

**PIERS ISLAND IMPROVEMENT DISTRICT**

**BOARD OF TRUSTEES MEETING**

**February 6, 2024 – 7:30 PM**

**Location: In Person at the Fire Hall and via Zoom**

<b>TRUSTEES &amp; OFFICERS IN ATTENDANCE</b>	Julien Bahain, Chairperson and Trustee, Buildings and Land Improvements (B&LI); John de Jong, Trustee, Water System; Stephen Chang – Trustee, PIVFD; Velvet Warrior, Corporate Administrator; Brent Schorr, Finance Administrator
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	
<b>NUMBER OF ATTENDEES</b>	7 in person, 23 via Zoom

**OPENING MOTIONS**

<b>CALL TO ORDER</b>	<p>Chair, Julien Bahain, called the meeting to order at 7:32 PM</p> <p>PIID respectfully acknowledges the Indigenous peoples on whose traditional territories we live, work and play. Chair, Julien Bahain, also acknowledged that Saturday September 30th it will be National Day for Truth and Reconciliation. An opportunity for each and everyone of us to reflect on what we can do to learn about the significance of that day.</p> <p>The Corporate Administrator recorded the meeting for accuracy.</p>
<b>APPROVAL OF AGENDA</b>	<p>Copies of the Agenda were distributed electronically. The agenda was amended to add:</p> <ul style="list-style-type: none"><li>• Incoming Correspondence:<ul style="list-style-type: none"><li>• Letter regarding EV Charging Project from Doug Turner</li></ul></li><li>• New Business:<ul style="list-style-type: none"><li>• Correspondence Policy</li><li>• Grab Bars for the Firehall Bathrooms</li></ul></li></ul>
<b>MOTION</b>	<p>It was <b>MOVED</b> and <b>SECONDED</b>, that <b><i>“the agenda be approved as amended.”</i></b></p> <p>Motion <b>CARRIED</b>.</p>
<b>ADOPTION OF PREVIOUS MINUTES</b>	<p>Copies of the minutes for the November 28, 2023 Board of Trustees Transition meeting were distributed in June and are posted on the Piers Island website.</p>
<b>MOTION</b>	<p>It was <b>MOVED</b> and <b>SECONDED</b> that, <b><i>“the minutes of the November 28, 2023 PIID Board of Trustees Transition Meeting be approved as distributed.”</i></b></p> <p>Motion <b>CARRIED</b>.</p>

**TRUSTEE & OFFICER REPORTS**

<p><b>CHAIR AND TRUSTEE BUILDINGS &amp; LAND IMPROVEMENTS JULIEN BAHAIN</b></p>	<p>The Chair and Trustee for B&amp;LI was asked if he had a report to present.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> <li>• Chair:             <ul style="list-style-type: none"> <li>• A message reaffirming Trustees and Officers to commitment to conduct our business upholding the principles of good governance and with utmost respect for our governance framework, ensuring that every decision reflects the best interests of our community, and encouraging everyone to attend meetings, participate in the process, get involved in committees, and call your Trustees or Officers when you have questions or concerns to get a full picture of issues at hand.</li> </ul> </li> <li>• Infrastructure:             <ul style="list-style-type: none"> <li>• The dry hydrant at the south reservoir was repaired and the new box was installed. Thanks Bob Crooks and Gerry Kristianson for all the work.</li> <li>• The pedestrian gate in the Compound is not functioning properly so is not currently locked. The maintenance provider has been contacted and will be attending the issue as soon possible.</li> <li>• The ramp gate locking system was modified without any discussion with the PIID. The locking mechanism upside down exposes the padlock to the elements which will create more issues going forward (potential rust and water ingress).</li> </ul> </li> </ul> <p>Refer to the B&amp;LI Trustee report for details  <a href="https://www.piersisland.ca/uploads/3/1/9/6/31961209/bli_trustee_report_-_24-02-06.pdf">             (https://www.piersisland.ca/uploads/3/1/9/6/31961209/bli_trustee_report_-_24-02-06.pdf)           </a>.</p> <p>The report was accepted as presented.</p>
<p><b>TRUSTEE PIVFD STEVE CHANG</b></p>	<p>The Trustee for PIVFD was asked if he had a report to present.</p> <p>Here are the highlights of the report:</p> <ul style="list-style-type: none"> <li>• The service of our fire fighters and fire responders is enormously appreciated:             <ul style="list-style-type: none"> <li>• The department has responded to a number of callouts and incidents. One very serious medical incident was successfully handled by a large number of firefighter and first responder members, in coordination with BC ambulance service.</li> <li>• Firefighters were trained and tested in several new skills, including electrical safety, forcible building entry, and chimney fire fighting techniques.</li> <li>• First responders have taken on several new areas of responsibility, including training in overdose response, blood pressure monitoring, and pelvic fracture treatment.</li> </ul> </li> <li>• Our new AED unit has now been placed into service.</li> </ul> <p>Refer to the PIVFD Trustee report for more details on the above items and other topics</p>

<p><b>ACTION</b></p>	<p>(<a href="https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report_-_23-02-06.pdf">https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report - 23-02-06.pdf</a> ).</p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> <li>• There was a request from the audience to have signage in the Fire Hall indicating where the AED is. This led to discussion about how to access the AED that is kept in the ambulance cart and whether an additional AED could be purchased instead.</li> </ul> <p>B&amp;LI Trustee to reach out to Sandy Brunham to discuss options.</p> <p>The report was accepted as presented.</p>
<p><b>TRUSTEE WATER SYSTEM JOHN DE JONG</b></p>	<p>The Trustee for the Water System was asked if he had a report to present. The report covers November 28, 2023 to February 6, 2024.</p> <p>Here are the highlights of the report:</p> <ul style="list-style-type: none"> <li>• Thank you to our Water Manager, Gary Cooney, and the dedicated members of the water team that continue to ensure the delivery clean drinking water through the maintenance of our water infrastructure, solid testing regime, quick response to minor emergency situations, and ongoing planning to maintain and enhance our infrastructure and response to emergencies.</li> <li>• The chlorination system upgrade components covered by bylaw #138 were received. Installation will be scheduled.</li> <li>• Two curb stops (i.e., PIID property valves) and one Tee connector were replaced. Thank you to all the volunteers that helped with this work.</li> <li>• During the cold weather spell:             <ul style="list-style-type: none"> <li>• The water team managed pump house 1 and pump house 2 during the freezing temperatures.</li> <li>• Two air releases valves blew out so the water running to them was turned off. These will be repaired in the near future.</li> </ul> </li> <li>• One leak due to freezing was found and responded to. Another reported by a property owner.</li> </ul> <p>Refer to the Water System Trustee report for more details on the above items and other topics (<a href="https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report_-_23-02-06.pdf">https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report - 23-02-06.pdf</a> ).</p> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> <li>• If not reported by property owners, finding and responding to leaks involves the water team checking every meter to determine where abnormal level of water is running. The two leaks were suspected to have only existed for a few days to 2 weeks each and accounted for approximately 175,000 IG. To provide context for these numbers, for 2022-2023 meter reading (Oct 2023), for full-time residents, our highest consumption was 118,000 IG and our lowest was 14,000 IG. It is important to ensure that water is shut off using the property water valve when the</li> </ul>

	<p>property is not in use and for all properties to check their meter periodically.</p> <p>The report was accepted as presented.</p>
<p><b>FINANCIAL ADMIN BRENT SCHORR</b></p>	<p>The Financial 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>• Managed Opt-In process             <ul style="list-style-type: none"> <li>• 20 have opted in so far.</li> </ul> </li> <li>• Engaged in annual audit</li> <li>• Drafted bylaw #142</li> <li>• Processed monthly payables and receivables.</li> </ul> <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> <li>• A reminder/invitation email will be sent out monthly until the end of April. The notices go out in May.</li> <li>• In addition to the possible delivery benefits for the property owner, the email option reduces effort and costs for the PIID.</li> <li>• Reminder that the taxes will be due at the end of June.</li> </ul> <p>The report was accepted as presented.</p>
<p><b>CORPORATE ADMINISTRATOR VELVET WARRIOR</b></p>	<p>The Corporate Administrator was asked if she had a report to present.</p> <p>The Corporate Administrator Report is as follows:</p> <ul style="list-style-type: none"> <li>• Waiting for the Corporate Credit Card to update software licenses for the corporate laptop.</li> <li>• Have been dealing with email delivery issues with Shaw for over a week. This affects 27 islanders and has resulted in 27 failure messages for each email sent from any of the piersisland.ca accounts and the need to resend from personal email. <i>It is noted that this issue was resolved shortly after the meeting.</i></li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>

