



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, January 14 2020 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Trustee David Maude

Guests: Approximately 40 members of the public

1. CALL TO ORDER

The meeting was called to order at 1:00 pm by Deputy Chair, 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 MINUTES¹ OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of Nov. 26, 2019. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS / TOWN HALL

4.1 Motions lifted from In Camera Meeting on Jan. 13, 2020

MOTION: Trustee Wayne Peace moved and Trustee Brian Dearden seconded the motion to lift Motions made In Camera to Public Board Meeting Jan 14, 2020 CARRIED

MOTION: Trustee Wayne Peace moved and Trustee Brian Dearden seconded the motion to provide CAO with authority to: publish "request for proposal" as amended, pursue lease negotiations, and engage lawyer to assist with contract and lease development.

CARRIED

MOTION: Trustee Wayne Peace moved and Trustee Debra Milne seconded the motion that under the terms of the Letters Patent issued by the Province of British Columbia and dated April

¹ MIID Board Meeting Minutes – Nov. 26, 2019

21, 1964, Mayne Island Improvement District shall begin the provision of garbage collection and disposal as described in the Letters Patent, section 3. CARRIED

4.2 Report from the Garbage Delegate, Trustee Dearden

MIID has entered into lease negotiations with the owner of the old “Bennett” property which is properly zoned for waste transfer. Terms of the lease would be for space to park up to four vehicles for the purpose of garbage collection. MIID will be issuing a Request for Proposal (RFP) at the end of the meeting. The request is to the public for a contractor to collect the garbage on the island. The operator will be chosen by the Trustees who intend to make a final decision at the next board meeting on Feb. 18. The contract will stipulate household garbage pickup at least once per week. Any other business practices such as scrap or car removal are up to operator. MIID will implement a parcel tax to cover the cost of the lease and the rate is to be determined. MIID is not providing a garbage service, only providing a place for a garbage collector to operate out of. There will still be a fee for service. MIID is proposing to provide the properly zoned place for continuation of garbage service. There will be no drop-off service at the “Bennett” property.

4.3 Town Hall – Questions from the Public

Louis Vallee wanted to know the cost of the property lease for a year.

Trustee Dearden Lease agreement is in negotiations. MIID is unable to give that information at this time, however, the owner is being very reasonable.

~

Allen Slade asked why MIID is negotiating a lease for four parking spots.

Trustee Dearden explained that this would give the operator a bit of flexibility. The cost of the lease does not change with number of vehicles parked.

~

Rob Percival commented that when the garbage site was operating at the Bennett property people had to drop-off garbage bags for \$5. He said that it sounded like he would not have access to the property and asked if there would still be roadside pickup.

Trustee Dearden said that MIID will ensure the operator will do curbside pickup once a week.

~

Peter Robinson asked whether the RFP or the operator will stipulate the price per bag.

Trustee Dearden explained that the operator will stipulate the price per bag as it will be part of their business model. MIID will not give guidance or dictate what is charged. The trustees will choose the most appropriate operator.

~

Allen Slade wanted to confirm that the community will be paying a parcel tax to provide for the lease of the parking spaces and the operator will then have their own business model that will stipulate the fee per garbage bag.

Trustee Dearden explained that the garbage service will operate as it has in the past but will now have a legal place to park the vehicles. Trustees will be choosing the operator carefully and will have some oversight. There will be a 14-day cancellation option if obligations are not being fulfilled. Issues or problems will be addressed by the Trustees should they arise. MIID does not want to run a garbage business.

~

Aaron Reith said that he was happy MIID was addressing the garbage issue. He said it seems like the parcel tax is to provide a partial subsidy to a business, possibly to the past operator.

Trustee Dearden explained that MIID will provide the properly zoned space for a garbage collection business to operate out of. The lease of the parking spots is the logical first step and solves the issue of zoning. The RFP has not been issued yet and will be open to the general public and will not necessarily be the past operator.

~

Allen Slade had concerns about the property becoming an unsightly dump.

Trustee Dearden explained that the leased space is for parking garbage removal vehicles. If there is a dumping problem the Trustees will deal with it but the MIID will not have any authority over the rest of the property.

~

Alan Barber asked if there is a provision for the operator to maintain a price for garbage bag removal for any length of time or if they can increase the price at any time.

Trustee Dearden explained that the cost per bag is totally up to the operator. MIID has no authority to dictate fees charged by the operator. MIID stipulates only that that the operator is allowed to use the space within the parameters of the lease and there must be pickup at least once a week. Other aspects of the business will not be dictated by MIID.

