



Mayne Island Improvement District

Board of Trustees

Meeting Minutes

Date: Wednesday, October 6, 2021 @ 1:00 pm
Location: Meeting Room, Fire Hall, 520 Felix Jack Rd

Present: Trustees Doug Hill, Bob McKinnon, Deb Milne & Wayne Peace
Katherine Somerville, Corporate Administrative Officer
Eric Walker, Deputy Fire Chief
Hailey Flynn, Administrative Assistant

Absent with Notice: Brian Dearden, Trustee
Kyle Stobart, Fire Chief

1. CALL TO ORDER

The meeting was called to order at 1:25 pm by Chairperson Doug Hill.

2. REQUEST FOR ADDITIONS AND MOTION TO APPROVE AGENDA

Trustee Milne asked for time to discuss COVID vaccination mandates.

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

3. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the minutes from the Board Meeting of August 17, 2021. CARRIED

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to approve the draft minutes from the AGM of September 18, 2021 for distribution. CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 Administrative & Finance Report¹

CAO Somerville asked for motions of Board approval of the 2022 Health Centre and Fire Rescue budgets as presented earlier in the day.

¹ Administrative & Finance Report

MOTION: Trustee Peace moved and Trustee McKinnon seconded the motion to approve the Health Centre & Heliport 2022 Budget as presented. CARRIED

MOTION: Trustee McKinnon moved and Trustee Milne seconded the motion to approve the Fire Rescue Services 2022 Budget as presented. CARRIED

Bylaw #210 “Fire Protection Taxation Bylaw 2021” was introduced, reconsidered and finally passed.

MOTION: Trustee Milne moved and Trustee McKinnon seconded the motion to pass Bylaw #210 – Fire Protection Taxation Bylaw 2022. CARRIED

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

6.2 Fire Department Report²

Deputy Chief Walker presented the Fire Department Report on behalf of Chief Stobart and asked for questions. Discussion was held regarding the water storage tank and catchment system. It was agreed upon to divert rainwater to the tank in the front of the building as was the original plan. The tank will be chlorinated occasionally to prevent growth of algae and/or bacteria.

Weatherproofing to the exterior pipes of the water tanks at the back of the building has been approved in the 2022 budget, however, this work will commence as soon as possible with funds from the 2021 budget if there is an expected surplus.

Trustee Milne brought attention to an Island Health memo sent to primary care regarding COVID vaccination requirements. A discussion was held about the definition of the “Public Health System” and to whom and in what locations would the mandate apply, as well as the variations in Federal and Provincial regulations. CAO Somerville and DC Walker confirmed that MIID and the Fire Department have been and will adhere to all orders, mandates and directives issued by the Public Health Officer.

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

6.3 Occupational Health and Safety Committee Report³

Deputy Chief Walker presented the minutes from the meeting of August 10, 2021 OH&S as submitted. In follow up to the minutes, he added that the issues of the contaminated water at

² Fire Department Report

³ OH&S Committee Meeting Minutes – August 10, 2021

the Health Centre and the unsafe usage of the back parking lot have been resolved. Trustee Hill asked if it was still the intention of the Food Bank to get a large storage container. CAO Somerville stated that they were offered space in the front parking lot for a container and that she has not heard back regarding this.

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

7. TRUSTEE DELEGATE REPORTS

CAO Somerville and Trustee Hill reported that interviews for Maintenance Manager and Water Systems Operator were held the week prior. A discussion will be held in camera to review the applicants.

8. NEW BUSINESS

None.

9. COMMUNICATIONS

A Mayneliner advertisement related to next year's nominal fee increase to burning permits was discussed. It was decided not to publish in the Mayneliner, instead to use the websites and direct communication with customers at the office.

10. NEXT BOARD MEETING DATES

November 16, 2021 at 1:00 pm – Regular Board Meeting

11. IN CAMERA

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to go into an in camera session at 1:50 pm. CARRIED

The regular board meeting reconvened at 2:20 pm.

12. OTHER BUSINESS

Motions from the in camera session were brought forward.

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to authorize CAO Somerville to execute on behalf of the Improvement District, the contract for the Maintenance Manager as presented at the August 17, 2021 board meeting. CARRIED

MOTION: Trustee Peace moved and Trustee Milne seconded the motion to authorize CAO Somerville to execute on behalf of the Improvement District, the contract for the Water Systems Operator as presented at the August 17, 2021 board meeting. CARRIED

13. ADJOURNMENT

There being no further business, Chairperson Hill asked for a motion to adjourn. The board meeting was adjourned at 2:21 pm by motion made by Trustee McKinnon.

Approved:


Doug Hill, Chair

Nov 16, 2021
Date:

Recorded and Transcribed by H. Flynn



Mayne Island Improvement District

ADMINISTRATIVE REPORT – OCTOBER 6TH, 2021

The AGM draft minutes are included in the meeting package for trustee review. These minutes won't be formally approved until the next AGM however I would like the board to approve the draft minutes for distribution.

After review of the draft 2022 budgets with trustees and staff, we have addressed any areas of concern and are ready for the formal presentation on the 6th.

The application period for the Small Water Systems Operator and Maintenance Person have closed. Trustee Hill and I conducted interviews that included a discussion regarding expectations, orientation to the premises and review of the contract and maintenance log book. We will have a recommendation as to hiring for Board discussion in camera.

The Health Centre water system work is complete and the system seems to be working properly.

Sincerely,

Katherine Somerville
Corporate Administrative Officer

Health Centre Tax Summary 2021

At October 1, 2021

	# of Properties	\$ Amount Outstanding
Current Year	339	12,535.30
Arrears	63	2,149.27
Delinquent	5	19.48
Credit Balances	39	(766.36)
Total Outstanding		<u>\$13,937.69</u>

Attachments:

FD & HC Budget vs. Actual (Prd 9, 2021)
Balance Sheet (Prd 9, 2021)

Action Items:

Motion/Approval

**MAYNE ISLAND IMPROVEMENT DISTRICT
FIRE RESCUE SERVICES
2022 BUDGET**

OPERATING EXPENSES	GOVERNANCE	Accounting & Audit Fees	3,300	
		Administration	36,854	
		Bank Charges	1,650	
		Professional Fees	2,000	
		Insurance - MIID Board	1,040	
		I.T. Maintenance, Security, Software, Hardware	5,858	
		Office Supplies	2,232	
		Recording Secretary	-	
		Telecommunications	776	
		Advertising	500	
		Travel Expense	200	
		\$	54,409	
OPERATING EXPENSES	FIRE DEPARTMENT	Accounting & Audit Fees	3,850	
		I.T. Maintenance, Security, Software, Hardware	9,684	
		Equipment, Maintenance & Repair	50,560	
		Fire Prevention	2,000	
		Firehall Building	48,155	
		FD General & Administration	50,588	
		FD Personnel	320,272	
		FD Training	43,450	
		FD Vehicle Maintenance & Fuel	28,400	
				\$
TOTAL OPERATING EXPENSES			\$	611,368
CAPITAL EXPENSES	Capital Works - FD	5,000		
	Capital Reserve	105,000		
		\$	110,000	
TOTAL EXPENDITURES			\$	721,368
	Less Other Income	(8,750)		
TOTAL BYLAW #210 (FIRE PROTECTION) TAX LEVY REQUIRED			\$	712,618

**MAYNE ISLAND IMPROVEMENT DISTRICT
Mayne Island Health Centre & Heliport
2022 BUDGET**

OPERATING EXPENSES	HEALTH CENTRE	Accounting & Audit Fees	3,850	
		Administration	43,055	
		Office Supplies	5,404	
		Building Maintenance	30,045	
		Heliport Operation	3,700	
		Insurance	8,455	
		Legal	2,000	
		Utilities	5,305	
		Water	2,000	
		I.T. Maintenance, Security, Software, Hardware	6,834	
				\$
TOTAL OPERATING EXPENSES			\$	110,647
CAPITAL EXPENSES	HEALTH CENTRE	Health Centre Building Reserve Fund	13,000	
TOTAL CAPITAL			\$	13,000
TOTAL EXPENDITURES			\$	123,647
		Rental Income	(15,000)	
		Income from Interest & Penalties	(4,000)	
				\$ (19,000)
TOTAL BYLAW #2XX (Health Center) TAX LEVY REQUIRED			\$	104,647

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW NO. 210**

A bylaw for levying taxes on the land and improvements within the Mayne Island Improvement District, hereinafter referred to as the "Improvement District", for fire protection purposes.

The Trustees of Mayne Island Improvement District in open meeting assembled ENACTS AS FOLLOWS:

1. The sum of Seven Hundred and Twelve Thousand, Six Hundred and Eighteen Dollars (\$712,618.00) is required by the Improvement District for fire protection in the year 2022.
2. A tax at a rate determined to be necessary to raise the aforesaid sum is hereby levied for the year 2022 on all land and improvements as defined in the *School Act*, within the Improvement District in accordance with Section 711 of the *Local Government Act*.
3. The said taxes shall be due and payable as provided in the *Taxation (Rural Area) Act* and if delinquent shall bear interest at the rate set out under the *Taxation (Rural Area) Act* until paid or recovered.
4. This bylaw may be cited as the "Fire Protection Taxation Bylaw 2022".

