



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Tuesday, October 20, 2020 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Deb Milne & Wayne Peace
Trustee Brian Dearden (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 1:02 pm by Chairperson Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of September 15, 2020. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

5.1 St. John Point – Parking and Access

Chief Stobart has been contacted by an Ambulance attendant and residents of Channel View Way Strata regarding parking overflow from visitors to the park causing congestion and limiting the roadway. He wrote a letter to the Local Trust Committee explaining concerns of emergency vehicle access and resident evacuation of the subdivision voicing his support of expansion of the parking lot.

It was also noted that parking and visitors in the village during events such as the Farmer's Market and Fall Fair also impede access and cause a safety concern. Chief Stobart mentioned that he has had success requesting support from the Ministry of Transport via the website and would be willing to submit feedback from the Department regarding the safety and access concerns. As this is Highways jurisdiction, MIID or MIFR could only offer feedback to the Province on this issue.

5.2 UBCM – Active Transportation Planning

CAO Somerville explained that she had a discussion with Emma Davis, Galiano Liaison, CRD. They are looking for community support of their grant application to the UBCM focusing on Active Transportation Planning in the Southern Gulf Islands. The Board agreed MIID supports the initiative.

6. REPORTS

6.1 Administrative & Finance Report¹

i. AGM Trustee Election Procedures Policy

CAO Somerville presented the Trustee Election Procedures Policy for Board consideration. She gave an overview of the customizations added to the Ministry template for MIID usage. Discussion was held with regard to Trustee suitability, conflict of interest, and Board involvement in the election and nomination process. Trustee Peace explained that the Trustees should refer to the Trustee Election Procedures Policy to ensure candidate suitability for a well-functioning Board.

The MIID staff and Board shall be entrusted with adherence to the Policy.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to adopt the Trustee Election Procedures Policy as submitted. CARRIED

ii. AGM Date and Trustee Nominations Received

Two nominations were received for the Board of Trustees and the nominees will be elected by acclamation at the AGM.

Sunday, November 22, 2020 @ 10 am was chosen as the date of the AGM. The meeting will be held in the truck bays with adherence to provincial health orders. A notice will be posted in the November MayneLiner and R.S.V.P.'s will be requested.

MOTION: Trustee Milne 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. He noted a typo in his report and corrected it to say that six new recruits have been issued pagers and are now responding to calls with the Department.

¹ Administrative & Finance Report

² Fire Department Report

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

i. Bylaw No. 204³

CAO Stobart confirmed that the capital expenditure bylaw allotted for the purchase of 16 replacement self-contained breathing apparatus units. CAO Somerville explained that there will be a long-term savings of approximately \$20,000 with the purchase of the packs including bottles.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to pass Bylaw 204 – Fire Department Capital Works Reserve Fund Disbursement Bylaw (S.C.B.A.).

CARRIED

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the withdrawal of up to \$160,000 from the Fire Department Reserve Fund and to authorize CAO Somerville and Chief Stobart to purchase replacement self-contained breathing apparatus from Associated Fire Safety Group Inc. as specified in the quote dated September 24, 2020.

CARRIED

6.3 Occupational Health and Safety Committee Report⁴

Chief Stobart presented the minutes from the meeting of Sept. 11, 2020 as submitted. A large garbage bin will be provided and refuse that has been accumulating around the fire hall will be disposed of in November.

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

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 reviewed the budget related to the Health Centre cleaning with CAO Somerville. She explained that there have been additional payments from Island Health for additional COVID cleaning of the building by the cleaning contractor.

7.3 Human Resources Delegate

Trustee Peace reported that he has been working on an employee evaluation survey.

7.4 Health Centre Operations Delegate

Trustee Milne had nothing to report.

³ Bylaw No. 204

⁴ OH&S Committee Meeting Minutes – Sept. 11, 2020

7.5 Garbage Committee

Trustee Dearden had nothing to report.

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

8. NEW BUSINESS

None.

9. COMMUNICATIONS

CAO Somerville explained that she would be posting the advertisement for the AGM on message boards around the island and in the November edition of the MayneLiner.

10. NEXT BOARD MEETING DATES

November 17, 2020 at 1:00 pm - Regular Board Meeting

November 22, 2020 at 10:00 am - AGM

11. IN CAMERA

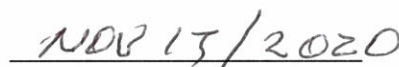
MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go into an in camera session at 1:25 pm. CARRIED

12. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:00 pm by motion made by Trustee Peace.

Approved:


Doug Hill, Chair


Date:

Recorded and Transcribed by H. Flynn



Making a difference...together

Regional Parks

490 Atkins Avenue,
Victoria, BC, Canada V9B 2Z8

T: 250.478.3344

F: 250.478.5416

www.crd.bc.ca/parks

October 8, 2020

File No. 6130-30

Kyle Stobart, Fire Chief
Mayne Island Fire Rescue
520A Felix Jack Road
Mayne Island, BC V0N 2J2

Dear Fire Chief Stobart:

RE: ST. JOHN POINT REGIONAL PARK – VEHICLE ACCESS

Thank you for providing the Capital Regional District (CRD) a copy of your letter to the Mayne Island Local Trust Committee (LTC) regarding St. John Point Regional Park and the need for on-site parking. The CRD approved the park management plan for St. John Point Regional Park which includes an action to develop a park entrance hub, install a park sign, a 20-stall parking lot, bike rack, a single pump out toilet, an information kiosk, and a short trail to link these facilities with the existing perimeter trail.

As I understand it, at the LTC meeting on September 28, 2020, the Local Trust Committee indicated it felt the re-zoning of St. John Point was more complex than what is envisioned in the technical review/bylaw amendment currently underway and invited the CRD to submit a separate re-zoning application instead.

Also at the LTC meeting, a second reading was given to the proposed amendment to the land use bylaw relating to passive recreation parks that can exist in all zones, and which covers St. John Point currently. The proposed amendment will preclude the development of new driveways, parking, toilets, fencing and nothing being permitted in these types of parks beyond walking trails and signs up to 1m in size. If passed, this will preclude additional parking to be provided at St. John Point, beyond the existing seven temporary spots, until after it is successfully rezoned. I believe the next step in the Islands Trust process is for the LTC to hold a public meeting.

Sincerely

A handwritten signature in blue ink, appearing to read 'J. Leahy', is written over a faint, larger blue ink signature.

Jeff Leahy, RPF
Senior Manager



September 28, 2020

Mayne Island Local Trust Committee, Islands Trust

Attention: Mr. Dan Rogers, Chair Mayne Island Local Trust Committee

Delivered by Email: Dan Rogers: drogers@islandstrust.bc.ca

Jeanine Dodds: jdodds@islandtrust.bc.ca

David Maude: dmaude@islandstrust.bc.ca

RE: Parking at St. John Point Regional Park, Mayne Island

Dear Dan, Jeanine and David,

The Channel View Way Strata Corporation, VIS 6510, is located adjacent to St. John Point Regional Park, and we share part of the road access to the park. On behalf of the 11 owners and one resident renter on the Channel View Way Strata, the Strata Council, which represents these owners, would like to express our great concern regarding the issue of parking for the St. John Point Regional Park, to the Mayne Island Local Trust Committee.

Several of our owners, individually, have already made their concerns around parking known to the CRD. We were pleased to see that the CRD has proposed 20 parking spots in the park.

Given this, we were very disappointed and concerned when, in reviewing the parking proposal from CRD, Islands Trust had expressed that the creation of 20 parking spaces was not in keeping of the view of a passive recreation park. Instead, we understand that Islands Trust has suggested that 10 parking spaces would be sufficient for our rural community and that overflow patrons should be encouraged to park close to or adjacent to the roadway outside of the park. The residents of the Channel View Way Strata find these suggestions completely unacceptable for a number of reasons.

