

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

NOVEMBER 2, 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 (via Skype)
TRUSTEES & OFFICERS ABSENT	None
INVITEES	Island FireSafe Initiative
# OF ATTENDEES	6

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Chairperson, called the meeting to order at 10:00am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	Motion made and seconded "to adopt the agenda as published." The agenda was amended to include 2 more items: Correspondence; and Schedule Next Board Meeting. Motion approved "to adopt the agenda as Amended."
ADOPTION OF MINUTES	Motion was approved "to adopt the minutes of the August 16, 2015 Board of Trustees' Meeting as distributed."

UNFINISHED BUSINESS

PENDER FIREBOAT CORRESPONDENCE	Maureen Crooks
The Trustees discussed a request for information from David Book on behalf of David Howe, CRD Regional Director, further to the fireboat initiative that was discussed at the August Board meeting. The Trustees agreed to the content of a draft response that provided financial information on Piers Island's 2015 fire protection taxation and also advised that our community's only interest in this initiative would be limited to exploring a fee for service model if that became a future option.	

BUSINESS ARISING / NEW BUSINESS

APPOINT FINANCE ADMINISTRATOR	Motion was approved "to approve the appointment of Brent Schorr as Finance Administrator, effective December 1, 2015."
The Trustees expressed their appreciation to Brenda Allen on her retirement for her ten years of service to the island and particularly to the PIID as Corporate Officer and then Finance Administrator. They noted how present and past Boards have enjoyed Brenda's involvement for so many years during which she repeatedly demonstrated her competence, patience and sense of humour---all valued attributes that kept many a Trustee on their toes and the island's business on track. The Board then wished Brenda a long and enjoyable retirement on Piers Island!	
The Trustees welcomed Brent Schorr into the position of PIID Finance Administrator, thanked him for offering to serve, and then approved the motion to make his appointment effective December 1, 2015.	

INVESTMENT OF 2015 CAPITAL RESERVE FUNDS	Brenda Allen, Finance Administrator
<p>The Finance Administrator asked for formal direction on investing the capital reserve fund portions of the 2015 Taxes amounting to \$59,400. The Trustees discussed the recommendations previously provided to them and directed the investments as described in the following motion:</p>	
<p>Motion was approved “to direct the Finance Administrator to invest these funds in the manner described by the Trustees, as follows:</p> <ul style="list-style-type: none"> • Fire Reserve: \$23,945 invested into a 2-year GIC at 1% with Royal Bank • Water Reserve: \$24,711.67 invested into a 1-year redeemable after 30 days at 0.85% at Coast Capital Savings Credit Union • Building and Site Improvements Reserve: \$10,743.33 into a 3-year rising rate @ 2.4% in the third year at Coast Capital Savings Credit Union.” 	

INVESTMENT OF SURPLUS 2015 OPERATING BUDGET FUNDS	Brenda Allen, Financial Administrator
<p>The Finance Administrator requested that the Trustees begin to consider how they wish to invest any 2015 Operating Budget Funds that are surplus at year end. Current Sustaining Funds amount to:</p> <ul style="list-style-type: none"> • Fire Protection: \$29,812 • Waterworks: \$8,600 • Dolphin Road: \$7,000 	
<p>The Trustees agreed that the sustaining funds would be renamed to align with the three capital categories of capital assets, and that specific amounts to be accrued to 2016 or deposited into sustaining fund accounts would be determined as soon as year end reconciliations are completed and brought forward to the Trustee's attention.</p>	

ISLANDFIRESAFE INITIATIVE	
<p>The Trustees have been advised that a small independent group of residents has been researching grants which may be available to Piers Island and have requested permission to apply for a 2016 FireSmart Grant Program, under the aegis of the Strategic Wildfire Prevention Initiative. To make their application eligible, the IslandFireSafe (IFS) group requires a motion be passed by the Board of Trustees supporting this effort.</p>	
<p>The Trustees were advised that their commitment would be limited to managing any grant funds received while the resident group would prepare the application and provide and manage all necessary resources. In response to this request for support, the Trustees unanimously passed the following resolution:</p>	
<p>Resolved by the PIID Trustees: “to support the request of a self-organized resident group (IslandFireSafe) in the FireSmart initiative for Piers Island. This support will include approval of applications for grants to fund the initiative and overall financial administration of any monies received for that purpose.”</p>	
<p>The Trustees then expressed their appreciation to the resident group for embarking on this project on behalf of the community, and requested that they keep the Trustees apprised of developments.</p>	

UPCOMING BYLAWS	Gisèle Dallaire, Corporate Secretary
<p>The Corporate Secretary updated the Trustees on the challenges of an Improvement District establishing meeting procedures for distance participation by Trustees. Meeting Procedure Bylaw #101 is currently being revised to address the issue, and discussion ensued on communication methods and physical attendance.</p>	
<p>Motion approved: "to refer the task of drafting the new or amended bylaw to the Corporate Secretary so that the draft can be reviewed by the Trustees and distributed to islanders for comment prior to the next Board meeting."</p>	

REVIEW OF CORRESPONDENCE

Gisèle Dallaire

Correspondence In/Out:

- Sandra Brunham – email received by Fire Trustee on Sept 2, 2015 asking for a Trustee response to questions from her insurance agent. The Fire Trustee offered to respond to the email with a description of the progressive changes that have occurred in the PIVFD in regard to improved access to water, increased training regimen to reflect fundamental changes now required by the Office of the Fire Commissioner, fire prevention initiatives, and future sustainability through financial planning for equipment and vehicles.

It was again noted by the Trustees that the current focus is on fire fighter training in order to maintain a fire department sanctioned by the Province, and that to this date, Fire Underwriters Survey have not indicated any change in their rating for Piers Island.

Gerry Kristianson – email received October 29, 2015 seeking Trustee clarification in regard to the Improvement District's plans to provide potable water in the event of a system disruption.

Discussion ensued during which the Trustees reconfirmed, unanimously, that there is no intention to provide a second, potable water system on the island, but that the Board would work with the Emergency Preparedness Program to encourage resident self-sufficiency. By taking advantage of the many new devices on the market, residents can secure personal purification systems that are affordable and easy to use. Being self-sufficient for an extended period during catastrophic disaster has become the main thrust of communities everywhere.

The Trustees further informed that all parameters of the Drinking Water Act and Regulation requiring that an Emergency Response Plan be in place have been sufficiently addressed to our VIHA Drinking Water Officer, and that the intention of that plan is not to provide a secondary supply system of potable water, but to protect health and safety by timely notification when risk exists, and to minimize disruption of service in as expeditious a manner as possible, that is to repair and recommission an approved system, not to create a separate, additional system.

The Water Trustee offered to respond to the email with the above information, and with the volunteer water operators, work towards finalizing the draft Emergency Response Plan so as to more clearly define what assistance the District would and could provide in the case of a supply disruption.

Suggestion made from the floor that individuals, or perhaps the PIEP, purchase products such as those available from lifestraw.com.

SCHEDULE NEXT BOARD MEETING

Next board meeting was scheduled for Monday December 6, 2015 at 10am in the new firehall.

[NOTE: This has been rescheduled for Saturday, December 12th, at 11:30 AM in the new Firehall.]

CLOSING MOTIONS**ADJOURNMENT**

With no further business arising, the Trustees approved a motion to adjourn at 11:15 AM.

Approved by:
Maureen Crooks, Chairperson and Presiding Officer