

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

DECEMBER 12, 2015, 11:30AM

NEW FIREHALL

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Parking Compound Trustee; Tony Kaul, Fire Trustee (arrived 12:15pm); Brent Schorr, Finance Administrator; Gisèle Dallaire, Corporate Secretary (via Skype)
TRUSTEES & OFFICERS ABSENT	None
INVITEES	Island FireSafe Initiative
# OF ATTENDEES	4

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Chairperson, called the meeting to order at 11:42am and advised that the meeting was being recorded.
APPROVAL OF AGENDA	Motion made and seconded <i>“to adopt the agenda as published.”</i> The agenda was amended to add one item under New Business: New IT Support Position. Motion approved <i>“to adopt the agenda as Amended.”</i>
ADOPTION OF MINUTES	Motion was approved <i>“to adopt the minutes of the November 2, 2015 Board of Trustees’ Meeting as distributed.”</i>

UNFINISHED BUSINESS

ISLAND FIRESAFE	Pauline Olesen, spokesperson for the Resident Group
<p>The Trustees received an update on the progress of the Island FireSafe initiative that was previously supported by Resolution at the November Board meeting.</p> <p>Pauline presented to the Trustees the following:</p> <ul style="list-style-type: none"> • Certificates for successful completion of the two day FireSmart class by Steve Cruise and Pauline Olesen, as members of the resident group, a prerequisite for applying for the grant • Information regarding the extensive work done to date to write and review the grant application with FireSmart personnel • Copy of the grant proposal and budget • New information that eligibility for grant application required the written support of the CRD which was subsequently provided by Ian Elliott, CRD Protective Services. • Information that the results of the grant application will be announced December 18. <p>Trustees expressed their appreciation to the Resident Group for the exceptional job that has been done on the 2016 FireSmart Grant Program to date, and requested the Corporate Secretary write a letter of thanks to Ian Elliott with copies to David Howe and the UBCM on behalf of the PIID.</p>	

BUSINESS ARISING / NEW BUSINESS

REVIEW OF CORRESPONDENCE	Gisèle Dallaire
---------------------------------	-----------------

Correspondence Sent:

- Response to G. Kristianson letter of October 29, 2015 sent by Water Trustee on December 6, 2015 as per previous Board meeting discussion.
- Response to S. Brunham letter of September 2, 2015 sent by Fire Trustee on November 5, 2015 as per previous Board meeting discussion.
- Response to D. Book letter of September 14, 2015 sent by Corporate Secretary on November 6, 2015 on behalf of the Trustees as per previous discussions.

Correspondence Received:

- Letter from Peter Ensor, CRD, inviting the PIVFD to join in a group insurance program. The Fire Chief requested that the Trustees respond directly and offered his recommendation that the PIID not participate at this time.

The Trustees discussed the matter and agreed with the Fire Chief not to participate at this time but rather to undertake a Trustee review of all insurance policies and coverages in 2016, and reconsider this type of program in that review.

Motion approved *"that the Corporate Secretary/Fire Trustee together prepare a letter of response to Peter Ensor indicating we do not wish to participate at this time."*

NEW IT SUPPORT POSITION

Maureen Crooks

The Trustees discussed a common concern that the new tasks that have been undertaken by the Corporate Secretary over the past year and a half include a huge component of technical support in addition to the normal duties that are mandated under the Local Government Act which will make it very difficult to replace the Corporate Secretary position in the future.

To acknowledge the extent of specialized skills that are required for the technical support component, and recognizing that administrative roles on Piers Island are filled by volunteers who will possibly not have that level of technical skill, the Trustees discussed whether it is prudent to formally create a technical support resource position separate from the secretarial component.

As part of that review, the Trustees also discussed increasing the honorarium budget for 2016 to provide some recognition for an additional resource.

The Corporate Secretary explained the various development and maintenance tasks that she has performed for the PIID, the PIA, the PIVFD, and the Library over the past year and a half and indicated that a large percentage of time spent (*Roughly 60 – 80%*) in the past has been spent on recovering and digitizing documents and setting up automated processes and backups but going forward, this will not be the case.

After the Corporate Secretary expressed concern that she was not given adequate notice to support and justify a new IT position and split responsibilities between the two roles, the Trustees approved the motion *"to table the proposal to create an IT position until roles are better defined and Trustees are able to discuss at greater length."*

APPROVAL OF THE 2016 OPERATIONS BUDGET

Brent Schorr, Financial Administrator

Copies of the 2016 Operations Budget were distributed to attendees and the budget was discussed section by section.

