbage services.

All the best

Kathy Erdman

Sent from my iPhone

> On Jun 19, 2020, at 09:43, miid@shaw.ca wrote:

>

> Hi Kathy,

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> Thank you for your note.

>

> I would like to clarify that Mayne Island Improvement District (MIID) has no control over Mayne Island Garbage Service, MIID does not oversee land use on Mayne Island. MIID has in its Letters Patent the provision of garbage collection and disposal. As such this past winter Islands Trust requested MIID look for a long-term sustainable solution to garbage service for the island. Shortly afterwards Mayne Island Garbage Service chose to cease operations.

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> Kind Regards,

>

> Katherine Somerville

> CORPORATE ADMINISTRATIVE OFFICER | MAYNE ISLAND IMPROVEMENT DISTRICT | 520 FELIX JACK ROAD, MAYNE ISLAND BC V0N 2J2 | 250.539.5116 | ksomerville@mayneid.ca

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Mayne Island Improvement District

ADMINISTRATIVE REPORT – JULY 21ST, 2020

As expected, the Fire Department annual funding was deposited into the Districts bank account in early July.

Health Centre taxes were due July 2nd, after a review of accounts receivable I can report they have increased by 11% from this time last year. I would attribute this to the economic hardship many taxpayers are facing related to the COVID-19 pandemic and the postponement of the late payment penalty.

There are currently 11 properties (10 owners) eligible for tax sale at this time. Once our office has exhausted efforts to prompt payment it is Ministry policy to write affected property owners and inform them what will happen if the taxes outstanding, including interest are not paid prior to the tax sale.

Health Centre Tax Summary 2020		
Arrears, Delinquent and Credit Balances at July 16 th		
	# of Prop's	Amount
Current Yrs	350	14,454.87
Current Arrears	105	4,022.19
Interest and penalties incl.		
Delinquent Arrears	28	714.24
Interest and penalties incl.		
Credit Balances	45	(587.32)
Net Owing		<u>\$18,603.98</u>

When a Notice of Tax Sale is produced, the delinquent property owners become liable for all expenses incurred in the preparation for the tax sale in addition to taxes and interest. The Ministry letters will remind these property owners that once the property is sold at tax sale, there is no recourse, title passes immediately. Therefore, it is strongly recommended that payment is made immediately. Typically, the Ministry letters prompt payment however, if they do not a tax sale date must be set by the Board.

At this time the Fire Chief and I are developing the draft 2021 budget documents for the upcoming budget meetings. I expect to complete the budget prep by the end of August and would therefore like to consider potential budget meeting dates in early September.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd. 6, 2020) + Balance Sheet June 30th, 2020

Action Items:

Motion/Approval –

Motion/Approval –



Fire Department Report

To: **Board of Trustees**
CAO K.Somerville
From: Fire Chief Kyle Stobart
CC: File
Date: MIID Board Meeting, July 21st 2020
Fire Department Activity Summary to date.



Mayne Island Fire Rescue

Serving our community with pride.

Alarms: 5

Call volume was still low in June with only 5 pager responses; 4 Duty Officer calls and 1 Hydro call.

Date	Time	Type	ToS	Responders
June 12	13:24	Tree on Hydro lines	:06	2
June 21	14:53	Duty Officer-open burn complaint	:02	1
June 22	14:51	Duty Officer-open burn complaint	:09	1
June 23	11:55	Duty Officer-smoke sighting	:05	1
June 30	14:07	Duty Officer-open burn complaint	:05	1

Response:

First Responder calls are down due to BCAS dispatch protocols combined with the Covid-19 pandemic. Residents seem to be calling 911 less frequently.

Member Attendance:

Pager Responses: 10 hrs. Fire Practice: 176 hrs.

Practice and Education:

Fire practice in June focussed wildland fire fighting. There was no First Responder practice in June.

In person fire practice has resumed, attendance has been excellent. The current recruit class has joined our regular practice sessions and should be full pager carrying members by early August.

As decided by the fire department Officers, 5th Tuesday practice nights now consist of hall/apparatus cleaning and equipment maintenance followed by burgers or a pot luck. Traditionally, 5th Tuesdays were social gatherings only. June 30th was well attended and moral continues to be high.

Total Active Personnel	Firefighter 1&2 and Exterior	First Responder	FF in Training:
24	22	2	13

Equipment and Apparatus

The 10,000 gal. water tank at the front of the fire hall has been painted to match the building, the front was intentionally left white for future plans.

The contractor hired to install opening windows on the mezzanine has completed the job.

Tender 1 high pressure oil sensor failed and the truck would not run. Repairs have been made and it is now back in service.

Recruiting

We are not recruiting at this time, however there is still interest in joining our team in the community.

News

Deputy Fire Chief Walker has done a great job redesigning MIFR's website, giving it a more updated and professional appearance. There are now clearer explanations of open burning shutdowns and high risk activities during times of high and extreme fire danger, as well as links to provincial regulations and our social media page.

Kyle Stobart
Fire Chief

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Monday June 15th, 2020

Present:

Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant H. Flynn

Absent:

Fire Chief K. Stobart , Firefighter D. Beer

Guests:

None

Meeting called to order at 11:15 hours, June 15th, 2020

1. Agenda

H. Flynn moved and K. Somerville seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

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

K. Somerville moved and H. Flynn seconded the motion to approve the minutes of the previous meeting with amendments held on, May 26th, 2020.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

a) Mezzanine Windows – K. Stobart

E. Walker reported that the window installation contractor has again been contacted and that the job will be completed in the near future.

b) SCBA Out of Service – E. Walker

E. Walker reported that the three SCBA which are currently out of service will be dropped off for repair on the 25th of June.

c) COVID -19 Re-Opening Status – E. Walker

E. Walker reported that the Fire Chief has completed and posted a re-opening plan based on WorkSafe BC's recommendation. The main entrance to the Fire Hall / Improvement District offices has been re-opened to the public but is limited to one person at a time. A hand sanitizer dispenser has been placed outside of the main entrance.

4. New Business:

No new business

Adjournment: The meeting was adjourned at 11:19.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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 July 7th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary