

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

**March 29, 2017**

**Location: Piers Island Fire Hall**

<b>TRUSTEES &amp; OFFICERS ATTENDING</b>	Maureen Crooks, Chairperson and Water Trustee; Tony Kaul, Buildings & Lands Trustee; Greg Miller, Fire Trustee; Brent Schorr, Finance Administrator; Sharon Stewart, Corporate Secretary
<b>NUMBER OF ATTENDEES</b>	4

**OPENING MOTIONS**

<b>CALL TO ORDER</b>	Chairperson called the meeting to order at 7:00 p.m. and advised that the meeting was being taped for accuracy.
<b>APPROVAL OF AGENDA</b>	<p>Copies of the Agenda were distributed. The Chair asked for changes or additions to the proposed agenda.</p> <ul style="list-style-type: none"> <li>• The Chair requested that "Corporate Secretary Position" be added under New Business.</li> <li>• The Finance Administrator asked that an "Amendment to Bylaw 101 Meeting Procedures" also be added under New Business.</li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>"that the Agenda be approved as amended."</i> <b>CARRIED.</b></p>
<b>ADOPTION OF MINUTES</b>	<p>It was <b>MOVED AND SECONDED</b>, <i>"that the minutes of the February 17, 2017 Board of Trustees meeting be approved as distributed."</i></p> <p>One change was made to the minutes under the Surplus Operating Budget Funds section to indicate that the amounts were estimates.</p> <p>It was <b>MOVED AND SECONDED</b>, <i>"that the minutes of the February 17, 2017 Board of Trustees meeting be approved as amended."</i></p> <p>With no further changes the motion was <b>CARRIED.</b></p>

**UNFINISHED BUSINESS**

<b>ROAD COMMITTEE</b>	<p>The Chair noted that this issue commenced some time ago specifically related to flooding of Blackberry Lane and to a request by our Fire Chief to have the PIID trustees support his attempts to ensure the road allowance is kept clear and safe for emergency vehicles.</p> <p>Since the last meeting, the PIID sent a letter to the ministry asking for an on-site visit by their highway representatives, and a letter to the island correspondent to apprise them of PIID actions taken.</p> <p>Since then representatives of the PIID, PIA, &amp; Road Committee walked the road with ministry and road contractor representatives and discussed what action the ministry would advocate, undertake or authorize to improve the various problem areas and deal with enforcement issues.</p>
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	<p>Based on their feedback from that visit, the Road Committee Chair drafted a letter, to be sent under signature of the trustees, to the Minister of Transportation &amp; Infrastructure to urge support of a more routine and robust, but still modest program of road improvements.</p> <p>The trustees also agreed with the Road Committee, the Fire Chief and the PIA, that issues regarding the road should be directed to the PIID trustees or PIA directors rather than to the Road Committee Chair or Fire Chief; and that a consistent response would be provided by all parties as follows:</p> <ul style="list-style-type: none"> <li>• That the PIID, PIVFD, Road Committee and PIA expect and encourage the existing rules to be followed as outlined in the Memorandum of Understanding;</li> <li>• That a copy of the Memorandum of Understanding would be provided upon request to make the rules clear;</li> <li>• That if the rules are not followed and as a result road damage occurs or the safe passage of our emergency vehicles is inhibited, then the party responsible is expected to fix the damage or resolve the issue;</li> <li>• If such remediation is not forthcoming, then written notification of the offense to the Ministry may be undertaken.</li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>"that the trustees a) send a letter to the Minister that seeks government support of a more robust and routine road maintenance program, and b) work with the Fire Chief, the PIA and the Road Committee to provide a consistent approach to road enquiries and issues."</i></p> <p>The Chair opened the floor for discussion and several points were noted for the record:</p> <ul style="list-style-type: none"> <li>• The only party with authority to compel compliance of the rules regarding road use is the Ministry, however because valid rules and the process to enforce them do exist, all parties can advocate directly to the Ministry for relief from non-compliance.</li> <li>• "Road damage" will be considered by the trustees as the result of any action that inhibits the safe operation of emergency vehicles on the road.</li> <li>• The PIID, PIVFD, PIA or Road Committee do not intend to move complaints from individual residents to the ministry; instead, residents who are concerned with specific non-compliance situations will be encouraged to contact the ministry directly to advocate enforcement of the ministry's rules.</li> <li>• The trustees received and will consider a suggestion to include a reference to road use rules and personal responsibility in the Welcome Letter that is sent to new residents.</li> </ul> <p>Following lengthy discussion, the motion was <b>CARRIED</b>.</p>
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**CORRESPONDENCE**

<b>CORPORATE SECRETARY</b>	There were no items of correspondence to report.
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**TRUSTEE & OFFICER REPORTS**

