

**PIERS ISLAND IMPROVEMENT DISTRICT
Board of Trustees Meeting Minutes**

AUGUST 16, 2015, 10:00AM

NEW FIREHALL

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Parking Compound Trustee; Tony Kaul, Fire Trustee; Brenda Allen, Finance Administrator; Gisèle Dallaire, Corporate Secretary
TRUSTEES & OFFICERS ABSENT	None
INVITEES	None
# OF ATTENDEES	8

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Presiding Officer, called the meeting to order at 10:00am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	Motion was approved “to adopt the agenda as published.”
CONDOLENCES: On behalf of the Board and islanders, the Chair offered condolences to Cam Russell and family on the sad event of his mother’s recent passing. Gordon, Audrey, and Cam have been long time members of the community and we are all saddened by this news.	
ADOPTION OF MINUTES	Motion was approved “to adopt the published minutes of the July 19, 2015 Board of Trustees’ Meeting.”

UNFINISHED BUSINESS

TRACTOR POLICY	Motion was approved “to adopt the Tractor Policy as revised, to be effective on this date.”
No questions were received from the floor or via email prior to the meeting in regard to this revised wording.	

BYLAW OVERVIEW	Maureen Crooks
<p>The following three Capital Renewal Reserve Fund Bylaws were prepared by the Trustees with assistance from the Capital Asset Management Plan Task Force and circulated to islanders for comment.</p> <p>Feedback was received from islanders and the Ministry on these bylaws:</p> <ul style="list-style-type: none"> Suggestion that the funds be set up so that the Trustees can borrow between funds to preclude unnecessary external borrowing for emergency or unusual situations. <p>The Trustees explained that this type of transfer between funds does exist within Ministry guidelines, with repayment conditions. This issue was discussed at the AGM and addressed in the CAMP report so no bylaw wording needs to be changed.</p> <ul style="list-style-type: none"> Suggestion that disbursement bylaws be approved by residents rather than by the Trustees since these are likely to be significant withdrawals. <p>The Trustees clarified that reserve fund disbursement approval is a statutory Trustee requirement that places a huge burden of responsibility on elected officials to ensure firstly that funds are established, and then that they are properly managed for the purposes intended. The Trustees have an inherent obligation to confer with the landowners in regard to all significant reserve fund expenditures and even emergency withdrawals should be explained to landowners as soon as possible.</p>	

- Our Financial Officer at the Ministry advised the Trustees to revise the wording in all three reserve establishment bylaws to reflect current legislative changes. Specifically: that the Inspector of Municipalities is no longer required to approve reserve fund establishment or disbursement bylaws for them to become effective; and all monies transferred from existing funds carry with them the responsibility for any outstanding projects for which they were created.

In response to this feedback, the Trustees have revised the wording in all three reserve fund bylaws in respect to the approval process, and have added wording to the new water system reserve fund bylaw to include projects that were previously described but not yet provided for in the scope of the new bylaw.

Question: Does the Ministry still need to approve how we invest funds?
 Response: Yes, and that requirement is still included in the wording.

BYLAW 112	Domestic Potable Water System Renewal Reserve Fund
Motion approved to "introduce and read for the first time the bylaw cited as Bylaw #112: Domestic Potable Water System Renewal Reserve Fund."	
Bylaw 112 read aloud in full by Gisèle Dallaire, Corporate Secretary.	
At this point, the Chair made reference to the three projects that were included in paragraph 4 as a result of the Ministry feedback. No further questions or comments were discussed.	
Motion approved to "reconsider and adopt the bylaw cited as Bylaw #112: Domestic Potable Water System Renewal Reserve Fund."	

BYLAW 113	Vehicles, Fire Protection and Medical Response Equipment Renewal Reserve Fund
Motion approved to "introduce and read for the first time the bylaw cited as Bylaw #113: Vehicles, Fire Protection and Medical Response Equipment Renewal Reserve Fund."	
Bylaw 113 read aloud in full by Gisèle Dallaire, Corporate Secretary.	
Question: What rate of return do we get on these investments? Response: This will be addressed shortly in the Financial Administrator's Report. No further questions or comments were discussed.	
Motion approved to "reconsider and adopt the bylaw cited as Bylaw #113: Vehicles, Fire Protection and Medical Response Equipment Renewal Reserve Fund."	

BYLAW 114	Buildings and Land Improvements Renewal Reserve Fund
Motion approved to "introduce and read for the first time the bylaw cited as Bylaw #114: Buildings and Land Improvements Renewal Reserve Fund."	
Bylaw 114 read aloud in full by Gisèle Dallaire, Corporate Secretary.	
No questions or comments were discussed.	
Motion approved to "reconsider and adopt the bylaw cited as Bylaw #114: Buildings and Land Improvements Renewal Reserve Fund."	

BYLAW 115	Regulations for Use of the Piers Island Parking Compound Amending Bylaw
The Chair advised that minor word changes have been made to the proposed bylaw post circulation as a result of islander feedback. Most significantly, small outboard motors have been included in the Storage Shed section and the words "regularly used" has been applied to address abandoned bicycles.	
Motion approved to "introduce and read for the first time the bylaw cited as Bylaw #115: Regulations for Use of the Piers Island Parking Compound Amending Bylaw."	
Bylaw 115 read aloud in full by Gisèle Dallaire, Corporate Secretary.	
New suggestions were made from the floor in regard to several clauses in Schedule 2 but, after consideration, the Trustees agreed that the wording as proposed would stand until Schedule 2 no longer addressed the issues sufficiently.	
Motion approved to "reconsider and adopt the bylaw cited as Bylaw #115: Regulations for Use of the Piers Island Parking Compound Amending Bylaw and Schedule 115-2."	

BUSINESS ARISING / NEW BUSINESS

REVIEW OF CORRESPONDENCE

Gisèle Dallaire

Correspondence In/Out:

- All 2015 AGM reports required by the Ministry have been delivered. AGM reports sent to 8 islanders who do not have email.
- Email from Isabelle Skolrood advising that she would not be republishing the Piers Island Handbook due to prohibitive cost but offering the PIID the opportunity of republishing.

In response, the Board has declined as this is not within the purview of the PIID but have forwarded the correspondence to the PIA for their consideration.

- Email from Charlie Boyte, Pender Island Fire Chief, requesting feedback from Fire Chiefs within the Southern Gulf Island area on a proposal for a shared Southern Gulf Islands Fire Boat.

After lengthy discussion by the Board and from the floor, Tony Kaul, Fire Department Trustee, offered to discuss this item with our Fire Chief and respond to Chief Boyte in regard to limiting our involvement to a fee for service arrangement.

- Email from Rosemary Smart, Hagensborg Waterworks District, providing information on an initiative to change current government policy that discriminates against Improvement Districts in regard to their having equal access to infrastructure grants.

The Trustees have expressed their desire to continue to receive information in regard to the progress of this initiative and have offered any possible assistance they can provide.

- Emails from Joshua Craig, Ministry of Community, Sport and Cultural Development providing feedback on draft bylaws.
- Several islanders provided feedback on proposed bylaws. Responses sent.

REINVESTMENT OF MATURING FUNDS

Brenda Allen

The Financial Administrator asked for direction on reinvestment of funds maturing at the end of September and recommended a reinvestment strategy that was accepted by the Trustees.

Motion was approved "To direct the Financial Administrator to reinvest these funds in the manner described by the Trustees, i.e. Water - \$15,750 in a 1 year term GIC @ 1.2%; Fire - \$25,000 in a new GIC with 6 month term @ 0.45%; and Fire remainder - \$29,300 in a 1-year term @ 0.85%."

REVIEW OF CAPITAL ASSET MANAGEMENT PLAN INVENTORY

Trustees reported that review of the reserve fund inventories during the preparation of the bylaws resulted in three assets being moved:

- Corporate Golf Cart used by the Water Operators is now accounted for in the Vehicles, Fire Protection and Medical Response Equipment Reserve Fund.
- Reservoir Platforms and Reservoir Fencing are now accounted for in the Buildings and Land Improvements Reserve Fund.

Question from floor: Do the Trustees have contingency plans in place for emergency replacement – e.g. the tank falls over or the undersea lines are breached?

Response: There is an emergency plan in place and risk analysis report for the water system. There is money in the budget this year to begin to plan for the replacement of the water tank.

The Trustees advised that they wish to give notice that they will be forming an Asset Review and Maintenance Committee as recommended by the CAMP Task Force Report to assist the Trustees in developing and managing planned maintenance programs for all PIID capital assets. In that effort, they hope to engage individuals with expertise in the disciplines involved in the maintenance of water systems, fire department apparatus and equipment, and building construction.

All interested residents are encouraged to contact the Trustees or the Corporate Secretary if you have skills or experience in these areas and would consider playing a role in this new task force.

CLOSING MOTIONS

ADJOURNMENT	With no further business arising, the Trustees approved a motion to adjourn at 11:05 AM.
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Minutes submitted by:
Gisèle Dallaire, PIID Corporate Secretary

Approved by:
Maureen Crooks, Chairperson and Presiding Officer