The reality we witness on a daily basis is that people come to the park (whether it is designated passive or not), so if there is no available parking within the park, they will just park as close to the park as they possibly can. The road along Horton Bay, between Beechwood and the park entrance, is quite narrow, with a small turnaround just before the entrance to St. John Park. We have already seen MANY instances when the limited parking currently available in the park was exceeded, and when this has occurred, led park visitors to park along Horton Bay and in the turnaround. The very limited space just outside the park means that when vehicles are parked in these areas, it can partially or even completely limit access for ambulance and/or fire department vehicles to Channel View Way. In addition, heavy equipment (dump trucks, lumber deliveries, etc.) driving into Channel View Way have also been impeded when this occurs. Given the increased number of full-time residents on Channel View Way in recent years, and their age demographic, this lack of adequate parking within the park could create life threatening situations and potential liability issues as park patrons who wish to visit St. John Point park are forced to park in alternative areas and restrict access to both Channel View Way and the park.

It cannot be overemphasized that fire department equipment needs to be able to easily enter and exit both the park itself and the Channel View Way Strata. The narrow road along Horton Bay past Beechwood and the turnaround just before the park represent the only access and egress route to approximately 200 acres of woodland and residential homes.

For these reasons, the residents of the Channel View Way Strata strongly endorse that there be no fewer than 20 parking spots within St. John Point Regional Park, to make parking large enough to accommodate all visitor vehicles. The park has sufficient land just inside the entrance of the park to eliminate the need for any parking to be forced onto Horton Bay Road including the turnaround just outside the entrance to the park and Channel View Way.

It should also be noted that the current state of inadequate parking and the lack of adequate turnaround in the park (some people resist parking in the park) results in patrons parking on Horton Bay road and in the turnaround just outside the park. Parking outside the park also prevents cars from using the existing Horton Bay Road turnaround for its intended purpose; it forces vehicles to use the entrance to Channel View Way to reverse direction. "No Parking" signage, which has been requested, although possibly helpful, is actually not a solution here, given that if signs were posted, enforcement would be non-existent. Therefore, providing an adequate parking area within the park is, in our opinion, the only real viable solution to this critically important parking issue, which will only get worse as St. John Point Park becomes more popular.

Thank you for your serious consideration in this matter.

Sincerely,

Liam Bender

President, Channel View Strata Corporation VIS 6510

Email: bilbobender@gmail.com

Phone: (250) 539-2568

CC: CRD, Attention: Larisa Hutcheson, Carol Stewart, Brandin Schultz, Mark Solomon

Mayne Island Fire Department, Fire Chief Kyle Stobart (by hand)

BC Ambulance Service, Unit Chief, Barb Edwards

Channel View Strata Corporation VIS 6510 owners



Mayne Island Fire Rescue

Serving Our Community with pride

Mayne Island Local Trust Committee:

This correspondence is to express our concern with the vehicle access to St John's Point Regional Park.

Currently there is an inadequate parking area inside the park to accommodate the park's visitors, leading to vehicle congestion at the intersection of Horton Bay road and Channel View Way. Local residents have reported as many as fifteen vehicles parked at this intersection because of the lack of suitable vehicle accommodation in the park.

The roadway in this area is essentially a single lane to accommodate traffic from two directions and the vehicles parked on the shoulder take up part of the travel portion of the road.

This a concern for Mayne Island Fire Rescue because these vehicles would impede the response of our apparatus in the event of an emergency.

This roadway also acts as the only evacuation route from residents on Channel View Way.

Mayne Island Fire Rescue would like to see the development of a suitable parking area inside the park to accommodate its users.

Fire Chief Kyle Stobart

Mayne Island Fire Rescue

MAYNE ISLAND FIRE RESCUE

520A FELIX JACK ROAD
MAYNE ISLAND, B.C. • VON 2J2
PHONE: (250)539-5156
email: sderousie@mayneid.ca
Web Site: www.mayneislandfire.com

Katherine Somerville

From: doug hill <pillchek@hotmail.com>
Sent: October 14, 2020 8:15 PM
To: Katherine Somerville
Subject: Fwd: request for grant application support

Please add this issue to our next agenda
Sent from my iPhone

Begin forwarded message:

From: doug hill <pillchek@hotmail.com>
Date: October 14, 2020 at 8:13:48 PM PDT
To: Emma Davis <Edavis@crd.bc.ca>
Subject: Re: request for grant application support

Hi we will discuss this at our next meeting

Sent from my iPhone

On Oct 14, 2020, at 7:45 PM, Emma Davis <Edavis@crd.bc.ca> wrote:

Hi Doug,
I'm writing regarding your work with the Mayne Island Improvement District.
Please let me know if you have any further questions.
Thanks,
Emma

From: doug hill [mailto:pillchek@hotmail.com]
Sent: October 14, 2020 6:05 PM
To: Emma Davis <Edavis@crd.bc.ca>
Subject: Re: request for grant application support

I am not sure which organization you are referring to.

Sent from my iPhone

On Oct 14, 2020, at 2:28 PM, Emma Davis <Edavis@crd.bc.ca> wrote:

Hello,

As you may be aware, the CRD is working on transportation planning for the Southern Gulf Islands (SGI), with the eventual goal of considering establishment of one or more Transportation Services and a Transportation Commission for the SGI Electoral Area.

As a sub-section of that project, we are applying for funding offered by [UBCM](#) for Active Transportation Planning. This funding would be used to develop an online mapping platform for community prioritization of route planning that would build on existing mapping proposals, and focus on active transportation routes that supplement the Regional Parks Spine Trail as well as local trails. A consultant would then create mapping documents that could guide us as we move towards eventual transportation service establishment that could host multi-modal, active transportation networks on each island.

The grant requires us to identify partners. This is a narrow piece of our larger work, which we will be reaching out to you for feedback on. In the meantime, would you be supportive of us listing your organization as a participant in our mapping exercise, and as a resource for background on previous mapping work where appropriate?

Please respond ASAP and by October 20, 2020 at the latest so that we are able to meet the grant deadline.

Thank you for your consideration,

Emma Davis
Galiano Liaison, Capital Regional District
Office Hours by appointment
Islands Trust office, 23 Madrona Road, Galiano
www.crd.bc.ca

Emails are checked 2-3 times weekly. Thank you for your patience

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you. Please consider the environment before printing this email.

Active Transportation Planning

2020 Program & Application Guide

1. Introduction

Background

[Move. Commute. Connect.](#) is BC's active transportation strategy. Its goal is to double the percentage of trips taken with active transportation by 2030. To reach this target the strategy identifies initiatives and specific actions, including providing planning and design support, to ensure that community planning addresses active transportation constraints and opportunities.

Active transportation refers to all human-powered forms of commuting. Walking and cycling are the most common, but running, scootering, skateboarding, in-line skating, using a wheelchair, paddling, skiing, snowshoeing, horseback riding and using electric bicycles or scooters are all types of active transportation.

Active Transportation Planning Grants

Local governments play a significant role in active transportation by developing integrated community land use and transportation plans and policies that lead to the implementation of transportation infrastructure networks. The intent of the Active Transportation Planning program is to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, consultation, and policy development.¹ Funding is provided by the Province of B.C. and is administered by Union of BC Municipalities (UBCM).

2. Eligible Applicants

All local governments (municipalities or regional districts) in BC that meet the following criteria are eligible to apply:

- Have a population of up to 25,000 (based on 2016 Census data). Note: regional districts can apply for one or more electoral areas with a combined population of up to 25,000 in a single application.
- Do not have an active transportation plan or have a plan over 5 years old.
- Are currently or will be undertaking a community land use and/or transportation plan to which an active transportation lens will be included.
- Have not received a network planning grant from the Ministry of Transportation and Infrastructure's Active Transportation Infrastructure Grant program.

Eligible applicants may submit one application per intake.

¹ The Ministry of Transportation and Infrastructure provides network planning grant funding through the Active Transportation Infrastructure Grant program. That grant program helps communities develop active transportation network plans to support active transportation for all ages and abilities.

