

**PIERS ISLAND IMPROVEMENT DISTRICT  
ANNUAL GENERAL MEETING**

**June 25, 2017, 9:00 a.m.**

**Piers Island Fire Hall**

<b>TRUSTEES &amp; OFFICERS ATTENDING</b>	Maureen Crooks, Chair and Water Trustee; Tony Kaul, Buildings & Land Improvements Trustee; Greg Miller, Fire Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	0
<b>NUMBER OF ATTENDEES</b>	75+

**OPENING MOTIONS**

<b>CALL TO ORDER</b>	<p>The Chair called the meeting to order at 9:15 a.m.</p> <p>The Chair, on behalf of all the Trustees, offered their condolences to the Johnson family on the death of Bert Johnson.</p> <p>The Chair welcomed guests and advised that the meeting was being taped for accuracy.</p> <p>The Chair welcomed all the new families and residents – 9 full-time families and 3 part-time families.</p>
<b>APPROVAL OF AGENDA</b>	<p>Copies of the agenda were distributed.</p> <p>The Chair noted two corrections:</p> <ul style="list-style-type: none"> <li>• Bryce Young will deliver the Southern Gulf Islands Harbours Commission Report.</li> <li>• An owner will address the Trustees regarding the special tax assessment in the form of a \$98,000 Special Property Tax Requisition for fiscal year 2017-2018. This tax, according to the Islands Trust website, is being applied to a project managed by the Salt Spring Island Water Protection Authority to “address water quality and quantity issues on Salt Spring Island”.</li> </ul>
<b>MOTION</b>	<p>It was <b>MOVED and SECONDED</b>, “<i>that the agenda be approved as amended.</i>”</p> <p>The Chair asked for any further changes or additions to the proposed agenda.</p> <p>With no further changes raised for consideration, the motion was <b>CARRIED</b>.</p>
<b>MOTION ADOPTION OF MINUTES</b>	<p>It was <b>MOVED and SECONDED</b>, “<i>that the minutes of the May 14, 2017 PIID Board of Trustees meeting be approved as distributed.</i>”</p> <p>The Chair asked for errors or omissions and hearing none, the motion was <b>CARRIED</b>.</p>

**PIID REPORTS**

<p><b>CHAIRPERSON REPORT MAUREEN CROOKS</b></p> <p><b>MOTION</b></p>	<p>The Chair, Maureen Crooks, presented her 2017 AGM Report. (Please see attached report.)</p> <p>It was <b>MOVED and SECONDED</b>, <i>“that the trustees receive the Chair’s report as delivered.”</i></p> <p>With no discussion, the motion was <b>CARRIED</b>.</p>
<p><b>PIVFD TRUSTEE REPORT GREG MILLER</b></p> <p><b>MOTION</b></p> <p><b>MOTION</b></p>	<p>The Piers Island Volunteer Fire Department Trustee, Greg Miller, presented his report. (Please see attached report.)</p> <p>The Trustee extended a heartfelt thank you on behalf of the Trustees to both Steve Cruise, Fire Chief, and Pauline Olesen, Risk Management Officer, for the countless hours of volunteer time they donate to the island in their roles on the PIVFD. He also expressed his appreciation to the Fire Chief’s offer to continue to serve as Fire Chief for another year.</p> <p>The Trustee thanked the Chair, Maureen Crooks, for her help and mentoring this past year.</p> <p>It was <b>MOVED and SECONDED</b>, <i>“that the trustees accept Steve Cruise’s offer to serve as Fire Chief for another year, effective immediately.”</i> Motion was <b>CARRIED</b>.</p> <p>It was <b>MOVED and SECONDED</b>, <i>“that the trustees receive the PIVFD Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.  <b>Floor:</b> Have the Trustees made a motion to purchase the Type 4 Ambulance?  <b>Trustee:</b> The Trustees continue to work closely with the First Responders to determine the specifications for a Type 4 ambulance. No motion has, as yet, been made. When the time comes, the motion will be on the Regular Meeting Agenda and everyone is welcome to attend all meetings. The Trustee encouraged Islanders to speak to any one of the First Responders or any Trustee regarding the purchase of a Type 4 ambulance.  <b>Trustee:</b> To be clear, the Trustees have included the cost of purchasing a Type 4 ambulance in the Capital Asset Budget with the intention to purchase one once the needs and specifications have been determined.  <b>Floor:</b> Speaker would like to urge the Trustees that replacing the 4X4 fire truck be considered a higher priority.  <b>Trustee:</b> Trustees are working with the Fire Chief and the First Responders to determine the requirements for both a Type 4 ambulance and a 4x4 fire truck. Trustees are prepared to buy both vehicles, based on priority, availability of the right vehicle and budget constraints. Again, the Trustees will remain transparent and open to input from everyone.  <b>Floor:</b> Another consideration for the purchase of the Type 4 ambulance was the potential for a rescue in the middle of the island. The Type 4 ambulance would be the ideal means of rescue in this situation.</p>

