PIERS ISLAND IMPROVEMENT DISTRICT BOARD OF TRUSTEES MEETING

April 24, 2018

Location: Piers Island Fire Hall

TRUSTEES ATTENDING	&	OFFICERS	Tony Kaul, Chairperson and Buildings & Land Trustee; Greg Miller, Fire Trustee; Charlie Troger, Water Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES ABSENT	&	OFFICERS	0
NUMBER OF	ATTE	NDEES	8

OPENING MOTIONS

CALL TO ORDER	The Chairperson called the meeting to order at 7:08 p.m. and advised that the meeting was being taped for accuracy, and no video due to technical issues.
APPROVAL OF AGENDA	Copies of the Agenda were distributed. The Chair asked for changes or additions to the proposed agenda.
Motion	It was MOVED and SECONDED, "that the Agenda be approved as distributed." With no changes raised for consideration, the motion was CARRIED.
MOTION ADOPTION OF MINUTES	It was MOVED and SECONDED, "that the minutes of the February 27, 2018 PIID Board of Trustees Meeting be approved as distributed." The Chair asked for errors or omissions and hearing none, the motion was CARRIED.

ONGOING BUSINESS

PIID TRUSTEE/SECRETARY	 Letter to Islands Trust Trustees Update A letter was sent to Islands' Trust representatives, Grove and Grams, regarding Salt Spring Island water tax exemption for Piers Island. (See attached.) To date, we have received no response. The Trustee invited questions from the floor.
PIID WATER TRUSTEE/SECRETARY	 Letter to Minister of Municipal Affairs and Housing Update A letter was sent to the Minister of Municipal Affairs and Housing. (See attached.) To date, we have received no response. The Trustee invited questions from the floor.
PIVFD TRUSTEE GREG MILLER	 4X4 Fire Truck Committee Meeting Update A 4X4 Fire Truck Committee meeting was held on March 11th. Chief Cruise, Gerry Kristianson, Tony Kaul, Derek Morrison and Greg Miller were present. Bob Crooks was unable to attend.

- The committee members had a meaningful discussion regarding minimum requirements and several "nice to have" features.
- The committee members estimate that the budget for this truck will be between \$40,000 -\$60,000.
- The committee will now undertake the search for a suitable truck that will
 fit the minimum requirements. If any likely trucks become available,
 committee members will communicate via email to consider proceeding
 with the purchase.
- Some specifications are: year 2000 or newer, 4X4, diesel preferred, minimum 250 gallon water tank, 150 psi pump capacity, room for FR jump bag and possibly a basket/spine board.

PIVFD TRUSTEE GREG MILLER

Type 4 Ambulance Committee Meeting Update

- A Type 4 Ambulance Committee meeting was held on March 29th.
- Gerry Kristianson, Sandy Brunham, Tony Kaul, Kerry Keats, Graham Gilley and Greg Miller were present.
- The committee members discussed the requirements of the Type 4 in different situations and then moved into a discussion on design.
- After showing some samples of the Type 4 that Tony Kaul and Greg Miller had been considering, it was decided to investigate the carry-all 300 and the 500 options.
- The budget for this would be a maximum of \$25,000.
- The committee is considering two options; new or used.
- On April 18th the committee held a second meeting for anyone wishing to ask questions and see the design, with Evy Gabille, Gerry Kristianson and John Hall attending.

The Trustee invited questions from the floor.

FINANCE ADMINISTRATOR BRENT SCHORR

Review of Insurance Policies and Gathering Quotes Update

In progress.

CORRESPONDENCE

CORPORATE SECRETARY NANCY TROGER

Corporate Secretary advised there were two pieces of communication.

- Email from Jubetta Vasanji | Team Lead Supervisor | Asset Investment
 Recovery | regarding using their system to list the tender the PIID is selling.
- Email from an Islander advising of two foreshore fires that appeared to be burning "noxious garbage".
- The PIID Chair advised that while the PIID has no real means of enforcing
 jurisdiction over the foreshore, the Trustees are always concerned when
 they hear of reports such as this. The Islander was advised to pursue legal
 avenues.

PIID CHAIR TONY KAUL

The Chair opened the floor for discussion.