3. Eligible Projects

To qualify for funding, applicants must be undertaking transportation or land use planning, and demonstrate how the proposed project would support and integrate active transportation planning as part of its community planning process.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Active Transportation Planning program, eligible activities must be cost-effective and may include:

- Research, including data collection, mapping and walkability, bikeability or community audits/assessments
- Engagement, including public and/or stakeholder engagement, surveys and open houses
- Policy development, including drafting objectives/actions for inclusion in community land use and/or transportation plans

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs
- Consultant costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of active transportation infrastructure
- Infrastructure or capital projects, construction or renovations
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Regular salaries of applicant staff or partners
- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees; etc.)
- Fundraising

5. Grant Maximum

The Active Transportation Planning program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$10,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is October 30, 2020. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Detailed budget
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that best meet the intent of Active Transportation Planning program, such as:

- Clearly increase options for active transportation and encourage more people to use active transportation
- Incorporate or enhance active transportation components of a formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan)
- Consider connections to community amenities, affordable housing, seniors' housing, schools and other key community insitutions
- Reduce greenhouse gas emissions through active transportation options (in alignment with the [Community Charter](#) (Part 14, Sec 473 sub 3) GHG emission targets)
- Consider equity, accessibility and people of all ages and abilities in active transportation planning, which are referred to in the [BC Active Transportation Design Guide](#)
- Demonstrate community consultation and public engagement

- Are cost-effective
- Include in-kind or cash contributions to the project from the eligible applicant, regional partners, or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of the funding decision. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and which is required to be signed and returned to UBCM.

Grants under the Active Transportation Planning program will be awarded when the project is complete and the reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

Grants under the Active Transportation Planning program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Electronic copy of the completed plan
- Completed Final Report Form
- Financial Summary
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted. Following this, all completed final reports and deliverables will be submitted to the Ministry of Transportation and Infrastructure for review before final payment of the grant is issued.

9. Additional Information

For enquiries about application process or program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
Email: lgps@ubcm.ca
Phone: 250 356-5193

Mayne Island Improvement District

ADMINISTRATIVE REPORT – OCTOBER 20TH, 2020

In anticipation of the upcoming AGM the Auditor has requested your thoughts as to her presence. She has offered to summarize her findings and prepare a report for the AGM in lieu of her oral report at the meeting. She is open to your ideas if you would prefer another arrangement and would like me to get back to her after the Board meeting.

Nominations have now closed for the Board of Trustees. I have received two nominations therefore, the new Trustees will be elected by acclamation at the AGM in November and an election will not be required. Brian Dearden and Bob McKinnon will be filling the term beginning November 2020 through to April 2023.

Health Centre Tax Summary 2020		
Arrears, Delinquent and Credit Balances at October 16		
	# of Prop's	Amount
Current Yrs	289	10,970.84
Current Arrears	70	2,995.35
Interest and penalties incl.		
Delinquent Arrears	12	15.63
Interest and penalties incl.		
Credit Balances	54	(751.57)
Net Owing		<u>\$13,230.25</u>

The Board will need to determine the date of the AGM to be held in November no earlier than November 15th in order to provide adequate notice. An advertisement will be posted in the November Mayneliner and miidonline.com that will request an R.S.V.P. in order to better determine how many people we can expect to attend.

Last month due to my report on the dilapidated furniture outside the Health Centre a bench was donated and dropped off beside the Heliport. This bench was blown by helicopter wash under the ambulance during a patient emergency. I understand there was only good intentions however, they have been advised that no outside furnishings are to be moved or added without consent of the District. It is easy to forget that the premises contain a heliport and the wash from take offs and landings is intense therefore, we must be mindful of the furniture and surroundings to ensure the heliport remains safe to use. The Health Centre maintenance contractor is working expeditiously to repair the existing furnishings.

I have followed up with Emma Davis from CRD in regards to her email to Trustee Hill for clarification on the request. I have attached the UBCM Active Transportation 2020 Program document for your review. At this point she is simply looking for the District's verbal support of this initiative.

I would like to discuss with the Board in camera the R.F.P. for interior painting at the Health Centre, the contract for cleaning services and an outstanding accounts receivable.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd. 9, 2020) + Balance Sheet September 30th, 2020

Action Items:

Motion/Approval – Bylaw 204, AGM Elections procedure



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).

