

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

December 3, 2017

Location: Piers Island Fire Hall

TRUSTEES & OFFICERS ATTENDING	Tony Kaul, Chairperson and Buildings & Land Improvements Trustee; Greg Miller, Fire Trustee; Charlie Troger, Water Trustee; Brent Schorr, Finance Administrator; Nancy Troger, Secretary.
TRUSTEES & OFFICERS ABSENT	0
NUMBER OF ATTENDEES	4

OPENING MOTIONS

CALL TO ORDER	The Chairperson called the meeting to order at 2:00 p.m. and advised that the meeting was being taped for accuracy.
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 , <i>“that the Agenda be approved as distributed.”</i> With no changes raised for consideration, the motion was CARRIED .
MOTION ADOPTION OF MINUTES	It was MOVED and SECONDED , <i>“that the minutes of the October 24, 2017 PIID Board of Trustees Meeting be approved as distributed.”</i> The Chair asked for errors or omissions and hearing none, the motion was CARRIED .

ONGOING BUSINESS

PIID CHAIR/FINANCE ADMINISTRATOR	Discretionary vs Honorarium Policy <ul style="list-style-type: none">After investigation by the Finance Administrator, it was determined that there are existing policies in place regarding honorariums and tax receipts for donations, and therefore this item can be closed with no further action required.
PIID CHAIR	McKenzie Crescent <ul style="list-style-type: none">Maintenance is ongoing with potholes being filled as required.
PIID CHAIR	Salt Spring Island water tax levy exemption for Piers Islanders <ul style="list-style-type: none">As reported in the June 25, 2017 AGM minutes an owner was invited to speak to the special tax requisition on the 2017 tax notices for a project managed by the Salt Spring Island Water Protection Authority that would, in effect, benefit only those tax payers resident on Salt Spring Island. This special tax is intended to cover costs of the Integrated Watershed Management Program that <i>“was initiated by the SSI Water Protection</i>

<p>ACTION</p> <p>PIVFD TRUSTEE</p> <p>ACTION</p>	<p><i>Authority in recognition of a concern that fresh water sources on Salt Spring Island are stressed and at or near sustainable limits of the capacity”.</i></p> <ul style="list-style-type: none"> • The trustees then put a motion on the floor which was subsequently moved and seconded, “to consider the information given at the AGM and move it forward for discussion and take action at a future meeting.” <p>Further to this matter, Gerry Kristianson crafted a draft letter addressed to the Islands Trust representatives, Grove and Grams in which he expressed “...our dismay that you intend to continue applying to Piers Island Special Levy to fund a project whose benefits are limited to Salt Spring Island.” He went on to further suggest that “We would prefer that the special levy proceeds from Piers Island be transferred to our agency for use with respect to the water licence that facilitates maintenance of the ground water reservoirs essential to our fire protection efforts.”</p> <p>The trustees will review Gerry’s letter and meet with Bill Jordan and Maureen Crooks to determine a strategy for moving forward with this initiative.</p> <p>Creation of a special committee to determine the specifications and budget for the purchase of the 4X4 fire truck</p> <ul style="list-style-type: none"> • After discussion it was decided to strike a committee before the end of the year 2017 to move forward with the purchase of the 4X4 fire truck. <p>As there was no further unfinished business, the Chair proceeded to the next agenda item.</p>
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CORRESPONDENCE

<p>CORPORATE SECRETARY</p>	<p>The Corporate Secretary advised there were no items of correspondence to discuss.</p>
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TRUSTEE & OFFICER REPORTS

