

PIERS ISLAND IMPROVEMENT DISTRICT

ANNUAL GENERAL MEETING

June 25, 2022 – 9:00 AM

Location: Fire Hall and via Zoom

	Julien Bahain, Chair and Buildings and Land Improvements Trustee; Monique Joubarne, Water Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary.
TRUSTEES & OFFICERS ABSENT	
NUMBER OF ATTENDEES	47 in person and 3 via Zoom

OPENING MOTIONS

CALL TO ORDER	Chair, Julien Bahain, called the meeting to order at 9:05 AM PIID respectfully acknowledged the Indigenous peoples on whose traditional territories we live and work. The attendees were welcomed. Chair advised attendees of the meeting etiquette with the combined In-person and Zoom meeting using OWL. Secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA MOTION	Copies of the Agenda were distributed electronically. It was MOVED and SECONDED , <i>“that the Agenda be approved as distributed.”</i> The Agenda was amended to add: <ul style="list-style-type: none">• Approval of Agenda before Adoption of Minutes• Add to New Business:<ul style="list-style-type: none">○ EV Charging Research Funding○ Compound Security
MOTION	It was MOVED and SECONDED , <i>“that the agenda be approved as amended.”</i> Motion CARRIED .
ADOPTION OF MINUTES MOTION	Copies of the Minutes of the previous meeting were distributed electronically. It was MOVED and SECONDED , <i>“the minutes of the April 19, 2022 PIID Trustee Meeting be approved as distributed.”</i> Motion CARRIED .

TRUSTEE AND OFFICER ANNUAL REPORTS

<p>CHAIR REPORT JULIEN BAHAIN</p>	<p>The Chair Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>The Chair did not summarize his report but discussed the significant role of volunteers on Piers Island and the support for a Volunteer Coordinator (proposed to be within the role of the PIA). He thanked all of the current volunteers and encouraged more islanders to get involved to maintain our Improvement District government and in keeping the island the community that it is today.</p> <p>The Chair opened the floor for discussion.</p> <p>Some discussion on Volunteer Coordinator being a separate role or a role for PIA Director, forms of compensation for or payment alternatives to volunteering, distinction between volunteer roles that are required to “run” the island, improve the quality of life on the island (fire protection, road maintenance), and community spirit.</p> <p>The report was accepted as presented.</p>
<p>B&LI REPORT JULIEN BAHAIN</p>	<p>The Buildings and Land Improvements (B&LI) Trustee report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Our infrastructure is in great shape overall. Nothing would be possible without the cooperation of Islanders and the support we get from volunteers (donations and time) making these projects affordable for all.</p> <p>Projects:</p> <ul style="list-style-type: none"> • New signs for the fire hall bathrooms (will arrive soon) • New Compound Bylaw 133 approved in November 2021. Implementation has been happening in a phased approach. • Compound Upgrades <ul style="list-style-type: none"> ○ Boat Ramp gate still needs to be addressed • Given thefts outside the compound and possible damage to the pedestrian gate from vandals, we may want to look at cameras to help increase security. • EV Committee has started looking at long-term options. <p>The Chair opened the floor for discussion.</p> <p>Discussion was primarily focused on security inside and outside of the compound including lighting and cameras.</p> <p>The report was accepted as presented.</p>
<p>PIVFD TRUSTEE DOUG TURNER</p>	<p>The PIVFD Trustee report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Please refer to the PIVFD Trustee report for details. A couple of important highlights of the report are:</p>

