

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

August 10, 2021 – 7:00 PM

Location: Via Zoom

	Julien Bahain, Chairperson and Buildings and Land Improvements Trustee; Monique Joubarne, Water Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	12

OPENING MOTIONS

CALL TO ORDER	Chair, Julien Bahain, called the meeting to order at 7:01 PM The secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA MOTION	Copies of the Agenda were distributed electronically. The Chair asked for changes or additions to the proposed agenda. <ul style="list-style-type: none">• Added New Business items:<ul style="list-style-type: none">○ First Nation Acknowledgement○ New Meeting Bylaw Question It was MOVED and SECONDED , <i>“that the Agenda be approved as amended.”</i> With no further changes raised for consideration, the motion was CARRIED .
ADOPTION OF PREVIOUS MINUTES	Minutes for the June 8 meeting were updated to correct Correspondence to indicate the correct description for Bylaw #131, Taxation rather than Meeting. It was MOVED and SECONDED , <i>“the minutes of the June 8, 2021 PIID Trustee Meeting be approved as amended.”</i> With no further changes raised for consideration, the motion was CARRIED .

ONGOING BUSINESS

JULIEN BAHAIN	2021 AGM: <ul style="list-style-type: none">• Planned for September Long Weekend (Saturday, September 4, 2021).<ul style="list-style-type: none">○ PIID AGM in the morning (9 am start) and PIA SGM in the afternoon.○ In person AGM as elections must be done in person (plus option for Zoom for those who cannot attend in person).○ COVID limits to 50 indoors. Will need put additional people outside.
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	<ul style="list-style-type: none"> ○ Will need to have a COVID plan in place.
<p>JULIEN BAHAIN</p>	<p>Compound Project and Survey Results:</p> <p><i>Gate Upgrade Project:</i></p> <ul style="list-style-type: none"> ● Vehicle and Pedestrian Gates successfully installed. ● Timing of gate opening when vehicles backing up is tight so a couple of close calls. Looking for additional code for longer opening if needed. ● Meeting with Nordic is being planned for operational training. Information will be made available to Trustees or whoever will be managing operations once the information is available. ● Thank you to everyone for your patience and understanding during this transition. <p>Discussion:</p> <ul style="list-style-type: none"> ● FOBs versus code and the number of FOBs to be available per property. Current plans are: <ul style="list-style-type: none"> ○ FOB only for vehicle gate. Code entry available only to Compound operational team and Trustees. This is to maintain security; code has already been given out to a number of non-Piers Islanders. ○ Only one FOB per property to support the one vehicle per property. ● Ramp gate is a security issue. This is a separate project to be addressed at another time.
<p>JULIEN BAHAIN</p>	<p>Trailer Parking:</p> <ul style="list-style-type: none"> ● Trailer storage parking will be removed. ● Trailer parking while attached to (or in use by) a vehicle will be permitted on a temporary basis. <p>More discussion as part of the Compound Parking Bylaw discussion. Due to the expected time it will take to review, the discussion was moved to after the other agenda items in On-going Business.</p>
<p>JULIEN BAHAIN</p>	<p>Fibre Optic – Connect Coast Project:</p> <ul style="list-style-type: none"> ● Thank Chad Rintoul for looking into Telus costs. ● Other options may make it not worth the cost to further pursue inclusion in this project unless there are grants.
<p>MONIQUE JOUBARNE</p>	<p>Old Water Tank Deconstruction:</p> <ul style="list-style-type: none"> ● We had two bids and two prices. Trustees went with the lowest bid as we were satisfied with the proposed approach, commitment, schedule, and price. ● DL Bins Ltd. was the successful contractor.

