



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, April 26, 2022 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

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

Absent with Notice: Wayne Peace, Trustee

1. CALL TO ORDER

The meeting was called to order at 1:03 pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the minutes from the Board Meeting of March 22, 2022. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

i. AGM Date

CAO Somerville reported that Trustee Peace will have limited availability in May and June. It was decided to hold the 2022 AGM on Monday June 27th at 1 pm.

ii. Financials

CAO Somerville presented the 2021 Financials and Auditor's Management Letter to the Board for their review.

¹ Administrative & Finance Report

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to accept the financial statements for the year ending December 31, 2021. CARRIED

iii. Bylaw No. 212²

The Mayne Island Tax Bylaw 2022 was submitted to the Board for their approval. Bylaw No. 212 - Mayne Island Tax Bylaw 2022 was introduced, reconsidered and finally passed.

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to pass Bylaw No. 212 - Mayne Island Tax Bylaw 2022. CARRIED

iv. Tax Sale Date 2022

Although a tax sale is not anticipated, a date must be decided and set by the Board. CAO Somerville suggested Wednesday, October 26, 2022 and the trustees agreed.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to set the annual tax sale date for October 26, 2022. CARRIED

v. Bylaw No. 213³

Bylaw No. 213 – 2022 Fire Department Capital Works Reserve Fund Disbursement Bylaw (fire safety equipment) was introduced, reconsidered and finally passed.

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to pass Bylaw No. 213 – 2022 Fire Department Capital Works Reserve Fund Disbursement Bylaw (fire safety equipment). CARRIED

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

6.2 Fire Department Report⁴

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

6.3 Occupational Health and Safety Committee Report⁵

Chief Stobart presented the minutes from the meeting of March 15, 2022 as submitted.

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

² Bylaw No. 212 – Mayne Island Tax Bylaw 2022

³ Bylaw No. 213 – 2022 Fire Department Capital Works Reserve Fund Disbursement Bylaw

⁴ Fire Department Report

⁵ OH&S Committee Meeting Minutes – March 15, 2022

7. TRUSTEE DELEGATE REPORTS

None.

8. NEW BUSINESS

None.

9. COMMUNICATIONS

Call for trustee nominations will be in the May edition of the MayneLiner and advertisement of the AGM will be in the June edition.

10. NEXT BOARD MEETING DATES

May 30, 2022 at 1:00 pm – MIID Regular Board Meeting

June 27, 2022 at 1:00 pm – AGM

11. IN CAMERA

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to go into an in camera session at 1:23 pm. CARRIED

The regular board meeting reconvened at 1:42 pm.

12. OTHER BUSINESS

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to lift all approved motions to the regular board meeting. CARRIED

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to authorize CAO Somerville to execute on behalf of the Improvement District, the amended Health Centre Cleaning Contract as presented on April 26, 2022. CARRIED

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:42 pm by motion made by Trustee Dearden.

Approved:


Doug Hill, Chair

MAY 30, 2022
Date:

Recorded and Transcribed by H. Flynn

Mayne Island Improvement District

ADMINISTRATIVE REPORT – APRIL 26TH, 2022

Work is nearly complete on the sprinkler tank upgrades. Final inspection will be complete on May 9th. I would like to acknowledge the electrician involved in the project, Cheryl Hartman. Cheryl has donated her time to this project and will not be invoicing the District for her service. Cheryl has been an integral part of the process and organized all of the work performed. Thank you, Cheryl. I enclose Bylaw 2013 to remove the funds related to this project from reserve.

The Island Health lease at the Health Centre expired March 31. I have been in contact with an Island Health representative to move forward with the renewal process. I would like to discuss with the Board in camera.

After a review of the Health Centre's janitorial contract with MIHCA, the Contractor and Trustees Hill and Milne, I have prepared a draft for the Board's approval. Anything highlighted has been added or changed.

I enclose the 2022 Health Centre Taxation Bylaw for Board review and approval.

Trustee Peace and I have reviewed the draft financial statements. I enclose the statements for Board review and acceptance.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Attachments:

FD & HC Budget vs. Actual (Prd 3, 2022)

Balance Sheet (Prd 3, 2022)

Action Items:

Bylaws/Contract

<u>Health Centre Tax Summary 2021</u>		
April 23, 2022		
	# of Properties	\$ Amount Outstanding
Current Year	0	0.00
Arrears	317	11,080.72
Delinquent	53	1,533.21
Credit Balances	47	(1,243.38)
Total Outstanding		<u>\$11,370.55</u>

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 212**

A bylaw for imposing taxes upon land and improvements in the improvement district, and to provide for imposing a percentage addition to encourage prompt payment thereof.