	<p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>PIVFD FIRE CHIEF REPORT STEVE CRUISE</b></p> <p><b>MOTION</b></p>	<p>The Fire Chief, Steve Cruise, summarized his report. (Please see attached report.)</p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“that the trustees receive the Fire Chief’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.</p> <p><b>Floor:</b> I agree with the idea of chipping the debris on the burn pile, rather than burning. Is that possible?</p> <p><b>Fire Chief:</b> It is very costly to purchase/rent a chipper. There is no money in the budget to rent a chipper every year, as those funds came from the 2016 Fire Smart provincial grant. The Fire Chief welcomes any ideas/suggestions for alternative ways of dealing with the burn pile debris, but right now burning is the only viable and cost-effective option.</p> <p><b>Floor:</b> To clarify, in the event of a health emergency, is there a legal reason that precludes the patient being transported from a private dock?</p> <p><b>Fire Chief:</b> The skipper of the Provincial Ambulance Boat has stated he will only go to the Piers Island government dock. This does not mean Piers Island First Responders cannot take a Piers Islander’s private boat to a private dock during daylight hours; however, the PI First Responders will only go to private docks that have been assessed as safe (i.e. must have a ladder, safety ring, etc.).</p> <p><b>Floor:</b> The reality is that we have a history of having an excellent First Responder team and we can all feel assured that in an emergency they will take excellent care of us. However, the fire department does need more volunteer fire fighter members .</p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>WATER SYSTEM TRUSTEE MAUREEN CROOKS</b></p>	<p>The Water Trustee, Maureen Crooks, summarized her report. (Please see attached report.)</p> <p>The Trustee thanked the Water Team; Mary Jordan, Philippa White, Velvet Warrior, Lloyd Phillips and Cam Russell for their help and expertise in keeping our water clean and the system functioning.</p> <p>The Trustee thanked the Water Crew; Bob Crooks, Colin Robertson, Kelly Stevenson, Scott Denoon, Barry Tate and others who worked on keeping the system in good repair.</p> <p><b><i>The Trustee put a call out to anyone interested in joining the Water Team and Work Crew.</i></b> The Trustee handed out a signup sheet for a list of jobs that could be done by volunteers other than Water Team members.</p> <p>And finally, the Trustee thanked the volunteers who worked so hard to locate and repair the elusive water line leak! After much diligent investigation and perseverance, they succeeded!</p>