**CORRESPONDENCE**

<p><b>CHAIR JULIEN BAHAIN</b></p>	<p>List of incoming and outgoing communications:</p> <ul style="list-style-type: none"> <li>• Incoming:             <ul style="list-style-type: none"> <li>• Email from Burke Stancill and group - related to Tractor Rates                 <ul style="list-style-type: none"> <li>• Chair, Julien Bahain, reached out to Burke Stancill to discuss the email and rates, and added that these rates will be reviewed before the Schedule of Fees Bylaw is updated for 2025.</li> <li>• The Emergency Program pointed out that it has been paying for some of the fuel each year (about half), usually 50% more than budgeted so the rest out of its operating funds. This should not subsidize tractor use for individuals so full fuel costs should be</li> </ul> </li> </ul> </li> </ul>
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<p><b>ACTION</b></p>	<p>allocated for this purpose. Furthermore, the Area Emergency Program Lead has indicated that the CRD may not support fuel in the budget going forward.</p> <ul style="list-style-type: none"> <li>• Email from Bob and Maureen Crooks – related to budget presentation             <ul style="list-style-type: none"> <li>• Chair, Julien Bahain, thanked Maureen for the email and agreed that this would be useful to provide with the budget for islander consideration and understanding. After the November 28, 2023 PIID Trustee meeting, a Budget Notes document was distributed with the minutes (<a href="https://www.piersisland.ca/uploads/3/1/9/6/31961209/piid_2024_budget_notes.pdf">https://www.piersisland.ca/uploads/3/1/9/6/31961209/piid_2024_budget_notes.pdf</a>). A Budget comparison for 2023 and 2024 is included with these minutes for reference.</li> </ul> </li> <li>• Ministry approval of Bylaw #141 Piers Island Parking Compound Regulation</li> <li>• Marine Coalition fighting the Dock Management Plan             <ul style="list-style-type: none"> <li>• Although this is not a PIID specific issue, the Trustees will review the information to understand if joining the coalition as an entity is appropriate.</li> <li>• Because it may be of interest and importance to islanders the information initially provided to the Trustees (Waterfront Protection Coalition paper), as well as other related material and links provided by islanders will be posted on the Piers Island website on the PIID Projects page (<a href="https://www.piersisland.ca/piid-projects.html">https://www.piersisland.ca/piid-projects.html</a>). Included will be the letter from Gerry Kristianson on the topic was missed in the correspondence (<a href="https://www.piersisland.ca/uploads/3/1/9/6/31961209/gerry_kristianson_letter_on_dock_management_plan.pdf">https://www.piersisland.ca/uploads/3/1/9/6/31961209/gerry_kristianson_letter_on_dock_management_plan.pdf</a>) and a link to the Coast Reporter website which was also suggested for context.</li> <li>• For more information on the Waterfront Protection Coalition visit their website (<a href="https://waterfrontprotection.org/">https://waterfrontprotection.org/</a>).</li> </ul> </li> <li>• Email regarding “Improvement District access to funding”             <ul style="list-style-type: none"> <li>• This is an invitation for all BC Improvement Districts to join together to be better heard by the Provincial Government on funding for Improvement Districts by contacting your MLA with highlights of your capital infrastructure needs.</li> <li>• This may be of interest to the PIID. Improvement Districts are currently not eligible for Infrastructure related grants and low rate loans that municipalities and regional districts are (as a financial incentive for Improvement Districts to dissolve and become part of to regional district service areas and municipal jurisdiction ... see section 6.4.2 of the Improvement District Policy Statement ... <a href="https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/improvement_district_governance_policy.pdf">https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/improvement_district_governance_policy.pdf</a>).</li> </ul> </li> </ul> <p>The Trustees will review and consider joining this group of about 200 Improvement Districts in advocating for opening the funding opens by contacting our local MLA.</p> <ul style="list-style-type: none"> <li>• Letter from Doug Turner regarding EV Charging Project</li> </ul>
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	<ul style="list-style-type: none"> <li>• Chair, Julien Bahain, has contacted Doug Turner to discuss his letter and confirmed that the report was not provided to the Trustees for decision..</li> <li>• Refer to the EV Business Plan Report item in On-going Business.</li> <li>• Outgoing:             <ul style="list-style-type: none"> <li>• Email to the ministry submitting Bylaws #138, #139, and #140 for filing and Bylaw #141 for registration and approval.</li> </ul> </li> </ul>
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**ON-GOING / UNFINISHED BUSINESS**