The trustees of Mayne Island Improvement District ENACT AS FOLLOWS:

1. The following taxes (Rates) for the Health Centre and Heliport are hereby imposed and levied for the year 2022:

Property Class	Class Ratio	Tax Rate (dollars of tax per \$1000 taxable value)
1 - Residential	1.0 :1	\$0.0940579
2 - Utility	3.5 :1	\$0.3292027
3 - Supportive Housing	1.0 :1	\$0.0940579
4 - Major Industry	3.4 :1	\$0.3197969
5 - Light Industry	3.4 :1	\$0.3197969
6 - Business or Other	2.45 :1	\$0.2304419
7 - Managed Forest	3.0 :1	\$0.2821737
8 - Rec/Non Profit	1.0 :1	\$0.0940579
9 - Farm	1.0 :1	\$0.0940579

2. The minimum amount of taxation upon a parcel of real property will be fifteen dollars (\$15.00).
3. The aforementioned taxes are due and payable on or before the 4th day of July, 2022 and a late penalty consisting of percentage addition of fifteen percent (15%) of the amount thereof will be added to all taxes remaining unpaid after the said date.
4. Taxes payable to the Improvement District will bear interest at the rate prescribed by the Lieutenant Governor in Council under the *Taxation (Rural Area) Act* from March 1 next following the date on which they are levied, until paid or recovered as set out under Section 717 of the *Local Government Act*.
5. This bylaw may be cited as the "Mayne Island Tax Bylaw 2022".

INTRODUCED and given first reading by the Trustees on the 26th day of April, 2022.

RECONSIDERED and finally passed by the Trustees on the 26th day of April, 2022.

Chair of the Trustees

I hereby certify under that this is a true copy of Bylaw No. 212.

Corporate Administrative Officer

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 213**

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 ninety-three thousand, five hundred and twelve dollars and twenty-five cents (\$393,512.25) as at the 26th day of April, 2022 which amount has been calculated as follows:

Balance in Fund at December 31, 2021	\$ 397,718.94
Add: Budgeted additions to fund, interest	\$ 793.31
Deduct: Total disbursements & outstanding appropriated funds to-date	\$ 0.00
Unappropriated balance in Reserve Fund as at April 26 th , 2022	\$ 393,512.25

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for the purpose of weatherproofing the exterior sprinkler system water storage infrastructure.

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

1. The sum of up to sixteen thousand dollars (\$16,000.00) is hereby appropriated from the Fire Department Capital Works Renewal Reserve Fund for fire safety equipment upgrade.
2. The expenditures to be carried out by the monies hereby appropriated will be more particularly specified and authorized by motion, to be passed by the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance will be returned to the credit of the said Reserve Fund.
4. This bylaw may be cited as the "2022 Fire Department Capital Works Reserve Fund Disbursement Bylaw (fire safety equipment)".

INTRODUCED and given first reading by the Trustees on the 26th day of April, 2022.

RECONSIDERED and finally passed by the Trustees on the 26th day of April, 2022.

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. 213 of the Mayne Island Improvement District, passed by the Trustees on the 26th day of April, 2022.

Corporate Administrative Officer

Fire Department Report



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

Date: MIID Board Meeting April 26th 2022
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 9				
There were 9 fire department responses in March. See breakdown below, TOS means time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Mar 3 rd	20:25	First Responder	:17	6
Mar 11 th	10:42	First Responder	:11	5
Mar 20 th	16:42	First Responder	:06	8
Mar 21 st	18:57	Chimney fire	:09	9
Mar 25 th	03:48	First Responder	:16	6
Mar 26 th	12:28	First Responder	:12	7
Mar 29 th	11:27	First Responder	:10	6
Mar 30 th	13:06	Residential alarm bells	N/A	9
Mar 31 st	12:33	DO-open burn complaint	:06	1

Response
Although emergency response number have been low this year, we are ready to respond 24/7

Attendance
Pager Responses: 103 hrs. Fire Practice: 126 hrs. Special training/Community Events: 45 hrs.

Practice and education			
Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
17	16	1	0
March fire practice focused on Hazmat response, Fire Attack and Search and Rescue. 10 new recruits joined the existing membership on March's 5 th Tuesday for a hall orientation and gear selection followed by a potluck social.			

Equipment and Apparatus

New tires will be installed on Utility 1 April 22.
Ground ladders still to be tested for 2022.

News

MIFR participated in an "Egg Drop" at the Mayne Island School on April 1st.
Recruit class has commenced for 2022 with good enthusiasm.
MIFR is hosting a residential branch chipping program with an introduction to firesmart principles with the CRD and Good as Wood on April 30th.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday March 15, 2022

Present:

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

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 10:05 hours, February 16th, 2022

1. Agenda:

R. Edwards 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 February 16th, 2022.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

none

4. New Business:

a) **Mask Requirement at Fire Hall – Group Discussion**

A group discussion was held about face mask requirement at the fire hall. The following was decided:

- The public, who are limited to the front foyer, will not be required to wear a mask. The protective barrier at the window will remain in place.
- Fire fighters in the building or on the apparatus will have the choice to wear a mask or not.
- Medical first responder protocols remain unchanged; first responders are required to wear a medical mask during all patient contact, and an N95 and additional PPE for patient contact when communicable disease risk is present.

Adjournment: The meeting was adjourned at 10:15 hours, March 15, 2022.

5. Agenda for Next Meeting TBA.

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



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

Next OHS Meeting will be Tuesday April 5th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary