



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, Bob McKinnon
Recorded and transcribed by J.Lawson

19-11-2024

Date



Mayne Island Improvement District

Agenda - Meeting of the Board of Trustees

Date: Wednesday, October 23rd 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

September 17th, 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, September 10th, 2024

6.4 Training Report – Eric Walker, Deputy Fire Chief

8. TRUSTEE DELEGATE & COMMITTEE REPORTS

7.1 Fire Hall Operations Delegate – Trustee McKinnon

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

7.6 Garbage Committee Delegate – Trustee Milne

9. NEW BUSINESS

10. COMMUNICATIONS

11. NEXT BOARD MEETING DATES

November 21st, 2024- Regular Board Meeting

12. IN CAMERA

Approval of Meeting Minutes September 17th, 2024.

Contract renewal -HC

2025 Budgets

13. ADJOURNMENT



Mayne Island Improvement District

Meeting of the Board of Trustees

Minutes

Date: Thursday, September 17th, 2024 at 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 and Lindsay Allen, Representatives from Mayne Island Health Centre Association (MIHCA)
Bill Jamieson, Mayne Island Volunteer Fire Fighters Association (MIVFFA)
Two members of the public

1. CALL TO ORDER

The meeting was called to order at 1:01 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

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

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Hartman seconded the motion to approve the minutes from the Board Organizational Meeting of July 11th, 2024.

CARRIED

4. TOWN HALL

Lindsay Allen updated the Board on the MIHCA initiative to hire another full-time family physician. MIHCA ran a very successful mobile dental hygiene program which is expected to return. They are also expecting next month a mobile mammography unit to be on site at the Health Centre.

Bill Jamieson updated the Board on the MIVFFA and their partnership with the Food Bank. The Food Bank was successful in receiving a grant to upgrade the generator at the Paddy Lambert Memorial Hall. They have received their new sea can storage unit which is now on site.

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. CORRESPONDENCE

None.

7. REPORTS

7.1 Administrative & Finance Report¹

CAO Somerville elaborated on her Board report specifically discussing the MIID's role in garbage collection and the Health Centre building.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to approve the Administrative and Financial Report.

CARRIED

7.2 Fire Department Report²

A discussion was held about the open burn calls in August. Chief Stobart updated the Board on the quote process for the replacement of Engine 1.

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

CARRIED

7.3 Occupational Health and Safety Committee³

Brief discussion about the replacement of the seatbelt in Engine 2. It will be professionally installed when the apparatus is in for its next maintenance.

MOTION: Trustee Dearden moved and Trustee McKinnon seconded the motion to accept the OH&S Reports.

CARRIED

7.4 Training Report⁴

Deputy Chief Walker updated the Board on the training schedule of the new recruits. They are almost finished their coursework and will attend Haz Mat training in November and Live Fire in December to become full-service Fire Fighters.

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

CARRIED

8. TRUSTEE DELEGATE REPORTS

8.1 Fire Hall Committee Report

Long-term disability- will be discussed in camera.

8.2 Finance Committee

8.3 Human Resources

8.4 Health Centre Operations

8.5 Policy Committee

¹ Administrative & Finance Report

² Fire Department Report

³ Occupational Health and Safety Report

⁴ Training Report

Grounds Usage Policy

An amendment is needed to remove the requirement of the CAO, Fire Chief, or Deputy Chief is present for the duration of an event. Another authorized individual is still required. It was decided to add an additional bullet to the Policy about an authorized representative to be on site.

MOTION: Trustee McKinnon moved and Trustee Hartman seconded the motion to approve the Grounds Usage Policy and application as amended.

CARRIED

8.6 Garbage Committee

Discussion around the misinformation in the community about MIID and garbage collection. The public is encouraged to visit the MIID website or inquire at the office to learn the factual information.

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

Additions to the website were made to clarify the MIID’s position on garbage collection.

11. NEXT BOARD MEETING DATES

October 23rd, 2024

12. IN CAMERA

MOTION: Trustee Hartman moved and Trustee Dearden seconded the motion to go In Camera at 1:47pm.

CARRIED

The regular board meeting reconvened at 3:28 pm.

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 3:28 pm by motion made by Trustee McKinnon.

Approved:

Doug Hill, Chair

Date

Recorded and transcribed by J. Lawson

Mayne Island Improvement District

ADMINISTRATIVE REPORT OCTOBER 23, 2024

Board of Trustees,

This past month my focus has been mainly related to the budget preparations or human resource matters.

In regard to the 2025 budgets, after input from trustees I have been able to streamline the items presented. This will hopefully make the presentation that much easier to work through. The budgets must be approved by the Board and sent with the accompanying bylaw to the Ministry of Municipal Affairs by the end of October.

Related to recent human resources discussions, I have now provided access to the shared staff calendar to all trustees. This will give trustees the ability to look in real time at the planned staffing for all employees.

As Janelle and I are part time and paid hourly you will see we note when we will be in the office whereas, Kyle and Eric as salaried employees would typically indicate when they will be out of the office.

Unfortunately, due to a family commitment off island I have had to adjust my schedule in October to accommodate the workload so this access is actually well timed. I encourage trustees to check the calendar for latest staffing information. If any trustees need help accessing this calendar, please let me know.

Working with the software migration team we have been able to find ways to minimize the some of the software issues. However, there were a few changes we are unable to find a work around for.

Submitted by,
Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2024

October 19th, 2024

	# of Properties	\$ Amount Outstanding
Current Year	228	11,625.50
Arrears	46	2,602.98
Delinquent	9	95.94
Credit Balances	47	(2,114.86)
Total Outstanding		<u>\$12,209.56</u>

Attachments:

FD & HC Budget vs. Actual (Prd 9, 2024)
Balance Sheet (Prd 9, 2024)

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday September 10th, 2024

Present:

Deputy Chief E. Walker - Chair/Recording Secretary, Admin Assistant J. Lawson, Fire Fighter R. Edwards

Absent: Fire Chief K. Stobart, CAO K. Somerville,

Guests: None

Meeting called to order at 13:01 hours September 10th, 2024

1. Agenda:

R. Edwards moved and J. Lawson seconded the motion to adopt the agenda as presented.

CARRIED UNANIMOUSLY

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

R. Edwards moved and E. Walker seconded the motion to approve the minutes of the previous meeting, as presented, held, July 16th, 2024.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

None

4. New Business:

a) Group Discussion

A brief group discussion was held regarding health and safety concerns. E. Walker reported that he has not noticed any health or safety concerns recently and has had no concerns brought to him by the membership. R. Edwards agreed and added that he too has had no health or safety concerns brought to him.

Adjournment: The meeting was adjourned at 13:10 hours, September 10th, 2024.

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 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 October 2024



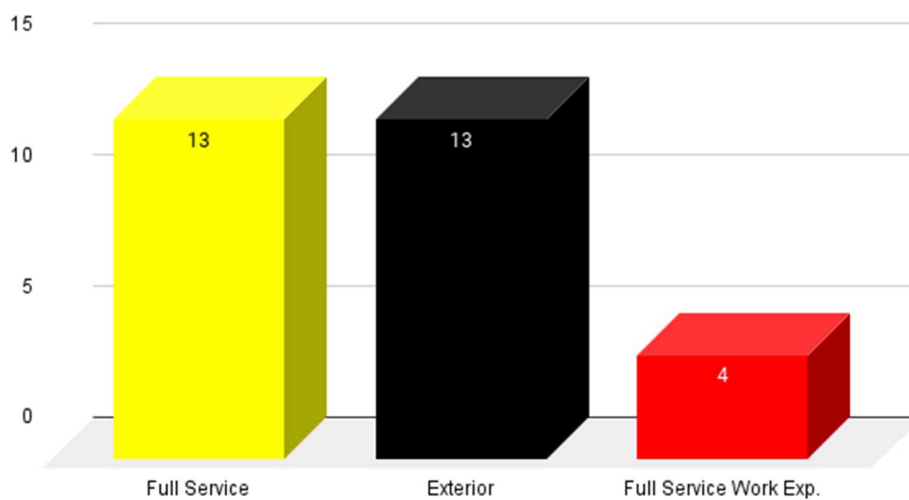
Training

In September, fire practice focused on portable fire extinguishers and fire detection, suppression, and smoke control systems (smoke detectors). These subjects make up the final training module for our new members. After completing this module, all that remains for these members to achieve their *Full Service Firefighter* certification is Hazmat Ops and Live Fire training, which are scheduled for November and December respectively.

Also, during September, one member attended Emergency Scene Management Level 1 (ESM I) training over two weekends at Metchosin Fire Department. ESM I is part of Fire Officer I training and is available to more senior department members who are interested in an officer role.

Another member completed Fire Service Instructor I (FSI I) in September. This course was completed online through our training partner, Vancouver Island Emergency Response Academy (VIERA). FSI I, which is a requirement for Fire Officer I training, is also offered to our more senior members.

Current Fire Department Roster



Respectfully Submitted



Eric Walker – Deputy Fire Chief & Training Officer



Mayne Island Improvement District

Policy Committee Meeting Minutes

Date: Thursday, July 11th, 2024, @ 1pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Chairperson Trustee Deb Milne, Trustee Bob McKinnon, Trustee Joey Hartman
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 1:39pm by Chair Milne.

2. ADDITIONS TO AGENDA.

- Vaping/Smoking on Property
- Burn Permit Payment Exceptions
- Land Acknowledgement
- Vision Statement

3. APPROVAL OF PREVIOUS MEETINGS MINUTES APRIL 25TH, 2024.

Trustee McKinnon moves to approve.

4. DRAFT UNIFORM POLICY

Deputy Chief Walker presented his DRAFT Uniform Policy to the committee. A few changes were requested to be made. Deputy Chief Walker will make the changes and bring a new draft to the next committee meeting.

-list of what each class means (eg A (dress), B (casual), C).

-whose responsibility for cleaning (dry cleaning etc).

-MIID Code of Conduct? (expense reimbursement policy).

-list of additional costs (belts, socks, name tags etc.) Eric will send it to the Trustees before the next meeting.

-timeline (eg 30 days) of when a uniform should be returned when an employee leaves.

-clarification of what pieces are issued and what are paid for by the employee (hoodies).

5. SMOKING/VAPING POLICY/CLARIFICATION

Will look at Grounds Use Policy as what exists already. Vaping and cannabis may need to be added. Look at bylaws around public doorways, windows etc. Potential ramifications etc.

6. BURN PERMIT PAYMENT EXCEPTIONS

Need something formal in writing. Firefighters, former firefighters, CRD, parks, water districts, non-profits etc. Trustees should be included. Janelle will work with Eric and Kyle on a list. Eric will prepare a draft for the next meeting.

7. LAND ACKNOWLEDGEMENT

Staff will reach out to WSANEC Leadership Council first. Suggestion that Trustees and Staff each take turns doing the land acknowledgement. Policy that says here is the long statement from the district, and then direction for individual meeting acknowledgments.

8. VISION STATEMENT

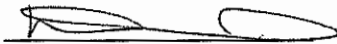
Will need to be updated following the creation of the land acknowledgment. Will bring copies of Letters Patent to next meeting for direction.

9. NEXT MEETING DATE

September 10th at 1pm.

10. Adjourned at 2:33pm.

Approved:



Deb Milne, Chair

Date:

Sept 13/24

Recorded and Transcribed by J.Lawson