

## PIERS ISLAND IMPROVEMENT DISTRICT

### BOARD OF TRUSTEES MEETING

February 1, 2022 – 7:30 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	9

### OPENING MOTIONS

CALL TO ORDER	Chair, Julien Bahain, called the meeting to order at 7:30 PM  PIID respectfully acknowledge the Indigenous peoples on whose traditional territories we live and work.  The secretary recorded the meeting for accuracy.
	Special tribute to Cam Russell. The passing of Cam this past weekend will be felt by many. He was a long-time islander, a member of the Water Team and Monday Morning crew, a person who had reached out to help many islanders and a good friend to many. In many instances Cam was the first person to welcome you to the island. There will be a celebration at Biscoe Beach on Saturday Feb 5 for Cam.
APPROVAL OF AGENDA  MOTION	Copies of the Agenda were distributed electronically.  It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the Agenda be approved as distributed.”</i>  Motion <b>CARRIED</b> .
ADOPTION OF PREVIOUS MINUTES	It was <b>MOVED</b> and <b>SECONDED</b> , <i>“the minutes of the November 23, 2021 PIID Trustee Meeting be approved as distributed.”</i>  Motion <b>CARRIED</b> .

### TRUSTEE & OFFICER REPORTS

BUILDING & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN	The B&LI Trustee was asked if he had a report to present.  Highlights include: <ul style="list-style-type: none"><li>• Compound Project:<ul style="list-style-type: none"><li>○ Moving in implementation of Bylaw 133:<ul style="list-style-type: none"><li>▪ Trailers in long term storage to be removed by Feb 28 2022</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ Switching to FOB only access to vehicle gate on April 30 2022</li> </ul> </li> <li>○ Next           <ul style="list-style-type: none"> <li>▪ Create EV Charging Committee for longer term strategy</li> <li>▪ Boat Ramp gate replacement</li> <li>▪ Implementation of Parking Stall lines using parking stall blocks for existing and new spaces created once trailers are removed.</li> </ul> </li> <li>• Improved drainage improved conditions in the Compound.</li> <li>• Looking into options for contracted maintenance in the Compound.</li> <li>• Road Committee &amp; Road Status update.</li> </ul> <p>Refer to the attached BLI Trustee report for details.</p> <p>The floor was opened to discussion.</p> <p>Monique inquired whether the planned road repair would include addressing the issues with inadequate or overflowing culverts which seem to be part of the cause for the road damage.</p> <p>Discussion was that the culverts are within the Ministry/Crown-owned road allowance. Support for culvert maintenance has been minimal and that last upgrade was in front of #32. Generally, the Ministry will assist us finding used material with islanders doing the work. Gerry Kristianson indicated that there has been more recognition that the road is ministry responsibility and may be open to some financial support.</p> <p>Julien Bahain asked if there was support for him to proceed with looking at options for contracted maintenance for the compound. This was confirmed by present Trustees and islanders.</p> <p>The report was accepted as presented.</p>
<p><b>PIVFD TRUSTEE DOUG TURNER</b></p>	<p>The PIVFD Trustee was asked if he had a report to present.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> <li>• Surging Covid cases have restricted weekly fire practices, in person meetings, Christmas celebrations.</li> <li>• Covid vaccination clinic was held on January 28 under the direction of Captain Sandy Brunham, with the assistance of several members of the fire department and our medical first responders.</li> <li>• Extreme wet weather conditions have restricted road use including fire trucks.</li> <li>• The radio dispatch switchover from Langford to the Saanich Fire Department occurred in December.</li> <li>• Despite these challenges, 2021 set a record for the number of practice hours recorded by PIVFD thanks to our hard-working and dedicated volunteers under the leadership of Chief Steve Cruise.</li> </ul> <p>Refer to the attached PIVFD Trustee report for details and other noteworthy events.</p> <p>The floor was opened to discussion.</p>

