

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
December 4, 2016
Location: Piers Island Fire Hall**

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson and Water Trustee; Tony Kaul, Buildings & Land Improvements Trustee; Greg Miller, Fire Trustee; Brent Schorr, Finance Administrator; Sharon Stewart, Corporate Secretary
NUMBER OF ATTENDEES	2

OPENING MOTIONS

CALL TO ORDER	Chairperson called the meeting to order at 1:30 p.m. and welcomed guests
APPROVAL OF AGENDA	<p>Copies of the Agenda were offered to attendees.</p> <p>The Chairperson asked for changes or additions to the posted agenda. Corrections and one addition was made to the agenda:</p> <ul style="list-style-type: none"> i. the last meeting date was corrected, the word "<i>Transition</i>" was removed and the spelling of Naloxone was corrected. ii. "Road condition of Blackberry Lane" was added under Correspondence. <p>It was MOVED and SECONDED "<i>that the Agenda be approved as amended.</i>"</p> <p>The motion was CARRIED.</p>
ADOPTION OF MINUTES	<p>It was MOVED AND SECONDED "<i>that the minutes of the September 11, 2016 PIID Board of Trustees meeting be approved as distributed.</i>"</p> <p>The Chairperson asked for errors or omissions and hearing none, the motion was CARRIED.</p>

UNFINISHED BUSINESS

Water Quality & Infrastructure Update – Maureen Crooks, Water Trustee	<p>The Water Trustee gave a verbal report as an update to the email sent to islanders November 30th, and made the following points:</p> <ul style="list-style-type: none"> • Results of the latest resample on December 1st strongly supported the supposition that the high bacteria count detected in the November 27th sample was not representative of the quality of the water at time of sampling but rather was caused by delaying delivery of that sample to the lab. • The latest sample of December 1 was much improved but still showed a low bacteria count so the water operators would continue to work to meet standards and until that was achieved, would keep in close contact with the VIHA Drinking Water Officer and the North Saanich water crew. • The Water Trustee identified some temporary and permanent solutions to the insufficient disinfection of our intake supply that could include: <ul style="list-style-type: none"> ○ retrofitting the intake pump house piping to allow the intrusion of concentrated chlorine at determined time intervals into the undersea feedlines; ○ the installation of an ultra-violet tube at the intake pump house to inactivate bacterial pathogens. ○ the installation of a primary treatment chlorination station at the Piers Island vault in North Saanich or at our intake pump house on island;
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	<ul style="list-style-type: none"> ○ construction of a new dedicated supply line from the intake pump house directly to the water tank to eliminate supplying any residences directly from the North Saanich supply main. • The Water Trustee advised that the PIID will continue to report to residents: <ul style="list-style-type: none"> ○ To fulfill a regulatory reporting requirement as a water supplier of domestic water supply. ○ To ensure that consumers of the water are given adequate and timely notice whenever there is bacterial presence in the water that might pose a health risk to persons having compromised immune systems. ○ To keep residents informed on an issue of vital importance that requires a solution, and a solution that will ultimately require a capital investment over the next few months, as well as the participation of a small group of island volunteers to work on a Focus Group that is being formed by the trustees. <p>The floor was opened to questions/comments in regards to the report and a suggestion was offered from the floor to invite islanders to provide additional ideas or solutions as there may be untapped resources there.</p> <p>It was MOVED and SECONDED "<i>that the trustees receive the Water Trustee's report as delivered.</i>" The motion was CARRIED.</p>
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BUSINESS ARISING / NEW BUSINESS