The Trustees explained that a significant change in regard to the Dolphin Road Compound portfolio will commence with the 2016 Operations Budget. Several responsibilities will be transferred out of the Fire Department and Domestic Water System areas and added to the new portfolio called Buildings and Land Improvements. This is

intended to clarify where responsibility for maintaining buildings and infrastructure improvements to the land will rest, and this realignment will conform with the reserve fund categories defined in the Capital Asset Replacement Plan and the proposed Planned Maintenance Plan.

In the 2016 Operations budget, the responsibility changes have been limited to the Fire Halls but other components will be considered when the Trustees undertake the 2016 review of the Capital Asset Replacement Plan. The current intention is to generally develop future fiscal year Operations Budgets as follows:

PIVFD: Will include vehicles and equipment required to provide fire protection and medical response services.

Domestic Water System: Will include infrastructure required to provide the domestic water supply.

Buildings and Land Improvements: Will include the Dolphin Road Parking Compound, Fire Halls, Reservoirs (including hydrant), and Piers Island Boat Ramp.

The Trustees also discussed renaming the sustaining funds to align with the three capital categories of assets, and that specific amounts to be accrued to 2016 or deposited into sustaining fund accounts would be determined as soon as yearend reconciliations are completed. The Chair summarized the overall impact of the 2016 proposed Operations Budget as follows:

Income

- 1) Projected income is increasing by \$9,965, with a third of that increase resulting from higher water bills which will be offset by higher anticipated water purchases from North Saanich.
- 2) The income derived from the Resident Tax Levy for Operations is unchanged from 2015 at \$600 per property.

Expense

1) Administration:

Increasing overall by \$2,800 which includes a new \$2,000 honorarium for an IT position, should it be needed depending on future decisions as per the previous agenda item discussion.

2) Buildings & Land Improvements:

- a) Dolphin Road Compound Operations budget virtually unchanged - \$100 increase
- b) Firehall maintenance budget increase is covered off by increased fire hall income.

3) Fire Protection:

- a) Overall increase of \$4,500, largely attributed to higher firefighter training costs, protective clothing for First Responders and vehicle & tractor maintenance.

4) Water System:

- a) Overall increase of \$1,400 due to higher water purchases from North Saanich that are offset by increased water billing income.
- b) Water System Operations net of water purchases actually reflect a \$1,600 reduction over 2015.

Following some discussion of how several other expense items might be moved amongst the portfolios, a motion was passed *"to approve the Operations Budget for 2016."*

A final request from the floor to see 2015 Budget, 2015 Actuals, and 2016 Proposed Budget side by side to enable better comparison, was agreed to by the Trustees for future year reviews.

DOLPHIN ROAD SIGNAGE

Lenny Green

The Trustees discussed the installation of new signage in the Parking Compound that would clearly report the financial consequences of having a vehicle, trailer or materials removed for violation of the compound use regulations. The new signage is intended to make clear that the owner's expense will include the towing company's fee plus a \$200 fine that will be collected from the owner at time of recovery.

The Parking Compound Trustee informed that Peninsula Towing will begin enforcement of Bylaw 115, Schedule 2 as of April 1, 2016. This Bylaw was passed by the Trustees on August 16, 2015.

Motion was approved "to install the new signage to provide fair warning of the financial consequences of Impoundment and begin to enforce April 1, 2016."

After a caution was raised from the floor that the Improvement District might not be empowered to collect a \$200 fine, the Trustees requested that the Corporate Secretary draft a letter to the Ministry to confirm that an Improvement District has the right to enforce Bylaw 115. See Post Meeting Note below.

SCHEDULE NEXT BOARD MEETING

Next board meeting was tentatively scheduled for some time during the week of February 14 – 21, 2016 with date to be set when all Trustees' schedules are finalized.

CLOSING MOTIONS

ADJOURNMENT

With no further business arising, the Trustees approved a motion to adjourn at 1:02pm.

Minutes submitted by:
Gisèle Dallaire, PIID Corporate Secretary

Approved by:
Maureen Crooks, Chairperson and Presiding Officer

(Post Meeting Note: Despite having the Ministry's previous approval of Bylaw 115 and attached Schedule which included a condition of a \$200 fine, the Ministry has now responded to the Improvement's inquiry and advised that such a penalty can only be enacted by the Court. Therefore, the signage wording has been modified accordingly and the bylaw wording will be changed at a future Board Meeting to remove the reference to a \$200 fine.)