	<p>The report was accepted as presented.</p>
<p><b>WATER TRUSTEE MONIQUE JOUBARNE</b></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"> <li>• Water team changes:             <ul style="list-style-type: none"> <li>○ Cam will be dearly missed. Cam read the water meter each morning in PH#1 and was the first to detect any leaks in the system. Cam also helped in the annual water flushing and meter reading and could always be counted on to show up for any type of teamwork.</li> <li>○ Ming Huey has moved to Taiwan for a year. Ming was a dedicated Certified Water Operator and helped with all water team tasks.</li> <li>○ Gary Peacock and Cara Hogan have started the learning process.</li> </ul> </li> <li>• We recently received a notice from Dam Safety in the Provincial Government. We will be reviewing our water licence for the two reservoirs (Upper &amp; Lower).</li> <li>• The new water tank continues to perform at a very high standard with no issues or concerns. Contact has been made with Greatario to provide a short training session to Water Team members.</li> <li>• New curb stop required for one property; each property requires a separate curb stop and this not currently the case. Thank you to Mike Siska for sending copies of the water system to support this effort. Electronic copies are not on file.</li> <li>• We will also be adding a new fire standpipe at the new water tower.</li> <li>• Water quality continues to be excellent.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p><b>FINANCIAL ADMIN BRENT SCHORR</b></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"> <li>• Successfully completed the GST Rebate with the Federal government. We were audited because of the unusually large Rebate amount related to the water tower construction.</li> <li>• Contacted by Baker Tilly to start preparation for annual financial audit.</li> <li>• Payables and Receivables. This included processing of the first batch of FOB invoices.</li> <li>• Handling a number of correspondences.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p><b>CORPORATE SECRETARY VELVET WARRIOR</b></p>	<p>The Corporate Secretary was asked if he had a report to present.</p>

	<p>The Corporate Secretary Report is as follows:</p> <ul style="list-style-type: none"> <li>• Completed the submission of the Bylaw 133.</li> <li>• Handled a number of incoming and outgoing correspondence. More than usual.</li> <li>• One more property changed hands (congratulations Frank Simpson).</li> <li>• With additional property changes, a couple of corrections needed, and changes to the Emergency Program contacts, an updated Contact list will be completed and distributed in the near future. If there are other changed needs, please submit them to <a href="mailto:secretary@piersisland.ca">secretary@piersisland.ca</a>.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
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**CORRESPONDENCE**

