



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, November 19th, 2024@ 1:00pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Brian Dearden, Bob McKinnon, Deb Milne & Joey Hartman
Katherine Somerville, Corporate Administrative Officer
Kyle Stobart, Fire Chief
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Guests: Lindsay Allan and Rob MacFarlane, Representatives from Mayne Island Health Care Association (MIHCA)
Amanda Gunn, Mayne Island Volunteer Firefighters Association
Tara Walker, BC Emergency Health Services

Absent with notice: Trustee, Doug Hill

1. CALL TO ORDER

The meeting was called to order at 1:02pm by Chairperson, Bob McKinnon.
The Mayne Island Improvement District gratefully acknowledges its presence on SKFAK, located in the traditional, unceded territories of the WSÁNEĆ First Nation.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee Milne moved and Trustee Hartman seconded the motion to approve the minutes from the Board Meeting of October 23rd, 2024.

CARRIED

MOTION: Trustee Milne seconded the motion to approve the minutes from the Special Board Meeting of October 25th, 2024.

CARRIED

4. TOWN HALL

Lindsay Allan updated the Board on MIHCA. Recruitment continues for another doctor and nurse practitioner. She explained there are incentives in place now such as rental top-ups and daycare to help attract candidates. Trustee Hartman thanked MIHCA for facilitating services like the mobile mammography unit and dental hygiene unit.

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

6. CORRESPONDENCE

None

7. REPORTS

7.1 Administrative & Finance Report¹

CAO Somerville updated the Board on the quick budget bylaw approval from the Province. There were no issues or comments from the Province. Annual Fire Fighter payroll is coming up in December.

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to accept the Administrative and Finance Report as presented.

CARRIED

7.2 Fire Department Report ²

Chief Stobart summarized the last two months of call data.

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

CARRIED

7.3 Occupational Health and Safety Committee³

Deputy Chief Walker updated the Board on the improper drainage in the bays. Pooling water can sometimes occur. The committee is brainstorming solutions.

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

CARRIED

7.4 Training Report⁴

Deputy Chief Walker explained October was catch-up month for all exams. New recruits are going to Metchosin this weekend for Haz Mat training. Live Fire is next and is the last step to becoming full- service Fire Fighters.

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

CARRIED

8. TRUSTEE DELEGATE REPORTS

¹ Administrative & Finance Report

² Fire Department Report

³ OH&S Committee Meeting Minutes – October 24th, 2024

⁴ Deputy Chief Training Report

8.1 Fire Hall Committee Report

MOTION: Trustee Milne moved and Trustee Hartman seconds the motion to approve Bylaw 221-2024 Capital Works Reserve Disbursement Bylaw (Engine 3).

CARRIED

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion that Mayne Island Improvement District purchase a new Maximetel Paragon Fire Engine – Stock Truck INC4594 as Fire Apparatus to be known as Engine 3, and equip the vehicle for service to meet the Service delivery mandate of Mayne Island Volunteer Fire Department

CARRIED

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to approve Bylaw 222- Authorization to Execute Agreements.

CARRIED

8.2 Finance Committee

None

8.3 Human Resources

Trustee Hartman spoke to the staff compensation increases in the 2025 budget. A 2.7% cost of living increase (per policy) for the four salaried employees as well as an overall wage increase of 10% for all volunteer Fire Fighters. The Board had researched Long-Term Disability for salaried employees but decided the value for cost was prohibitive for the 2025 budget.

8.4 Health Centre Operations

Nothing to report.

8.5 Policy Committee

Policy Committee Meeting Minutes September 13th, 2024.

Land Acknowledgement

Staff have written a land acknowledgement for use on the website.

8.6 Garbage Committee

None

MOTION: Trustee Dearden moved and Trustee Milne seconded the motion to approve the Trustee Delegate Reports as presented.

CARRIED

9. NEW BUSINESS

None

10.COMMUNICATIONS

None

11.NEXT BOARD MEETING DATES

January 21st, 2025

12. IN CAMERA

Approval of October 23rd, 2024 meeting minutes.

