

PIERS ISLAND IMPROVEMENT DISTRICT

ANNUAL GENERAL MEETING

June 11, 2023 – 9:00 AM

Location: Fire Hall and via Zoom

	Monique Joubarne, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; John de Jong, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Corporate Secretary.
TRUSTEES & OFFICERS ABSENT	
NUMBER OF ATTENDEES	55 in person and 3 via Zoom

OPENING MOTIONS

CALL TO ORDER	Chair, Monique Joubarne, called the meeting to order at 9:00 AM PIID respectfully acknowledge 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> Motion CARRIED .
ADOPTION OF MINUTES MOTION	Copies of the Minutes of the previous meeting were distributed electronically. It was MOVED and SECONDED , <i>“that the minutes of the April 4, 2023 PIID Trustee Meeting be approved as distributed.”</i> Motion CARRIED .

TRUSTEE AND OFFICER ANNUAL REPORTS

CHAIR REPORT MONIQUE JOUBARNE	The Chair Report was circulated electronically and posted to the Piers Island website prior to the meeting (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_chair_report.pdf). Monique acknowledged the loss of islanders: Susanne Ferrie, Mike Lauener, Don Gilley and Mike Smart. As out-going Trustee, the Chair, thanked the many PIID members she worked with over the three years and highlighted key accomplishments of the PIID during those years. Monique emphasized the value of volunteerism on the island, thanked all of the current volunteers and encouraged more islanders to get involved.
--	---

	<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.</p> <p>Some highlights of the report presented were:</p> <ul style="list-style-type: none"> • Thanked the water team for hard work and dedication maintaining our high-quality water system. • Acknowledgement of the appointment of Gary Cooney as the new Water System Manager. • As outgoing Trustee, acknowledged key projects during the 3-year term and the many volunteers that helped to make those happen. <p>Please refer to the report for details (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_water_trustee_report.pdf).</p> <p>The floor was opened to discussion.</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 (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_bli_trustee_report.pdf).</p> <p>The BL&I report highlights include:</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"> • Planning and construction of the lean-to at the old firehall • Upgrade of the firehall lighting system • Research and planning to upgrade the heating system at the firehall • Installation of new parking blocks in the compound • Installation of the new ramp gate in the compound • On-going work to address long-term solutions for EV charging <p>The operations are running much smoother with contracted maintenance, improved infrastructure, and the cooperation of all of you. Thank you.</p> <p>The Chair opened the floor for discussion.</p> <p>The report was accepted as presented.</p>
<p>PIVFD TRUSTEE JOHN DE JONG</p>	<p>The PIVFD Trustee report was circulated electronically and posted to the Piers Island website prior to the meeting.</p> <p>A couple of important highlights of the report are:</p>

	<ul style="list-style-type: none"> • Acknowledgement of the retirement of Steve Cruise as Fire Chief and the many years of outstanding service, and appreciation of the valued working relationship between the Fire Chief and the Fire Trustee during the Fire Trustee’s first year. • The privilege to work with John Hall as the new Fire Chief. • Thanks to all the members of the PIVFD. Our volunteer firefighters and first responders are committed to ongoing training for the benefit of all of us on Piers. • The fire department is tackling the new training standards which are expected to take a year to implement. • The fire department is working with the new equipment purchased using the UBCM \$30,000 grant. • The strong Fire Smart Program continues to support the community and help make Piers more fire resilient. <p>Please refer to the PIVFD Trustee report for details https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_pivfd_trustee_report.pdf)</p> <p>The floor was opened to discussion.</p> <p>Maureen Crooks acknowledged Pauline Olesen for her significant contribution to the fire department along with Steve in many roles including primary Base Radio Operator and Risk Management Officer.</p> <p>Additional community expressions of appreciation for the many years of service and dedication of Steve Cruise as Fire Chief.</p> <p>Gerry Kristianson highlighted the need to repair the box around the wet hydrant that was damaged when a tree came down earlier this year. Gerry would be happy to repair the wooden box that he originally constructed but suggested that the Trustees might want to consider a more durable material such as aluminum for the box. The valve itself is still usable so further repairs would not be recommended as those repairs would require the reservoir to be drained.</p> <p>The report was accepted as presented.</p>
<p>PIVFD FIRE CHIEF REPORT JOHN HALL</p>	<p>The Fire Chief Report was circulated electronically and posted to the Piers Island website prior to the meeting.</p> <p>Highlights of Fire Chief John Hall’s report:</p> <ul style="list-style-type: none"> • Assuming the role of Fire Chief was not an easy decision as it requires a huge commitment for both Kerry and I. Already a fire fighter and first responder, Kerry now takes on all of the responsibilities of running the department. A huge thank you. • Acknowledged the leadership and dedication of Steve Cruise as Fire Chief and the significant contribution of Pauline Oleson in all of the work that goes on behind the scenes. The department and its membership that exist today is a testament to their dedication and incredible hard work.

