

**PIERS ISLAND IMPROVEMENT DISTRICT**

**BOARD OF TRUSTEES MEETING**

**February 2, 2021 – 7:00 PM**

**Location: Via Zoom**

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|                                       | Julien Bahain, Chairperson and Buildings and Land Improvements Trustee; Monique Joubarne, Water Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary. |
| <b>TRUSTEES &amp; OFFICERS ABSENT</b> | 1  |
| <b>NUMBER OF ATTENDEES</b>            | 11   |

**OPENING MOTIONS**

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| <b>CALL TO ORDER</b>                | Chair, Julien Bahain, called the meeting to order at 7:08 PM<br>The secretary recorded the meeting for accuracy.  |
| <b>APPROVAL OF AGENDA</b>           | Copies of the Agenda were distributed electronically.<br>The Chair asked for changes or additions to the proposed agenda.   |
| <b>MOTION</b>                       | It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the Agenda be approved as amended.”</i><br>With no further changes raised for consideration, the motion was <b>CARRIED</b> . |
| <b>ADOPTION OF PREVIOUS MINUTES</b> | Note for the record the trustees approved via email that, <i>“the minutes of the November 24, 2020 PIID Trustee Meeting be approved as distributed.”</i>                        |

**ONGOING BUSINESS**

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| <b>TRUSTEES</b> | <p><b>Compound Gates:</b></p> <p>During COVID it has been hard to get the gate(s) fixed. Two companies were contacted for estimates. The last company finally got back to us 2 weeks ago with updated quotes. The two options being considered are:</p> <ul style="list-style-type: none"><li>• Nordic - ~\$21,000. Includes automated gates, gate removal, pedestrian gate and vehicle gate but electrical not included.</li><li>• Tedford – \$31,000+ Includes the same list of items but also electrical (\$1000+).</li></ul> <p>Both options have a battery back up option in the event of power failure. 10 days of operation and a manual override. There is a procedure to do the manual override.</p> <p>Need more clarification on the differences between the quotes. Nordic automation looks to be better. Need confirmation on the quality of the gates. Trustees to follow up with vendors.</p> |
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|                             | <p>The project was approved a year ago. Tentative to install in April when weather permits. Need to minimize impact on the users during installation. Based on final options and vendor confirmation, a selection will be made.</p> <p>The next steps are to do the operational planning for this new gate systems.</p> <p>The Trustees are to go back to the community regarding operational models. The plan is to regroup the Compound committee to work with the Trustees to define and execute a survey or other method to canvass the community on this. Although the layout has already been decided, there are a number of potential areas of interest: downsize the racks, user pay options (if so, who pays what).</p> <p>The Compound Bylaw will need to be updated to cover the operational changes decided upon.</p> <p>The floor was opened to discussion. No questions.</p>   |
| <p><b>ACTION:</b></p>       | <p>Trustees to regroup the Compound Committee to work on Compound Operational Changes.</p> <p>Trustees to contact gate vendors for details and finalize the quotes.</p>  |
| <p><b>JULIEN BAHAIN</b></p> | <p><b>Road Committee:</b></p> <p>Although the road is not a PIID asset, the PIID manages it under an MOU with MOTI.</p> <ul style="list-style-type: none"> <li>• Thank you Islanders for asking when the road can be used:             <ul style="list-style-type: none"> <li>○ From November 1 until March 31 a permit is required.</li> <li>○ The PIID issues permits regarding the Compound</li> <li>○ MOT issues permits regarding the Road</li> </ul> </li> <li>• Thank you Islanders for taking care of the road in wet season:             <ul style="list-style-type: none"> <li>○ Although the road has been used for various moves and water tower work, the road is in relatively good shape.</li> </ul> </li> <li>• Special thanks to the volunteers that are going around fixing the road and road shoulders for all of our benefit.</li> </ul> <p>The floor was opened.</p> <p>From the Floor – At fire practice, the dry hydrant was used. The process of parking the truck in front and spraying water around is challenging (if fire truck is not in the correct place, it is difficult to connect and the soft shoulder and road are not great for the heavy truck). Would the PIID consider some remediation in front to add paving bricks to protect the area and to provide a guide for truck placement? The request is not really about the road but about the Fire Department. It would mean a patch 15 – 20 feet, wider than the road that comes up to the hard surface where the dry hydrant is.</p> <p>Trustees indicated that there are left over bricks that could be used. This will be discussed further with the Fire Department.</p> |
| <p><b>ACTION:</b></p>       | <p>Trustees to discuss suggestion of pad in front of the dry hydrant with the Fire Department</p>  |