	<ul style="list-style-type: none"> ○ Option 1 (no salvage) was \$11, 510 with an estimate of two days work. ○ Option 2 (salvage cedar and possible some creosote beams) was for \$15,920 with an estimate on 4-5 days work. ○ The Trustees have chosen option 2 given the opportunity to salvage and auction materials. <ul style="list-style-type: none"> ● Over 15 Islanders have expressed interest in salvaging the wood. We hope to recover the additional cost of \$4,410 through an auction or sales. In addition to the 161 wall pieces of yellow cedar there are also numerous yellow cedar floorboards that will be hopefully salvaged. ● Ken Gibbard suggested that islanders who get some of the wood document what they did with it and share with islanders. ● It is important to get this done urgently because bands have dropped down 3 feet. ● During the deconstruction, access to the site will be limited to comply with Work Safe BC requirements. <p>Bylaw #132 - Capital Asset Replacement Fund Disbursement</p> <p>It was MOVED and SECONDED that, “the bylaw cited as the Capital Asset Replacement Fund Disbursement 2021 Bylaw No. #132 be introduced and read for the first time.”</p> <p>Bylaw read aloud by the Corporate Secretary.</p> <p>It was MOVED and SECONDED that “the bylaw cited as the Capital Asset Replacement Fund Disbursement 2021 Bylaw No. #132 be reconsidered and adopted.”</p> <p>CARRIED.</p> <p>Question regarding the final cost report for the water tower project.</p> <ul style="list-style-type: none"> ● It is expected that this can be finalized and presented at the AGM.
<p>JULIEN BAHAIN</p>	<p>Drafted Compound Parking Bylaw:</p> <p>Preamble:</p> <ul style="list-style-type: none"> ● The Bylaw was drafted in an attempt to implement a balanced approach to managing this limited resource for the use of all islanders and based on the survey results. ● Thanks for all the comments received before the meeting. <p>Based on the comments received, it was decided to walk through the Bylaw Schedule section by section with the meeting attendees.</p> <ul style="list-style-type: none"> ● Julien shared his screen and made “in document edits” as comments were received. ● Only schedules with notable changes from the previous version were reviewed. ● The main discussion points were regarding: <ul style="list-style-type: none"> ○ Winter pass removal; ○ Make it clear that boat trailer storage is being removed; ○ Need more clarity around what temporary storage means;

	<ul style="list-style-type: none"> ○ Need more clarity about car storage versus use means; and ○ Boat storage rack configuration and long-term plans (i.e., phase out over time). <p>The bylaw will be updated based on this discussion for presentation and approval at the AGM.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> ● Bylaw #105 was never enacted. ● Need a process to remove or identify bylaws that are no longer in effect or have been repealed.
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CORRESPONDENCE

<p>SECRETARY</p>	<ul style="list-style-type: none"> ● Local Government Division, Ministry of Municipal Affairs - Amendments to the Local Government Act <ul style="list-style-type: none"> a. Further to the previous ministerial changes that allow improvement districts to hold elections and AGMs separately, and AGMs electronically as long as there is a bylaw in effect to permit this: <ul style="list-style-type: none"> i. A trustee term ends on the date of the improvement district election held in the third calendar year after they were elected (changed from “the term of office of a trustee is 3 years”) [LGA s. 683 (3)], and ii. AGMs to be held once per calendar year (changed from “every 12 months”) [LGA s. 690(1)] b. Electronic bylaws and reporting with electronic signatures now permitted. Hard copy with Improvement District seals are no longer required.
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p>	<p>The B&LI Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> ● In addition to on-going chair and building and lands communications, Trustee Report was covered by on-going and new business.
<p>PIVFD TRUSTEE DOUG TURNER</p>	<p>The PIVFD Trustee was asked if he had a report to present.</p> <p>The PIVFD Trustee Report is attached.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> ● Second community vaccination clinic on June 29th ● Siren near old firehall: <ul style="list-style-type: none"> ○ No interest from community for helping with this ○ Fire Chief does not think there is an immediate issue ○ Project deferred for now ● Fire Risk still Extreme. Burn permits on hold.