<p>MOTION</p>	<ul style="list-style-type: none"> • Thanks to all the members of the PIVFD. Our volunteer firefighters and first responders, under the leadership of Fire Chief Steve Cruise, are committed to ongoing training for the benefit of all of us on Piers. They receive no compensation and are on call 24 / 7 to ensure that we, our families, and visitors, are as safe as possible while on island. • Thank you, Steve Cruise and Pauline Olesen. The condition of our two fire halls, the quality of our firefighting equipment, and the high level of training of our firefighters & first responders, have all been directly influenced by the actions of Steve and Pauline. • Thanks in large part to the training provided by Captain Sandy Burnham, our firefighters are receiving cross-training as first responders with the goal to have each member of the PIVFD trained to deal with medical emergencies as well as fires. • For the 6th year in a row, Piers Island received recognition as a FireSmart Community. <p>The PIVFD Trustee confirmed that Fire Chief Steve Cruise was willing to serve as Fire Chief for another year and expressed his appreciation to Chief Cruise’s in continuing to serve as Fire Chief.</p> <p>It was MOVED and SECONDED, <i>“that the Trustees accept Steve Cruise’s offer to serve as Fire Chief for another year, effective immediately.”</i></p> <p>The motion was CARRIED.</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>PIVFD FIRE CHIEF REPORT STEVE CRUISE</p>	<p>The Fire Chief Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>The PIVFD Fire Chief did not summarize the report as it is quite extensive. He thanked the firefighters and fire responders for their service and support to the community, and the PIID and the community for their support of the fire department.</p> <p>He really enjoys what he does but after 25 years in the fire department and 9 years as Fire Chief, he is looking at maybe stepping back in a year or so and would like to invite someone in the community who is interested in taking over to come forward.</p> <p>There has been work on prevention and outreach to the community with smoke alarms and CO2 detections, this summer there will be sprinkler protection unit/clinic for the whole island. Sprinklers to be made available to islanders over time. Looking for islanders interested in getting set up this year. The PIVFD will also do another dock attack clinic with smaller pumps for islanders to have on your own beach to pump onto your property. If there is a forest fire on the island, the fire department will triage and may be able to save some houses but not necessarily yours. It is best to have something in place for you to take care of your house.</p> <p>The Chair opened the floor for discussion.</p>

	<p>The report was accepted as presented.</p>
<p>WATER TRUSTEE MONIQUE JOUBARNE</p>	<p>The Water Trustee Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Some highlights of the report presented were:</p> <ul style="list-style-type: none"> • Thank you to the water team for all of the work that they do which includes testing, meter reading, annual water flushing and other attending to other issues as they arise (Philippa White, Katie Steenman, Garth Irvine, Gary Cooney and Cara Hogan). • After a well-deserved rest, Maureen Crooks recently re-joined the water team to assist with training, and water testing. • Thank you to Gary Peacock, Ander Wynne-Edwards, Allan & Brian Warrior, Barry Tate, and Steve Thornton who continue to help when called into service. • The new water tower is working well. • There have been some glitches with the chlorination system. Thanks to Philippa White and Katie Steenman for taking the lead on resolving the situation and continued due diligence. • A new curb stop and the repair of a couple others, were completed with the help of some water team and other islanders (from our extended team and the Fedje’s). A certified plumber was hired to do the new curb stop connection. The curb stop parts took time to source. The parts and process are now documented. • The Pressure Reducing Valve at the Pumphouse #1 was replaced by the certified plumber. The PRV took time to replace but given that the first one lasted 50 years, we should be good for while. <p>Please refer to the attached report for details and other projects.</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCIAL ADMIN BRENT SCHORR</p>	<p>The Audited Financial Report for 2021 was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>The Finance Administrator did not review his report but highlighted the general buckets of money for the PIID:</p> <ul style="list-style-type: none"> • Operational Funds – collected annually for operational needs of Fire, Water, Building & Land and Admin portfolios: <ul style="list-style-type: none"> ○ The Trustees have stayed within their operating budgets for the last number of years. ○ Unused Operational Funds are transferred annually into the Fire, Water, Building & Land Sustainment Funds for use at trustee discretion ○ Admin has the highest operational budget mostly associated with Insurance (property and liability) and required annual financial audit