<p><b>VELVET WARRIOR CORPORATE SECRETARY</b></p>	<p>The following correspondence was received. If requested, copies of some of these were included in the agenda package:</p> <p>The correspondence listed in the Agenda includes a number of items that would not normally be included but have been as there is some information that may be useful for the broader audience.</p> <p>Correspondence items are not normally included with the Agenda unless specifically requested by the sender and it is relevant to a specific agenda item.</p> <ul style="list-style-type: none"> <li>• Building permitted related (water approval)                     <p>There is a lot of building happening on the island. Part of the approval process is for “an approval letter from the applicable water district”. A letter is not required. The response should be that water is supplied by “CRD from North Saanich”.</p> </li> <li>• Email regarding minutes documentation of motions                     <p>There was an email regarding the details included in the minutes. I followed up with the Program Analyst responsible for Piers Island.</p> <p>Our meeting minutes are quite detailed. In some local governments, only motions are documented. We invite discussion and include a summary of discussion points in our minutes.</p> </li> <li>• Email regarding process for reading and approving bylaws                     <p>Confirmed with the ministry, only 2 readings are required for Improvement Districts and the wording can be changed between reading 1 and reading 2. A reading is just meant to ensure that the Trustees have all read the content so that they are voting on what is there.</p> <p>The bylaw has been submitted to the ministry along with supporting documents. I confirmed that the Bylaw was received and have sent an email to follow up.</p> </li> </ul>
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<p><b>ACTION</b></p>	<ul style="list-style-type: none"> <li>• Email regarding Bylaw 133 content and request for financials on the gate project                      EV Charging clarification: Only one EV Charger unit has been installed at the owner’s expense and electrical costs are being covered by that owner.                      There are no designated parking spots for anyone including owners of EV vehicles. If there are issues that arise regarding this, they should be reported as is done with respect to other compound violations.                      In terms of projects and costs for any portfolio. There has always been and will continue to be full disclosure. Operational costs are reported in the budgets and financial reports. Project budgets and expenditures need to be approved. If the money is from a capital fund, there is a bylaw created and approved to cover the costs. There are audited financial reports every year. Although not required, a financial report for the Water Tower project was completed and posted on the piers island website. The same is planned for the Compound Upgrade project. This report, however, will not be completed until the project is completed.</li> <li>• Piers Island Road Report 2nd Edition                      This update was received by the PIID but is still being reviewed. It is expected that the report will be posted on the Road page when that page is updated.</li> <li>• Email inquiry regarding Business Licensing                      The question was whether a business license was required by PIID to operate on Piers Island.                      There is nothing in our bylaws that indicate that a business license is needed to operate a business on or from Piers. However, it is important that Home Based Business requirements are covered in section 3.7 of SALT SPRING ISLAND LOCAL TRUST COMMITTEE PIERS ISLAND LAND USE BYLAW NO. 373. A copy or link is available on the Piers Island website.</li> <li>• Email regarding planning for future water and fire needs                      Mike Siska has proposed that PIID water works distribution infrastructure be upgraded to increase fire flows through increase in size of the main water line to 200mm water line with all of the related infrastructure updates needed to support that.                      This has been passed on to the Water Trustee for consideration as part of the on-going infrastructure planning.</li> <li>• Email regarding Piers Island New Water Storage Tank - Operations Discussion                      Request to the Water Trustee.                      Monique Joubarne or Brent Schorr will follow-up to arrangement meeting/training.</li> <li>• Email regarding FOIPPA Amendments 2021</li> </ul>
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<p><b>ACTION</b></p>	<ul style="list-style-type: none"> <li>• Continue distribution of FOBs. Addition dates available in March and April. Other individual arrangements can be made. Mailing is an option after April but not recommended to avoid damaging the FOB.</li> </ul> <p><b>Inclusive Signage in Firehall:</b></p> <ul style="list-style-type: none"> <li>• Abby Brooks has been asked to take the lead on this by providing some additional information on what can be implemented. There has been no follow up on this since the last meeting.</li> </ul> <p>Buildings &amp; Land Improvements Trustee will follow up with Abby Brooks.</p> <p><b>Website Updates:</b></p> <ul style="list-style-type: none"> <li>• Bylaws page update             <ul style="list-style-type: none"> <li>○ A meeting is arranged between Brent and Velvet for next week to review the details of the financial related Bylaws. After that, Velvet will propose possible organization for Bylaw page for Trustee consideration.</li> </ul> </li> <li>• Road page. Input is needed.             <ul style="list-style-type: none"> <li>○ Summary from the Road Committee.</li> <li>○ Review Road Report. If applicable add to the page</li> <li>○ Directions on permits.</li> </ul> </li> </ul>
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**BUSINESS ARISING / NEW BUSINESS**

