

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

January 31, 2023 – 7:00 PM

Location: via Zoom

TRUSTEES & OFFICERS IN ATTENDANCE	Monique Joubarne, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; John de Jong, PIVFD Trustee; Velvet Warrior, Secretary.
TRUSTEES & OFFICERS ABSENT	Brent Schorr, Finance Administrator
NUMBER OF ATTENDEES	13 via Zoom

OPENING MOTIONS

CALL TO ORDER	Chair, Monique Joubarne, called the meeting to order at 7:02 PM PIID respectfully acknowledge the Indigenous peoples on whose traditional territories we live and work. The secretary recorded the meeting for accuracy.
APPROVAL OF AGENDA MOTION	Copies of the Agenda were distributed electronically. It was MOVED and SECONDED , that <i>“the Agenda be approved as distributed.”</i> Motion CARRIED .
ADOPTION OF PREVIOUS MINUTES MOTION	Copies of the minutes for the December 6, 2022 Board of Trustees meeting were distributed in October and are posted on the Piers Island website. It was MOVED and SECONDED that, <i>“the minutes of the December 6, 2022 PIID Trustee Board Meeting be approved as distributed.”</i> Motion CARRIED .

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">• Nordic Fence will be working on Compound Ramp Gate at some point before the spring.• New lighting control system is being installed at the Firehall. Lights will be controlled via sensor. Huge thank you to Bruce Mallory for donating time and equipment.• The Road Committee met with Owen Page on January 3rd, 2023 to tour the road, discuss short term and long term strategies as well as discuss options to remediate bank erosion across #70.
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	<ul style="list-style-type: none"> • EV Report is being drafted and will be presented to the Trustees for consideration at a future meeting <p>Refer to the B&LI Trustee report for details (https://www.piersisland.ca/uploads/3/1/9/6/31961209/bli_trustee_report_-_23-01-31.pdf).</p> <p>The Water Trustee mentioned that BC Hydro was on island marking trees for cutting/trimming with blue paint and it would be good to check if any of the trees on the eroded bank were identified.</p> <p>The report was accepted as presented.</p>
<p>PIVFD TRUSTEE JOHN DE JONG</p>	<p>The PIVFD Trustee was asked if he had a report to present. The report covers October through November.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> • Operations: <ul style="list-style-type: none"> ○ The PIVFD responded to medical, environmental, and law enforcement call outs during December and January. ○ The cold, snowy weather saw the PIVFD plow the roads, shovel the hall apron, clear off all the standpipe bases and chain up the tires on all emergency vehicles in preparation in the event of a fire or medical emergency. ○ The high tides caused some localized flooding, but the roads were kept open and passable and with the assistance of PIEP and many islanders, sandbagging kept the flood waters at bay. ○ Welcome new members: Marni Friesen and Mike Harris. ○ Captain Hall covered and ran training while Chief Cruise was away in January. • Piers Island was one of the first communities in the province to join FireSmart and has been certified as a Community every year since 2016. FireSmart board member, Ann Bell has stepped down as a board member and Carol Fevang has stepped up to replace her. A great debt of thanks is due to Ann Bell for her many years of service. • We are awaiting official documentation (expected by February 17) regarding the status of our application for a \$30,000 equipment grant from the UBCM. • Thank you to Chief Cruise and the fire department for their excellent work <p>Refer to the PIVFD Trustee report for more details on the above items and other topics (https://www.piersisland.ca/uploads/3/1/9/6/31961209/fire_trustee_report_-_23-01-31.pdf).</p> <p>The report was accepted as presented.</p>
<p>WATER TRUSTEE MONIQUE JOUBARNE</p>	<p>The Water 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"> • Operations: <ul style="list-style-type: none"> ○ Gary Cooney managed the cold weather tasks through our recent events. ○ Documentation update including Emergency procedures is ongoing and expected to be completed by spring. Gary Cooney and Cara Hogan are leading this supported by Velvet. ○ Thank you to the Water Team and all those on the island that pitch in to help when needed. • Improvements: <ul style="list-style-type: none"> ○ Water Mixer: <ul style="list-style-type: none"> ▪ Gretario questionnaire was completed and submitted for review. Thank you, Philippa White and other team members, for completing this document. ▪ Gretario Service Manager has forwarded the document to their contracted engineers for review. He commented that by the testing results and flow of water 24/7 through the chlorine system is sufficient and he did not recommend a mixer at this time. ○ Chain link fence: <ul style="list-style-type: none"> ▪ Further discussion of a chain link fence around the water tower is deferred until the PIA has made a decision on land use in that area. • New Water Chief / Supervisor position <ul style="list-style-type: none"> ○ The job description and Terms of Reference has been completed and reviewed. The position will be posted in February for all islanders to view. ○ Whether you worked on the Water Team in years past or are current, please consider this important position. <p>Refer to the Water Trustee report for more details (https://www.piersisland.ca/uploads/3/1/9/6/31961209/water_trustee_report - 23-01-31.pdf).</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCIAL ADMIN MONIQUE JOUBARNE FOR BRENT SCHORR</p>	<p>Chair, Monique Joubarne, read the Financial Administrator report.</p> <p>The Finance Administrator report is as follows:</p> <ul style="list-style-type: none"> • 2022 year end activities • Preparations for annual audit scheduled to be complete early May 2023 • Process monthly payables and receivables <p>The report was accepted as presented.</p>
<p>CORPORATE SECRETARY VELVET WARRIOR</p>	<p>The Corporate Secretary was asked if she had a report to present.</p> <p>The Corporate Secretary Report is as follows:</p> <ul style="list-style-type: none"> • Administration