DISCUSSION

 Chief Cruise advised that our Letters Patent gives us jurisdiction from the high water mark out for 150 m. Additionally, our burning permits (go to www.piersisland.ca and click on the PIVFD tab) are very clear about noxious materials. He advised that the Ministry of Environment should be notified.

TRUSTEE & OFFICER REPORTS

BUILDINGS & LAND IMPROVEMENTS TRUSTEE TONY KAUL	The Trustee for the Buildings & Land Improvements portfolio presented his report:
DISCUSSION ACTION TONY KAUL	 Update on Seaspan plan for new Piers Island Compound There have been no further discussions or developments with the Seaspan plan for a new Piers Island compound. (Please see previous minutes.) The Chair opened the floor for discussion. The following are answers to questions posed to the Trustee: Update on Electrical Vehicle Charger Installation The B&LI Trustee advised that the first electric vehicle charger was installed on the electrical pole in the compound last week, and that a meter was also installed to allow for electrical consumption usage and billing. The Islander who made the request for an electric vehicle charger has paid for the installation and as part of the installation, has purchased an extra long cord to allow for flexibility in where he parks. The B&LI Trustee also advised that if the Seaspan plan for a new compound doesn't materialize, there will be money to be spent on gates and fences. Summer Compound Cleanup The B&LI Trustee advised that there will be the standard compound cleanup this summer. Chief Cruise advised that the drainage ditch around the fire hall also needs cleaning. The B&LI Trustee made a note to add this item to the cleanup list. Habitat Tree on Barnacle Road The B&LI Trustee advised that there has been no further discussion from North Saanich about cutting down the habitat tree on Barnacle Road. B&LI
	Trustee queried the Seaspan contact person, but he advised they had heard nothing. B&LI Trustee reiterated that in the new compound that tree was not to be touched! The report was accepted as presented.
PIVFD TRUSTEE GREG MILLER	The Trustee for the PIVFD presented his report. (See report).
MOTION	It was Moved and Seconded, "that the Trustees approve the purchase of a 1990 Ford CF8000 fire truck as a replacement for the PIVFD 1973 fire tender. Monies for this purchase will be taken from the capital asset reserve funds allocated to the PIVFD." The Chair opened the floor for discussion. Following discussion, the motion was CARRIED. The report was accepted as presented.
WATER SYSTEM TRUSTEE CHARLIE TROGER DISCUSSION	The Water System Trustee presented his report. (See report). The Chair opened the floor for discussion. The Water Trustee advised that the approximate cost for the water tank replacement would be \$350,000 to \$400,000. There may be grant money available for partial funding of the water tank. The report was accepted as presented.

FINANCE ADMINISTRATOR BRENT SCHORR	 The Finance Administrator presented his report: Compiling annual financial statement (2017) with accountant (Cowland and Associates). Upgraded QuickBooks accounting app from 2013 to 2018. Reviewing QuickBooks online learning for new features etc. Compiling insurance proposals (3). Purchased new fire truck/insurance etc. Sale of old fire truck/transfer of ownership etc. The Chair opened the floor for discussion. The report was accepted as presented.
CORPORATE SECRETARY NANCY TROGER	 The Corporate Secretary presented her report: Completed previous meeting minutes, distributed to Piers Islanders, posted to website, filed copy in the Permanent Retentions Folder. Updated and distributed Piers Island Contact lists information. Prepared and distributed agenda for April meeting. Maintained data filing system. The Chair opened the floor for discussion. The report was accepted as presented.