<p>BUILDINGS & LAND IMPROVEMENTS TRUSTEE TONY KAUL</p>	<p>The Trustee for the Buildings & Land Improvements portfolio presented his report:</p> <p>Update on Seaspan plan for new Piers Island Compound</p> <ul style="list-style-type: none"> • There have been no further discussions or developments with the Seaspan plan for a new Piers Island compound. (Please see previous minutes.) <p>Fire hall apron project</p> <ul style="list-style-type: none"> • The next phase of fire hall apron will involve a reassessment of costs, decision on materials, and input from islanders on how to finance the final
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<p>MOTION</p>	<p>phase of this project. The Trustees will now need to start discussion around this next phase.</p> <p>It was MOVED and SECONDED, <i>“that the trustees receive the Buildings & Lands Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.</p> <p>Following discussion, the motion was CARRIED.</p>
<p>PIVFD TRUSTEE GREG MILLER</p> <p>MOTION</p>	<p>The Trustee for the PIVFD presented his report:</p> <p>Update on commemorative paving stone project</p> <ul style="list-style-type: none"> • The paver project final cost was \$17,743.00. Fire Chief Cruise raised \$18,837.50 through memorial stones and the firewood sales from last winter. A big thank you to the Fire Chief for raising sufficient funds to completely fund this project! <p>Chipper purchase</p> <ul style="list-style-type: none"> • The chipper has been purchased and training of qualified operators is under way. • Fire Chief Cruise reported that <i>“due to the kindness and generosity of many Piers Islanders, the chipper was acquired without any contribution from those who did not support the initiative. Truly a remarkable achievement!”</i> <p>It was MOVED and SECONDED, <i>“that the trustees receive the PIVFD Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.</p> <p>Following discussion, the motion was CARRIED.</p>
<p>WATER SYSTEM TRUSTEE CHARLIE TROGER</p> <p>MOTION</p>	<p>The Water Trustee read his report. (See report).</p> <p>It was MOVED and SECONDED, <i>“that the trustees receive the Water System Trustee’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.</p> <p>With no further discussion, the motion was CARRIED.</p>
<p>FINANCE ADMINISTRATOR BRENT SCHORR</p> <p>MOTION</p>	<p>The Finance Administrator presented his report:</p> <ul style="list-style-type: none"> • Facilitated 2018 PIID Budget meetings / submitted completed budget • Organized Chris Cowland meeting regarding 2017 audit • Compiled donation worksheet / submitted for tax receipts to secretary • Researched QuickBooks Desktop 2013 service discontinuation, recommend upgrade < \$400.00. • Issued overdue notices/calls for ~ \$7000 of receivables for year end • Researched taxes in arrears policies and procedures • Researched honorarium issue - existing policies cover issue <p>It was MOVED and SECONDED, <i>“that the trustees receive the Finance Administrator’s report as delivered.”</i></p> <p>The Chair opened the floor for discussion.</p> <p>Following discussion, the motion was CARRIED.</p>

<p>CORPORATE SECRETARY NANCY TROGER</p>	<p>The Corporate Secretary presented her report:</p> <ul style="list-style-type: none"> • Completed previous meeting minutes, distributed to Piers Islanders, posted to website, filed copy in the Permanent Retentions Folder • Updated Land Titles information • Prepared and distributed agenda for December meeting • Maintained data filing system
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>"that the trustees receive the Corporate Secretary's report as delivered.</i> The Chair opened the floor for discussion. With no discussion, the motion was CARRIED.</p>

NEW BUSINESS

<p>ALL TRUSTEES</p>	<p>Discussion around purchasing a security camera for the fire hall</p> <ul style="list-style-type: none"> • In anticipation of similar security and hall misuse issues encountered last year during the vacation period, the Trustees have proposed purchasing a motion activated web cam.
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>"that the trustees approve the purchase of a security camera(s) to be installed in the fire hall, the development of a policy for access to the video files, and an information communication to the community."</i> The floor was opened for discussion. Following discussion, the motion was CARRIED.</p>
<p>FINANCE ADMINISTRATOR</p>	<p>Approval of 2018 Operations Budget</p> <ul style="list-style-type: none"> • Finance Administrator presented the 2018 Operations Budget. (See 2018 Operations Budget.)
<p>MOTION</p>	<p>It was MOVED and SECONDED, <i>"that the 2018 Operations Budget be approved as presented."</i> The Chair opened the floor for discussion.</p> <ul style="list-style-type: none"> • Suggestion from the floor to, in future, send out the current year's Operations Budget; expenses posted to date; estimated expenses still outstanding in the current year; and the proposed new year's budget, prior to the meeting at which the finalized Operations Budget for the coming year is tabled and approved. <p>Following discussion, the motion was CARRIED.</p>
<p>FINANCE ADMINISTRATOR</p>	<p>Change auditor from Paterson Henn Professional Accountants to Cowland and Associates</p> <ul style="list-style-type: none"> • The Finance Administrator proposed changing the PIID auditors. The Finance Administrator reported that he has had difficulties with the current auditor meeting deadlines.

<p>ACTION</p>	<p>The Chair opened the floor for discussion.</p> <ul style="list-style-type: none"> In discussion it was suggested that per our Letters Patent only electors can appoint an auditor and therefore this motion can only be voted on at the AGM or a Special General Meeting. <p>Motion tabled.</p> <p>Finance Administrator to research the Letters Patent to determine if indeed, only the electors can appoint an auditor.</p>
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NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>Scheduled for Tuesday, February 20, 2018 at 7:00 p.m.</p>
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CLOSING MOTION

<p>ADJOURNMENT</p>	<p>The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 3:38 p.m. The Chair thanked all attendees.</p>
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Minutes submitted: 
Corporate Secretary

Minutes submitted: 
Chairperson and Presiding Officer