

**PIERS ISLAND IMPROVEMENT DISTRICT
BOARD OF TRUSTEES MEETING
February 28, 2016
Location: Piers Island Fire Hall**

TRUSTEES & OFFICERS ATTENDING	Maureen Crooks, Chairperson & Water Trustee Tony Kaul, Fire Trustee Lenny Green, Buildings & Land Improvements Trustee
TRUSTEES & OFFICERS ABSENT	Brent Schorr, Finance Administrator Gislele Dallaire, Corporate Secretary
NUMBER OF ATTENDEES	5

OPENING MOTIONS

CALL TO ORDER	<p>Chairperson called the meeting to order at 10:00 a.m. and advised that the meeting was being recorded.</p> <p>Motion: "to designate Sharon Stewart as a temporary recording secretary until such time as the corporate secretary position is formally appointed" (under New Business). Motion seconded and approved.</p> <p>Before commencing the Agenda, the Chairperson requested a moment to recognize the loss of a former long-time resident, Sheila Gould, and add the submission to the minutes. Approved.</p> <p><u>Sheila Gould</u></p> <p><i>"On behalf of the Improvement District Board Members and Island Residents, we wish to extend our heartfelt condolences to Cec Gould and Family on the recent passing of his wife, Sheila. We honour her memory as a gentle, talented lady, well-respected by those who knew her only a little, and much loved by all of those who knew her well. Sheila and Cec have been valued citizens of our Piers Island community for many years and she will be sorely missed."</i></p>
ADOPTION OF MINUTES	Motion: "to approve the minutes of the December 12, 2015 Board of Trustees meeting as distributed." Motion seconded and approved.
APPROVAL OF AGENDA	Motion: "to adopt the Agenda as posted." Motion seconded and approved.

UNFINISHED BUSINESS

ISLAND FIRESAFE INITIATIVE UPDATE	<p>P. Olesen & S. Cruise, representing the resident group, provided an update on status of the grant request and indicated that the CRD has verbally confirmed support for a \$10,000.00 one-time grant for Firesafe initiatives (e.g. renting a chipper to chip branches and other "fuel" sources removed by residents from private properties), promotional items (e.g. promotional T-shirts) and activities (e.g. community workshops). Discussion ensued regarding possible activities and actions required, and the costs of purchasing equipment (e.g. Chipper) rather than renting it.</p> <p>The Chairperson thanked P. Olesen and S. Cruise for informing the Trustees of the initiative's current status, thanked the resident group for embarking on this project on behalf of the island and requested that they keep the Trustees apprised of future developments. When asked about the PIID's role in this initiative, S. Cruise indicated they are hoping to engage the community in work parties and would be seeking volunteers and the PIID would be expected to administer the grant monies.</p> <p>Motion: "to send a letter of thanks from the PIID to the resident group in recognition of their work regarding this initiative." Motion seconded and approved.</p> <p>The Trustees agreed to withhold sending a letter of thanks to the CRD until the formal approval and funds are received.</p>
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PARKING COMPOUND BYLAW UPDATE	<p>Subsequent to discussion of new parking compound signage at the December 12th board meeting, clarification was sought and received from the Ministry in regard to specific wording within Bylaw #115 that intended to enable the improvement district to impose a cash penalty of \$200 for regulatory violations. After consideration of the Ministry's response and in response to their recommendation that the wording of the cash fine be removed from the bylaw, the Trustees proceeded with introduction of Bylaw #116 which effectively omits all reference to cash penalties.</p> <p>ENACTING THE BYLAW Motion: "to Introduce and read for the first time the bylaw cited as Bylaw #116, Regulations for use of the Piers Island Parking Compound." Motion seconded. Motion approved.</p> <p>Motion: "to reconsider and adopt the bylaw cited as Bylaw #116, Regulations for use of the Piers Island Parking Compound." Motion seconded and opened for discussion. Motion approved.</p>
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CORRESPONDENCE

REQUEST TO RENT TABLES & CHAIRS FROM THE FIRE HALL	<p>Chairperson reviewed letter received from M. Feldthusen on January 11, 2016 requesting permission to remove tables and chairs from the Fire Hall to a nearby property for their upcoming wedding. The Chairperson asked S. Stewart to follow up and ensure that a letter has been drafted from the Trustees, reiterating the existing policy and rental hall agreement that only tables be available for rental and removal.</p>
GROUP COVERAGE FOR PIVFD MEMBERS	<p>An email response was sent on January 13th, 2016 to Peter Ensor, CRD Fire & Emergency Programs, to decline participation in group coverage policy for PIVFD members for accidental death/dismemberment, etc., as per previous trustee discussion and agreement.</p>

NEW BUSINESS

APPOINT NEW CORPORATE SECRETARY	<p>The Chairperson recognized G. Dallaire's excellent support to the Trustees for the past two years, including her technical expertise in the development of various tools and websites, and her writing skills. It was noted that Gisele will continue to lend assistance to the Fire Chief in several major PIVFD initiatives, including the formulation of Standard Operating Guidelines and Incident Pre-Plans. She will also continue to manage the Bulletin Board and conduct the Tech Café when she is on the island.</p> <p>The Chairperson welcomed S. Stewart and expressed the Trustees' appreciation for her taking on this critical and necessary support role.</p> <p>Motion: "to approve the appointment of Sharon Stewart as Corporate Secretary, effective immediately." Motion seconded and approved.</p>
2015 SURPLUS OPERATING BUDGET FUNDS	<p>Since the Finance Administrator was unable to attend, the Chairperson provided an overview of the issue, and informed that although the exact amount of surplus income from the 2015 Operations budget was not yet ready, to best co-ordinate between Board Meeting schedules and financial year-end deadlines, the Trustees would provide an apportionment of these monies at this session of the Board.</p> <p>In the past, operating budget overages have been deposited into three "sustaining fund" investments. Currently, one-year GICs that will mature in August, 2016, amount to approximately \$7,000 for the parking compound; \$8,600 for the water system, and \$29,800 for the fire department.</p> <p>The Improvement District's income received for 2015 at year end is \$10,500 greater than was anticipated, thanks to several PIVFD donations, higher water revenue, interest earned, and Fire Hall/tractor rentals.</p> <p>The Operating Expense budget of \$97,975 was underspent by \$6,300.00. Therefore, the gross surplus to be distributed at year end is approximately \$16,800.00.</p>