	<ul style="list-style-type: none"> • Capital Reserve Funds – collected annually for replacement of existing capital assets: <ul style="list-style-type: none"> ○ Amount collected is based on Capital Asset Management Plan. The plan is reviewed and updated annually with assets and adjusted replacement costs based on consumer price index. ○ The release of funds is done through the approval of a bylaw. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • There was a suggestion that the PIID consider investing larger funds. <p>The report was accepted as presented.</p>
--	--

OTHER REPORTS

<p>EMERGENCY PROGRAM VELVET WARRIOR</p>	<p>The Piers Island Emergency Program Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Some highlights from the report:</p> <ul style="list-style-type: none"> • Thank you to Frances Glover for her 17 years of service as the Emergency Community Coordinator for Piers Island. Although she retired from this position, she continues to support Piers Island Emergency Program as a Commissioner on Southern Gulf Islands Emergency Program Commission • Thank you to Gary Glover for his many years of service for the Emergency Program as Commissioner, Duty Officer and Boat Operator. • Thank you to our Emergency Program team: Gloria Morson, Sandy Brunham, Kerry Wheeler, Uta Bryce, Patti LL, Kerry Keats, Ginny Macoun, Evey Gabille, Libby Kaul, Mari Warrior, Judy Brooks, and Wynn Lewis. Two other islanders, Wendy Smart and Linda Vanden Berg assist with telephone tree phoning. Five others are evacuation boat operators: Mike Smart, Brian Wheeler, Barry Tate, Rick Schnurr and Allan Warrior. • Although we ultimately train to support the first responders to an emergency incident if and when needed, which we hope will never be needed, the other primary role is to work with the fire department, PIID and the community to help the community prepare and prevent emergencies. The ability for individuals and the community to handle and work through an emergency event depends on our individual and collected preparedness and ability to respond. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>HARBOUR COMMISSION JOHN HALL</p>	<p>The Harbour Commission Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Some highlights from the report:</p> <ul style="list-style-type: none"> • The Request for Proposal has gone out for tender for the Piers Island dock expansion. It is expected that this work will be completed by the end of September. The expansion will add 40-60 feet of usable dock space.

	<ul style="list-style-type: none"> The Swartz Bay facility is slated to receive a new float this summer to replace the failing structure currently in place. We have also asked the CRD to look into installing CCTV to help mitigate issues of petty crime that has been occurring on the float. Reminder of dock etiquette. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
ROAD COMMITTEE JULIEN BAHAIN/STEVE CRUISE	<p>The Road Committee Report was circulated electronically and posted to the Piers Island website prior to the meeting. See Piers Island website.</p> <p>Some highlights from the report:</p> <ul style="list-style-type: none"> The Road Committee is tasked with maintaining the road as part of the Memorandum of Understanding between PIID and the Ministry of Transportation and Infrastructure (MOTI) to provide safe and reliable access to PIID equipment for water operations, emergency services, fire protection and maintenance of infrastructure. General maintenance includes filling Potholes, doing the annual road salt application (for dust) and other minor repairs. The Road Committee is in contact with MOTI to schedule a visit to discuss long-term maintenance projects and upgrades (i.e., drainage given the changes in rainfall that we will continue see in the future). A reminder that vehicles, trailers, plantings, and materials (e.g., soil, gravel) are to be kept off the road allowance. The road allowance is not private property and is to be accessible at all times by BC Hydro for repairs, emergency vehicles to pass on the shoulder in an emergency and the Monday Morning Crew for maintenance. The road acts as a fire break and we also need to maintain the road allowance for that purpose (e.g., cutting grass, trimming edges). Thanks everyone for your cooperation and for keeping vehicle traffic and barging to a reasonable low number when the road is soft. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>

TRUSTEE ELECTION

CHAIR JULIEN BAHAIN	<p>The Chair (and others throughout the meeting) thanked out-going Trustee, Doug Turner for his 3 years of service. It is an important role on the island and the effort and contribution made by Doug is appreciated.</p> <p>The Chair introduced Mike Bird as our Returning Officer (DO) and Mari Warrior and Inger Bird as our polling clerks (PCs) and turned the floor over to Mike and ask him to conduct the election for Trustee.</p>
RETURNING OFFICER MIKE BIRD	<p>Mike Bird as the Returning Officer</p> <ul style="list-style-type: none"> Reviewed the eligibility requirements for voting and the voting procedure.