<p><b>CHAIR</b> <b>JULIEN BAHAIN</b></p>	<p><b>Retirements/Acknowledgements</b></p> <ul style="list-style-type: none"> <li>• <b>Gary Glover – Southern Gulf Islands Emergency Advisory Commission Commissioner</b></li> </ul> <p>The PIID would like to thank Gary Glover for his years of service as a Piers Island Commissioner on the Southern Gulf Islands Commission retiring at the end of 2021.</p> <p>To give localized guidance and feedback to the CRD about Emergency Program matters a Southern Gulf Islands Commission was formed with representatives from each island. Patti Locke-Lewkowich served as the first commissioner from Piers.</p> <p>When Patti stepped down as commissioner in 2009 Gary Glover assumed the position which he held until retiring. Because each island is able to have two commissioners, he was joined for several years first by Brian Wheeler and then by Kerry Keats, the Commission’s current Chair.</p> <p>Although we are recognizing Gary’s retirement from the Commission today, his volunteer contributions have been much more extensive. Soon after moving to Piers in 1999 Gary became a firefighter and a First Responder with the PIVFD. He also served as Deputy Chief for three years under Steve Barnes.</p> <p>After leaving the fire department Gary joined the Emergency Program as a Duty Officer whose role is to lead an emergency response when</p>
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	<p>the island coordinator is unavailable. Although he is no longer a Duty Officer, he is the EP’s lead boat operator in case of an island evacuation.</p> <p>We appreciate the many contributions to the island.</p> <ul style="list-style-type: none"> <li> <p><b>France Glover – Emergency Program Community Coordinator</b></p> <p>The PIID would like to thank Frances Glover for her 16 years of leadership and service to Piers Island as the Coordinator for the Piers Island Emergency Program. In an emergency the Emergency Program provides support to the PIVFD and to the community.</p> <p>In the late 90’s the provincial government created PEP, the Provincial Emergency Program and mandated that all areas of BC create localized emergency response plans. Piers Island joined with four other southern gulf islands under the Capital Regional District (CRD) and became part of the Southern Gulf Islands Emergency Program.</p> <p>When the Piers Island Emergency Program was first formed the senior positions were filled by Ron Lepine, Hal Weaver and Philippa White. In 2005, Frances Glover took on the coordinator position and created an emergency program team which has expanded in numbers over the years. Team meetings, training, tabletop exercises and simulated exercises are all part of the program.</p> <p>As Coordinator Frances has worked over the years with four different fire chiefs, Steve Barnes, Brian Wheeler, Bob Snelling and Steve Cruise, to provide a combined effort should an emergency response be needed on our island. Frances retired from the Emergency Program Coordinator role at the end of 2021 but has agreed to serve on the Commission along with Kerry. The years of Emergency Program experience will be an asset to this new role. Thank you for your continued contribution to the island.</p> </li> </ul>
<p><b>CHAIR</b></p> <p><b>JULIEN BAHAIN</b></p> <p><b>ACTION</b></p>	<p><b>AGM Scheduling:</b></p> <p>Need to confirm that requirements for AGM and Elections.</p> <p>The Corporate Secretary mentioned that there was a permanent change for elections to happen anytime in the third year after a Trustee was elected and AGMs can be anywhere in the calendar year rather than in the first 6 months. Financials still required early in the year. There were no changes to those date requirements.</p> <p>The Corporate Secretary will confirm requirements and advise the Trustees.</p>
	<p><b>Islands Trust Updates:</b></p> <p>Gerry Kristianson wanted to share his recent comments to our trust representatives and staff with respect to the proposal to renew application of the Special Property Tax Requisition to fund projects on Salt Spring Island. The link to this budget exercise is: <a href="https://islandstrust.bc.ca/about-us/accountability/budget/">https://islandstrust.bc.ca/about-us/accountability/budget/</a> .</p>



<p><b>ACTION</b></p>	<p>This a special tax levy for fresh water for Salt Spring Island residents. Trustees and Gerry Kristianson personally, have written letters in the past opposing this special levy on Piers Island with no benefits to Piers Island. Islanders may want to be informed and have a say.</p> <p>Coming out of this discussion was the identification that PIID is not signed up to get automatic notifications of Islands Trust communications. There is no government-to-government relationship, but this information may be good to keep informed of.</p> <p>Corporate Secretary will sign PIID email up for receipt of Islands Trust communications.</p>
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**NEXT MEETING**

<p><b>SCHEDULE NEXT MEETING</b></p> <p><b>ACTION</b></p>	<p>Next Board of Trustee meeting – <b>April 19, 2022 – 7:30 PM</b></p> <p>Zoom, In-person or combined is to be determined. Julien has been looking at technology solutions that may support combined. There is a cost associated. Zoom alone is not a long-term viable solution.</p> <p>Julien Bahain will send some information to the Trustees and administration for review and discussion.</p>
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**CLOSING MOTION**

<p><b>ADJOURNMENT</b></p>	<p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 8:38 PM</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: \_\_\_\_\_  
 Corporate Secretary

Minutes approved: \_\_\_\_\_  
 Chair / Presiding Officer

Date: \_\_\_\_\_