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to go in camera at 1:32pm. CARRIED

The Regular Board Meeting was reconvened at 2:02pm.

ADJOURNMENT

There being no further business, Chairperson McKinnon asked for a motion to adjourn. The board meeting was adjourned at 2:03pm by motion made by Trustee Dearden.

Approved:

Bob McKinnon, Chair

Date

Recorded and transcribed by J. Lawson



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Tuesday, November 19th 2024 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

1. CALL TO ORDER

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

Regular Board Meeting- October 23rd, 2024

Special Board Meeting- October 25th, 2024

4. TOWN HALL

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

6. CORRESPONDENCE

None

7. REPORTS

6.1 Administrative & Finance – Katherine Somerville, CAO

6.2 Fire Department – Kyle Stobart, Fire Chief

6.3 Occupational Health & Safety Committee – Eric Walker, Deputy Fire Chief

Occupational Health & Safety Committee Minutes, October 9th, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

8. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

Bylaw 221- 2024 Capital Works Reserve Disbursement Bylaw (Engine 3)

Bylaw 222- Authorization to Execute Documents (Engine 3)

7.2 Finance Delegate – Trustee Hill

7.3 Human Resources Delegate – Trustee Hartman

7.4 Health Centre Operations Delegate – Trustee Dearden

7.5 Policy Committee Delegate – Trustee Milne

Policy Committee Meeting Minutes – September 13th, 2024

DRAFT Burn Permits Exemption Policy

Land Acknowledgement

7.6 Garbage Committee Delegate – Trustee Milne

9. NEW BUSINESS

10. COMMUNICATIONS

11. NEXT BOARD MEETING DATES

TBD

12. IN CAMERA

Approval of Meeting Minutes October 23rd, 2024.

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Wednesday, October 23rd, 2024@ 1:00pm

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

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

Guests: Rob McFarlane, Mayne Island Health Centre Association (MIHCA).
Tara Walker and Karen Noyes, British Columbia Emergency Health Services (BCEHS).

Absent with notice:

1. CALL TO ORDER

The meeting was called to order at 1:01pm by Chairperson, Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

MOTION: Trustee Milne moved and Trustee Hartman seconded the motion to approve the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the minutes from the Board Meeting of September 17th, 2024.

CARRIED

4. TOWN HALL

Tara Walker updated the Board on the new changes at BCEHS.

Rob MacFarlane updated the Board on the success of the mobile mammography clinic and spoke the upcoming vaccination clinic. MIHCA continues their recruitment campaign to hire a doctor and/or nurse practitioner.

5. BUSINESS ARISING FROM PREVIOUS MEETINGS

None

6. CORRESPONDENCE

CAO Somerville and Tara Walker spoke to the recent complaint from a BC Ambulance helicopter pilot about the condition of the heliport.

7. REPORTS

7.1 Administrative & Finance Report¹

CAO Somerville spoke about the availability of the staff calendar to Trustees.

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to accept the Administrative and Finance Report as presented.

CARRIED

7.2 Fire Department Report

Chief Stobart delivered a verbal report.

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

CARRIED

7.3 Occupational Health and Safety Committee

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

CARRIED

7.4 Training Report

Deputy Chief Walker updated the Board on the training progress of members to full-service Fire Fighters. A brief discussion was had on the recent CISM training by a Fire Fighter.

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

CARRIED

8. TRUSTEE DELEGATE REPORTS

8.1 Fire Hall Committee Report

Nothing to report.

8.2 Finance Committee

Budget meeting will follow. There are nine line items in the Fire Department that are over budget but it should even out overall.

8.3 Human Resources

Trustee Hartman and Trustee Milne have concluded interviews with all four staff members.

8.4 Health Centre Operations

Nothing to report.

8.5 Policy Committee

Trustee Milne updated the Board on the recent work of the committee. Ongoing work includes a Land Acknowledgment, Attendance Policy, amendments to the Grounds Usage to include vaping, Burn Permits etc. Next meeting November 5th.

8.6 Garbage Committee

Nothing to report.

¹ Administrative & Finance Report

MOTION: Trustee Dearden moved and Trustee Hartman seconded the motion to approve the Trustee Delegate Reports as presented.

CARRIED

9. NEW BUSINESS

None.

10. COMMUNICATIONS

None.

11. NEXT BOARD MEETING DATES

November 19th, 2024

12. IN CAMERA

Approval of September 17th, 2024 Meeting Minutes

Contract Renewal – HC

2025 Budgets

MOTION: Trustee Hartman moved and Trustee Milne seconded the motion to go in camera at 1:48pm.

The Regular Board meeting was reconvened at 5:02pm.

The following motions were lifted from the in camera session:

MOTION:

Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the Uniform Policy as amended.

CARRIED

MOTION: Trustee Milne moved and Trustee Hartman seconded the motion that the Board approve in principle the intent to purchase the Engine 1 replacement vehicle as discussed, in the year 2025.

CARRIED

ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 5:05pm by motion made by Trustee Hartman.

Approved:

Doug Hill, Chair

Recorded and transcribed by J.Lawson

Date



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Tuesday, October 25th, 2024@ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Debra Milne, Brian Dearden
Katherine Somerville, Corporate Administrative Officer
Janelle Lawson, Administrative Assistant
Eric Walker, Deputy Fire Chief

Absent with Notice: Trustee, Joey Hartman
Kyle Stobart, Fire Chief

1. CALL TO ORDER

The meeting was called to order at 1:00pm 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 presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

To be presented next month.

4. REPORTS

6.1 Administrative & Finance Report¹

MOTION: Trustee Milne moved and Trustee Dearden seconded the motion to approve the 2025 Health Centre and Heliport Budget as presented.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to approve the 2025 Fire Rescue Services Budget as presented.

CARRIED

MOTION: Trustee McKinnon moved and Trustee Dearden seconded the motion to pass Bylaw #220– Fire Protection Taxation Bylaw 2025.

CARRIED

5. NEXT BOARD MEETING DATES

November 19th, 2024

6. IN CAMERA

None

7. ADJOURNMENT

¹ Administrative & Finance Report

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 1:12 pm by motion made by Trustee McKinnon .

Approved:

Doug Hill, Chair

Date

Recorded and Transcribed by J.Lawson

DRAFT

Mayne Island Improvement District

ADMINISTRATIVE REPORT NOVEMBER 19TH, 2024

Board of Trustees,

Most improvement district bylaws must be registered with the Inspector of Municipalities in order to be legally effective. The Inspector can refuse to register a bylaw, or can take any other action the Inspector considers is in the interest of the improvement district or the B.C. government. For example, prior to registering a bylaw that proposes a significant tax increase, the Inspector may require a board of trustees to consult with landowners.

The 2025 Board approved budget documents including Bylaw 220, "Fire Protection Taxation Bylaw 2025" were received and registered by the Inspector of Municipalities late last month. In July of 2025 the province will transfer the requested amount into the operating account of the District for fire protection.

In adherence with the capital replacement plan I have been working with the Fire Chief in regard to the purchase of "Engine 3". At the direction of the Board, I have prepared two Bylaws that must be approved by the Board in order to facilitate the purchase of "Engine 3" at the end of 2025.

Looking forward, next month is the annual fire fighter payroll. Once a year the fire fighters (not including the Fire Chief & Deputy Chief) are paid for their work responding to calls and attending training sessions. The pay period is December 1 to November 30 each year and pay day is approximately two weeks later.

I will be meeting with Trustee Hartman to review the office calendar on Tuesday morning. If any other Trustees would like me to set up the shared office calendar on their device/s please let me know.

Submitted by,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2024

November 15th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	218	11,139.23
Arrears	43	2,461.77
Delinquent	8	90.86
Credit Balances	51	(7,882.98)
Total Outstanding		<u>\$5,808.88</u>

Attachments:

FD & HC Budget vs. Actual (Prd 10, 2024)
Balance Sheet (Prd 10, 2024)

Fire Department Report



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

Date: MIID Board Meeting Sept. 17th 2024
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms:				
MIFR attended 52 pager responses in September and October. See breakdown below, TOS refers to time to scene in minutes.				
Date	Time	Type	T.O.S.	Responders
Sept 1	07:21	First Responder	:14	4
Sept 1	08:11	BCAS assist	:04	1
Sept 2	19:30	First Responder	:15	6
Sept 4	23:04	First Responder	:15	4
Sept 5	15:54	Alarm activated	N/A	11
Sept 9	19:39	First Responder	:13	5
Sept 11	05:11	First Responder	:15	5
Sept 21	07:59	First Responder	:18	7
Sept 24	06:31	First Responder	:14	8
Sept 28	10:11	First Responder	:09	5
Sept 28	14:15	First Responder	:10	6
Sept 28	15:37	First Responder	:08	6
Sept 29	11:02	First Responder	:09	5
Sept 29	23:27	First Responder	:18	3
Oct 1	20:23	First Responder	:06	5
Oct 7	17:14	Public assist	:21	5
Oct 8	13:12	Open burn complaint	:04	1
Oct 8	11:45	First Responder	:11	8
Oct 11	22:27	Open burn complaint	:18	1
Oct 12	09:13	First Responder	:14	5
Oct 12	05:07	First Responder	:27	4
Oct 13	20:13	First Responder	:13	6
Oct 23	00:57	Motor vehicle incident	:18	1
Oct 30	15:23	First Responder	:12	10

September/October Attendance:
Pager Responses: 254 hrs. Fire Practice: 345 hrs. Special training/Community Events: 25 hrs. September fire practice focused on fire extinguisher use and pre-incident inspections. October fire practice focused on water supplies and medical review.

Personnel			
Active personnel	Firefighter 1 & 2 and Exterior	Work Experience	Recruits
26	26	5	0
Membership is steady at 26 Members; we will not recruit unless numbers drop significantly.			

Equipment and Apparatus

The replacement for Engine 1 has been chosen, Engine 3 will be a 5-seater 2025 Maxi metal Paragon Pumper supplied by Commercial Emergency Equipment Co.

News

MIFR officers are very happy with the make-up of the fire department, we believe we have the most dedicated, outstanding crew ever.

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday October 9th, 2024

Present:

Fire Chief K. Stobart, Deputy Chief E. Walker - Chair/Recording Secretary, CAO K. Somerville, Admin Assistant J. Lawson

Absent: Lieutenant R. Edwards

Guests: None

The meeting was called to order at 10:51 a.m. on October 9th, 2024

1. Agenda:

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

CARRIED UNANIMOUSLY

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

E. Walker moved, and J. Lawson seconded the motion to approve the minutes of the previous meeting, as presented, held on September 10th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

None

4. New Business:

a) Pooling Water in Apparatus Bays – K. Stobart

K. Stobart reported that water from the trucks is pooling on the apparatus bay floor and not draining correctly. A brief discussion about possible solutions to the problem was held.

ACTION ITEM – K. Stobart to explore options to fix the floor draining problem.

Adjournment: The meeting was adjourned at 11:10 a.m. on October 9th, 2024.

5. Agenda for Next Meeting TBA.

Please submit any items you would like to include on next month's agenda to ewalker@mayneid.ca, telephone 250 539 5156, or drop them off at the fire hall.

The next OHS Meeting will be Tuesday, October 1st, at 13:00 hrs.

A handwritten signature in black ink, appearing to be "E. Walker", is written over a horizontal line.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary

Mayne Island Fire Rescue Deputy Chief's Report November 2024

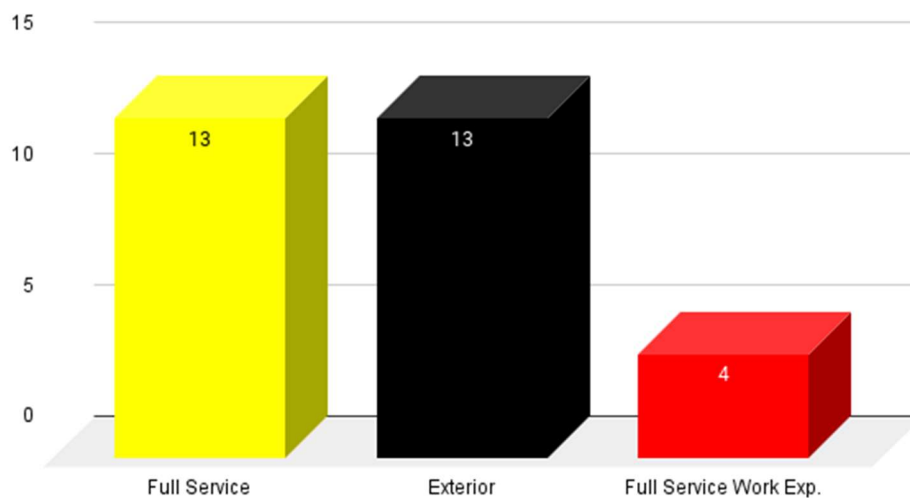


Training

In October, fire practice was all about make-up sessions and exam rewrites. Since April 2024, eight members have been working towards their Full-Service Firefighter certification. This involved weekly skill training and a monthly written exam. Inevitably, some exam re-writes and skill session make-ups would be required. October was set aside for this, and I am happy to report that all eight members have completed all practical make-ups and exam re-writes.

In November, fire practice will be the “officers’ choice.” Each officer will have the chance to plan and deliver a practice of their choosing. This is always well-received by the members, and the officers enjoy it too.

Current Fire Department Roster



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 221**

A bylaw to authorize the disbursement of monies from the Capital Works Renewal Reserve Fund.

WHEREAS there is an estimated unappropriated balance in the Capital Works Renewal Reserve Fund of Seven hundred and ninety thousand, six hundred and three dollars and seventy-nine cents (\$790,603.79) as at the 19th day of November, 2024 which amount has been calculated as follows:

Balance in Fund at 31 December, 2023	\$ 651,253.81
Add: Budgeted Additions to fund, Surplus, interest	\$ 139,349.98
Deduct: Total disbursements & outstanding appropriated funds to-date	\$ 0.00
Unappropriated balance in Reserve Fund as at Nov 19, 2024	\$ 790,603.79

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for the purchase of Fire Apparatus Maximetal Paragon Fire Engine – Stock Truck INC4594 to be known as “Engine 3” and to purchase equipment deemed necessary to equip the Apparatus to meet the Service delivery mandate of Mayne Island Volunteer Fire Department.

THE TRUSTEES of the Mayne Island Improvement District ENACTS AS FOLLOWS:

The sum of up to Six-hundred and fifty-six thousand four hundred and thirty two dollars (\$656,432) is hereby appropriated from the Capital Works Renewal Reserve Fund to be expended for the purchase of Fire Apparatus Maximetal Paragon Fire Engine – Stock Truck INC4594 to be known as “Engine 3” and to purchase equipment deemed necessary to equip the Apparatus to meet the Service delivery mandate of Mayne Island Volunteer Fire Department.

1. The expenditures to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by motion, resolution or bylaw passed by the Trustees.
2. This bylaw may be cited as the “2024 Capital Works Reserve Fund Disbursement Bylaw (Engine 3).”

INTRODUCED and given first reading by the Trustees on the 19th day of November, 2024

RECONSIDERED and finally passed by the Trustees on the 19th day of November, 2024

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. 221 of the Mayne Island Improvement District, passed by the Trustees on the 19th day of November, 2024.

Corporate Administrative Officer

MAYNE ISLAND IMPROVEMENT DISTRICT
Authorization to Execute Agreements
BYLAW No. 222

A bylaw to authorize the execution of documents to complete the purchase of and insure the Fire Apparatus Maximetal Paragon Fire Engine – Stock Truck INC4594 to be known as “Engine 3” and documents required to purchase equipment deemed necessary to equip the Apparatus to meet the Service delivery mandate of Mayne Island Volunteer Fire Department.

THE TRUSTEES of the Mayne Island Improvement District ENACT AS FOLLOWS:

That the Fire Chief, Kyle Stobart is hereby authorized to execute on behalf of the Improvement District, the documents to complete the purchase and the insurance for the purchase of Fire Apparatus Maximetal Paragon Fire Engine – Stock Truck INC4594 in the terms of the quotation from Commercial Emergency Equipment Co hereto attached to meet the Service delivery mandate of the Mayne Island Volunteer Fire Department.

1. That the Fire Chief is hereby authorized to execute on behalf of the Improvement District all necessary instruments to give effect to the purchase and insurance.
2. This bylaw may be cited as the “Authorization to Execute Agreements to complete purchase of and insure Fire Apparatus Maximetal Paragon Fire Engine – Stock Truck INC4594 to be known as “Engine 3”.

INTRODUCED and given first reading by the Trustees on the 19th day of November, 2024.

RECONSIDERED and finally passed by the Trustees on the 19th day of November, 2024.

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. 222 of the Mayne Island Improvement District, passed by the Trustees on the 19th day of November, 2024

Corporate Administrative Officer



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Friday, September 13th, 2024, @ 10am
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Chairperson Trustee Deb Milne, Trustee Bob McKinnon
Corporate Administrative Officer, Katherine Somerville
Administrative Assistant, Janelle Lawson
Deputy Fire Chief, Eric Walker

1. CALL TO ORDER

The meeting was called to order at 9:59am by Chair Milne.

2. ADDITIONS TO AGENDA.

None

3. APPROVAL OF PREVIOUS MEETINGS MINUTES JULY 11TH, 2024.

Trustee McKinnon moves to approve.

4. DRAFT UNIFORM POLICY

Deputy Chief Walker presented his updated DRAFT Uniform Policy to the committee. Discussion around adding "members, officers, staff, and trustees, can purchase casual clothing" to the last bullet in the Policy. Page 7 remove "Special casual clothing items such as pink or orange t-shirts may be issued to Mayne Island Improvement District administrative staff.) Discussion around changing "salaried employees" to "fire department members and officers". Addition of "retired officers may retain their uniform for special events and ceremonies." Decision to reference a Code of Conduct but clarify that it is under development. Deputy Chief Walker has prepared a cost breakdown for implementing the new Policy. The Committee will present the DRAFT Policy to the Board for feedback only at the next meeting.

5. GROUNDS USAGE POLICY

Amendment needed to change from mandatory presence of either CAO, Fire Chief or Deputy Chief. Addition of another box on the application form for authorized employee, their contact information and signature. Will go to the next Board meeting for approval of the amendments.

6. CODE OF CONDUCT

Neither the District or the Fire Department have a Code of Conduct. Consensus that one Employee Code of Conduct would suffice for all staff including Fire Fighters. Staff will prepare DRAFTS of Employee Code of Conduct and Trustee Code of Conduct for the next Policy meeting.

7. LAND ACKNOWLEDGEMENT

Staff will DRAFT an acknowledgement and bring to the next Policy meeting.

8. DRAFT BURN PERMIT EXEMPTIONS POLICY

Deputy Chief Walker presented a DRAFT Burn Permit Exemption Policy. Discussion around how many free permits an individual can obtain. Change the sentence to “members can obtain without a fee a permit for personal use.” Addition to the procedure that “all permits must be signed by the applicant.” Under Property Type, add “Water/Improvement Districts.” Discussed changes will be made and a new DRAFT will be brought to the next Policy meeting.

9. CORPORATE CRESTS, SYMBOLS AND LOGOS

Ties into Uniform Policy. A formal policy is needed to articulate exactly who is in “care and control” of the Mayne Island Improvement District logo and the Mayne Island Fire Department logo. According to Trustee Milne the Board’s understanding is the Fire Chief controls the Fire Department logo, and the Board controls the MIID logo. Staff will prepare a draft for the next Policy meeting.

10. PRIORITIES FOR THE NEXT MEETING

DRAFT Burn Permits Exemptions, Corporate Crest, Symbols and Logos, Land Acknowledgment, Codes of Conduct.

11. NEXT MEETING DATE

November 5th at 1pm.

12. Adjourned at 11:20am.

Approved:



Deb Milne, Chair

Nov 5 / 24

Date:

Recorded and Transcribed by J.Lawson