

**PIERS ISLAND IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES TRANSITION MEETING**

**July 17, 2016**

**Location: Piers Island Fire Hall**

<b>TRUSTEES &amp; OFFICERS ATTENDING</b>	Trustees: Maureen Crooks, Lenny Green, Tony Kaul, Greg Miller Brent Schorr - Finance Administrator; Sharon Stewart - Corporate Secretary
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	None
<b>NUMBER OF ATTENDEES</b>	4

**Just prior to the meeting being convened, Bryce Young provided information in regard to the Southern Gulf Island Harbours Commission. He advised that the engineering studies for the reconfiguration of the Piers Island dock will be reviewed at the next meeting of the Harbours Commission, and that it is his expectation that there will be funding for the implementation of the recommendations next year.**

<b>CALL TO ORDER</b>	The Corporate Secretary called the meeting to order at 1:00 p.m., welcomed attendees, advised the meeting was being recorded, and explained that she would be presiding over the meeting until the trustees elected their new Chairperson.
<b>ELECTION OF CHAIRPERSON</b>	The Corporate Secretary asked for a motion to appoint a Chairperson.  <b>It was MOVED AND SECONDED,</b> <b><i>"that Maureen Crooks be appointed as Chairperson for the coming year."</i></b>  The vote was unanimous and the motion was <b>CARRIED</b> .  The meeting was then turned over to the newly elected Chairperson.
<b>APPROVAL OF AGENDA</b>	Copies of the Agenda were offered to attendees.  <b>It was MOVED AND SECONDED,</b> <b><i>"that the Agenda be approved as distributed."</i></b>  Changes to the agenda were proposed as follows: <ul style="list-style-type: none"> <li>• To remove item 6(b) from Correspondence and include this discussion as 7(c) "First Responder Training Agreement with the City of Nanaimo".</li> <li>• Add Item 7(d) "First Responder Consent Agreement with BC Emergency Health Services".</li> </ul> <b>It was then MOVED AND SECONDED,</b> <b><i>"that the Agenda be approved as amended." CARRIED.</i></b>
<b>ADOPTION OF MINUTES</b>	<b>It was MOVED AND SECONDED,</b> <b><i>"that the minutes of the June 26, 2016 PIID Annual General Meeting be approved as distributed."</i></b>  The Chair noted that one suggested revision to the draft minutes was received as resident feedback to reword the 'Point of Order' section. The revised wording was considered and adopted by the trustees.  The Chair asked if there were any further revisions required and hearing none, the motion was <b>CARRIED</b> .



## BUSINESS ARISING/NEW BUSINESS

<p><b>ASSIGNMENT OF PORTFOLIOS</b></p>	<p>The Chair acknowledged that this meeting marked the end of Lenny Green's 3-year trustee term and thanked him on behalf of the community and the Board of Trustees for his service and for managing the Dolphin Road parking compound for the last three years. Lenny received a round of applause from the attendees.</p>
<p><b>FIRE TRUSTEE</b></p>	<p>The Chair called for nominations for appointment of Fire Trustee and one nomination was received.</p> <p><b>It was Moved and Seconded "that Greg Miller be appointed Fire Trustee"</b> Following Greg's acceptance of the nomination, the motion was unanimously <b>CARRIED</b>.</p> <p>The Chair congratulated Greg on his appointment.</p>
<p><b>BUILDINGS &amp; LAND IMPROVEMENTS TRUSTEE</b></p>	<p>The Chair explained that in addition to the Dolphin Road parking compound, this portfolio has been expanded to incorporate additional infrastructure responsibility for the fire halls, upper and lower reservoirs, boat ramps, and all PIID involvement in the community's 911 emergency system equipment.</p> <p>The Chair called for nominations for appointment of the Buildings and Land Improvements Trustee and one nomination was received.</p> <p><b>It was Moved and Seconded "that Tony Kaul be appointed Buildings and Land Improvements Trustee"</b> Following Tony's acceptance of the nomination, the motion was unanimously <b>CARRIED</b>.</p> <p>The Chair congratulated Tony on his appointment.</p>
<p><b>WATER TRUSTEE</b></p>	<p>The Chair called for nominations for appointment of Water Trustee and one nomination was received.</p> <p><b>It was Moved and Seconded "that Maureen Crooks be appointed Water Trustee"</b> Following Maureen's acceptance of the nomination, the motion was unanimously <b>CARRIED</b>.</p> <p>The Water Trustee was congratulated on her appointment.</p>