~

Peter Robinson said that if you called the previous service, they would pick up large quantities of garbage such as construction debris and wanted to know if that would still be possible.

Trustee Dearden explained that this would depend on the operator. If they are outfitted with proper vehicles then it is assumed so and MIID has planned for this opportunity with the lease of four spaces.

~

Alan Guy asked if there is a plan B if there are no submissions.

Trustee Dearden said that at this point there is no alternate plan. MIID will address this issue if it happens.

~

Lyn Barber asked about the timing of the RFP and asked when a decision will be made. She also inquired if there was a possibility of MIID placing a roll-off bin at the property in the meantime until a contractor is found.

Trustee Dearden explained that the RFP will be posted after the meeting for a period of 30 days. The next board meeting is on Feb. 18 and MIID intends to award the contract at this time. Because the lease is not in place, utilizing the property for drop-offs is not an option. MIID is carefully following a process with several steps including formalizing lease and contract documents with a lawyer. MIID is ensuring that things are done properly and this will take time.

~

Per Nielsen added that there could be considerable problems with interim solutions such as parking a bin for garbage drop-off such as rodent infestation, unsightliness, mismanagement and security and encouraged focus on curbside pickup. He mentioned that the previous drop-off service at the ferry terminal was an asset to the community.

Trustee Dearden commented that it would still possible to do garbage collection at the ferry terminal.

~

George McLaren asked how much it will cost.

Trustee Dearden said that MIID will implement a parcel tax estimated at approximately \$20.

~

Janet Cooke asked if the property will have gates on it. She voiced her concern about people driving in and making noise at night.

Trustee Dearden said that this is also a concern of MIID and there will be no drop off at the property. There will be signage and security measures such as gates and cameras will be looked at. Incidents will be dealt with if they occur.

~

Fran Wertman asked if she will have to store her garbage for another month.

Trustee Dearden explained that there will be no public garbage disposal on Mayne for at least the next month. He added that the community should come together to support our neighbours and manage our garbage responsibly. There are several places in town that have garbage drop-off service.

~

Ron Weeks commented on the complexity of the issue. He offered his waste removal services for residents who have no means and asked for people to help each other until a solution is found.

~

Aaron Reith commented on his related experience.

~

Trisha Hope voiced her concerns about burying and burning garbage.

~

Deb Foote commented on the Mayne Island Recycling Depot and said that it was one of the best programs in western Canada. She encouraged residents to think carefully about their disposal habits and consider reducing, recycling and reusing first.

~

Lise Magee asked if there is a term to the lease.

Trustee Dearden explained that the terms of the lease are being negotiated. The current owner is reasonable and also seeks to help with a fair solution.

~

Christine Webber asked what the criteria is for selection of a contractor. She wondered if continuity of service, the cost of a bag removal or on-island location preference are part of the criteria.

CAO Somerville explained that MIID has a local purchasing policy which states that local businesses have priority and a local contractor would have preference. Final decisions are ultimately up to the Board who will determine the merit of each proposal.

~

Ron Percival asked if decisions are made exclusively by the Board or if there will be any public input on the candidates.

Trustee Dearden explained that the MIID Board of Trustees will make any and all decisions confidentially. There will be no public input of the candidate selection.

CAO Somerville added that the contract will be complaint-driven and issues such as drastic rate changes will be addressed by MIID Trustees and they will have authority to terminate the contract at any time. If it is not working for the community, it is not working for MIID. The Board is publicly elected and operates as a representative of the community.

~

Deb Foote encouraged people to support the local garbage service when it is established.

~

Peter Robinson asked if it is possible for someone else to operate outside of the MIID contract.

Trustee Dearden explained that there is no exclusivity other than the use of the property. If another contractor wanted to operate a garbage collection service, they are free to do so however, they could have issues with bylaw adherence. MIID is ensuring compliance with Islands Trust zoning bylaws. Residents are free to haul their own garbage.

~

Ken Wall asked about a financial agreement between the Improvement District and the contractor.

Trustee Dearden explained that there will be no monetary agreement in the contract. There is only the provision of the leased property to operate out of. The contractor will not pay MIID for use of the parking spaces and MIID will not pay the contractor.

~

Deb Austin asked how MIID will evaluate the performance of the garbage service.