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| <p><b>MONIQUE JOUBARNE</b></p> | <p><b>Water Tank Project:</b></p> <p>The new state of the art Water Tank is online and supplying our island with world class water. Thanks to the many volunteers, especially Ander, Bob, Maureen, Colin, and Brent, that worked together with Greatario and Stantec to get to here. Our Water team does a lot. Most districts have paid employees where ours are volunteers.</p> <p>A few issues were encountered and overcome such as a chlorine pump that was not big enough and a float switch that needed changes. There are a few more things to do.</p> <p>Doug extended a thank you to Monique for doing a good job of jumping in the middle of an important time in project and getting the work done.</p>   |
| <p><b>MONIQUE JOUBARNE</b></p> | <p><b>Old Water Tank Decommissioning:</b></p> <p>This is quite a big responsibility. Some preliminary inquiries have been made with an external demolition company. There may be a way to also use island resources. Safety is the concern.</p> <p>The PIID would like to assemble a team of 4-5 people to determine the best plan to have this done. The group would need some historical background information on the tank itself, construction background and/or demolition experience, and the ability to contribute to completing RFP's. If interested, contact the Monique.</p> <p>This was not budgeted. Options with an order of magnitude cost will be needed. This may influence the timing. Other timing considerations are: Can we leave the tank empty for a period of time? What would be the impact of taking time?</p> |
| <p><b>ACTION:</b></p>          | <p>Trustees to put together a working group to investigate options for the Old Water Tank Decommissioning</p>   |

**CORRESPONDENCE**

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| <p><b>TRUSTEES</b></p> | <ul style="list-style-type: none"> <li>• <b>Email</b> – From the Ministry of Affairs regarding the Meeting Procedures bylaw amendment submitted suggesting some changes. Some wording options were included for Trustee consideration.</li> </ul> <p>The Trustees have agreed on one of the proposed changes. The preference is to support Zoom meetings after the Pandemic. The rules would:</p> <ul style="list-style-type: none"> <li>• Max of 4 Online Trustee meetings per year</li> <li>• For all others, at least one Trustee, in person</li> </ul> <p>Nothing in the change would preclude Zoom meetings for spectators which has been received very well to date and provides an alternative option to attend.</p> <p>An email yesterday from the Ministry indicated that any changes to the Bylaw needs to wait until the change already submitted has been approved. It is hoped that it will be completed in the next couple of weeks.</p> |
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|  | <ul style="list-style-type: none"> <li>• <b>Email</b> – BC Ombudsman advising of the new Complaint Handling Guide. Although mostly for bigger communities and focused on more professional interactions, it may be useful to post a link on the PIID website.</li> <li>• <b>Email</b> – PIA has let PIID know – “We request that the PIA and the PIID begin discussions with a view to updating our OCP”.</li> </ul> <p>This was a request for the PIID and PIA to consider looking at the community plan in light of the changing demographics on the island and to address some things that are not relevant or have been superseded by other requirements so are in conflict. There was some subsequent communication about waiting a period of time to allow new islanders to get used to the island before opening the discussion.</p> <p>Changing the community plan would be a huge undertaking with lots of meetings before even starting to update the plan formally for submission to Island’s Trust for approval.</p> <p>Although this undertaking is not directly the responsibility of either the PIID (Letters Patent) or the PIA (Responsible for common land), both are elected by the community and would be responsible for possible other bylaw and policy changes so it is something that would warrant involvement and/or leadership in the effort.</p> <p>It was agreed that after COVID, the PIID and PIA will start an informal discussion on the topic.</p> |
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**TRUSTEE & OFFICER REPORTS**

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| <p><b>BUILDINGS &amp; LAND IMPROVEMENTS TRUSTEE</b><br/><b>JULIEN BAHAIN</b></p> | <p>The B&amp;LI Trustee was asked if he had a report to present.</p> <p>Beyond what was covered in On-going Business, the only other topic to report is a meeting planned for Thursday, Feb 4 with BC Ferries to discuss redevelopment of Berth 5 (construction planning) to support the Salish class ferries.</p> <p>Although Islanders will not have a chance to submit concerns before the Thursday meeting, if there are please bring them forward to Julien.</p>   |
| <p><b>WATER SYSTEM TRUSTEE</b><br/><b>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>In addition to what was presented in On-going Business on the Water Tower Project and Decommissioning of the Old Water Tower, the report includes:</p> <ul style="list-style-type: none"> <li>• Congratulate to Ming who passed the operator exam. She did not have the benefit of classroom training (done online). Appreciate the effort.</li> <li>• Water quality continues to be good</li> <li>• Other checks and maintenance continue as scheduled</li> </ul> <p>The Water Team is an important resource for our community. If there is anyone interested in becoming part of the water team reach out.</p> <p>The floor was opened to discussion.</p> |