<p>2017 BUDGET</p>	<p>A schedule showing the proposed 2017 budget and 2016 budget and 2016 year to date actuals was distributed to attendees. (See attached)</p> <p>The Chair explained that approval was being sought on all components of the 2017 annual tax levy except the Capital Asset Replacement/Renewal component which will be established by the trustees in early 2017 and will be presented at a later Board Meeting, prior to the trustees passing the 2017 Taxation Bylaw.</p> <p>It was also noted that the trustees and fire chief are continuing to identify a program of scheduled preventative maintenance work to cover proactive work for the purpose of extending the life of capital assets.</p> <p>The Finance Administrator began the budget discussion by summarizing the net changes from 2016, followed by each trustee speaking in detail to each 2017 portfolio budget.</p> <ul style="list-style-type: none"> • <u>INCOME:</u> Total Income is expected to decrease by approx. \$3,120 based on reduced 2016 actuals for boat rack rentals and donations, and the transfer of capital asset replacement fund interest income into those program accounts. • <u>EXPENSES:</u> expected to increase by approximately \$6,080 as noted below: <ol style="list-style-type: none"> 1) <u>Administration:</u> total <i>increased</i> by \$1,810 due to higher audit fees, insurance, technical support, office supplies and office equipment. 2) <u>Buildings and Land Improvements:</u> total <i>increased</i> by about \$2,150 due to an increased budget for fire hall repair & deferred maintenance and transfer into this portfolio of the dugout reservoirs. 3) <u>Fire Protection budget:</u> <i>decreased</i> by about (\$5,300) to reflect lower 2016 year to date actual expense costs and anticipated reductions in training costs. 4) <u>Water System budget:</u> <i>increased</i> by about \$7,420 due to the addition of preventative maintenance items, and proposed expenditures for minor and major projects.
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The Finance Administrator concluded by explaining that although income was forecast to reduce and expenses to increase in 2017, the 2017 budget (excluding the capital asset reserve levy) would be balanced at the 2016 level of \$600 per property because net increases will be financed by using surpluses and accruals from 2016 and prior budget years rather than by levying new taxation.

An explanation of the Surplus Funds and Sustainment Fund allocations of \$10,200 was provided as follows:

- \$5,000 is being allocated to Water System Upgrades (New Minor projects) from Surplus Funds to fund Phase Two of installing backflow check valves and possibly an ultraviolet system or alternate disinfection solution.
- \$4,000 is being allocated to Water System Upgrades (New Major projects) comprised of \$2,000 from Sustainment Funds (carried forward from 2015) and \$2,000 from 2016 Surplus Funds to fund initial work on infrastructure changes.
- \$1,200 is being allocated to Buildings and Land Improvements (Infrastructure) from 2016 Surplus Funds to remediate the reservoirs.

Additional notes by portfolio:

Administration: 2016 = \$25,150 2017 = \$26,960 Increase: \$1,810
Increases in audit fees, tech support, insurance, office equipment.

Buildings & Land Improvements: 2016 = \$4,660; 2017 = \$6,810 Increase = \$2,150
Increases in fire hall maintenance for overhead door servicing; addition of reservoir remediation.

Fire Protection: 2016 = \$42,275; 2017 = \$36,975 (Decrease) = (\$5,300)
Decreased costs anticipated for equipment purchase, office expenses, firefighter training including travel/accommodation.

Water Supply: 2016 = \$19,000; 2017 = 19,000 No change, most of this water purchase expense is offset by water billings to islanders.

Water System: 2016 = \$16,585; 2017 = \$24,005 Increase = \$7,420
Increases in training, scheduled maintenance, and minor & major project work. Most of the scheduled maintenance increase is offset by removing these costs from operational repairs, and only \$1,000 of the \$10,000 Water System Upgrade project budget will be new taxation in 2017 due to the surplus and sustaining fund reallocations previously described.

The budget review was opened to the floor for discussion and a question of what taxes or other improvement district charges are outstanding was answered by the Finance Administrator who advised that all taxes have been paid, and there are \$3,500 of outstanding water and tractor invoices. Other income outstanding is the Fire Safe grant reimbursements of \$5,896, which would be discussed later in the agenda.

It was **MOVED** and **SECONDED**, **“that the 2017 Budget be approved as presented.”**
Hearing no further discussion, the motion was **CARRIED**.

The Chairperson then requested that the Finance Administrator post the budget on the PID website and thanked him for managing the budget preparation project.