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.

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

Fire Department Report

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



Date: MIID Board Meeting August 18th 2020
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 12				
There were 12 fire department responses in September, 6 Duty Officer calls, 1 motor vehicle incident, 1 call for commercial alarm bells, and 4 First Responder calls .				
Date	Time	Type	T.O.S.	Responders
Sept 5	12:13	MVI	:14	20
Sept 7	14:53	Duty Officer-open burn complaint	:12	1
Sept 8	04:48	Duty Officer-Smoke sighting	:22	1
Sept 8	12:47	Duty Officer-Smoke sighting	:12	1
Sept 12	20:13	Duty Officer-open burn complaint	:07	1
Sept 15	09:29	First Responder	:16	5
Sept 15	11:21	First Responder	:11	5
Sept 19	10:10	First Responder	:10	5
Sept 20	13:31	Duty Officer-Open burn complaint	:18	1
Sept 23	23:52	First Responder	:17	3
Sept 25	12:37	Duty Officer-open burn complaint	:10	1
Sept 25	12:55	Comm. alarm bells	:07	13

Response
First Responder calls are down due to BCAS dispatch protocols, however relaxing of PHO restrictions mean call volume is increasing.

Attendance
Pager Responses: 158 hrs. Fire Practice: 136 hrs.

Practice and education
Fire Practice in September focused on firefighter survival and forcible entry. First responder practice focused on Strokes. Four of our members are enrolled in a First Responder instructor course in October. This will enable us to train First Responders in house in the future.

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

Equipment and Apparatus
All apparatus are functioning normally, we continue to have issues with our some of our SCBA.

News
Our six new recruits have been issued pagers and are re. They are still enrolled in the Full Service Firefighter program and should achieve that benchmark in 2021.

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 204**

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 three hundred and sixty-seven thousand, one hundred and twelve dollars and ninety-five cents (\$367,112.95) as at the 20th day of October, 2020 which amount has been calculated as follows:

Balance in Fund at December 31, 2019	\$ 283,996.00
Add: Budgeted additions to fund, interest	\$ 87,616.95
Deduct: Total disbursements & outstanding appropriated funds to-date	\$ 4,500.00
Unappropriated balance in Reserve Fund as at October 20, 2020	\$ 367,112.95

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for the purpose of purchasing replacement self-contained breathing apparatus (S.C.B.A.).

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

1. The sum of up to one hundred and sixty thousand dollars (\$160,000.00) is hereby appropriated from the Fire Department Capital Works Renewal Reserve Fund to purchase replacement S.C.B.A.
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 "2020 Fire Department Capital Works Reserve Fund Disbursement Bylaw (S.C.B.A.)".

INTRODUCED and given first reading by the Trustees on the 20th day of October, 2020.

RECONSIDERED and finally passed by the Trustees on the 20th day of October, 2020.

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. 204 of the Mayne Island Improvement District, passed by the Trustees on the 20th day of October, 2020.

Corporate Administrative Officer

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday September 11th, 2020

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Firefighter D. Beer

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 10:00 hours, September 11th, 2020

1. Agenda

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

CARRIED UNANIMOUSLY

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

K. Stobart moved and K. Somerville seconded the motion to approve the minutes of the previous meeting with amendments held on, August 11th, 2020.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

a) Aging SCBA – K. Stobart

K. Stobart reported that multiple quotes for new SCBA have been requested. K. Somerville reported that new SCBA, with board approval, will be purchased before the end of the year.

b) Garbage in Rear Parking Lot – K. Stobart

K. Stobart reported that a waste removal contractor is scheduled to be at the fire hall next week. At this time, a garbage bin will be requested of the contractor and the garbage bin will be filled and ready for pickup by the end of the month.

4. New Business:

-No new business discussed-

Adjournment: The meeting was adjourned at 10:15.

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 October 6th at 10:00 hrs.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



E. Walker, Chair

Recorded by E. Walker, Recording Secretary