



Mayne Island Improvement District

Meeting of the Board of Trustees

Date: Tuesday, Jan 9, 2018

Time: 1:00 PM

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

CALL TO ORDER:

The meeting was called to order at 1:02 PM by Chair, Trustee Maude

PRESENT: Trustees: David Maude, Wayne Peace, Brian Dearden, Sean Skiffington, Doug Hill
Staff: Corporate Administrative Officer (CAO): Katherine Somerville; Deputy Chief Eric Walker, Gerrie Wise, Recording Secretary

ABSENT WITH NOTICE Fire Chief: Kyle Stobart

GUESTS OR MEMBERS OF PUBLIC PRESENT – No guests were present.

AGENDA – Additions, Approval

The CAO will address a phone call from Richard De Armond under “Correspondence”
Time was requested “in camera” by Trustee Hill

MOTION Trustee Dearden moved and Trustee Peace seconded the motion to approve the agenda with additions. **CARRIED**

PREVIOUS MINUTES OF BOARD MEETINGS:

MOTION Trustee Peace moved and Trustee Dearden seconded the motion to approve the Minutes from the Board Meeting of Nov 21, 2017 as circulated. **CARRIED**

BUSINESS ARISING FROM PREVIOUS/MEETINGS/MINUTES:

The CAO detailed the transfer of Improvement District banking arrangements to the CIBC. She reported that she is pleased with their proposal and recommends the transfer of the District banking to CIBC. Service charges will be less and the CIBC has agreed to pay interest on the chequing account. Various documents and the present interest rates were discussed.

MOTION Moved by Trustee Peace and seconded by Trustee Skiffington to transfer all banking arrangements to the CIBC. **CARRIED**

The Banking Resolution and all banking documents were completed after discussion and approval of the motion.

CORRESPONDENCE:

A phone call was received from Richard De Armond regarding: parking on MIID property for the new Community Bus. The issue will be presented at February MIID Board meeting.

REPORTS

a) Corporate Administrative Officer:

The CAO presented the Budget vs Actual Reports for the Fire Department and Health Centre 2017 year to date, and her Administration Report¹ including a report on the Health Centre. The new phone system has been installed and is working very well. On Saturday, our Health Centre water system required emergency service. Bill Warning provided valuable assistance. In MIID, one of the computers

¹ Administration Report
Board of Trustees MIID Meeting Jan 9, 2018 Minutes,

failed but has been replaced by the CAO's old computer which was recently replaced with a new unit. We now have 9 working security cameras on our property. Regarding the replacement of our Hardware and IT Service, the quote was sent to Trustee Skiffington for review, and detailed information was emailed to the Trustees. All questions raised by the Trustees to date have been answered; the CAO asked if there are any further questions; No further questions regarding the purchase were asked. The CAO then presented the following Bylaws for approval.

- Bylaws

BYLAW 184² "2018 Fire Department Capital Works Reserve Fund Disbursement Bylaw (Hardware & IT)" was introduced, reconsidered and finally passed.

MOTION: Trustee Hill moved and Trustee Skiffington seconded the motion to pass Bylaw 184.

CARRIED

BYLAW 185³ "2018 Health Centre Capital Works Reserve Fund Disbursement Bylaw (Hardware & IT)" was introduced, reconsidered and finally passed.

MOTION: Trustee Dearden moved and Trustee Peace seconded the motion to pass Bylaw 185.

CARRIED

MOTION Trustee Peace moved and Trustee Hill seconded the motion that Mayne Island Improvement District purchase Hardware and IT Services necessary for the efficient and secure operation of the business of the Improvement District as specified in the proposal of September 21, 2017 from Ci2 Group Inc.

CARRIED

BYLAW 186⁴ "Authorization to Execute Agreements to complete purchase of Hardware and IT Services" was introduced, reconsidered and finally passed

MOTION: Trustee Hill moved and Trustee Peace seconded the motion to pass Bylaw 186.

CARRIED

MOTION Moved by Trustee Peace and seconded by Trustee Dearden to approve the CAO Report.

CARRIED

b) Fire Chief's Report⁵ : Deputy Fire Chief Walker presented the Fire Chief's report asked for any questions. No questions were asked.

MOTION Moved by Trustee Peace and seconded by Trustee Hill to accept the Fire Chief's Report.

CARRIED

c) Report⁶ from Occupational Health and Safety Committee: The minutes of the committee meeting of November 7, 2017 were reviewed. The Deputy Fire Chief asked for any further questions regarding the minutes. Trustee Hill asked if the slip hazard noted had been dealt with. Deputy Chief Walker confirmed that the issue was dealt with right after the meeting on Nov 7th.

MOTION Moved by Trustee Dearden and seconded by Trustee Skiffington to approve the OH&S Committee report.

CARRIED

TRUSTEE & COMMITTEE REPORTS

a) Fire Hall Build: Trustee Skiffington reported CRD did their walk through and signed off on the physical work in the building. However, CRD requires a memo from fire protection engineer

² Bylaw #184

³ Bylaw #185

⁴ Bylaw 186

⁵ Fire Chief's Report

⁶ OH & S Committee Minutes

detailing the cold weather procedures necessary to ensure the sprinkler system water tanks do not freeze. This is required due to the lack of tank heating and insulation. When the engineer provides the memo the CRD will provide an occupancy certificate. Per the fire protection engineer's specification, a temperature and level monitoring system is being installed. Trustee Skiffington has requested the Fire Chief to set up a maintenance schedule and log for the fire hall building and equipment.

- b) Finance: Trustee Peace reported he met with the CAO regarding the transfer of banking arrangements. He and Katherine anticipate a 3-month transition period.
- c) Health Centre Operations: Trustee Hill reported that last week he and Katherine Somerville toured the health centre. There are still some minor outstanding repair issues from the break-in. The doctor identified an issue with the sticker mounted on her entrance door. Other issues identified which may be addressed this year include upgrades in the meeting room and if the budget allows, improvements in the flooring in some areas.

Trustee Skiffington asked if the CAO had received an Electrical Permit on behalf of the Firefighters Association as per their agreement with MIID. Katherine explained she has just received an email today from the Association with a copy of the Permit.

Returning to the Health Centre report, Trustee Hill reported that the lower parking lot requires minor clean up. It is his understanding that Katherine will pursue these issues as required. The CAO reported she has asked the Maintenance Contractor to complete the required work. The CAO also reported she has contacted a flooring contractor for a quote for new flooring in areas of the Health Centre and the fire hall. Both flooring areas are included in the 2018 budget.

- d) Human Resources: Trustee Maude reported that he and the CAO interviewed an applicant Jan 8, 2018 for the position of Administrative Assistant. The position is for 1 day/week.

MOTION Trustee Maude moved and Trustee Hill seconded the motion to hire Hailey Flynn as an Administrative Assistant effective January 9th, 2018 on a probationary basis for 6 months at a hourly wage of \$20/hr. **CARRIED**

- e) Communications Committee: Trustee Dearden reported that no items have been brought forward.
- f) Garbage Committee – Trustee Dearden: The Terms of Reference⁷ were discussed at length. The Committee members suggested they will review the responsibilities of the committee and report any suggestions for change to the Board at the next Board meeting.

MOTION Moved by Trustee Skiffington and seconded by Trustee Hill to adopt the Terms of Reference for the “Garbage Committee” as amended. **CARRIED with Trustee Maude abstaining**

The CAO requested a list of the committee's proposed members of the “Garbage Committee” for Board approval for the next Board Meeting.

MOTION: Moved by Trustee Peace and seconded by Trustee Hill to accept the Trustees' and Committee Reports. **CARRIED**

OTHER BUSINESS:

- a) Communications: Mayneliner Article: Trustee Peace circulated an article regarding the Garbage Committee to be published in the Feb MayneLiner. An invitation to any members of the public

⁷ Garbage Committee Terms of Reference
Board of Trustees MIID Meeting Jan 9, 2018 Minutes,

interested in joining the committee was added to the information and the CAO will send the article to Alea. Trustee Dearden stated he believes that there needs to be a general forum for the public to get information.

NEW BUSINESS: Nothing was presented

NEXT BOARD MEETING DATE/S:

Feb 20, 2018: 1:00 PM Regular MIID Board Meeting. Trustee Dearden is unable to attend.

The Chair asked for a motion to go In Camera to discuss confidential information.