<p>EXPENSE PROCESS</p>	<p>The trustees considered a request by the Finance Administrator to approve a change in the procedure for processing expenses. The proposed procedure would take advantage of online services and reduce effort and cost attributed to time-intensive manual process, while still meeting all government regulatory, audit and banking requirements.</p> <p>The Finance Administrator provided information on the current process and proposed methodology for implementation January 1, 2017:</p> <p>Currently paper cheques are written for all expenses and each cheque requires two signatures. The following changes are proposed:</p> <ul style="list-style-type: none"> • Online bank payment services will be used when available • Paper cheques will require only one signature <p>After consultation with the BC Government financial analyst for Improvement Districts, our auditor and bank, it has been confirmed that these changes would be acceptable if completed using a 2-step process:</p> <ul style="list-style-type: none"> • All invoices would be reviewed and approved by trustees via email. <ul style="list-style-type: none"> ○ A printed paper copy of the invoices, the dates and the respective trustee’s approval would be produced for the records. • All transactions/cheques would be reviewed and approved by trustees via email. <ul style="list-style-type: none"> ○ A printed paper copy of the transaction/cheque, the dates and the respective trustee’s approval would be produced for the records. <p>The trustees were advised that these changes would satisfy our audit requirements and streamline our expense process by reducing both effort and costs. This revised process would also provide greater visibility and therefore oversight by all trustees for all expense transactions.</p> <p>The Finance Administrator also reported that Interac e-Transfers have also been successfully initiated and are now available to islanders to simplify and make less costly the payment of PIID charges by islanders.</p> <p>Discussion was opened to the floor and concluded with the Chair requesting that the new procedure be defined by the Finance Administrator as a new procedural policy to be implemented for the 2017 fiscal year.</p> <p>It was MOVED AND SECONDED, "that the Trustees approve the new methodology for processing Improvement District expenses as presented, and request that the Finance Administrator format it into a procedural policy."</p> <p>Hearing no further discussion, the motion was CARRIED.</p>
<p>PIVFD PROJECTS</p>	<p>The Chair introduced the discussion of three capital improvement projects concerning the fire department and advised that two of the projects are unbudgeted capital projects requested by the Fire Chief so funding and scheduling must be determined if they are to be approved.</p> <p>The trustees provided information in regards to all projects:</p> <p>1. PURCHASE OF 4-In-1 TRACTOR BUCKET</p> <p>To be used for:</p> <ul style="list-style-type: none"> • Building a defensive fire line during the summer drought season; critical to wildfire management. Doing it by hand with shovels and Pulaski’s would be time consuming and perhaps hazardous to our older volunteers. • Helping to grade the road and fill potholes for emergency vehicle access around the island.

- Clearing ditches/opening waterways on McKenzie Crescent to improve/maintain drainage, where possible, so the current road bed remains stable and useful for emergency vehicles.
- Removing outcropping of gorse and broom on PIA lands, and from blind corners on McKenzie Crescent so that emergency vehicles can see ahead to avoid collisions.
- Keeping the trails in the centre of the island open for emergency access.
- To assist "FireSmarting" activities around the island.
- To possibly provide a potential source of revenue for PIID in adding a new capability for work in conjunction with the Tractor and Trailer currently in service.

Discussion was opened to the floor and following comments were made:

- Regarding cost, the trustee advised the estimate of purchase cost is approximately \$10,500, and depending on transport and installation, total project costs could amount to \$13,000.
- Regarding funding, this type of capital upgrade project could be funded through the Fire Department's sustaining funds, donations, and PIA contributions.
- Based on the benefits that the new equipment could provide on PIA lands and projects, a PIID trustee enquiry was made to the PIA as to the Association's willingness and ability to share in the costs, and was responded to by a commitment by the PIA Directors to contribute up to \$2,500.
- A generous donation of \$2,750 had also been received towards this project.
- To possibly engender a greater investment by the PIA, the trustees agreed to again contact the PIA to request an opportunity to have a trustee and the fire chief attend the next meeting of the PIA Directors to discuss the matter in greater depth.

It was **MOVED and SECONDED**, "that the trustees approve the project to purchase additional tractor equipment as discussed to be funded through surplus or sustaining budget funds, PIA contributions, and islander donations."

Hearing no further discussion, the motion was **CARRIED**.

2. CONSTRUCTION OF FIREHALL APRON

Benefits of installing an apron:

- Would keep vehicles from tracking mud/dirt and water into the service bays.
- Would provide a suitable platform for:
 - running and maintaining equipment,
 - performing firefighter training, such as ladder safety
 - laying out, cleaning, and coiling fire hose (to prevent deterioration).
- Would enhance the firehall appearance and instill pride in PIVFD membership by improving the facility
- Would provide a plug-in dedicated parking area for golf carts and emergency vehicles outside the hall.
- With a sidewalk/patio adjoined to the apron, would prevent dirt/water/debris from being tracked into the Training Room.

