



# Mayne Island Improvement District

## Agenda - Meeting of the Board of Trustees

**Date:** Thursday, July 11, 2024 @ 1:00 pm

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

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- 1. CALL TO ORDER**
- 2. ELECTION OF CHAIR & DEPUTY CHAIR**
- 3. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA**
- 4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - May 9, 2024 – Draft Minutes
  - June 22, 2024 – AGM Draft Minutes
- 5. BOARD REORGANIZATION**
  - I. Confidentiality Agreement
  - II. Trustee Handbook
  - III. Banking Resolution & Signing Authorities
  - IV. Board Meeting Dates
  - V. Appointment of Trustee Delegates
    - a. Finance
    - b. Fire Department Operations
    - c. M.I. Health Centre
    - d. Human Resources
    - e. Garbage
  - VI. Appointment of Trustee to Policy Committee
- 6. NEXT MEETING DATE**
- 7. ADJOURNMENT**



# Mayne Island Improvement District

## Board of Trustees

### Organizational Meeting

### Meeting Minutes

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**Date:** Thursday, July 11<sup>th</sup>, 2024 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Doug Hill, Bob McKinnon, Debra Milne & Joey Hartman  
Katherine Somerville, Corporate Administrative Officer  
Janelle Lawson, Administrative Assistant  
Kyle Stobart, Fire Chief  
Eric Walker, Deputy Fire Chief  
Absent with Notice: Trustee Brian Dearden

#### 1. CALL TO ORDER

The meeting was called to order at 1:06 pm by Katherine Somerville, Corporate Administrative Officer.

#### 2. ELECTION OF CHAIR & DEPUTY CHAIR

The election was chaired by CAO Somerville. Nominations for Chairperson were requested. Trustee Milne nominated Trustee Hill. Trustee McKinnon seconded the nomination. Trustee Hill was elected as Chair by acclamation. Trustee Hill accepted the nomination.

Nominations for Deputy Chairperson were requested. Trustee Milne nominated Trustee McKinnon. Trustee Hill seconded the nomination. Trustee McKinnon was elected as Deputy Chair by acclamation. Trustee McKinnon accepted the nomination.

#### 3. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

- Trustee Milne requested an item be added to the agenda. Item 3A-Update on Trustee Dearden.
- Trustee Hartman requested an item be added to the agenda. Item 3B-Long-Term Disability.

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

CARRIED

**3A. UPDATE ON TRUSTEE DEARDEN**

Trustee Dearden now has internet on his boat and is available for meetings and email while he is away.

**3B. LONG-TERM DISABILITY**

Trustee Hartman expressed that this be made a priority.

**4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes of the Regular Board meeting, May 9, 2024.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the DRAFT AGM minutes of June 22, 2024 to be published.

CARRIED

**5. BOARD REORGANIZATION**

**I. Confidentiality Agreement**

Trustee Hartman to sign.

**II. Trustee Handbook**

Updates available for any Trustees who would like theirs updated.

**III. Banking Resolution & Signing Authorities**

Trustee Peace needs to be removed as a banking authority, and Trustee Hartman needs to be added. CAO Somerville will also request a banking fob/token for Trustee Hartman.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to remove Trustee Peace from signing authority and add Trustee Hartman to signing authority as outlined in the letter presented.

CARRIED

**NEXT BOARD MEETING DATES**

Board meetings will continue to be held on the third Thursday of the month.  
The next MIID Regular Board Meeting will be September 17<sup>th</sup>, 2024.

**6. APPOINTMENT OF TRUSTEE DELEGATES**

The following Trustee appointments were made:

- Finance Delegate -Trustee Hill.
- Firehall Operations Delegate -Trustee McKinnon.
- Health Centre Delegate -Trustee Dearden.
- Human Resources Delegate - Trustee Hartman.
- Garbage Committee – Trustee Milne.

**Appointment of Trustee to Policy Committee**

MOTION: Trustee Milne and Trustee Hartman seconded the motion to amend the Policy Committee Terms of Reference to “no less than two and no more than three Trustees.”

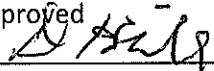
CARRIED

A brief discussion was held on the replacement of Engine 1.

**7. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The board meeting was adjourned at 1:35pm by motion made by Trustee McKinnon.

Approved

  
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Doug Hill, Chair

17-9-2024

Date:

Recorded and Transcribed by J. Lawson



# Mayne Island Improvement District

## Meeting of the Board of Trustees

### Minutes

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**Date:** Thursday, May 9th, 2024@ 1:30pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

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

**Guests:** Rob McFarlane, Representative from Mayne Island Health Centre Association

**Absent with notice:**

**1. CALL TO ORDER**

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

**2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA**

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

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

CARRIED

**3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

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

CARRIED

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

**6.1 Administrative & Finance Report<sup>1</sup>**

- **Acceptance of Audited Financials**

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<sup>1</sup> Administrative & Finance Report

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

CARRIED

- **Acceptance of Annual Package**

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

CARRIED

- **Reorganizing Meeting**

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

- **AGM Date**

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

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

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

CARRIED

### **6.2 Fire Department Report <sup>2</sup>**

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

CARRIED

### **6.3 Occupational Health and Safety Committee<sup>3</sup>**

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

CARRIED

### **6.4 Training Report<sup>4</sup>**

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

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

CARRIED

## **7. TRUSTEE DELEGATE REPORTS**

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<sup>2</sup> Fire Department Report

<sup>3</sup> Occupational Health and Safety Committee

<sup>4</sup> Training Report

**7.1 Fire Hall Committee Report**

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

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

**7.2 Finance Committee**

Audited financial statements accepted.

