

**PIERS ISLAND IMPROVEMENT DISTRICT
ANNUAL GENERAL MEETING**

June 26, 2016

Piers Island Fire Hall

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Buildings & Land Improvements Trustee; Tony Kaul, Fire Trustee; Brent Schorr, Finance Administrator; Sharon Stewart, Corporate Secretary
MEMBERS ABSENT	None
NUMBER OF ATTENDEES	45+

OPENING MOTIONS

CALL TO ORDER	Maureen Crooks, Chairperson, called the meeting to order at 1:15 p.m., welcomed guests and advised that the meeting was being recorded.
APPROVAL OF AGENDA	<p>Copies of the Agenda were offered to attendees.</p> <p>It was MOVED AND SECONDED,</p> <p><i>“that the Agenda be approved as distributed.”</i></p> <p>No changes were raised for consideration so the motion was CARRIED</p>
POINT OF ORDER	<p>At this point, the Chairperson clarified the rules of order specific to how the Chair would handle motions by the trustees and motions from the floor during PIID Board of Trustee meetings, including the PIID AGM. The Chair informed the attendees that in an Improvement District, only trustees introduce, second and vote on motions of business, and acknowledged that this is a very different decision-making protocol than used in the PIA annual and special general meetings where all members have full participation.</p> <p>The Chair explained that after a motion is put and seconded by a trustee, the policy of the current trustees is to open debate to enable full participation by any person wishing to express an opinion on the matter. The Chair clarified that motions do not bind the trustees to action unless the majority of trustees vote to approve the motion at the conclusion of debate and that this rule also applies to motions taken from the floor. The Chair added, however, that trustees - who are elected to make decisions on behalf of the landowners -- would endeavour to consider all points made during open discussion and to understand the majority opinion of the attending landowners before conducting the final trustee vote, especially when a matter is important or controversial. To that end, an acceptable process would be for the Chair to call for a general show of hands by the attending landowners before putting the final vote to the trustees to approve or reject the motion.</p>
ADOPTION OF MINUTES	<p>It was MOVED AND SECONDED,</p> <p><i>“that the minutes of the May 14th Board of Trustees meeting be approved as distributed.”</i></p> <p>The Chair asked for errors or omissions and hearing none, the motion was CARRIED.</p>

REPORTS FROM THE PIID

<p>REPORT FROM THE CHAIRPERSON</p>	<p>The Chair read the Chairman's Report (attached) and provided an overview of all PIID initiatives. She acknowledged fellow trustees, Lenny Green and Tony Kaul, and thanked them for their assistance over the past year. The Chair then expressed her regret that Lenny Green would finish his term at this AGM and thanked him on behalf of all islanders for both holding office for his full trustee term and for managing the parking compound since 2013.</p> <p>The Chair introduced and welcomed the two new administrative officers, Sharon Stewart, Corporate Secretary, and Brent Schorr, Finance Administrator, and again expressed appreciation to past officers, Brenda Allen and Gisele Dallaire for their able assistance.</p> <p>In closing, the Chairperson voiced a concern about the community's ability and willingness to fill the statutory Improvement District positions that are required, given our very limited pool of candidates and the increasing number of other community initiatives that also rely on volunteers. She stressed the value of tenure continuity for trustees and officers, and urged residents to consider the importance of staffing these critical positions during the later election proceedings.</p> <p>It was MOVED AND SECONDED,</p> <p><i>"that the Trustees receive the Chairperson's report as presented."</i></p> <p>The Chair opened the floor to discussion and hearing none, the motion was CARRIED.</p>
<p>REPORT FROM THE PIVFD TRUSTEE AND PIVFD CHIEF</p>	<p>Fire Department Trustee, Tony Kaul introduced Chief Cruise and expressed the trustees' delight in accepting Chief Cruise's offer to continue to serve as Fire Chief for another year.</p> <p>Chief Cruise summarized his report (attached) and focussed on the challenges of the past year, the leadership shown by members in the fields of fire fighting and medical response, plans for future equipment and fire hall improvements, fire prevention and department goals, and needs in the current and future years.</p> <p>The Chief made special mention of the extraordinary efforts of Pauline Olesen, Risk Management Officer, whose efforts administratively and as a fire-fighter-in-training were critical to the PIVFD's accomplishments over the past year.</p> <p>The Fire Trustee thanked Chief Cruise, Pauline Olesen and the rest of the fire department volunteers for their important service to the island.</p> <p>It was MOVED AND SECONDED,</p> <p><i>"that the Trustees receive the Fire Chief's report as distributed."</i></p> <p>The Chair opened the floor to discussion and hearing none, the motion was CARRIED.</p>
<p>REPORT FROM THE WATER TRUSTEE</p>	<p>The Water Trustee, Maureen Crooks, summarized the Water Report (attached) and provided details of the financial status of the water system, the water quality sampling program results, infrastructure status, and completed and planned projects.</p> <p>The trustee thanked the water operations team for their ongoing support and service and acknowledged Jackie Charlesworth as she retired after serving for almost 9 years in the role of water operator.</p> <p>In closing, the trustee offered recognition of Frank Williams who passed away this year after providing almost 40 years of volunteer service to the island generally, and to the water system particularly. She noted that Frank Williams and Pauline Olesen became the community's first certified water operators, and that Frank's very succinct, annual water report always consisted of a single sentence comparing water consumption over the latest two years. She said that Frank will continue to be missed greatly by the many islanders who knew him for many years as "Mr. Piers Island".</p>