Discussion was opened to the floor and the following comments were made:

- Most firehalls have aprons for the functional and aesthetic reasons mentioned.
- Materials used by other fire departments are being researched and include paving stones, concrete, stamped concrete, and hardtop or a combination of materials.
- Options for design and size would need to be scoped out.
- Generic costs of materials, transportation and installation are currently being gathered.

- Structural durability and ongoing maintenance of each material would need to be considered.
- Funding would need to be identified but could include sustaining funds, fund raising projects, and islander donations. (Mention was made of the wood cutting fund raiser that has been initiated by the Fire Chief and supported by the Monday morning work crew.)

The Chairperson noted that the discussion seemed to indicate that the trustees support this project in principle.

It was then ***MOVED and SECONDED, "that the trustees approve in principle, the project to construct an apron, conditional on future project plan and costs being approved."***

Hearing no further comments, the motion was CARRIED.

3. PURCHASE OF TYPE 4 AMBULANCE

- A golf cart type or similar small framed vehicle was recommended in the Truck Task Force, and included in the Capital Asset Replacement Plan for 2017 with a replacement value of \$25,000
- Trustee is investigating options for a small framed vehicle, likely custom built.
- Currently favouring a Type 4 "Polaris" quad type which comes in 2 or 3 versions on existing chassis, diesel fuelled or electric.
- Small framed vehicle would allow access to most residences and the interior trails of the island for rescue purposes, and would preclude the need to manually carry patients on stretchers. It was mentioned that the current work to prepare preplans for emergency access to all residences will provide a good knowledge of how many residences could be serviced to the door and down docks.

Discussion was opened to the floor and ensued regarding the type of vehicle that might be purchased and the pros and cons of each.

- Caution was raised in regards to the width of the frame for the purposes of transporting down docks, especially the government dock.
- The Buildings & Land Improvements Trustee indicated that there is a need to hold a meeting with the stakeholders (i.e. First Responders and Fire Chief) to discuss options and determine the most suitable solution.
- The Finance Administrator asked whether there was a need to maintain the present rescue vehicle (ambulance) if the smaller Type 4 ambulance was purchased and it was suggested it could remain useful in multiple training and evacuation situations until maintenance costs become prohibitive.

It was ***MOVED and SECONDED, "that the PIID pursue sourcing and that a Trustee meet with the Stakeholders and Fire Chief to discuss options."***

Hearing no further discussion, the motion was ***CARRIED.***

CORRESPONDENCE

a) Strategic Wildfire Prevention Initiative: Fire Smart Grant Project

- Letter of congratulations received from Local Government Program Services dated November 16, 2016, by way of the Capital Regional District

The Finance Administrator explained that the year-long project has been successfully completed and that the letter from the Board of the Capital Regional District confirmed that the full amount of \$8,634.25 expended by the project will be reimbursed by year end.

The trustees expressed their appreciation to islanders who participated in this project, and especially the islanders who undertook the task of applying for the grant, and the crew who handled the chipping work.

It was **MOVED** and **SECONDED**, *"that the minutes show a record of this discussion."*

The motion was **CARRIED**.

b) Update of "Bylaw #115 – Piers Island Parking Compound Regulation Bylaw", and "Bylaw #117 – Fire Services Level of Service Amending Bylaw, 2016"

The Chairperson confirmed that these two bylaws have been registered and duly enacted by the Inspector of Municipalities. (Copies of the bylaws are attached to the minutes for reference.)

It was **MOVED** and **SECONDED**, *"that the minutes show a record of this discussion."*

Discussion was opened to the floor and the trustee responsible for the parking compound advised that in regards to the Dolphin Road compound, this means that the regulations stipulated in the parking compound bylaw are now fully enforceable.

Hearing no further discussion, the motion was **CARRIED**.

c) Update of Naloxone

The Chair reviewed the details of the letter from Dr. William Dick, Vice President, Medical Programs, notifying all First Responder partners (of BC Emergency Health Services) of the changes recently announced by the Ministry of Health regarding the administration of naloxone.