INTRODUCED and given first reading by the Trustees on the 6th day of October, 2021.

RECONSIDERED and finally passed by the Trustees on the 6th day of October, 2021.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 210.

Corporate Administrative Officer

Fire Department Report

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



Date: MIID Board Meeting Sept. 6th 2021
 Fire Department summary to date

Mayne Island Fire Rescue
 Serving Our Community with Pride

Alarms: 10				
August was slow with only 10 fire department responses. See breakdown below.				
Date	Time	Type	T.O.S.	Responders
Aug 2 nd	11:24	Duty Officer-public works	n/a	1
Aug 6 th	20:55	First Responder	:16	6
Aug 6 th	21:28	Duty Officer-open burn	:04	1
Aug 7 th	03:42	Motor Vehicle incident	:18	12
Aug 8 th	22:54	First Responder	:18	4
Aug 11 th	17:20	Duty Officer-equipment complaint	n/a	1
Aug 12 th	08:49	Duty Officer-equipment complaint	n/a	1
Aug 13 th	14:13	Tree on hydro lines	:17	1
Aug 20 th	12:46	BCAS assist	:11	3
Aug 31 st	12:45	Duty officer-smoke sighting	:05	2

Response

BCEHS, has reinstated our pre-pandemic response procedures, which will increase our volume for First Responder calls. We will still carry ample PPE if dispatch indicates possible Covid infection at our response location.

Attendance-June/July

Pager Responses: 74 hrs. Fire Practice: 154 hrs. Special training/Community Events: 37 hrs.

Practice and education

August practice topics varied from wildland structure protection, to SCBA use to rope rescue to apparatus familiarization.
 First Responder practice focused on Spinal injuries and stabilization.
 For the balance of the year most practice nights will involve scenario-based training incorporating fire fighter and first responder skills, ie: person injures themselves with fall from cliff, auto extrication with spinal stabilization etc.

Active personnel	Firefighter 1 & 2 and Exterior	First Responder	FF in training
24	23	1	6
We are postponing recruitment until pandemic restrictions ease.			

Equipment and Apparatus
<p>All apparatus and equipment are functioning normally.</p> <p>The 10,000 gallons water tank at the front of the firehall is full of pond water. It is currently not plumbed into the roof drainage system but could be done so fairly inexpensively. We are currently waiting on a quote for this work.</p> <p>Although the water in this tank can be used for apparatus cleaning, the tank is in a prime location to refill apparatus for fire suppression.</p>

News
<p>We are looking forward to more fire department community engagement when pandemic restrictions ease.</p>

Fire Chief Kyle Stobart

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Wednesday August 10th, 2021

Present:

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

Absent:

Admin Assistant H. Flynn

Guests:

None

Meeting called to order at 11:08 hours, August 10th, 2021

1. Agenda:

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

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, as distributed, held June 2nd, 2021.

CARRIED UNANIMOUSLY

3. Business Arising from Previous Minutes:

a) Re-painting of Danger / Parking Areas – K. Somerville

K. Somerville reported that the re-painting of the Danger / Parking areas has been completed.

b) Increased Traffic in Rear Parking Area – K. Stobart

K. Stobart reported that there have been several discussions with the Fire Fighters Association and the Food Bank regarding the traffic volume in the rear parking area. The Food Bank has been instructed to use the front parking area for loading / unloading their vehicles.

c) Lead in Water at Heath Centre – K. Somerville

K. Somerville reported that four filters have been installed at the sinks of the Health Centre which provide drinking water from the sinks. K. Somerville also reported that there are ongoing water system issues at the Health Centre and that she plans to have the chlorine system re-commissioned and the UV unit replaced to mitigate these issues.

ACTION ITEM: K. Somerville to have the chlorine system re-commissioned and the UV unit replaced at the Health Centre.

4. New Business:

a) Items Left Out Near Heliport – E. Walker

E. Walker reported that there have been items left out near the heliport recently and that

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



this is a safety concern when helicopters are landing or taking off. K. Stobart suggested that he remind the members during next fire practice not to leave items near the heliport.

ACTION ITEM: K. Stobart to remind members not to leave items near the heliport.

Adjournment: The meeting was adjourned at 11:20 hours, August 10th, 2021.

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 September 7th at 10:00 hrs.

E. Walker, Chair

Recorded by E. Walker, Recording Secretary