<p><b>TRUSTEE BUILDING &amp; LAND IMPROVEMENTS</b> <b>JULIEN BAHAIN</b></p>	<p><b>EV Business Plan Report</b></p> <p>Based on questions and discussions at the November 28, 2023 PIID Trustee Meeting, the EV Business Plan Report was updated to clarify the committee recommendations. From the report:</p> <p>The EV Committee recommends that:</p> <ol style="list-style-type: none"> <li>a) Bylaw 141 continue to be used as an interim solution until demand for EV charging exceeds the limitations set out in the bylaw;</li> <li>b) Option 3 – Energy Management System be used for planning purposes with implementation to be evaluated and determined when demand exceeds Bylaw 141;</li> <li>c) Given the substantial cost that the PIID is facing for these capital upgrades, PIID explore starting to accumulate funds for the purpose of funding these upgrades. A project of this size will require much deeper community engagement and consultation; and</li> <li>d) Further detailed planning be completed to ensure appropriateness of the solution as technology.</li> </ol> <p>A “tracked changes” version of the basic report was distributed with the meeting agenda. A full version of the updated report is available on the Piers Island website through a link on the PIID projects page (<a href="https://www.piersisland.ca/piid-projects.html">https://www.piersisland.ca/piid-projects.html</a> ).</p> <p>This item will be removed from ongoing business.</p>
<p><b>CHAIR</b> <b>JULIEN BAHAIN</b></p>	<p><b>Corporate Secretary Replacement</b></p> <p>The Trustees are pleased to announce that Cara Hogan accepted the position of Corporate Administrator (see Corporate Secretary role title change item in New Business) effective March 1, 2024. We will be in good hands with Cara taking on this role. Velvet Warrior will work with Cara to ensure there is a smooth transition.</p> <p>The Trustees would like to thank Velvet Warrior for all the work and contribution she has made to the PIID in her role over the past 3 years. As a token of our appreciation, she received a gift card for the Fox &amp; Monocle.</p>
<p><b>TRUSTEE WATER SYSTEM</b> <b>JOHN DE JONG</b></p>	<p><b>Water Chlorination System</b></p> <p>As stated in the Water Report, the new chlorination system components (Controller and Total Chlorine, Free Chlorine and PH sensors) were received and will be scheduled for installation in the near future. These upgrades will provide</p>

	<p>more accurate data to assist the water team in managing the chlorination and support future planning as required.</p> <p>There was a question from the floor regarding how long the installation will take. The installation is done prior to disconnecting the old system by assembling the controller and sensor on a board and sliding it all together with only the final connection required at the end. It is expected that installation will take place over a day with minimal disruption to service.</p>
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**BUSINESS ARISING / NEW BUSINESS**

<p><b>CHAIR</b> <b>JULIEN BAHAIN</b></p>	<p><b>Corporate Secretary Position Title Change</b></p> <p>The Trustees would like to change the Corporate Secretary Officer position title to Corporate Administrator to better reflect the scope of the work performed by this officer. There is a mixture of references to both titles in the documentation and there is no requirement to use a specific title for this role. The email address will change to reflect and all references in the documentation will need to be updated to reflect the change.</p>
<p><b>Action</b></p>	<p>Corporate Administrator, Velvet Warrior, will:</p> <ul style="list-style-type: none"> <li>• Update the Email descriptive name associated with the email address to reflect this change (the email address has already been changed).</li> <li>• Update the website.</li> <li>• Contact all organizations that will be impacted by this change.</li> <li>• Update all documentation that can be done and identify any document updates that require Trustee action.</li> </ul>
<p><b>MOTION</b></p>	<p><b>Bylaw #142 – Piers Island Taxation Bylaw 2024</b></p> <p>A bylaw is needed each year to allow taxation. The 2024 taxation is covered by Bylaw #142.</p> <p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the bylaw 142 cited as the Taxation Bylaw 2024 be read and considered.”</i></p> <p>Bylaw #142 was read aloud by the Secretary. The floor was opened to discussion.</p> <p>There were questions regarding the amount of increase this represents, the reason for the increase, and why not even dollar amount.</p> <ul style="list-style-type: none"> <li>• The increase is from \$1,252 to \$1,566.42 representing a total change of \$314.42.</li> <li>• The Budget Notes distributed after the November 28, 2023 meeting provided the reasoning for the determined budgets and changes.</li> <li>• As stated in the Budget Notes, \$151,52 is associated with the New Capital Asset levy to cover potential new projects such as future infrastructure projects (e.g., compound upgrades, new assets) or a direct line to the water tower (which were used to provide a basis for determining a value to support future planning). The remaining increase of \$162.90 is associated with Operations. There was no increase for Capital Asset Replacement.</li> </ul>

<p><b>MOTION</b></p>	<ul style="list-style-type: none"> <li>The formulas used to calculate Capital Asset Replacement and New Capital Asset amounts when divided by the number of properties ends up with cent precision.</li> </ul> <p>Motion <b>CARRIED</b>.</p> <p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the bylaw 142 cited as the Taxation Bylaw 2024 be read and approved.”</i></p> <p>Bylaw #142 was again read aloud by the Administrator. The floor was opened to discussion. No further discussion so vote was conducted.</p> <p>Motion <b>CARRIED</b>.</p> <p><b>Improvement District Credit Card</b></p> <p>The PIID has applied for a Corporate Credit Card. As an Improvement District a credit card to cover larger expenditures and for subscriptions would be make it easier for financial tracking and reduce the burden on individuals using their own credit cards, submitting expenses, and waiting for reimbursement.</p> <p>The floor was opened to discussion.</p> <p>This will be a no cost / no benefit credit card through Coast Capital.</p> <p><b>AGM Planning</b></p> <p>It is time to start planning for the AGM and new Trustee nominations. No date selected yet.</p> <p>The floor was opened to discussion.</p> <p>There was a request to consider choosing a date that works for a large number of property owners and to consider having PIID and PIA meetings close together to help facilitate a large audience. Bringing people together is beneficial to the community. Although choosing a long weekend may make it easier for more islanders it may also impact family plans for others. The longer the notice of the meeting the easier it is for islanders to plan to accommodate the date.</p>
<p><b>ACTION</b></p>	<p>Chair, Julien Bahain, will reach out to the PIA to discuss potential dates and appetite for keeping the meetings on the same weekend.</p>
<p><b>ACTION</b></p>	<p>Corporate Administrator, Velvet Warrior, will reach out to the community to see if a Nomination Committee can be formed.</p> <p><b>Strategic Planning</b></p> <p>The Trustees are seeking interest from the community in a more formal Strategic Planning process. This is not something that the Trustees are currently planning to take on themselves. It would require people to volunteer to create the process. The Trustees welcome feedback on this idea and interest in being part of the process.</p> <p><b>Correspondence Policy</b></p> <p>The Trustees are looking into creating a Correspondence Policy. The ministry was approached and there is no specific guidance on whether correspondence should be included as part of the agenda package or distributed but the ministry did suggest looking at other local government correspondence policies</p>



<b>ACTION</b>	<p>and provided a link as an example. A policy would need to consider privacy requirements as well.</p> <p>Chair, Julien Bahain, will create an initial draft for Trustee consideration.</p> <p>The floor was opened to discussion.</p> <p>Gerry Kristianson had hoped that the letter sent to the Trustees regarding the Dock Management Plan. A correspondence policy would be for the PIID business but if information is not meant specifically for the PIID, the community email should be used. However, there should be some guidelines on what the community email should be used for as well.</p> <p><b>Grab Bars for the Fire Hall Washrooms</b></p> <p>The PIID was approached to consider adding grab bars to the firehall washrooms as the toilets are quite low creating a problem for some islanders. The Trustees are in agreement that this should be investigated.</p> <p>The floor was opened to discussion.</p> <p>A suggestion was made to consider replacing the older toilets (1991 vintage) with higher, low flow option instead of or as well as the grab bars. Trustee, Steve Chang, suggests going with both for safety reasons and would be willing to install them.</p>
<b>ACTION</b>	<p>Trustees will investigate costs to do this replacement.</p>

**NEXT MEETING**

<b>SCHEDULE NEXT MEETING</b>	<p>The next PIID Board of Trustee meeting will be on <b>May 8, 2024, at 7:30 pm</b> in-person and via Zoom.</p>
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**CLOSING MOTION**

<b>ADJOURNMENT</b>	<p>The meeting adjourned at 9:31 PM</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted: \_\_\_\_\_  
 Corporate Administrator

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

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