The key impacts of the changes on our First Responder unit include:

- The requirement for an EMA-FR or EMR to obtain a naloxone endorsement is no longer needed, nor is it required to call a medical practitioner who is an employee or agent of BCEHS prior to delivering the drug. Effectively, this change means anyone is now allowed to administer naloxone outside of a hospital in emergency situations.
- Although no longer required, EMA-FRs interested in obtaining training from BCEHS for naloxone administration will still be able to do so, and naloxone supplies can still be ordered from the provincial distribution centre.
- Since First Responders no longer require an endorsement to their licenses, those who have completed BCEHS training for naloxone, but are still awaiting their endorsements, are now able to proceed immediately with administering naloxone in the event of an opioid overdose.
- In the interests of public health and addressing the overdose crisis, quality assurance, and best practice, First Responder units are encouraged to continue using the First Responder Report Form, to report all incidents to BCEHS.

The PIID agreed that despite the relaxation of the protocols around training and administration of this drug, it would be prudent to have our emergency medical responders continue to practice administering an injection and other related training.

It was MOVED and SECONDED, "that the minutes show a record of this discussion."

Discussion was opened to the floor and the trustees were asked to consider whether naloxone could be made available to islanders at the fire hall. Another suggestion was that the trustees consider making an AED available in the fire hall for emergency access and use by islanders generally. The trustees offered to consider this and discuss with the Fire Chief and First Responder members.

Hearing no further discussion, the motion was **CARRIED**.

d) Condition of Blackberry Lane

The Chair advised that correspondence was received from an islander concerned with flooding at the end of Blackberry Lane that inhibits access and egress to their property, and requesting the PIID to fix the problem or work on their behalf to have the Road Committee or Ministry of Transportation fix it by placing road fill/gravel on the road in that area.

The Chair advised that the volunteer Chair and another member of the Road Committee had responded to clarify that the provincial government has sole authority for the road which is a provincial right of way, and that over the years the ministry's primary involvement in road repair has been limited to several truckloads of road base every two years which is distributed in spots around the ring road where it will benefit most.

Further, the trustees were cautioned to consider the ramifications of committing to any responsibility for the road that might create legal and financial responsibility, and were advised that any such change would require prior consultation with landowners and a change in the Letters Patent of the Improvement District.

A suggestion, instead, was offered to have the trustees redirect the appeal to the ministry and suggest/request that ministry resources assess and recommend solutions to remediate that area as well as other problem areas along the road, and to consider approaching the PIA to examine and perhaps improve the meadow drainage.

Discussion was opened to the floor that covered the points made by the Road Committee and others, and discussed the possibility that PIA attention to servicing the meadow drainage system might help alleviate the water problem.

In conclusion, it was **MOVED** and **SECONDED," that:**

- 1. PIID contact the PIA regarding the meadow drainage issues;**
- 2. PIID send a letter to Highways requesting them to visit, assess and provide advice on how they could improve this section of road as well as other problem areas;**
- 3. PIID send a response to the resident correspondent advising of the action they will take to communicate with the PIA and Ministry.**

Hearing no further discussion, the motion was **CARRIED**.


NEXT MEETING

SCHEDULE NEXT BOARD MEETING	Tentatively scheduled for January 29, 2017.
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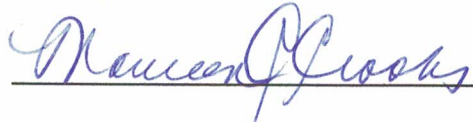
CLOSING MOTIONS

ADJOURNMENT	<p>The Chair, on behalf of the PIID, expressed thanks to Brent Schorr for having just completed his first full year as Finance Administrator, and for his willingness to initiate innovative practices to improve the financial processes of the Improvement District.</p> <p>The Chair then also expressed appreciation on behalf of the trustees and all islanders to Kelly Stevenson and his Docside Charters water taxi business on his retirement. Kelly was acknowledged for his many years of dedicated, tireless service to islanders, assisting with many callouts and emergency medical evacuations, and providing never ending cheerful support.</p> <p>The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 3:35.</p>
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Minutes submitted:

 _____, Corporate Secretary

Approved by:

 _____, Chairperson and Presiding Officer