It was MOVED AND SECONDED,

“that the Trustees receive the Water Trustee’s report as presented.”

The Chair opened the floor and discussion followed in regard to the 45 year-old wood stave water tank and minor leaks that are occurring with increasing frequency as the tank gradually deteriorates, and the possible means by which leaks might be addressed.

To a question, the trustee clarified that the comparison that was used in the Water Report to calculate the 10% increase in water consumption between 2014 and 2015 was based solely on the water meter in North Saanich and delivered to the Piers Island distribution system.

When asked to provide a reconciliation of water cost and water billing recoveries, the Finance Administrator provided information for 2015 and a commitment was made to research the available data for 2014 as a comparison.

A tribute by her fellow colleagues was made to Mary Jordan, lead water operator, who was not in attendance.

The Chair called for further discussion and hearing none, the motion to receive the report was **CARRIED**.

**REPORT FROM
THE BUILDINGS
AND LAND
IMPROVEMENTS
TRUSTEE**

The Buildings and Land Improvements trustee, Lenny Green, summarized his report (attached) and then gave some detail about the Seaspan initiative to enlarge the truck ferry docking facility and the company's initial query as to swapping the Piers Island compound property for two lots to the east of Barnacle Road.

The trustees reiterated that no proposal had been received from Seaspan to date and assured the residents that if any serious development occurs in this regard it would be discussed with the community.

Lenny expressed his thanks for having the opportunity to serve as trustee for three years and invited questions or comments to his report.

Discussion ensued in regard to enforcement of parking compound regulations which the trustees advised will be an option that will be used if necessary once a valid regulations bylaw is put into force soon after the next Board meeting.

Additional information was provided from the floor in regard to the issue of compound ownership by the PIID versus the PIA, the history of ownership first by Piers Island residents who later surrendered their individual ownerships to the Improvement District to facilitate a property tax exemption status, and the legal implications of PIID ownership if ever the improvement district is dissolved and the community is converted to a service area of the CRD.

The Chair clarified that any ownership change that might precipitate from a Seaspan property transfer proposal or future conversion would trigger the trustees to acquire legal counsel to ensure the community's interests are protected.

It was MOVED AND SECONDED,

“that the Trustees receive the Buildings and Land Improvements Trustee’s report as presented”.

The Chair called for further discussion and hearing none, the motion was **CARRIED**.