	<ul style="list-style-type: none"> • Thanked the dedicated and talented crew of 22 firefighters and first responders, and valuable support of an additional team of 14 volunteers. It was a very busy year for PIVFD volunteers with 18 call-outs in addition to support needed as a result of weather and power events. • The new provincial training requirements are significant and the fire department has started on the year long journey to complete them. • Equipment is vital to enhancing our firefighting capabilities and we are grateful for the successful UBCM Grant application. • Fire prevent is our single greatest opportunity to prevent a disastrous wildfire from occurring. Everyone has an opportunity to get Fire Smart this summer. Thanks to our Fire Smart Team. <p>Please refer to the PIVFD Fire Chief report for details (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_fire_chiefs_report.pdf)</p> <p>The Chair opened the floor for discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCIAL ADMIN BRENT SCHORR</p>	<p>The Audited Financial Report for 2022 was circulated electronically and posted to the Piers Island website prior to the meeting. There was a minor administrative error that was identified after the report was circulated so please refer to the updated version on the website prior to the meeting.</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 each year for use each year for operational needs of Fire, Water, Building & Land Improvements and Admin. <ul style="list-style-type: none"> ○ The Trustees have stayed within their operating budgets for the last number of years. \$11,343 under budget this year. ○ Unused Operational Funds each year are transferred into the Sustainment Fund. ○ Admin has the highest operational budget mostly associated with Insurance (infrastructure and liability) and financial audit. These costs continue to rise. • Capital Reserve Funds – An installment collected each year for use to replacement existing capital infrastructure. <ul style="list-style-type: none"> ○ Amount collected is based on Capital Management Plan. This plan reviewed annually and is updated if and when the infrastructure changes and the replacement costs are updated to reflect changes in replacement costs. ○ The release of funds is done through the approval of a bylaw. • Sustainment Fund – This is a single fund shared. Used to fund unforeseen operational expenses or minor improvements. <ul style="list-style-type: none"> ○ Used at the discretion of the Trustees. ○ Surplus Operation budget is added to this fund each year. ○ \$30,000 Sustainment funds were moved to the newly created New Capital Fund.

	<ul style="list-style-type: none"> • New Capital Fund <ul style="list-style-type: none"> ○ Used to fund new capital items. ○ The release of funds is done through the approval of a bylaw. ○ Initial balance of \$30,000 was transferred from the Sustainment Fund. <p>Other comments:</p> <ul style="list-style-type: none"> • First year of sizable interest receivable in a number of years • Only capital replacements expected over the next 7 years are the old firehall and platforms/fences for the reservoirs. • Although taxes will increase to \$1252 (\$1302 including PIA allocation), the increase was minimized by using sustainment funds to offset operational budget increases. There is a 14% increase in the capital allocation. Tax invoices will be sent by the end of the month. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • It was suggested from the floor that the New Capital Fund have a plan similar to what is done for the Capital Reserve (Replacement) Fund. The Trustees indicated that this is planned for this coming year and as new items are identified. • The value of the emergency fund on page 14 of the financial report was questioned. Brent agreed that the fund should only be \$25,000 and not \$50,150 so he will have Baker Tilly make this correction. <p>The report was accepted as presented.</p> <p>NOTE: The 2022 financial report with the emergency fund update is now on the website replacing previous versions https://www.piersisland.ca/uploads/3/1/9/6/31961209/2022_piers_island_improvement_district_financial_statement_-_v3.pdf).</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that the 2022 Audited Financial Statements Report be accepted with the emergency fund amended to \$25,000.”</i></p> <p>The floor was opened to discussion.</p> <p>Motion CARRIED.</p>
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>“that Baker Tilly Ltd be appointed auditors for the PIID's 2023 financial statements.”</i></p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Other than a couple of minor errors in the financial report this year, PIID has been very happy with the work of Baker Tilly. • It was suggested that it is good practice that PIID look at options available. • Much discussion on the difficulty in getting interest from companies in doing these financial reports. PIID went through the process a couple of years ago but it is worth reaching out periodically. Brent may do so this year. <p>Motion CARRIED.</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 (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_pi_emergency_program_report.pdf).</p> <p>Some highlights from the report:</p> <ul style="list-style-type: none"> • Exciting that post-COVID training is happening to strengthen the team. An excellent Emergency Operations training session just happened this weekend with management from the Southern Gulf Islands Area. We continue to get compliments on the quality of our team and strength of our program on the island. • Thank you to our Emergency Program team. Our Operations team: Barb Miodonski (soon to be co-Coordinator with Velvet), Sandy Brunham (Deputy Coordinator), Kerry Wheeler (Communications Coordinator), Patti L-L (Neighbourhood Program Coordinator), Wynn Lewis (Duty Officer) and Libby Kaul. Our Emergency Support Services team: Gloria Morson (ESS Director) and (Deputies) Uta Bryce, Ginny Macoun, Evey Gabille, Mari Warrior, and Judy Brooks. Linda Vanden Berg assists with telephone tree phoning. After many years as part of the Neighbourhood Program (and founder of the telephone tree program many years ago), Wende Smart has retired from the Emergency Program. We thank her for the many years of service. Four others are evacuation boat operators: Brian Wheeler, Barry Tate, Rick Schnurr and Allan Warrior. We are sorry to have lost Mike Smart this year and appreciate the many years that he served as a boat operator. It is appreciated. • We thank the community for the participation in the events over the past year. It is our collective preparedness that builds resiliency in our community. <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 (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_sgi_harbours_piers_island_annual_report.pdf).</p> <p>Some highlights from the report:</p> <ul style="list-style-type: none"> • This will be John Hall’s last report as Harbour Commissioner for Piers Island and Swartz Bay docks. Thank you to Rick Schnurr for agreeing to take on this role. • The Swartz Bay dock updates were completed. This dock remains over capacity. Petty thefts continue so please secure your boats accordingly. CRD is looking into legality of CCTV. • Although the Piers Island dock expansion is approved and had been expected to be completed this year. This did not happen and there is no indication if this will happen. Lots of parties involved.