## CORRESPONDENCE

<p><b>SEASPAN INITIATIVE, DOLPHIN ROAD PARKING COMPOUND</b></p>	<p>The Chair invited the Buildings and Land Improvements Trustee to report any new information in regard to the Seaspan interest in the Piers Island parking compound property.</p> <p>Tony Kaul reported that he had met with the Terminal Maintenance Supervisor for Seaspan Ferries Corporation. The Seaspan representative walked Tony through their development plans and possibilities to expand their facility to accommodate increased traffic when their new boats begin to service that terminal. He also mentioned that Seaspan remains cognizant that BC Ferries has the right to expropriate their properties in the future should they require more space as ferry traffic loads increase, and that possibility would be factored into Seaspan's future development plans.</p> <p>Seaspan has had several meetings with North Saanich and according to Seaspan, North Saanich appears to be keen on expansion provided that a new public boat ramp is part of the development. They have drawn up plans to develop the two lots that they have for trailer storage and a new boat ramp for public use and a rough sketch of this plan was provided to attendees.</p>
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	<p>The trustee advised that the dream that we had of simply switching our compound for a bigger, newer compound across the street with few complications is not a reality given this municipal requirement for a public ramp.</p> <p>He stated that ultimately, if North Saanich persists in the idea of having a public boat launch right next to a ferry terminal, which would be a bad idea, then Piers Island would be better off maintaining our current compound and exclusive access to the ocean.</p> <p>The trustee concluded by saying that nothing is really in play at the moment; it is all conjecture at this point.</p> <p>The next steps are for the trustee to meet with BC Ferries and North Saanich to see if any of this is real and what the actual appetite for development is.</p> <p><b>It was Moved and Seconded "that the minutes show a record of this discussion"</b>  General discussion followed including encouragement that in the best interests of Piers Island, the PIID follow up with North Saanich independently of Seaspan to secure as much information in regard to this development initiative as possible.</p> <p>At the conclusion of discussion, the motion was <b>CARRIED</b>.</p>
<p><b>FIRE UNDERWRITERS' SURVEY REQUEST FOR INFORMATION</b></p>	<p>The Chair invited the Buildings and Land Improvements trustee to report on the status of correspondence received from the Fire Underwriters' Survey.</p> <p>The trustee explained that an email had been received from an FUS technician requesting information on any changes that had been made to fire hydrant location data, parcel data, and civic address data points within the community. The email appears to be a general request for updating our data base with anything that would affect fire protection capability or needs. Since there have been no changes to hydrant installations or the number of residences, the trustee committed to respond to the technician that the situation is status quo.</p> <p><b>It was Moved and Seconded "that the minutes show a record of this discussion"</b>  In the following general discussion, it was clarified that in 2014 FUS received and acknowledged information on the non-pressurized hydrant at the lower reservoir.</p> <p>At the conclusion of discussion, the motion was <b>CARRIED</b>.</p>
<p><b>INSTALLATION OF BACKFLOW PREVENTERS</b></p>	<p>The Water Trustee advised that the water department is prepared to proceed with a budgeted work project to install backflow prevention valves on the five high properties that have not yet had the installations done. The objective is to protect the island's water distribution system supply from potential contamination from cross connection hazards and this first phase comprises the properties that pose the highest risk for backflow contamination should there ever be an incident that causes negative pressure in the water main.</p> <p>Owners of the affected properties are being given notice to ensure their plumbing systems meet National Plumbing code regulations relative to cross connection protection because the new valve installation will create closed systems. Two of the seven services were done voluntarily last year with no negative results reported.</p> <p>It was noted that this initiative has been budgeted for several years and monies carried forward from 2015 will be used to complete this work.</p> <p><b>It was Moved and Seconded "that the project work proceed as planned"</b>  In the following general discussion, it was noted that the notice is intended to alert owners to ensure they are protected by having code compliant plumbing systems before the devices are installed, and that the improvement district is not responsible for costs that might need to be incurred by owners to upgrade or remediate their plumbing to code.</p> <p>At the conclusion of discussion, the motion was <b>CARRIED</b>.</p>