**7.3 Human Resources**

Employee Annual Reviews have concluded.

**7.4 Health Centre Operations**

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

**7.5 Policy Committee**

**DRAFT Diversity Policy<sup>5</sup>**

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

CARRIED

**7.6 Garbage Committee**

Nothing to report.

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

CARRIED

**8. NEW BUSINESS**

None.

**9. COMMUNICATIONS**

None.

**10. NEXT BOARD MEETING DATES**

AGM June 22nd, 2024

**11. TOWN HALL**

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

**12. IN CAMERA**

None.

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<sup>5</sup> Diversity Policy Draft

**13. ADJOURNMENT**

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

Approved:

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Doug Hill, Chair

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Date

Recorded and transcribed by J.Lawson.

DRAFT





# Mayne Island Improvement District

## 60<sup>th</sup> Annual General Meeting

### Meeting Minutes

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**Date:** Saturday, June 22, 2024 @ 1:00 pm  
**Location:** Meeting Room, Fire Hall, 520 Felix Jack Rd

**Present:** Trustees Doug Hill (via Zoom), Debra Milne, Wayne Peace & Bob McKinnon  
Katherine Somerville, Corporate Administrative Officer  
Kyle Stobart, Fire Chief  
Eric Walker, Deputy Fire Chief  
Janelle Lawson, Administrative Assistant  
Absent with Notice: Trustee Brian Dearden

**Guests:** Rob McFarlane, representative of Mayne Island Health Centre Association,  
Bill Jamieson, representative of MIVFA, and Joey Hartman.

#### 1. CALL TO ORDER

The meeting was called to order at 1:04 pm by Chairperson, Bob McKinnon. Trustee McKinnon acknowledged that the meeting was taking place on the unceded territory of the Coast Salish People.

#### 2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

**Addition to agenda item 7- note from auditor**

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

CARRIED

#### 3. APPROVAL OF MINUTES<sup>1</sup> OF PREVIOUS AGM

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the minutes from the Annual General Meeting held on June 17th, 2023.

CARRIED

The CAO reminded Trustees that at an AGM the public is invited to participate in the meeting and can vote and make motions.

#### 4. ANNUAL REPORT<sup>2</sup> FROM THE CORPORATE ADMINISTRATIVE OFFICER

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the annual report from the Corporate Administrative Officer.

CARRIED

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<sup>1</sup> AGM Meeting Minutes – June 17, 2023

<sup>2</sup> Corporate Administrative Officer's Annual Report 2023

**5. ANNUAL REPORT<sup>3</sup> FROM THE FIRE CHIEF**

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the annual report from the Fire Chief.

CARRIED

**6. ANNUAL REPORT<sup>4</sup> FROM DEPUTY CHIEF**

Trustee Milne inquired about the frequency of use of the Forcible Entry prop and how often it is used in practice. Trustee Milne asked whether firefighters need to be re-certified for those skills. Deputy Chief Walker explained that training with the prop is a popular exercise within the department but does not require certification.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to accept the Deputy Chief's report.

CARRIED

**7. ANNUAL REPORT<sup>5</sup> FROM THE AUDITOR & 2023 FINANCIAL STATEMENTS**

Sheila Henn, CPA, CA, submitted her Auditor's Summary Report in lieu of her attendance to the meeting in person. Sheila Henn informed the District that she will be available as the auditor for the 2024 year end, but is unlikely to be available for following years, due to staffing issues. The District will need to engage a new auditor for the 2025 year end.

MOTION: Trustee Milne moved and Trustee Peace seconded the motion to accept the auditor's report and 2023 financial statements as submitted.

CARRIED

**8. APPOINTMENT OF THE AUDITOR FOR 2024**

Trustee Peace made a recommendation to appoint the current accounting firm, SC Henn CPA, as Auditor for 2024.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion that SC Henn CPA be appointed as auditor for 2024.

CARRIED

**9. OTHER BUSINESS / TOWN HALL**

Bill Jamieson thanked the Trustees for the work they do for the community.

**10. TRUSTEE ELECTION**

As Trustee Peace is not running for another term, Chair McKinnon thanked him for the work he has done serving as a Trustee.

One nomination for Trustee was received. Chair McKinnon declared that Joey Hartman has been elected to the Board of Trustees by acclamation.

A Board reorganization meeting was scheduled for July 11<sup>th</sup> at 1pm.

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<sup>3</sup> Fire Chief's Annual Report 2023

<sup>4</sup> Deputy Chief's Annual Report

<sup>5</sup> Auditor's Annual Report & Audited Financial Statements

**11. ADJOURNMENT**

There being no further business, the Chair asked for a motion to adjourn. The Annual General Meeting was adjourned at 1:13pm by motion made by Trustee Peace.

Approved:

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Bob McKinnon, Chair

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Date:

\_\_\_\_\_  
Katherine Somerville, CAO  
Recorded and Transcribed by J. Lawson

\_\_\_\_\_  
Date:

DRAFT