MOTION Trustee Hill moved and Trustee Skiffington seconded the motion to go into "In Camera session" at 1:46 PM. **CARRIED**

Following the Adjournment of the In Camera portion of the meeting, the regular Board meeting was reconvened and as there was no further New Business, was adjourned.

ADJOURNMENT:

The Board meeting was adjourned at 1:57 PM by motion made by Trustee Skiffington.

Transcribed by: Gerrie Wise, Recording Secretary

Approved

David Maude, Chair

Date:

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 184**

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 One hundred and seventeen thousand, five hundred and fifty-five dollars and forty-eight cents (\$ 117,755.48) as at the 9th day of January, 2018
which amount has been calculated as follows:

Balance in Fund at 31 December, 2017	\$ 208,023.54
Add: Budgeted Additions to fund, Surplus, interest	\$.00
Deduct: Total disbursements & outstanding appropriated funds to-date	\$ 90,268.06
Unappropriated balance in Reserve Fund as at January 9, 2018	\$ 117,755.48

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.107, for the purchase of Hardware and IT Services necessary for the efficient and secure operation of the business of the Improvement District.

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

The sum of up to Nine thousand dollars (\$ 9,000.00) is hereby appropriated from the Fire Department Capital Works Renewal Reserve Fund, Fire to be expended for the purchase of Hardware and IT Services.

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 "2018 Fire Department Capital Works Reserve Fund Disbursement Bylaw (Hardware & IT Services).

INTRODUCED and given first reading by the Trustees on the 9th day of January, 2018

RECONSIDERED and finally passed by the Trustees on the 9th day of January, 2018

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. 184 of the Mayne Island Improvement District, passed by the Trustees on the 9th day of January, 2018

Corporate Administrative Officer

**MAYNE ISLAND IMPROVEMENT DISTRICT
BYLAW No. 185**

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

WHEREAS there is an estimated unappropriated balance in the Health Centre Capital Works Renewal Reserve Fund of Thirty-eight thousand, one hundred and thirty-six dollars and ninety-three cents (\$ 38,136.93) as at the 9th day of January, 2018 which amount has been calculated as follows:

Balance in Fund at 31 December, 2017	\$ 38,136.93
Add: Budgeted Additions to fund, Surplus, interest	\$.00
Deduct: Total disbursements & outstanding appropriated funds to-date	\$.00
Unappropriated balance in Reserve Fund as at January 9, 2018	\$ 38,136.93

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No.105, for the purchase of Hardware and IT Services necessary for the efficient and secure operation of the business of the Improvement District.

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

The sum of up to Nine thousand dollars (\$ 9,000.00) is hereby appropriated from the Health Centre Capital Works Renewal Reserve Fund to be expended for the purchase of Hardware and IT Services.

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 "2018 Capital Works Reserve Fund Disbursement Bylaw Health Centre (Hardware & IT)".

INTRODUCED and given first reading by the Trustees on the 9th day of January, 2018

RECONSIDERED and finally passed by the Trustees on the 9th day of January, 2018

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. 185 of the Mayne Island Improvement District, passed by the Trustees on the 9th day of January, 2018

Corporate Administrative Officer

MAYNE ISLAND IMPROVEMENT DISTRICT
Authorization to Execute Agreements
BYLAW No. 186

A bylaw to authorize the execution of documents to complete the purchase of Hardware and IT Services necessary for the efficient and secure operation of the business of the Improvement District.

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

That the Corporate Administrative Officer, Katherine Somerville is hereby authorized to execute on behalf of the Improvement District, the documents to complete the purchase of Hardware and IT Services.

1. That the Corporate Administrative Officer is hereby authorized to execute on behalf of the Improvement District all necessary instruments to give effect to the purchase of Hardware and IT Services necessary for the efficient and secure operation of the business of the Improvement District.
2. This bylaw may be cited as the "Authorization to Execute Agreements to complete purchase of Hardware and IT Services".

INTRODUCED and given first reading by the Trustees on the 9th day of January, 2018

RECONSIDERED and finally passed by the Trustees on the 9th day of January, 2018

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. 186 of the Mayne Island Improvement District, passed by the Trustees on the 9th day of January, 2018

Corporate Administrative Officer



Mayne Island Improvement District

ADMINISTRATIVE REPORT

Happy New Year! I hope everyone enjoyed a safe and happy holiday.