Trustee Dearden explained that evaluations will be made on a situation and complaint-driven basis. There will be no evaluation criteria specified in the RFP. MIID Trustees are publicly elected and will address issues on behalf of the community. If the garbage service is not

meeting expectations or if problems arise, they will be dealt with on an individual and situational basis.

~

Allen Slade asked about a probation period for the contractor.

Trustee Dearden answered that there would not be a probationary period in the contract.

~

Aaron Reith proposed leaving a trailer for community garbage drop-off and a discussion was held regarding parking drop-off bins at the Fire Hall.

Trustee Dearden reiterated that MIID is not zoned for waste transfer and that this was not feasible.

~

Alan Barber gave thanks to all the trustees for their hard work.

~

Trustee Hill asked if there were any further questions or comments. As there were no further comments, he announced that the meeting would reconvene after a short break. He welcomed guests to stay for the remainder of the meeting.

5. CORRESPONDENCE

Three emails were received and were provided to the Trustees in the meeting package.

6. REPORTS

6.1 Administrative & Finance Report²

CAO Somerville presented the Administrative & Finance Report and explained that she has been busy with year-end business. She noted that there will be extra tasks in the next few months to prepare the budget and initiate the parcel tax for garbage services.

Trustee Dearden inquired about paint for the water tank. CAO Somerville explained that the project was on the to-do list in the office.

Trustee Milne asked if the floor finish product for the Health Centre had been procured. CAO Somerville explained that the product was ordered before Christmas and a shipping notice indicated it should have arrived on January 8. The product was shipped via Fed-Ex which could cause a delay. She will follow up on the status of this.

CAO Somerville gave an overview of some of the sound proofing actions that have been made in the clinic at the request of the doctor.

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

² Administrative & Finance Report

6.2 Fire Department Report³

Fire Chief Stobart presented the Fire Department Report and asked for questions.

Trustee Hill inquired about the BC Ambulance Service dispatch protocols and asked for clarification. Chief Stobart explained that new dispatch protocols were enacted which has led to less BC Fire Service dispatches. There have been discussions between the Fire Chief's Association of BC and BCAS but no changes have been made. Chief Stobart noted that there had been a slight increase in callouts in the second half of last year.

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

6.3 Occupational Health and Safety Committee Report⁴

Chief Stobart presented the minutes from the meeting of Dec. 3, 2019.

MOTION: Trustee Milne moved and Trustee Peace 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 met with CAO Somerville and discussed a few foreseen overages in the budget related to the Health Centre and IT. He had no concerns.

7.3 Health Centre Operations Delegate

Trustee Milne had nothing to report.

7.4 Human Resources Delegate

Trustee Maude was absent.

7.5 Garbage Committee

Trustee Dearden had nothing further to add to his report.

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

8. NEW BUSINESS

³ Fire Department Report

⁴ OH&S Committee Meeting Minutes – Dec. 3, 2019

None.

9. COMMUNICATIONS

CAO Somerville explained that she would be posting the RFP as discussed on the website later on in the day and it would be posted on the BC Bid website the following day. Trustee Dearden asked that a short summary on the status of the garbage collection situation be submitted for the February MayneLiner.

10. NEXT BOARD MEETING DATES

Feb. 18, 2020 at 1:00 pm – MIID Regular Board Meeting

11. IN CAMERA

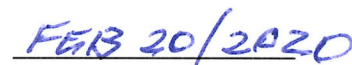
Not required.

12. ADJOURNMENT

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 2:13 pm by motion made by Trustee Dearden.

Approved:


Doug Hill, Deputy Chair


Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – JANUARY 14TH, 2020

It's that time of year and I'm busy closing the 2019 year and opening 2020. I have provided the 2020 Budget for your reference in the Board package. I have not finished posting some of 2019 expenses. You can expect the 2019 expenses to change as I process the final expenses and make any necessary adjustments.

As expected, due to the unforeseen legal expenses of Mackenzie vs. MIID, the 2019 Health Centre budget is over budget.

In addressing the concerns of the community as it relates to garbage collection and disposal, we have been working through December to arrange for appropriately designated property and developing a request for proposals with the intent to provide property for the approved Contractor to park their collection vehicles.

In the near future resolutions and Bylaws will be passed to enable the district to lease property, enter into a contract with the service provider, create a budget and commence taxation.