	<ul style="list-style-type: none"> • Reminder of dock etiquette. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • There was a request to consider lighting further down the dock as it is very dark. <p>The report was accepted as presented.</p>
<p>ROAD COMMITTEE JULIEN BAHAIN</p>	<p>The Road Committee Report was circulated electronically and posted to the Piers Island website prior to the meeting (https://www.piersisland.ca/uploads/3/1/9/6/31961209/2023_agm_-_road_committee_report.pdf).</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. • The Fire Chief is a key member of the Road. With Steve Cruise’s retirement, the membership needs to be updated to include John Hall. • General maintenance includes filling Potholes, doing the annual road salt application (for dust) and other minor repairs. • MOTI has visited a couple times this year. There is continued support for providing gravel for road repair and calcium flakes for dust suppression. • 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> <ul style="list-style-type: none"> • There was discussion regarding the drainage and erosion issues around the road. <ul style="list-style-type: none"> ○ The Trustee indicated that MOTI’s position is that drainage and erosion issues are the responsibility of Piers Island entities. ○ In the past, if culverts were needed and the Piers was taking care of the project themselves, MOTI has provided some material including culverts. <p>The report was accepted as presented.</p>

<p>MOTION</p>	<p>between the PIA and PIID. This agenda item is to obtain PIID approval for this amendment prior to approval at the PIA AGM.</p> <p>It was MOVED and SECONDED <i>“that the PIID/PIA Lease Agreement amendment to support the siting of an EP container near the Water Tower be approved as distributed.”</i></p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • There was discussion that this was approved in principle by the PIA and that thanks to Ander there is fill material up at the water tower that will be used to prepare the site for the container once the fire conditions allow machines in the area to do the work. • There was concern that container was prepared sufficiently. The container is painted, and the insulation, venting and shelving (to keep things off of the ground) will help with venting and internal moisture issues. If a small amount of power is needed, the Emergency Program may ask PIID for this during the winter. There is also a plan to submit a grant next year for a solar power station to provide power to the container and provide a solar charging station for islanders during an emergency. Of course, this project would require further consultation with and approval by the community, PIID and PIA. <p>Motion CARRIED.</p>
----------------------	---

TRUSTEE ELECTION

<p>CHAIR MONIQUE JOUBARNE</p> <p>RETURNING OFFICER MIKE BIRD</p> <p>CHAIR MONIQUE JOUBARNE</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> <p>Mike Bird as the Returning Officer</p> <ul style="list-style-type: none"> • Reviewed the eligibility requirements for voting and the voting procedure. • Announced Stephen Chang as the current nominee for the position of Trustee. Then asked for any additional nominations from the floor (3 times as required) but there were no other nominations. • Stephen Chang was proclaimed as the Trustee through acclamation. <p>The Chair congratulated Stephen Chang as new Trustee and thanked him 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>
--	---

NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>Next Board of Trustee meeting – The PIID Transition meeting is scheduled for today, June 21, 2023, 7 pm, at the Fire Hall and via Zoom.</p>
-------------------------------------	--

CLOSING MOTION

<p>ADJOURNMENT</p>	<p>The Chair asked for any further business. With no further business, the meeting adjourned at 10:35 AM The Chair thanked all attendees.</p>
	<p>There was a post meeting request from Ken Gibbard that someone build and replace the stairs to the beach near the Piers Island government dock. He has been involvement in many of the previous replacements but it time for it again.</p>

Minutes submitted: *Julie Wain*
 Corporate Secretary

Minutes approved: *Monique Joubarne*
 Chair / Presiding Officer

Date: June 22, 2023