Year end is a busy time for me. Closing 2017 year and opening the 2018 year on our software takes quite a while. I am unable to produce a 2018 Balance Sheet until I have completely closed the 2017 year. The reports provided this month will require adjustments as I progress through the closing procedures. All 2017 expenses have not been received and posted to the ledger.

As RBC is unable to meet the District's financial needs to provide more cost effective flexible banking I have brought forward formal documentation for signature and approval at the Board meeting to begin the process to move the Districts accounts to CIBC. I believe this will be a positive step forward for the District and will provide considerable offset savings over the many years to come.

In previous years the District did not have a proactive IT management system in place rather, maintenance or service was done on an "emergency" repair basis. The District utilized an employee knowledgeable in the area along with an off-site service provider for more advanced IT issues. Since this employee is no longer with us the District has been working with a managed IT service provider.

It is now time to replace our aging servers and reconfigure our network to work more effectively with our IT service provider to ensure data integrity and security. This work has been put off as long as possible, it is now time to ask for the funds required to replace the servers, reconfigure the networks for security purposes and ensure quality offsite backups are prepared. Bylaw's 184 and 185 related to this work are presented today for the Board's approval. This cost was anticipated in the 2018 budget.

The Administrative Assistant position was advertised in December. Trustee Maude and myself will conduct interviews on January 8th. I expect we will have a recommendation for the Board related to this new hire at the Board meeting.

Respectfully,

Katherine Somerville
Corporate Administrative Officer

Action Items:

- Motion – Bylaw 184 – Reserve Withdrawal*
- Motion – Bylaw 185 – Reserve Withdrawal*
- Motion – More particularly specified*
- Motion – Bylaw 186 – Authorization to Execute*
- Motion – Banking Resolution*

Health Centre Tax Summary 2017		
Arrears, Delinquent and Credit Balances at December 31 st		
	# of Prop's	Amount
Current Yrs	209	5,044.49
Current Arrears		
Interest and penalties incl.	42	909.27
Delinquent Arrears		
Interest and penalties incl.	11	19.38
Credit Balances	64	(623.14)
Net Owing		\$5,350.00

Fire Department Report

To: **Board of Trustees**

CAO K.Somerville

From: Fire Chief Kyle Stobart

CC: File

Date: MIID Board Meeting, Tuesday January 9th 2018

Fire Department Activity Summary to date.



Mayne Island Fire Rescue

Serving our community with pride.

Alarms: 16

There were 16 incidents responded to in November/December. 8 Medical calls, 1 BCAS lift assist, 1 call for alarm bells, 2 for hydro incidents, and 4 Duty Officer pages for smoke sightings, an open burn complaint and a medical consult.

Date	Time	Type	ToS	Members
Nov 4	11:30	First Responder	:09	4
Nov 7	16:01	Duty Officer	:09	2
Nov 12	11:10	Duty Officer	:05	1
Nov 13	11:00	BCAS assist	:10	6
Nov 13	16:04	Hydro Lines Down	:18	9
Nov 15	8:58	Hydro Fire	:17	11
Nov 21	13:15	Residential Alarm Bells	:08	3
Nov 21	21:49	First Responder	:10	6
Nov 22	00:50	First Responder	:15	2
Nov 26	16:22	First Responder	:15	6
Nov 28	20:40	First Responder	:08	3
Dec 12	10:40	First Responder	:10	7
Dec 14	11:33	First Responder	:14	4
Dec 21	10:57	Duty Officer	:03	2
Dec 27	10:29	First Responder	:12	4
Dec 29	11:57	Duty Officer	:10	2

Firefighters arrived on scene within 15 minutes for 88% of calls received in November/December.

Nov/Dec 2017	< 5 minutes	5 - 10 minutes	11 - 15 minutes	> 15 minutes
Fire Alarms:				2
Other Alarms:	1	9	4	

Member Attendance: November/December

Pager Responses: 192 hrs Fire Practice: 189 hrs

Personnel and Training

Fire practice in November/December focused on fire behavior with 2 live burns (1 house and 1 trailer). First Responder practice focussed on hyper/hypothermia, frostbite and drowning.