	<ul style="list-style-type: none"> ○ Completed, submitted and posted the three Bylaws approved at the December 6 Board of Trustee meeting (https://www.piersisland.ca/piidbylaws.html) ○ Received a number of Land Title changes. Updated contact lists accordingly and send a Welcome Package to new owners of #39, to Michelle Truax and Samuel Mckeown. ○ Received the annual report templates that need to be sent to the Ministry after the AGM. ● Other <ul style="list-style-type: none"> ○ Internet Connection at the Firehall <ul style="list-style-type: none"> ▪ There are two service connections, one paid for by the Emergency Program (for emergency services) and one by the PIID (for the Library and public use). ▪ Although existing services have been restored, the quality of the lines on the island are becoming a problem (should issues happen again) and the max download speeds possible are low (3-6 Mbps). ▪ Investigating Smart Hub options along with Cell Boosters to enable cell service in the firehall (becoming increasing important for emergency services). A proposal will be submitted to the Emergency Program and the PIID once ready. ○ Heat Pump for Fire Hall <ul style="list-style-type: none"> ▪ As Corporate Secretary, supported my role as Emergency Community Coordinator, to get/create drawings for the heat pump assessment for the Firehall. We are hoping that we can find grants from the Emergency Program to support the installation of a heat pump for the Training Room portion of the building. We are awaiting recommendations and estimates for a couple of different options. We should consider getting the Firehall plans scanned in for easier access and use. ○ Local Government requirements for Data Storage and Email <ul style="list-style-type: none"> ▪ To support the Water Team electronic procedures and results availability, investigating current requirements such as server locations (i.e., must be in Canada or not) and options to use Cloud tools such as Google Drive. <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
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CORRESPONDENCE

<p>CHAIR MONIQUE JOUBARNE</p>	<p>List of incoming and outgoing communications:</p> <ul style="list-style-type: none"> ● Incoming: <ul style="list-style-type: none"> ○ Land Title Transfer for 39 McKenzie Cres and other Title updates
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<p>ACTION</p>	<p>This committee could also be useful for the New Water Chief position and other key roles that require a commitment and an interview process such as Secretary, Finance Admin and Fire Chief.</p> <p>The floor was opened to discuss.</p> <p>There was a lot of support for striking this committee.</p> <p>Trustees to complete Terms of Reference for a Nomination Committee and aim to have it distributed to the island by the end February.</p>
<p>ACTION</p>	<p>Corporate Secretary will look through available documentation to see if anything already exists that can be used by the Trustees for the Terms of Reference.</p>
<p>PIVFD TRUSTEE JOHN DE JONG</p>	<p>Salt Spring Island Local Trust Committee special tax requisition</p> <p>As requested by and with input from some islanders, the Trustees have written a letter regarding the Salt Spring Island Special Tax Levy to be submitted to the Salt Spring Island Local Trust Committee</p> <p>PIVFD Trustee, John De Jong, took the lead on this. John provided an overview of the contents of the letter and highlighted areas of concern expressed by Piers Islanders. (see final version here ... https://www.piersisland.ca/uploads/3/1/9/6/31961209/letter_to_salt_spring_islands_trust_for_proposed_water_levy_-_2023.pdf).</p> <p>The B&LI Trustee suggested that the letter be sent to all Islands Trust Trustees, applicable CRD Directors, and our MLA.</p> <p>The discussion was opened to the floor.</p> <p>The Salt Spring Island Trust levy's mandate is that the levy proceeds fund the cost of collecting and distributing watershed information only as it relates to Salt Spring Island. Any activities the SS Group initiates is exclusively for Salt Spring Island. Additionally, the persons running the program funded by the levy are prohibited from leading or initiating any projects.</p> <p>There was general support for the letter expressed. In response to questions about having funds returned to Piers Island for our reservoirs, John advised that this was not possible as the levy mandate does not include any of the 34 islands in the Salt Spring Island Trust even though we are required to pay into levy.</p> <p>The letter will be distributed to islanders for information and possible input to individual responses.</p>

NEXT MEETING

<p>SCHEDULE NEXT MEETING</p>	<p>Next Board of Trustee meeting April 4, 2023 at 7:30 pm planned to offer in-person and via Zoom.</p>
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CLOSING MOTION

ADJOURNMENT	The meeting adjourned at 8:08 PM The Chair thanked all attendees.
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Minutes submitted: _____
Corporate Secretary

Minutes approved: _____
Chair / Presiding Officer

Date: _____