<p><b>MOTION</b></p>	<p>The Chair invited Bob Crooks to explain the details of the recent repair to the water line. Bob recommended examining the line in about two years to monitor the condition of the repair.</p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“that the trustees receive the Water System Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.  <b>Floor:</b> What is the expected life of the water tank?  <b>Trustee:</b> Water liners would extend the life of the tank for about 10 years. The idea is to extend its life as long as possible.  <b>Floor:</b> Previously, the Water Team commissioned a consultant report which estimated anywhere from 2 – 50 years remaining life in the tank. Other “experts” reported anywhere from 5 – 10 years. It is almost impossible to get any useful information about its potential life span as there is so much that is unknown. Recommend that we nurse it for as long as possible.  <b>Trustee:</b> Will be looking to form a committee to explore ways to extend the life of the water tank.  <b>Floor:</b> One of the most rewarding and interesting volunteer jobs is that of a Water Team member!</p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>BUILDINGS &amp; LAND IMPROVEMENTS TRUSTEE TONY KAUL</b></p> <p><b>MOTION</b></p>	<p>The Buildings &amp; Land Improvements Trustee, Tony Kaul, summarized his report. (Please see attached report.)</p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“that the trustees receive the Buildings &amp; Land Improvements Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.  <u>Seaspan discussion:</u>  <b>Trustee:</b> The plan is to call a Special General Meeting to discuss any proposals from Seaspan and before making any decisions or agreements regarding the exchange of the current compound for property on the other side of Barnacle Road.  <b>Floor:</b> Previously the Seaspan discussion was stalled over design details and associated costs.  <b>Trustee:</b> The plan is to bring into any discussions with Seaspan, various interested parties that would include Seaspan, BC Ferries, and N. Saanich to get the best deal possible for Piers Island. The Trustee advised Islanders to seriously consider the drawbacks and potential danger if the Piers Island compound is located between two Seaspan lots...  <b>Floor:</b> Requested confirmation that the parking lot compound is the only land owned by PIID. Everything else leased from PIA.  <b>Trustee:</b> Correct, that is the only land owned by the PIID. We are exempt from taxes because we are a local government body.  <b>Floor:</b> Do we have a foreshore lease?  <b>Trustee:</b> It is not a foreshore lease, it is a “permit to occupy”.</p>

	<p><u>Electric Vehicle discussion:</u>  <b>Floor:</b> Requested clarification around the monetary incentive programs.  <b>Trustee:</b> According to his research, up to \$6,000 from Scrap-It, until current year funds are exhausted, and up to \$6,000 from the BC Government Clean Energy Vehicle Program until current year funds are exhausted.  <b>Floor:</b> I am in favour of and encourage the PIID investing in Electric Vehicles parking in the compound rather than in “gas-guzzling” vehicles.                  And for those of us who cycle, are there plans for making space for dry and covered bicycle storage?  <b>Trustee:</b> The plan is to condense the current boat rack storage allowance and remove derelict boats to make room for bicycles and motorcycles.  <b>Floor:</b> Will EV charging stations be part of our negotiation with Seaspan?  <b>Trustee:</b> That will definitely be part of the new compound design.  <b>Floor:</b> What are the power requirements for a charging station?  <b>Trustee:</b> 220 amp. Power supply will be enhanced to accommodate this requirement.</p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>FINANCE ADMINISTRATOR BRENT SCHORR</b></p>	<p>The Finance Administrator, Brent Schorr, presented his report:</p> <p><u>Tangible Capital Assets:</u> Land, Dolphin Road (fencing, lighting), firehalls, fire protection equipment, office equipment, other equipment, other vehicles, water system (water pipeline, water control valves, pumphouses)</p> <ul style="list-style-type: none"> <li>• No additions were made to Tangible Assets in 2016</li> </ul> <p><u>Sustainment Funds Total:</u> \$59,567</p> <ul style="list-style-type: none"> <li>• Emergency \$25,000</li> <li>• Fire \$28,968</li> <li>• Water \$21,120</li> <li>• Building &amp; Land Improvements \$9479</li> </ul> <p><u>Capital Reserve Funds:</u> \$351,621</p> <ul style="list-style-type: none"> <li>• Fire \$103,481</li> <li>• Water \$226,290</li> <li>• Building &amp; Land Improvements \$21,850</li> </ul> <p><u>Investments:</u> All funds invested at RBC or Coast Capital Savings in GICs (Guaranteed Investment Certificates). 30-day to 3-year term durations for investments (0.4% - 3%)</p> <p><u>2016 Budget results:</u> Trustees operated 2016 under budget by \$6,724</p> <ul style="list-style-type: none"> <li>• Total 2016 budget \$107,670</li> <li>• Actual 2016 expenditures \$100,946</li> </ul> <p><u>Water supply:</u> \$21,628.15, \$3,525 increase from 2015, increase due to: a property owner leak, North Saanich increased rate, and water system maintenance</p>

<p>MOTION</p>	<p><u>Receivables</u>: Currently \$931.00 receivables (water, tractor, keys, etc.)</p> <p><u>Property taxes</u>: All property taxes were collected in a timely manner in 2016 with no penalties</p> <ul style="list-style-type: none"> <li>• New tax bills will be issued mid-July and are due end of August.</li> <li>• Water bills will be issued in October</li> </ul> <p>It was <b>MOVED</b> and <b>SECONDED</b> that "<i>Paterson &amp; Henn be appointed auditors for the PIID's 2017 financial statements.</i>"</p> <p>With no discussion, the motion was <b>CARRIED</b>.</p>
<p>MOTION</p>	<p>It was <b>MOVED</b> and <b>SECONDED</b>, "<i>that the trustees receive the Finance Administrator's report as delivered.</i>"</p> <p>The Chair opened the floor for discussion.</p> <p><b>Floor</b>: Recommend professional management of the investment portfolio in the future, although it may be a number of years yet before it is necessary.</p> <p><b>Finance Administrator</b>: Agree, especially important as the funds grow. Strategies must be aligned with Capital Asset Management Plan that is being reviewed later this summer.</p> <p><b>Floor</b>: Can consideration be given to investing with institutions that are friendly, ethical and community supporters?</p> <p><b>Finance Administrator</b>: Am investigating new investments with Coast Capital Savings Credit Union.</p>
<p>ACTION</p>	<p>Finance Administrator to investigate ethical investment institutions.</p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>

**OTHER REPORTS**

<p>PIERS ISLAND EMERGENCY PROGRAM FRANCES GLOVER</p>	<p>Frances Glover presented her report from the Piers Island Emergency Program. (Please see attached report.)</p>
<p>MOTION</p>	<p>It was <b>MOVED</b> and <b>SECONDED</b>, "<i>that the trustees receive the Piers Island Emergency Program report as delivered.</i>"</p> <p>Frances invited Sandy Brunham to speak about the new Emergency Notification System, an automated system to alert islanders about an island emergency.</p> <p>Sandy encouraged all Islanders to sign up with the system, for their own safety. She invited anyone requiring assistance to please contact any one of the PIEP team members. Sandy also announced that anyone who signs up is eligible to enter a draw at the end of the summer for an emergency kit! Please see a team member for more information.</p> <p>The Chair opened the floor for discussion.</p> <p>With no discussion, the motion was <b>CARRIED</b>.</p>



<p><b>MOTION</b></p>	<p>special tax is intended to cover costs of the Integrated Watershed Management Program that <i>“was initiated by the SSI Water Protection Authority in recognition of a concern that freshwater sources on Salt Spring Island are stressed and at or near the sustainable limits of their capacity”</i>. (Please contact Gerry for further information.)</p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“to consider the information given today and move it forward for discussion and take action at a future meeting.”</i></p> <p>The Chair opened the floor for discussion.  <b>Trustee:</b> Quoted the Islands Trust Act, Section 48 (1) and perhaps (3) under the heading <b>“Collection outside municipalities”</b> that say, <b>“The Minister of Finance must, on receiving a requisition under section 47 (2) (a) (ii), direct that the amount requisitioned be recovered by means of a property value tax levied in the part of the trust area in respect of which the requisition is made.”</b> This further supports Gerry’s contention that Piers Island taxpayers do not benefit from the levy, and that our portion of this tax could be applied to our own water system.</p> <p>Following discussion, the motion was <b>CARRIED</b>.</p>
<p><b>ACTION</b></p>	<p>Trustees to carry forward with investigating this special tax to determine what, if any, action the PIID Trustees can take on behalf of Piers Island owners.</p>
<p><b>ACTION</b></p>	<p>Using BB, Gerry will send out a copy of the letter he is attaching with his taxes, for the free use of all Islanders to include with their tax payments.</p>

**ELECTION OF TRUSTEE**

<p><b>TRUSTEE ELECTION</b>  <b>RETURNING OFFICER</b>  <b>PAT GANGASINGH</b></p>	<p>The Chair introduced Pat Gangasingh as the Returning Officer and Gloria Morson and Jackie Charlesworth as Polling Clerks.</p> <p>The Chair thanked them for undertaking this service.</p> <p>The Returning Officer reviewed the eligibility requirements for voting and the voting procedure. She then called for nominations for the position of trustee for a three-year term.</p> <p>Barry Tate nominated Charlie Troger.</p> <p>The Returning Officer called twice more for further nominations and hearing no more, declared Charlie Troger elected by acclamation.</p> <p>The Chair thanked the Returning Officer and the Poll Clerks and congratulated the new Trustee, Charlie Troger.  The Chair invited Charlie to introduce himself, which he did by giving a brief description of his years of experience on a Strata Council, filling a variety of positions.</p>
---	---

### CLOSING MOTION

<p><b>ADJOURNMENT</b></p>	<p>The Chair asked if there was any further new business from the floor or from the Trustees.</p> <p>The Chair made a small presentation of thanks to those volunteers who have been by her side for the past three years helping her in her role as Chair. Please see the attached <b>Closing Remarks</b> document.</p> <p>Trustee, Tony Kaul presented the Chair, Maureen Crooks, with a bouquet of flowers and thanked her on behalf of the Trustees, Officers, and the Piers Islanders for her exceptional work as Chair for the past three years.</p> <p>The Chair received a standing ovation from all the attendees.</p> <p>Hearing no further items of business, the Chair thanked everyone for coming and the Trustees approved a motion to adjourn at 11:44 a.m.</p>
---------------------------	--

Minutes submitted:   
Corporate Secretary

Minutes submitted:   
Chairperson and Presiding Officer



## **Trustee Crooks' Closing Acknowledgements**

Before we adjourn, I would like to take a moment to say thank you to the many islanders who have made serving as trustee and chairperson over the past 3 years such an honour and privilege. So many people have volunteered in so many ways that individual mention would take all day but I do wish to thank a few individuals by name.

First, to my fellow trustees, past and present, Lenny Green, Denis Jesson, Tony Kaul and Greg Miller, thank you for your dedication and for keeping me on track. I appreciated the cooperation you always afforded me and the fun we managed to have as we played to our cast of thousands at regular board meetings! I will miss our camaraderie but wish you and our new trustee much success in the coming year.

Next, thank you to support staff, Brenda Allen, Gisele Dallaire, Brent Schorr, Sharon Stewart and Nancy Troger, who persevered through my obsessive, compulsive attention to detail. I always appreciated your patience and willingness to help make things better, even after the 25<sup>th</sup> time!!!

To the Fire Chief, Steve Cruise, and his indispensable Risk Management Officer, Pauline Olesen, I express my appreciation and bewilderment at how much you have done together and how far you have brought the Piers Island Volunteer Fire Department since you began in 2014. Others would have been totally daunted by the staggering responsibility set by the Fire Commissioner's Playbook for new training standards but you both shared the tasks, learned the skills, and persisted in the training that every day is making your fire fighters and all of us safer. Our community really cannot thank you sufficiently.

To Gerry Kristianson and Sandy Brunham, thank you for your enthusiasm and the huge amount of work that you both continue to put into training our medical first responders. You have set a very high standard that many, larger communities would not be able to meet.

To the water team members, past as well as present, thank you for serving our community so well and so diligently. From the water sampling personnel to the water tank cleaners, you have ensured our drinking water ranks among the best in the world! Thank you, Mary Jordan, especially, for your tenacity in all things sterile! You have made my time as water trustee so much easier.

And finally, thank you to my husband, Bob, who has supported me in a role that has at times put a lot of pressure on both of us. I am so ready to retire but I'm not at all convinced I can hold him down! Thank you from both of us.