We have 6 new Exterior Firefighters, with 1 more pending. Our numbers are up to **28** members from **15** last year at this time! Our goal now is to have some of these new members continue their training to the level of Firefighter II.

Work experience firefighters put in over 50 volunteer hours, performing various tasks in the fire hall and responding to call outs.

Total Active Personnel		Firefighter 1&2 and Exterior	First Responder	FF in Training:
2017:	28	27	1	1

Fire Department Activity

The fire department participated in Remembrance Day ceremonies, the Santa Ship and the Christmas Parade.

Administration and Operations

The management team continues to fine-tune our administration and operational responsibilities.

Standby Generator and Heliport

The standby generator has been activated multiple times this season and is functioning normally.
The heliport windsock and lighting has been replaced.

Kyle Stobart
Fire Chief

Mayne Island Fire/Rescue
Occupational Health and Safety Committee Meeting



Tuesday November 7th, 2017

Present:

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

Absent:

None

Guests:

None

Meeting called to order at 10:00 hours, November 7th, 2017

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. Somerville moved and K. Stobart seconded the motion to approve the minutes of the previous meeting as distributed held on October 3rd, 2017.

CARRIED UNANIMOUSLY

3. Business arising from previous minutes:

4. New Business:

a. **Slipping Hazard in Apparatus Bay – Stobart**

K. Stobart reported that there is firefighting foam concentrate leaking from the skid unit onto the apparatus bay floor. This has created a slipping hazard. **ACTION ITEM – K. Stobart and E. Walker to stop the leak and clean the spilled foam concentrate.**

Adjournment: The meeting was adjourned at 10:08.

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 December 5th at 10:00 hrs.

K. Stobart, co-chair

E. Walker, co-chair / Recording Secretary

Mayne Island Improvement District – Policy Manual Garbage Committee Terms of Reference

Overview *(Source: Improvement District Trustee's Handbook)*

The Board of Trustees of the Mayne Island Improvement District (MIID) may create committees from time to time to reduce workload or obtain expertise from persons other than trustees or employees. There are two types of committees: a select committee and a standing committee. The Garbage Committee is a select committee formed by Motion of the Board, November 21, 2017.

Committees may consist of members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the board as a whole.

The role of all committees and their purpose must be clearly defined by the Board. Committees are purely advisory; and the board is ultimately responsible for making all decisions considered by committee. The Board is not obligated to accept the committee's advice.

Under the Letters Patent, 1964, an object of the Improvement District is “the provision of garbage collection and disposal, and the acquisition, maintenance, and operation of works, buildings, and equipment for these purposes, and all things incidental thereto.”

Reporting:

The Committee reports to the Board of Trustees.

Purpose:

To review the provision of garbage collection services for Mayne Island.

Responsibilities may include:

- Investigation of present and other service models for garbage collection and disposal;
- Consultation with Island Trust, CRD and other regulating bodies with regard to bylaws, Zoning and Provincial Statutes regarding garbage;
- Determine costs of various methods of providing garbage collection and disposal
- Consultation with the community as to the levels of service required;
- Although taxpayer permission is not required, consult with taxpayers regarding acceptance (or rejection) of taxation;
- Exploration of provision of garbage collection and disposal to all islanders utilizing taxation;
- The committee will be responsible for reviewing, developing and providing a report with recommendations to the board on issues relating to garbage.

Membership

Members of the public, staff or other volunteers, but at least one member must be a trustee. All appointments to committees are made by the board as a whole.

Chair

May be selected by the members, however will usually be the Trustee designated by the Board as "Trustee Delegate"

Administrative Support

The Corporate Administrative Officer will provide meeting support, such as minute taking, copying, notice of meeting, etc, **upon request.**

Confidentiality

The deliberations, and meeting minutes are to be held in confidence until the committee report and recommendations are accepted by the Board in public meeting. All members must sign the Confidentiality Agreement.

Minutes

Minutes must be kept of all committee meetings, and shall be held in confidence. The reports to the Board with recommendations will be held in confidence until accepted and agreed by the Committee and the Board to be made public.

Term

The Term of the Committee shall be **Nov 21, 2017 to May 21, 2018**. The Board may consider extensions to this term, or may disband the committee if the report and recommendations have been completed.