<p>CHAIR JULIEN BAHAIN</p> <p>MOTION</p>	<ul style="list-style-type: none"> • Announced the two nominated candidates for Trustee, John de Jong and Stephen Chang. Then asked for any additional nominations from the floor (3 times as required) but there were no other nominations. • Confirmed that the candidates were willing to stand for the election and then gave them the floor. <p>Then the vote was conducted.</p> <p>The Returning Officer announced the new Trustee as John de Jong.</p> <p>The Chair congratulated John de Jong and thanked both candidates for coming forward to take on this important role on the island.</p> <p>The Chair thanked the Returning Officer and Polling Clerks for their services.</p> <p>It was MOVED and SECONDED, <i>“that the Returning Officer seal and retain the ballots for two weeks prior to destroying them if a recount is not required during that period.”</i></p> <p>The motion was CARRIED.</p>
---	--

BUSINESS ARISING / NEW BUSINESS

<p>CHAIR JULIEN BAHAIN</p> <p>MOTION</p>	<p>New Business</p> <ul style="list-style-type: none"> • EV Charing Research Funding <ul style="list-style-type: none"> ○ The EV Committee consists of Gary Peacock, Bruce Mallory and Julien Bahain (Chair). ○ Plan to send a survey to islanders to get input on current and future demand, and types of usage. ○ There are grants available to cover some of the cost of an engineering report on the compound current state and recommendations to support EV Charging. Having this report done is a prerequisite to some of the EV Charging grants that may be available. It is expected that the report would cost \$4K for which \$3K would be recouped. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Request that the community survey include usage of EV Charging by Islanders who currently do not park in the compound who may choose to in the future for EV Charging or want to just go to the compound for quick EV Charging. • Request to investigate options for third-party installation for EV units, pay for use option. CRD may be have some useful information on this as they are working governments in the area to provide EV Charging using this model. • Request that EV Committee also look at Car Share to offer option to reduce number of car being used not just change fueling method. <p>It was MOVED and SECONDED, <i>“that the PIID commission an engineering EV Report for \$4K before rebate and apply for the 75% rebate to bring the final report cost to \$1K.”</i></p>
---	---

	<p>The motion was CARRIED.</p> <ul style="list-style-type: none"> • Compound Security <ul style="list-style-type: none"> ○ There have been a few reports of break ins outside of the compound on Barnacle Road and it looks like the damage to the Compound pedestrian gate self-closing arm was caused by someone stepping on it attempting to go over the fence/barbed wire. ○ Patti submitted an email requesting that PIID consider lighting and cameras inside and outside of the compound (i.e., pointing at Barnacle Road). ○ Cameras were mentioned in the Building & Land Improvement Trustee Report. ○ The compound is quite well lit primarily from SeaSpan lighting. Barnacle Road is not. Before PIID even considers addressing Barnacle Road lighting, North Saanich should be approached. ○ Camera options should be investigated but privacy rules would also need to be investigated before anything can be implemented. This will take some time ... months not weeks. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Other options for individuals are in car cameras. • The theft appears to be happening at night. • Request for working wheelbarrows (Julien requested that the requested go buy them and submit receipt for reimbursement).
--	--

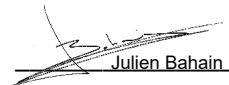
NEXT MEETING

SCHEDULE NEXT MEETING	Next Board of Trustee meeting – The PIID Transition meeting is already scheduled for today, June 25, 2022 following the AGM.
------------------------------	--

CLOSING MOTION

ADJOURNMENT	<p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 11:22 AM</p> <p>The Chair thanked all attendees.</p>
--------------------	---

Minutes submitted: 
 Corporate Secretary

Minutes approved: 
 Chair / Presiding Officer

Date: July 8, 2022