## BYLAWS

<p><b>BYLAW NO. 115, "PIERS ISLAND PARKING COMPOUND REGULATION BYLAW"</b></p>	<p>The Chair noted that subsequent to the May 14<sup>th</sup> Board Meeting, at which an amended version of Bylaw #115 was passed by the trustees, the trustees were advised by the Ministry that the original parking compound bylaw #105 was never registered in 2009 so was never put into force. Therefore, the District must begin again by passing an original regulatory bylaw which will be legally enacted only after the Inspector completes registration. To achieve this the trustees passed a new Bylaw #115 with Schedule 1 after first rescinding the previous version.</p> <p><b><u>Rescind Bylaw No. 115 passed by the Trustees on May 14<sup>th</sup>, 2016.</u></b>  <b>It was Moved and Seconded "that all readings of Bylaw No. 115 be rescinded."</b>  The motion was <b>CARRIED.</b></p> <p><b><u>Pass Bylaw No. 115</u></b>  <b>It was Moved and Seconded "that the bylaw cited as Bylaw No. 115, Piers Island Parking Compound Regulation Bylaw, be introduced and given first reading."</b>  The Bylaw was read aloud by the Corporate Secretary.  The motion was <b>CARRIED.</b></p> <p><b>It was Moved and Seconded "that the bylaw cited as Bylaw No. 115, Piers Island Parking Compound Regulation Bylaw, be reconsidered and adopted."</b>  The motion was opened for discussion and the Chair noted that no feedback had been received from residents on the draft bylaw. Hearing no further discussion, the motion was <b>CARRIED.</b></p>
<p><b>BYLAW NO. 117, "FIRE SERVICES LEVEL OF SERVICE AMENDING BYLAW"</b></p>	<p>The Chair noted that the trustees passed "Bylaw No.117, Fire Services Amending Bylaw" on May 14, 2016, but upon its submission to the ministry for registration, the ministry requested that changes be made to the format, that an additional reference clause (Section 10) be included, and that the bylaw include an additional clause to repeal Bylaw #89.</p> <p>To accomplish this the trustees rescinded the previous version of Bylaw No. 117 and passed the above noted bylaw.</p> <p><b><u>Rescind Bylaw No. 117 passed by the Trustees on May 14<sup>th</sup>, 2016.</u></b>  <b>It was Moved and Seconded "that all readings of Bylaw No. 117 be rescinded."</b>  The motion was <b>CARRIED.</b></p> <p><b><u>Pass Bylaw No. 117</u></b>  <b>It was Moved and Seconded "that the bylaw cited as Bylaw No. 117, Fire Services Level of Service Amending Bylaw, be introduced and given first reading."</b>  The Bylaw was read aloud by the Corporate Secretary.  The motion was <b>CARRIED.</b></p> <p><b>It was Moved and Seconded "that the bylaw cited as Bylaw No. 117, Fire Services Level of Service Amending Bylaw, be reconsidered and adopted."</b>  The motion was opened for discussion and the Chair noted that one item of feedback had been received from residents on the draft bylaw but that after consideration of the suggested wording and the Fire Chief's response, the trustees proposed to let the wording stand unchanged.</p> <p>Hearing no further discussion, the motion was <b>CARRIED.</b></p>
<p><b>FIRST RESPONDER TRAINING AGREEMENT WITH THE CITY OF NANAIMO</b></p>	<p>The Chair noted that the trustees received an email from Gerry Kristianson, Medical Response Director, on July 5, 2016, which included a sample First Responder Training Agreement that the City of Nanaimo has developed for the Vancouver Island Emergency Response Academy (VIERA). The contract agreement serves to grant a license allowing local government fire department employees who are qualified Instructor/Evaluators to use the First Responder Course Materials to deliver the First Responder training course to other employees of the local government fire department.</p>