NEW BUSINESS

2018 VEHICLE, FIRE PROTECTION AND MEDICAL RESPONSE EQUIPMENT RENEWAL RESERVE FUND ASSESSMENT	 2018 Vehicle, Fire Protection and Medical Response Equipment Renewal Reserve Fund Assessment The Chair advised that the current program to set funds aside for the renewal and replacement of all existing infrastructure began in 2015 and that the reserve tax assessment is determined annually. The 2015 reserve assessment was \$450 per property. Beginning in 2016 and continued in 2017, an annual increase of 2% (\$10 per property) was assessed which reflected the current inflation rate. (2016 – tax assessment of \$460; and 2017 – tax assessment of \$470.) The Chair recommended a 2% inflation rate increase be applied again in 2018 for a reserve tax assessment of \$480 per property. The reserve fund savings rests in three specific asset replacement funds: Water; PIVFD; and Buildings and Land Improvements.
MOTION DISCUSSION	It was Moved and Seconded, "that the Trustees approve \$480 as the 2018 tax assessment for the renewal and replacement of existing capital assets, and that the \$63,360 in taxes generated by this tax levy be prorated to the three reserve funds as was done in 2017." The Chair opened the floor for discussion. • The Chair advised that in 2018/19 work will be commencing on the development of a of a 5-year capital expenditure plan. • The Chair advised that early estimates for the cost of a new water tank within a 5-year period would deplete the water reserve fund to zero which may result in a tax increase in 2019. Following discussion, the motion was CARRIED.

TAXATION BYLAW 2018

Taxation Bylaw 2018, No. 121 ("for imposing taxes upon lands in the Improvement District and to provide for imposing a percentage addition to encourage prompt payment of 2018 taxes")

- The Chair reported that the annual taxation bylaw enables the Improvement District to raise taxes to provide the services within its mandate such as fire protection, waterworks and operation of the parking compound and boat launch on Dolphin Road.
- The 2018 Operating Budget of \$600 per property (\$79,200) was approved at the December 3, 2017 Board of Trustees meeting, and the 2018 capital asset reserve levy of \$480 per property (\$63,360) was approved at the April 24, 2018 Board of Trustees meeting for a total 2018 tax assessment of \$1,080 per property.
- The \$1,080 tax levy covers: administration and operational expenses of the Improvement District; scheduled preventative maintenance; and a sinking fund for future renewal or replacement of existing capital assets.
- This levy does not include any planned amount to purchase additional capital assets or undertake incremental upgrades of existing capital assets.

MOTION

It was Moved and Seconded, "that the bylaw cited as the Taxation Bylaw 2018, be introduced and read for the first time."

- The Chair read aloud the bylaw.
- The Chair opened the floor for discussion.

Following discussion, the motion was CARRIED.

MOTION

It was Moved and Seconded, "that the bylaw cited as the Taxation Bylaw 2018, be reconsidered and adopted."

With no discussion, the motion was CARRIED.

VEHICLE, FIRE PROTECTION AND MEDICAL RESPONSE EQUIPMENT RENEWAL RESERVE FUND 2018 BYLAW

Vehicle, Fire Protection and Medical Response Equipment Renewal Reserve Fund Disbursement Bylaw 2018, No. 120 ("for the purchase of a 1990 Ford CF8000 Fire Truck")

- The Chair advised that as Greg reported, the PIID recently acquired a "new to us" fire truck. The purchase of this truck will be funded from the Vehicle, Fire Protection and Medical Response Equipment Renewal Reserve Fund that was established in 2015 for the renewal and replacement of all existing infrastructure, which includes fire department vehicles.
- A bylaw must be registered with the ministry any time there is the requirement for a disbursement of monies from this fund.

MOTION

It was Moved and Seconded, "that the bylaw cited as the Vehicle, Fire Protection and Medical Response Equipment Renewal Reserve Fund Disbursement 2018 Bylaw, No. 120, be introduced and read for the first time."

- The Chair read aloud the bylaw.
- The Chair opened the floor to discussion.

Following discussion, the motion was CARRIED.

MOTION

It was Moved and Seconded, "that the bylaw cited as the Vehicle, Fire Protection and Medical Response Equipment Renewal Reserve Fund Disbursement 2018 Bylaw, No. 120, be reconsidered and adopted."

With no discussion, the motion was CARRIED.

NEXT MEETING

SCHEDULE NEXT MEETING	Scheduled for Tuesday, May 22, 7:00 PM (if required)
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CLOSING MOTION

ADJOURNMENT	The Chairperson called for further business, and hearing none, the trustees
	approved a motion to adjourn at 8:30 p.m.
	The Chair thanked all attendees.

Minutes submitted:

Corporate Secretar

Minutes submitted:

Chairperson and Presiding Officer