<p>2015 SURPLUS OPERATING BUDGET FUNDS <i>continued</i></p>	<p>Of this amount, \$4,600.00 was earmarked to be carried forward into 2016 during the operating budget preparations exercise, leaving a surplus of \$12,164.00. Of this amount, the Trustees agreed to earmark \$3,600.00 to be deposited directly into the fire department sustaining fund to recognize the PIVFD budget expense aversion resulting from unexpected PIVFD dedicated income (donations).</p> <p>The net surplus remaining for distribution therefore equates to approximately \$8,600.00. The Trustees discussed and agreed to accept the recommendations made by the Finance Administrator to divide it equally among the three sustaining funds which would amount to approximately \$2,850.00 per fund.</p> <p>Thus the surplus would be apportioned as follows:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">2015 <u>Budget</u></th> <th style="text-align: center;">2015 <u>Actuals</u></th> </tr> </thead> <tbody> <tr> <td>Projected Income</td> <td style="text-align: center;">97,975</td> <td style="text-align: center;">108,434</td> </tr> <tr> <td>Operating Expense</td> <td style="text-align: center;"><u>-97,975</u></td> <td style="text-align: center;"><u>-91,670</u></td> </tr> <tr> <td>Gross Surplus</td> <td style="text-align: center;">0</td> <td style="text-align: center;">16,764</td> </tr> <tr> <td>Carried Forward</td> <td style="text-align: center;"><u>0</u></td> <td style="text-align: center;"><u>-4,600</u></td> </tr> <tr> <td>Remaining Surplus</td> <td style="text-align: center;">0</td> <td style="text-align: center;">12,164</td> </tr> <tr> <td>Dedicated PIVFD</td> <td style="text-align: center;">0</td> <td style="text-align: center;"><u>-3,600</u></td> </tr> <tr> <td>Net Surplus</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8,564</td> </tr> <tr> <td>Divide Equally by 3</td> <td></td> <td style="text-align: center;">2,855</td> </tr> </tbody> </table> <p>Motion: "to distribute the 2015 surplus operating budget funds as follows:</p> <ul style="list-style-type: none"> • \$4,600 to be carried forward and included in the 2016 Operating Budget • \$3,600 to be dedicated to the fire department sustaining fund • The remainder to be distributed equally to the existing three sustaining funds". <p>Motion seconded and approved.</p> <p>Discussion then ensued regarding the name and parameters of the Dolphin Road Sustaining Fund. The Trustees agreed that the name of the fund needed to reflect the broader responsibilities of the portfolio.</p> <p>Motion: "to change the name of the Dolphin Road Sustaining Fund to the Buildings & Land Improvements Sustaining Fund". Motion seconded and approved.</p>		2015 <u>Budget</u>	2015 <u>Actuals</u>	Projected Income	97,975	108,434	Operating Expense	<u>-97,975</u>	<u>-91,670</u>	Gross Surplus	0	16,764	Carried Forward	<u>0</u>	<u>-4,600</u>	Remaining Surplus	0	12,164	Dedicated PIVFD	0	<u>-3,600</u>	Net Surplus	0	8,564	Divide Equally by 3		2,855
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<p>INSURANCE POLICIES</p>	<p>As part of the Trustees' review of the insurance coverage, the Finance Administrator was asked to seek comparative quotes from additional insurance companies. In response, our Finance Administrator has advised that insurance documents have now been submitted to three insurance companies for quotes, which will be provided to the Trustees for review once received.</p> <p>Discussion ensued regarding which companies had been contacted. T. Kaul explained that two responses have already been received, with potential to decrease costs, without decreasing coverage. Further review will take place to ensure equitable comparisons within the provided quotes and allow evaluation of coverage.</p> <p>Based on this information, the Chairperson presented the Motion: "to table the insurance review until a future board meeting to allow comparative quotes to be received and reviewed by the Trustees". Motion seconded and approved.</p>																											

NEXT MEETING

<p>SCHEDULE NEW MEETING</p>	<p>Tentatively scheduled for April 3 or April 10 at 1:00 p.m. at the Fire Hall; date to be finalized once all Trustees have reviewed their schedules.</p>
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CLOSING MOTIONS

ADJOURNMENT	Call for further business - Chairperson G. Kristianson expressed concern about the OCP Open House scheduled for March 8 (1:00 – 5:00 pm) at the Fire Hall and suggested that the PIID, as well as other islanders, have a presence at the meeting. Trustees agreed. With no further business arising, the Trustees approved a Motion to Adjourn at 11:05 a.m.
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Minutes submitted:
Sharon Stewart, PIID Corporate Secretary

Approved by:
Maureen Crooks, Chairperson and Presiding Officer



Two handwritten signatures in cursive script. The top signature is for Sharon Stewart and the bottom signature is for Maureen Crooks.