	<p>The contract has been prepared because VIERA has been required by the Emergency Medical Assistants Licensing Branch to have a signed agreement with each third party provider who will provide that training. All agreements entered into by the Improvement District must be done by bylaw so the Chair advised that the trustees must decide whether they wish to enter into this agreement, and if so proceed to request a personalized agreement for execution and prepare a bylaw to that effect. She noted that the Fire Chief and the Medical Response Director recommend the agreement be entered into.</p> <p><b>It was Moved and Seconded "that the trustees resolve to enter into a First Responder Training Agreement with the City of Nanaimo, and proceed to request a contract from the City of Nanaimo for that purpose."</b></p> <p>In open discussion, the Chair requested and received the commitment of the Medical Response Director to follow up with the City of Nanaimo as required.</p> <p>Following discussion, the motion was <b>CARRIED</b>.</p>
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<p><b>FIRST RESPONDER CONSENT AGREEMENT WITH BC EMERGENCY HEALTH SERVICES</b></p>	<p>The Chair confirmed that the trustees had previously received draft versions of both a new Collaboration Agreement and a Consent Agreement Addendum from BCEHS through Gerry Kristianson, Medical Response Director, but that neither document had been executed by the Improvement District due to changes and clarifications that were pending with both documents. At the May 14, 2016 Board Meeting the trustees requested that Gerry seek written confirmation from BCEHS that the PIVFD is licensed to administer Narcon despite not having a signed agreement with BCEHS to that effect. That confirmation was received on May 19, 2016 via email from BCEHS but the final, amended document had still not been received although its delivery was scheduled by BCEHS for later in May.</p> <p>In anticipation of this commitment by BCEHS, the Chair requested that the trustees confirm their decision to execute this agreement by bylaw once the document is received.</p> <p><b>It was Moved and Seconded "that the trustees resolve to enter into a First Responder Consent Agreement with the BC Emergency Health Services when the Consent Agreement Addendum document is provided by BCEHS."</b></p> <p>During open discussion, Gerry confirmed that the Consent Agreement Addendum document had not been received from BCEHS at meeting date.</p> <p>Following discussion, the motion was <b>CARRIED</b>.</p>
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**NEXT MEETING**

<p><b>SCHEDULE NEXT MEETING</b></p>	<p>The trustees agreed on a tentative date of September 11, 2016 for the next Board of Trustees meeting.</p>
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## CLOSING MOTIONS

### ADJOURNMENT

The Chair called for further business.

Discussion ensued regarding road work and gravel. Gerry Christianson indicated that the ministry via the contractor is still committed to delivery of road gravel but a date has not been scheduled.

Road drainage was discussed and it was noted that all road drains and culverts should probably be checked to ensure proper water flow and a plan developed for any required maintenance.

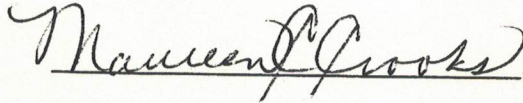
Hearing no further items of business, the trustees unanimously approved a motion to adjourn at 2:10 p.m.

Minutes submitted:



, Corporate Secretary

Approved by:



, Chair and Presiding Officer