	<ul style="list-style-type: none"> • Fire practices continue on Thursdays and team has also kept up with annual SA100 training • Standpipe at the new firehall is out of service pending repairs by the water team. • Siren at the new Firehall was replaced by Barry Tate and Colin Robertson. • Fire department will be providing fire watch during work on one property that requires equipment to be used during the fire restrictions. • The PIVFD Pancake Breakfast is scheduled for Sunday Sept. 5th <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>WATER SYSTEM TRUSTEE MONIQUE JOUBARNE</p>	<p>The Water System Trustee was asked if she had a report to present.</p> <p>The Water Trustee report is attached:</p> <p>Some highlights of the report presented were:</p> <ul style="list-style-type: none"> • Much of our infrastructure is aging and in need of replacement or repair. In the last few months unexpected equipment failures have taxed our resources. <ul style="list-style-type: none"> ○ The latest failure is the standpipe shut off at the New Firehall. Acknowledge the help from Barry Tate, Gary Glover, Colin Robertson, Allan Warrior and Brian Warrior. ○ More details and pictures in the report. • Water consumption has really increased over previous years. Islanders are encouraged to increase their conservation practices. • Water quality remains high. Thank you to all the water team volunteers for their hard work and diligence in making sure all the Water task requirements are met. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCE ADMINISTRATOR BRENT SCHORR</p>	<p>The Finance Administrator was asked if he had a report to present.</p> <p>The Finance Administrator Report is as follows:</p> <ul style="list-style-type: none"> • Drafted Bylaw #131 • Renewal of Insurance • Collected and transferred Racoon Funds to PIA • Processed monthly payables and receivables <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>CORPORATE SECRETARY VELVET WARRIOR</p>	<p>The Corporate Secretary was asked if she had a report to present.</p> <ul style="list-style-type: none"> • Two properties changed ownership: <ul style="list-style-type: none"> ○ #53 – Welcome Adam and Carly Ungstad ○ #81 – Awaiting information. It is important to receive contact information prior to the PIID AGM.

	<ul style="list-style-type: none"> ○ Land Title transfers are normally sent to the PIID Secretary soon after the property transfer is completed but nothing has been received for either of these properties. Informal help with introductions to new Islanders would be helpful (i.e., ask to contact PIID Secretary via email so that they are included in communications). <p>Not presented at the meeting:</p> <ul style="list-style-type: none"> ● Preparing for the AGM: <ul style="list-style-type: none"> ○ The first call for Trustee Nominations has been distributed ○ Pat Gangasingh has been confirmed as the Returning Officer for this year’s Trustee election. Sadly, this will be her last year serving as the Returning Officer as she has sold her property so will be leaving us. We would like to thank her for the many years (since 2015) that she has performed this role as an important service to our community for both PIID and PIA elections. We will her all the best. ● The next steps for the AGM are: <ul style="list-style-type: none"> ○ Reports due by August 18 so that they can be compiled into a package for email distribution on August 20. ○ Second call for Trustee Nominations to go out on August 20. <p>The floor was opened to discussion. The report was accepted as presented.</p>

BUSINESS ARISING / NEW BUSINESS

<p>JULIEN BAHAIN</p>	<p>Piers Island Official Community Plan:</p> <ul style="list-style-type: none"> ● Piers Island is not leading this effort but will compile feedback from the community for submission to Islands Trust. ● Information that is received from Islands Trust is being distributed to the community.
<p>JULIEN BAHAIN</p>	<p>Referral of Islands Trust Policy Statement - Draft Bylaw No. 183:</p> <ul style="list-style-type: none"> ● Information that is received from Islands Trust is being distributed to the community.
<p>VELVET WARRIOR</p>	<p>First Nation Acknowledgement:</p> <ul style="list-style-type: none"> ● The intent is to add this to PIID meetings. ● Awaiting direction from Linda Vandenburg <ul style="list-style-type: none"> ○ Wording needs to be refined and approved by applicable First Nations ○ Linda will facilitate the process for approval

<p>JULIEN BAHAIN</p>	<p>Meeting Bylaw #130 question presented by Maureen Crooks:</p> <ul style="list-style-type: none"> • Bylaw #130 - Section "Attendance of public at meetings" <ul style="list-style-type: none"> ○ 10. The second sentence of this paragraph is incomplete and really makes no sense as written. That's why I thought perhaps words were missing so that it would read similar to paragraph 9 for AGM's, i.e., "In extraordinary circumstances, a board meeting or a board committee meeting may be conducted by means of electronic or other communications facilities." <p>Although the sentence should be updated to remove the "In" at the beginning, based on updated ministerial guidelines, regular board meetings can be conducted electronically and not just in extraordinary circumstances. There is also an error in the header in the document.</p> <p>The bylaw will be reviewed by the secretary for errors and omissions and against the latest ministerial changes. Findings will be presented to the Trustees for consideration.</p>
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NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>2021 AGM, September 4, 2021 at 9 am in the Firehall.</p>
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CLOSING MOTION

<p>ADJOURNMENT</p>	<p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 9:31</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: _____
 Corporate Secretary

Minutes approved: _____
 Chair / Presiding Officer

Date: _____