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|   | The report was accepted as presented.   |
| <b>PIVFD TRUSTEE</b><br><b>DOUG TURNER</b>          | <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"> <li>• PIVFD received the Fire Smart 2020 plaque (5<sup>th</sup> consecutive year)</li> <li>• Pauline &amp; Steve Cruise successfully completed a 2-day Workshop and have been designated as Local Fire Smart (LFRs) for British Columbia.</li> <li>• The firehall now has a new commercial grade dishwasher purchased at ½ price.</li> <li>• 3 PIVFD firefighters are currently enrolled in the Exterior Operations Level Fire Fighter (EOLFF) training courses and 1 firefighter is enrolled in the TRAINING program. These courses were 100% funded by the Canadian Red Cross.</li> <li>• COVID response has meant that practices split into 2 groups. This schedule will be re-assessed after March.</li> <li>• A second AED is now available at the old Firehall. When safe to do so First Responders will start to offer training to islanders on its use.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p> |
| <b>FINANCE ADMINISTRATOR</b><br><b>BRENT SCHORR</b> | The Finance Administrator was not in attendance.  |
| <b>CORPORATE SECRETARY</b><br><b>VELVET WARRIOR</b> | <p>The Corporate Secretary was asked if she had a report to present.</p> <ul style="list-style-type: none"> <li>• The mailbox has been installed at #82 so available as needed.</li> <li>• Welcome packages were delivered to the new Piers Islanders. This includes. Some follow-up is needed regarding the Emergency Program. This will be done in the next couple of weeks.</li> <li>• Another property will change hands in mid March.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>   |

**BUSINESS ARISING / NEW BUSINESS**

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| <b>TRUSTEES</b><br><b>JULIEN BAHAIN</b> | <p><b>Fiber optic opportunity for Piers:</b></p> <p>An islander pointed out that there is a government program to lay fiberoptic cable along the coast. Connected Coast Project website available here: <a href="https://connectedcoast.ca/">https://connectedcoast.ca/</a></p> <p>Salt Spring already on the list. Although this is not really part of the role of the PIID it is probably the best organization to do this request on behalf of the island.</p> |
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|                         | <p>Julien recommended that the Trustees draft a letter to request to be formally included as part of the engagement and consultation process. The Trustees agreed.</p> <p>From the Floor – Support for the direction. PIID involvement can be justified because the Fire Department and Water are dependent on communications.</p>   |
| <b>ACTION</b>           | <p>Trustees to draft a letter for submission to the Connected Coasts Project. See attached letter.</p>   |
| <b>JULIEN BAHAIN</b>    | <p><b>Tractor Policy:</b></p> <p>The Tractor is a PIID asset. Tractor rental /usage is going down. More trucks on the island which may have impacted usage. Current policy is 5-6 drivers are approved. Hourly cost. Used for PIID work but also available for other island uses. The asset was a donation but that will eventually need to be replaced.</p> <p>Questions: Is there a policy that makes it easier for islanders to use to reduce need for trucks? How do we look at the asset management for this? Need clarification on what it can be used for.</p> <p>From the Floor - The original tractor was available to anyone to use for whatever purpose. There were lots of issues with this approach (people hurt, maintenance). The purchase of the new tractor was more expensive and more complex to use. Maybe a few more drivers but probably not open to everyone. Reinforce what the policy is and what it can be used for. Tractor is actually getting old.</p> <p>Timing is also an issue. Cannot always schedule ahead. Is there are different solution / model that would work?</p> <p>There was some concern about burdening drivers with requests.</p> <p>It was suggested that volunteer drivers consider this part of their volunteer services.</p> |
| <b>ACTION</b>           | <p>Corporate Secretary to send communication to remind islanders of the tractor policy and tractor availability.</p> <p>Trustees to review options to improve usage and manage the asset (such as, the policy, review the process, get more volunteers, improve awareness).</p>  |
| <b>MONIQUE JOUBARNE</b> | <p><b>Overview on Backflow Preventer Installations:</b></p> <p>In 2008 the CRD passed Bylaw Capital Regional District Cross Connection Control Bylaw 1, in 2008. The purpose is to “Protect the Public Drinking Water System from Cross Connections and Provide Continuing Cross Connection Control”. The backflow preventer installation project is to address these requirements.</p> <p>28 properties have been completed. Mostly done in 2016. Mostly done with islander resources using backflow preventers bought a number of years ago.</p> <p>Monique proposed a working group be put together to look into completing this work. This team would look at:</p>   |

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|                | <ul style="list-style-type: none"> <li>• Capture what needs to be done</li> <li>• Prioritize the work to be done</li> <li>• Determine whether we have the right valves (have standards changed?),</li> <li>• Identify options for installation (certified plumber for insurance reasons, owner or hired resources for the digging, etc.)</li> </ul> <p>From the Floor: Why is this required? Is it the owner’s responsibility?</p> <p>Discussion: About 2 feet on each side of the meter must be dug out. This is mostly hand digging because it is around the lines. Experience has been that it takes a couple of hours to several hours depending on home service and the ground conditions (rocks). Some properties may find that additional work may be required to meet code.</p> <p>The backflow preventers are needed to protect the main supply from water from properties. Although initial focus was on properties that were higher than the mains, it is required for other properties.</p> |
| <b>ACTION:</b> | Trustees to look at putting a working committee together for the backflow preventer project.  |

**NEXT MEETING**

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| <b>SCHEDULE NEXT MEETING</b> | Zoom meeting, April 6 at 7:00 PM |
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**CLOSING MOTION**

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| <b>ADJOURNMENT</b> | <p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 8:48</p> <p>The Chair thanked all attendees.</p> |
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Minutes submitted: \_\_\_\_\_  
 Corporate Secretary

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

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