<p>REPORT FROM THE FINANCE ADMINISTRATOR</p>	<p>The Chairperson offered copies of the Financial Statements (attached) to attendees and reported that the Financial Statements were sent out prior to the meeting via email and also posted on the official PIID website for additional access.</p> <p>Brent Schorr, the Finance Administrator, presented a brief report (attached) and asked if there were any questions in regard to his report or the Financial Statements.</p> <p>A question was asked regarding donations and clarification was provided that they are in fact tax deductible by way of a letter to that effect from the Improvement District.</p> <p>It was MOVED AND SECONDED,</p> <p><i>“that the Trustees receive the Finance Administrator’s report as presented.”</i></p> <p>The Chair called for further discussion and hearing none, the motion was CARRIED.</p> <p>(A correction was later made to the Finance Administrator's Report in regard to the water billings and are noted in the attached report.)</p> <p>It was then MOVED AND SECONDED,</p> <p><i>“that Paterson & Henn be appointed as auditors for the PIID’s 2016 Financial Statements.”</i></p> <p>The Chair opened the floor for discussion and hearing none, the motion was CARRIED.</p>
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OTHER REPORTS

<p>REPORT FROM THE PIERS ISLAND EMERGENCY PROGRAM</p>	<p>Sandy Brunham summarized the Piers Island Emergency Program report (attached) on behalf of the Program Coordinator, Frances Glover, who was unable to attend.</p> <p>Residents were encouraged to ensure their correct and best contact phone numbers were on file with the Emergency Program team so that quick contact can be made during an emergency and the number of door to door checks can be minimized.</p> <p>Thanks were expressed to the volunteers who support this critical service and an invitation extended to others to join.</p> <p>It was MOVED AND SECONDED,</p> <p><i>“that the Trustees receive the Piers Island Emergency Program report as distributed.”</i></p> <p>The Chair opened the floor for discussion and hearing none, the motion was CARRIED.</p>
<p>REPORT FROM THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION</p>	<p>Commission member, Bryce Young, summarized his report (attached) and indicated that positive changes in the attitude by current CRD staff has made him hopeful that progress will soon be made to address shortcomings in the size and configuration of the Piers Island government dock.</p> <p>Bryce advised that a budget of \$5,000 was recently approved to undertake an engineering and physical assessment review, and that funding to respond to the resulting recommendations will be requested as part of the 2017 budget process.</p> <p>Bryce noted that the work is intended to provide more moorage which is needed, especially during bad weather, and will play nicely into better access for a ferry service.</p>


	<p>It was MOVED AND SECONDED,</p> <p><i>“that the Trustees receive the Southern Gulf Islands Harbours Commission report as presented.”</i></p> <p>The Chair opened the floor to discussion and hearing none, the motion was CARRIED.</p>
<p>REPORT FROM THE ROAD COMMITTEE</p>	<p>The Road Committee spokesperson, Gerry Kristianson, began his report by explaining that the PIID's involvement was a ministry requirement when the Road Committee was struck to allow the ministry to deal with the local government when matters pertaining to the ministry owned road needed to be addressed.</p> <p>He confirmed that the government is no longer challenging the fact that McKenzie Crescent is a public road and reminded residents that, as such, the usual laws apply regarding driver age, and that owners are obligated to repair any damage incurred as a result of trucks or equipment brought over for work on their properties.</p> <p>He reminded islanders with golf carts to drive courteously to minimize dust and provided an additional reminder regarding road allowance and the need to keep the areas on each side of the road clear for emergency vehicles and other transport vehicles.</p> <p>Project work along the road was summarized and it was clarified that the wooden pegs along McKenzie Crescent are markers for where road materials will be deposited by the contractor once transportation is arranged.</p> <p><i>It was MOVED and SECONDED,</i></p> <p><i>“that the Trustees receive the report from the Road Committee as presented.”</i></p> <p>The Chair opened the floor to discussion and hearing none, the motion was CARRIED.</p>

ELECTION

<p>ELECTION OF TRUSTEE</p>	<p>The Chair introduced Returning Officer, Pat Gangasingh, and Poll Clerks, Sue Carlyle and Sharon Stewart, and 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>Tony Kaul nominated Greg Miller and confirmed that although Greg was unable to attend the meeting, he had consented to let his name stand as a candidate. The Returning Officer called twice more for nominations and hearing no more declared Greg Miller elected by acclamation.</p> <p>The Chair thanked the Returning Officer and Poll Clerks for their service and congratulated the new trustee, Greg Miller.</p>
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<p>ADJOURNMENT</p>	<p>The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 2:20 p.m.</p>
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Minutes submitted:


 _____, Corporate Secretary

Approved by:


 _____, Chairperson and Presiding Officer