The new flooring at the Health Centre will be sealed soon, we are waiting on the product to arrive by mail at the moment. The parking lot lights were repaired prior to the holidays, and a new photocell has been replaced. I am currently investigating the installation of lighting on the ramp up to the Heliport to aide in visibility at night.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2019		
Arrears, Delinquent and Credit Balances at December 31st		
	# of Prop's	Amount
Current Yrs	285	9,326.62
Current Arrears Interest and penalties incl.	58	1,658.66
Delinquent Arrears Interest and penalties incl.	6	23.30
Credit Balances	58	(1,185.23)
Net Owing		<u>\$9,823.35</u>

Attachments:

FD & HC Budget vs. Actual (Prd. 12, 2019, Prd 1, 2020) + Balance Sheet Dec 31, 2019

Action Items:

Motion/Approval – To be lifted from in-camera

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, January 14th 2020
 Fire Department Activity Summary to date.

Mayne Island Fire Rescue
 Serving our community with pride.

Alarms: 3

MIFR was paged out only seventeen times in November and December. See below for incident date, description, call time, time to scene, and response numbers.

Date	Time	Type	ToS	Members
Nov 5 th	15:03	Public assist	:17	7
Nov 14 th	20:28	BCAS assist	:16	6
Nov 19 th	18:33	Hydro lines down	:19	8
Nov 20 th	12:16	First Responder	:07	7
Nov 20 th	02:03	First Responder	:14	7
Nov 21 st	12:59	Public assist	:08	2
Nov 22 nd	14:18	Duty Officer-Open burn	:03	1
Nov 27 th	17:04	Hydro fire	:06	12
Nov 29 th	15:48	Duty Officer-Open burn	:10	1
Nov 29 th	16:08	Duty Officer- Smoke sighting	:03	1
Dec 4 th	12:44	BCAS assist	:11	7
Dec 15 th	5:07	Structure fire	:09	16
Dec 18 th	10:01	First Responder	:16	5
Dec 19 th	14:29	Alarm Bells	:07	7
Dec 20 th	14:32	First Responder	:13	2
Dec 21 st	12:37	Check Welfare	1:23	3
Dec 31 st	14:35	Duty Officer-Smoke sighting	:10	2

Response:

First Responder calls are down due to BCAS dispatch protocols. FCABC is working with BCAS to get increased fire department call attendance to medical calls.

Member Attendance:

Pager Responses: 243.5 hrs. Fire Practice: 216 hrs.

Practice and Education:

Fire practice in November focused on wildland fires and salvage and overhaul.
 December practice focused on public education and fire extinguisher usage.
 First Responder practice focused on multi casualty triage.
 Our training regimen is designed to touch on competencies learned in our initial certification, at least once per year.

We now have thirteen firefighters enrolled in and committed to completing the online firefighter 2 program.

Two exterior firefighters have resigned for personal reasons.

Total Active Personnel	Firefighter 1&2 and Exterior	First Responder	FF in Training:
25	23	2	13

Community Activity

MIFR participated in Remembrance Day ceremonies at the Lyche Gate in November.

MIFR participated in the Christmas Light Parade, and the Santa Ship in December.

Recruiting

We are not recruiting at this time. Personnel numbers are greater than the capacity of the ready room.

News

Two incidences of fire in December have been investigated and reports have been submitted to the Office of the Fire Commissioner.

Kyle Stobart
Fire Chief

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday December 4th, 2019

Present:

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

Absent:

None

Guests:

None

Meeting called to order at 09:55 hours, December 4th, 2019

1. Agenda

K. Stobart moved and D. Beer seconded the motion to adopt the agenda with additions.

CARRIED UNANIMOUSLY

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

K. Stobart moved and D. Beer seconded the motion to approve the minutes of the previous meeting with amendments held on, November 5th, 2019.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

a) **CO Scrubbers vs. Exhaust Hoses (Mezzanine windows) – E. Walker**

E. Walker reported the contractor has been contacted and is very busy. Work to commence in the near future.

b) **Replacement of Gas-Powered PPV Fans with Electric Fans – K. Stobart**

K. Stobart reported that one new fan will be ordered in 2020.

4. New Business:

a) **Halloween Decorations Posing a Tripping Hazard in Apparatus Bay – K. Stobart**

K Stobart reported that the Halloween decorations, which are currently being stored in the apparatus bay, are posing a tripping hazard. **ACTION ITEM - Halloween Decorations to be moved to sea cans during next fire practice**

Adjournment: The meeting was adjourned at 10:00.

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.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Next OHS Meeting will be Tuesday January 7th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary