

**PIERS ISLAND IMPROVEMENT DISTRICT
Minutes of the Annual General Meeting**

JUNE 28, 2015, 11:50AM

NEW FIREHALL

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Parking Compound Trustee; Denis Jesson, Fire Trustee; Brenda Allen, Finance Administrator; Gisèle Dallaire, Corporate Secretary
TRUSTEES & OFFICERS ABSENT	None
INVITEES	Steve Cruise, Bryce Young, Frances Glover, Gerry Kristianson, Tony Kaul, Pat Gangasingh
# OF ATTENDEES	42

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Presiding Officer, called the meeting to order at 11:50am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	One item of new business was added to the agenda: "Report from the Secretary". Motion was approved "to adopt the agenda as amended."
ADOPTION OF MINUTES	Motion was approved "to adopt the published minutes of the 2014 AGM Board of Trustees Meeting". Note: Starting with the 2015 AGM, the minutes, will be adopted at the next Board of Trustees Meeting following the AGM as required by legislation, and not held for the next AGM.

TRUSTEE/OFFICER REPORTS

CHAIRPERSON	Maureen Crooks
The Board of Trustees Chair report was read into the minutes and is posted on PiersIsland.CA	
The main message of the report was recognition of the extraordinary efforts of the many volunteers and their accomplishments over the past year.	
No questions were received from the floor.	
Motion was approved "to receive the Chair's report as presented".	

FIRE TRUSTEE	Denis Jesson
The Fire Trustee's report was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA	
The key points reviewed were related to the tremendous progress made by the PIVFD since the last AGM in meeting the requirements of the BC Office of the Fire Commissioner's "Playbook" which is the standard for all provincial fire departments. The PIID will be responsible for passing a bylaw to state exactly what is expected of the PIVFD and provide the support to meet these goals. Current plans are a modification of the "External Only" standard, however the bylaw is not complete as of this meeting.	

Question: When will bylaw be passed? The absence of a bylaw places the chief in an awkward position.

Response: There is a new version of the Playbook as of June 2015. Trustees need to understand how many people will commit to and follow training requirements before a bylaw will be passed. PIVFD is still recognized as a sanctioned fire department and the trustees and chief have discussed requirements for External Only. Bylaw is still under development and being discussed with Steve Cruise and other BC fire chiefs.

Question: Insurance company wants information on hydrants and standpipes on Piers Island.

Response: "Hydrant" connotes a pressurized, certified, and annually inspected water source for fire department use which meets all municipal requirements. There are no such hydrants on Piers. We have standpipes.

It is important to tell insurance providers that you live on Piers Island when obtaining coverage. The postal code may lead carriers to underwrite a plan based in Sidney – not Piers Island.

Motion was approved "to receive report as presented".

DOLPHIN ROAD COMPOUND	Lenny Green
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The Dolphin Road Trustee's report was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA

No questions from the floor.

Motion was approved "to receive report as presented".

PIVFD	Steve Cruise, PIVFD Chief
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The PIVFD Chief's report was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA

Chief Cruise made a point of thanking all past chiefs and commended all on the amount we as a community have achieved. From a small truck and the old firehall to what we have now is a tremendous achievement – especially for an all-volunteer fire department in a very small community.

The Playbook we are now following does not speak to equipment other than that it be adequate for the needs of the community. The focus is on training and fire fighter safety. It's a new Playbook, a new set of requirements, and we hope to have more new committed members.

PIVFD will not go into a burning building – we will contain it, but we cannot enter a fully engulfed building.

Question: If you know someone is inside a burning building will you go in to save them?

Response – No, we can't if the building is fully engulfed in flames and full of smoke. We cannot safely do this. But this is why the PIVFD is working so hard on Fire Prevention and Safety – check your smoke detectors, clear away debris, fire-smart your home so that it will never come to this.

From the floor – Thank you to the Chief for the regular "Chief's Letters". They are informative, helpful, and let everyone in the community whether they are on island or not feel connected to what is happening.

Question: What do the Trustees need in order to decide to meet the "External Only" requirements?

Response: All members of the fire department will need to train to new levels and pass written and practical exams. The training is demanding with formalized procedures and has been put in place in response to an increase in fire fighter injuries.

From the floor:

This is a HUGE commitment – other fire departments are requiring 3 hours every week of physical practice, 1-3 hours every week of study, and successful completion of all exams.

There is also a HUGE documentation requirement. Training must be documented, Standard Operating Guidelines must be in place, and rigorous testing standards must be maintained.
Response: If we can't do all of this, the ministry could say that we don't have a fire department. The requirements are difficult but we don't expect them to increase in the short term. This is the first time the bar has been raised in 40 years.

Question: Are there minimum physical requirements?

Response: Not per the fire commission, but WorkSafe BC requirements apply. Volunteers can help with any number of non-fire fighting roles and are always needed. But to meet the Playbook we need people who are willing to commit to the work and 2 year training program required.

Motion was approved "to receive report as presented".

WATER TRUSTEE	Maureen Crooks
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The Water Trustee summarized the Water System Report which was sent to all islanders on June 20, 2015 and posted on PiersIsland.CA

The major operational challenge has been the low chlorine levels in our source water. Resulting collaboration with VIHA, CRD, and North Saanich has resulted in a much improved vigilance and new external testing by North Saanich and the CRD at their expense.

The major administrative challenge is to recruit one or two new operators to succeed our current volunteers. Any interested parties are asked to contact the Water Trustee or Water Operators.

Additional projects not in report: mitigation of a large sinkhole at the lower reservoir – it will be temporarily made safer with a better cover, to be followed with fencing; work project to clear upper reservoir (last done in 2010).

No questions were received from the floor.

Motion was approved "to receive the Water System Report as presented".

CORPORATE SECRETARY	Gisèle Dallaire
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No written report – just a reminder to all of:

- Official PIID and PIA website at PiersIsland.CA
- Piers Island Press –unofficial Piers eNews – at PiersIsland.net (password is pip)
- Piers Island Bulletin Board – not official and NOT edited – at PiersInfo.com

Any email sent to/from Secretary is an official public notice from the PIID. Anything else from Gisèle is sent from me as an individual.

No questions from the floor.

Motion was approved "to receive report as presented".

REPORTS TO THE TRUSTEES AND PIERS ISLANDERS

EMERGENCY PROGRAM	Frances Glover
The report from the Piers Island Emergency Program, submitted by Frances Glover, was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA	
Key point: The focus of the program is Emergency Preparedness, Response, and Recovery.	
Please be sure that the Emergency Program has your mobile numbers and the mobile numbers of anyone who may be staying at your home on Piers so that we can be sure to contact everyone on the island in case of an emergency.	
No questions from the floor.	
Motion was approved “to receive report as presented”.	

HARBOUR COMMISSION	Bryce Young
The report from the Harbour Commission, submitted by Bryce Young, was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA	
Key point: The Government Dock is critical to our community but is not a priority for the Harbour Commission.	
In 2009 we were told that we were in need of an engineering study around the maintenance and function of the dock. It still has not been done. We are now being told that the next two years will be spent on “planning” which means it will be at least another two years before they begin this study – at least eight years later than it should have been completed.	
The Harbour Commission has done a marvelous job at managing its finances by not spending any money on the docks. They have now eliminated the position of Ports Manager so there is no longer an active link between the wharfingers and the Commission.	
Although his term is nearing its close, Bryce will continue working very hard to get the Harbour Commission to do something about the issues on Piers and get some response to our issues.	
Motion was approved “to receive report as presented”.	

ROAD COMMITTEE	Gerry Kristianson
The report from the Road Committee, submitted by Gerry Kristianson, was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA	
Key point: McKenzie Crescent is a Provincial gazetted highway which the Province was reluctant to maintain in the past. In recent years the Ministry of Transport has supplied and spread road surface material on a semi-annual basis and provided road salt to help reduce dust in the summer.	
Golf cart owners – please remember to slow down to reduce dust and risk of accidents. Unlicensed drivers not allowed. Not only would they be violating the Motor Vehicle Act but they would be putting the vehicle owner at risk of liability.	
From the floor: We rely on the road and golf carts as a means of transportation on Piers – they are not meant for joyriding. Do we really want to encourage this behavior given the dust on the road?	
Response from the floor – NO! Golf carts are not toys.	
Question: Who do we contact for permission to remove trees from the access allowances which connect the road to the ocean when these trees pose a potential threat to property?	

Response: Technically this land belongs to the province. The Road Committee is prepared to act as a conduit to the appropriate officials if formally approached by an adjacent landowner.

Question to Trustees: Bill Jordan is currently the Trustees' representative on the Road Committee. He is willing to continue in this position if the Trustees would like him to remain. What do the Trustees wish to do?

Trustees unanimously request Bill Jordan remain as the Trustees' representative.

Motion was approved "to receive report as presented".

FINANCE ADMINISTRATOR'S REPORT

FINANCE ADMINISTRATOR	Brenda Allen
The Finance Administrator's report was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA	
Request made for a motion to appoint Paterson & Henn as auditors for the PIID 2015 financial statements.	
Motion was approved "to appoint Paterson & Henn as auditors for the PIID 2015 financial statements."	
No questions from the floor.	
Motion was approved "to receive report as presented".	

BUSINESS ARISING / NEW BUSINESS

CAPITAL ASSET MANAGEMENT PLAN	Tony Kaul
The Trustees' Report on the Capital Asset Management Plan Initiative, and the Task Force Committee Report to the Trustees was sent to all islanders on June 20, 2015 and is posted on PiersIsland.CA . Both the Trustees' recommendations and the Task Force Plan were briefly reviewed.	
Trustee Introduction:	
<ul style="list-style-type: none">• That the Capital Asset Management Plan was presented twice previously at Board Meetings, but the Trustees wished to discuss it again at the AGM in order to engage the highest number of residents.• That the Taxation Bylaw was delayed for that purpose.• That Capital Renewal Reserve Funds have been in place for water and the fire department for a number of years but the Task Force quantified the levy requirement based on the actual asset inventory for the first time.• That the initiative will provide a work plan for the island and Trustees going forward, and will address what we believe will be a requirement for all local governments in the near future. There are also indications that long range capital plans are becoming an eligibility prerequisite for infrastructure grant applications.• That the Trustees agree with the Task Force recommendation that the capital plan be reviewed annually with residents.	
Based on the work done by the Task Force, the absolute minimum amount required to maintain the assets we have is \$400 per property – but, this amount would not make up for the current lack of savings for the PIVFD. To fund the approved Truck Task Force report of 2014, Trustees have agreed to add an additional and necessary \$50 PIVFD "catch up" in the 2015 reserve levy. The Trustees therefore propose a \$450 parcel tax earmarked for the three capital asset reserve funds: Domestic Water System; PIVFD Vehicles & Equipment; and Buildings & Lands.	

<u>Reserve Fund</u>	<u>2015 Deposit</u>	<u>Annual Cost/Lot</u>	<u>Monthly Cost/Lot</u>
Water System	\$26,680	\$ 202	\$ 17
PIVFD Vehicles/Equip	\$23,477	\$ 178	\$ 15
Buildings & Lands	\$ 9,243	\$ 70	\$ 6
Total	\$59,400	\$ 450	\$ 38

This savings plan, combined with the previous increase in the Operations budget, will result in a net parcel tax increase of \$300.

	<u>2014</u>	<u>2015</u>	<u>Change</u>
Operations Budget*	\$500	\$600	\$100
Sustaining Funds (emergency repairs)	\$ 50	\$ 0	\$ (50)
Capital Renewal Reserve Funds	\$200	\$450	\$250
Total	\$750	\$1,050	\$300 increase

**includes administration, utilities, insurance/permits, training, maintenance, minor capital replacements*

Question: If you maintain big assets like the Fire Hall, you should never have to replace it. How do you know how much this will cost?

Response: No – you may not have to replace it all at once, but you’ll still spend the money replacing its component assets like the roof, appliances, plumbing, etc. You’ll replace it a bit at a time especially over the one hundred year span that the model is built on. All individual numbers are probably wrong – but the overall number is really close.

There is a massive benefit to creating a Capital Asset Maintenance Program Committee as soon as possible that will be responsible for creating a plan and ensuring that it is adhered to. Things like a new fire truck are a capital asset replacement, but a new transmission would be capital maintenance.

Question: Why are McKenzie Crescent and the Government Dock listed as \$0 assets? We don’t own them.

Response: We rely on them as part of daily life on Piers Island. If the province stops helping with road maintenance, it will still need to be done since we need it to function as a community. If the Harbour Commission decides not to invest money into much needed work at the Government Dock, we may need to take it over and replace it. Putting these items in the model means that they will be reviewed annually to see if we need to start saving money to maintain them ourselves.

This is a forward planning exercise and we want to keep assets that are vital to our community on the front burner.

Question: Why did you use \$16k as the amount to replace the reservoir hydrant? You should have taken account of the volunteer labor – this could cost \$50k to replace.

Response: Mayne Island budgets the cost of a company to build 2 dry hydrants plus road turnarounds each year. The cost of these professionally installed dry hydrants is \$7,500 each. We used \$16k, a higher number, because this is what it actually cost us.

Comment from the floor: This type of Capital Asset Management Plan is becoming mandatory for all improvement districts in 2018. Many Improvement Districts will need to hire consultants to build these models for them. We are very fortunate to have the knowledge, ability, and willingness of the Task Force to develop this plan before it becomes a crisis.

Response: The Trustees also view this as a work plan for the island. Future Trustees will have a work plan for annual review and prioritization. This should improve the ability of the Trustees to allocate funds and focus on long term priorities with continuity. The plan is also required before communities can submit proposals for government grants.

From floor: This is a huge selling feature for Piers Island. Stratas now must have a depreciation report and vote to fund the plan. Communities who vote against funding or don’t develop a plan are harder to sell and

sell for much less than similar units with a funded plan. A funded long term plan add value to all properties on the island.

Question: Shouldn't we be doing this for services? We rely on unpaid volunteers almost exclusively. A tithing system of either doing work or paying others to do the work for you would be great – but it's not legal. Why aren't you looking at services and other issues that need money?

Response: Labour to replace capital assets is in the cost estimates of these items. Funding for professional services will be addressed in the next part of this process.

From the floor: Our biggest asset is that this is an open and honest enquiry with honest reporting coming back to all of us.

To report their decision on the initiative to the residents, the Trustees approved the resolution, "that the Trustees adopt the recommendations of the Task Force, and add \$50 to address short term deficits in the PIVFD reserve fund.

Motion from floor "That Piers Island residents support the implementation of a long range capital management plan as presented today, and that the plan be reviewed with residents annually."

Trustee's Response: The motion from the floor was accepted by the Trustees who mentioned that although motions from the floor do not bind the Trustees to any course of action, the Trustees would welcome the opportunity to ask for a show of hands as way of indicating the level of community support for the proposed plan.

By a show of hands of those present, the motion was approved by a large majority.

BYLAW 111: TAXATION BYLAW, 2015

Motion approved to "Introduce and read for the first time the bylaw cited as Bylaw #111, the Taxation Bylaw, 2015."

Bylaw 111, the 2015 Taxation Bylaw, was read aloud by the Secretary, Gisèle Dallaire. Full text of this Bylaw is available online at PiersIsland.CA and a copy is attached to these minutes.

Question: Is all of this money just going into a general reserve fund?

Response: No. Attached plan shows allocation to three Reserve Funds. It will be a priority for the new Board to pass bylaws defining these Reserve Funds so that the money is there when needed and not easily available for other uses. Money can be borrowed from a fund in case of a true emergency, but this must be approved by the government and a repayment schedule must be in place to pay back the loan with interest.

Motion approved to "Reconsider and adopt the bylaw cited as Bylaw #111, the Taxation Bylaw, 2015."

ELECTION OF NEW TRUSTEE

Returning Officer: Pat Gangasingh

Pat read out the Eligibility rules for voters:

1. Must be a Canadian Citizen
2. Must be 18 years or older
3. Must own property within the Improvement District
4. Must be a resident in the Province for the previous 6 months

The Returning Officer called for nominations three times. Tony Kaul was nominated by Fran Primrose, seconded by Don Gardner.

Hearing no further nominations, the Returning Officer declared Tony Kaul elected by acclamation for a three-year term.

Minutes submitted by:
Gisèle Dallaire, PIID Corporate Secretary

Approved by:
Maureen Crooks, Chairperson and Presiding Officer