<b>BUILDINGS &amp; LANDS TRUSTEE, Tony Kaul</b>	<p>The Trustee for the Buildings and Lands portfolio presented his report:</p> <ul style="list-style-type: none"> <li>• <b>Compound:</b> <ul style="list-style-type: none"> <li>○ Locks – There have been issues again with the main gate lock requiring a locksmith for repairs; alternatives are being researched.</li> <li>○ Boat trailers have been rearranged and all fit within the required parameters, however, there is no room for additional trailers. A letter will be prepared and sent to residents asking them to store their units elsewhere (e.g. on their property) rather than in the compound if they are not using them to transport their boats.</li> <li>○ A work party will occur again this summer to clean and maintain the grounds. Islanders will be notified and encouraged to participate.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Knapp Island Agreement:</b> <ul style="list-style-type: none"> <li>○ The Buildings and Lands Trustee met with the owners of Knapp Island to discuss their future use of our boat ramp and compound.</li> <li>○ Knapp Island has expressed willingness to renegotiate an agreement for intermittent use and offered a \$50 fee per use arrangement instead of an annual donation.</li> <li>○ After discussion involving trustees and attendees, the trustees asked the Trustee Responsible to prepare a letter to the owners of Knapp Island inviting them to reinstate the previous “Good Neighbour Agreement” which would include an annual donation of \$2,500 per year towards maintenance of the property.</li> <li>○ The trustees also requested that the Trustee Responsible reinforce once more with Chris Forsberg of Forsch Marine that he has permission to access the compound only when servicing property belonging to Piers Island residents, and that any use otherwise by him will result in the confiscation of his key by the Improvement District.</li> </ul> </li> <li>• <b>Barging:</b> <ul style="list-style-type: none"> <li>○ Discussion ensued regarding the more frequent use of barges and the potential for electronic scheduling in the future.</li> </ul> </li> <li>• <b>Fire Hall Furnace:</b> <ul style="list-style-type: none"> <li>○ Accolades to Barry Tate for assistance; Parts were ordered and the furnace has been repaired.</li> </ul> </li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees receive the Buildings &amp; Lands Trustee’s report as delivered.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>PIVD TRUSTEE, Greg Miller</b></p>	<p>The Trustee for the PIVFD presented his report:</p> <ul style="list-style-type: none"> <li>• <b>Replacement Ambulance and 4 x 4.</b> <ul style="list-style-type: none"> <li>○ The trustee has participated in two meetings with the First Responders to seek their input regarding replacement vehicles, and these discussions are intended to continue and to further include the other fire fighting members of the department.</li> </ul> </li> <li>• <b>Fire Hall apron progress:</b> <ul style="list-style-type: none"> <li>○ Paving company personnel have been over to assess the site and will be providing quotes for several configurations.</li> <li>○ A representative from a paving stone company has provided a very rough estimate and the PIVFD trustee will follow up for more details in regard to this option.</li> </ul> </li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees receive the PIVFD Trustee’s report as delivered.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<p><b>WATER SYSTEM TRUSTEE, Maureen Crooks</b></p>	<p>The Water Trustee presented her report:</p> <ul style="list-style-type: none"> <li>• Water quality status update - Regular monthly sampling is again underway and all results are compliant. Awaiting return of the annual metal scan and anticipating all parameters will be within acceptable standards.</li> <li>• The VIHA DWO will visit in April to conduct our annual water system inspection, accompanied by the VIHA water consultant with whom we hope to engage in discussion of our low chlorine residual issue and our water infrastructure generally.</li> <li>• The 2016 VIHA Annual Water Report and the 2016 Water System Return Report have been prepared and sent to VIHA and Forests, Lands &amp; Natural Resource Operations, respectively, as required. Copies will be posted on the water website shortly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Focus Group update – a general invitation will be sent out to islanders seeking their interest in working on this select committee to deal with the specific issues delineated in the Terms of Reference.</li> <li>• Projects: <ul style="list-style-type: none"> <li>○ Annual Flushing of the island water main has been scheduled and notice given for March 30th.</li> <li>○ Water tower area cleanup will be conducted by the Monday morning work crew and water team members. Currently, no wider participation is required.</li> <li>○ A list of water maintenance tasks will be created and volunteers will be sought to accomplish the tasks to lessen the work of the volunteer operations team.</li> <li>○ The ladder at the tower has been retrofitted by Bob Crooks to make it safer.</li> <li>○ Water system documentation completion and improvement is an outstanding task.</li> <li>○ Some of the water operators will attend the BCWWA trade show in May in Victoria. This is the largest provincial forum that gathers annually to demonstrate water infrastructure devices for both potable and wastewater systems.</li> </ul> </li> </ul> <p>The trustee ended her report by again giving notice that a new trustee will be needed in June and that the water portfolio will be reassigned at that time. Any resident who might be considering a trustee role is asked to contact the trustees.</p> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees receive the Water System Trustee’s report as delivered.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
<b>FINANCE ADMINISTRATOR, Brent Schorr</b>	<p>The Finance Administrator presented his report:</p> <ul style="list-style-type: none"> <li>• Preparation of the 2016 Financial Report is in progress and is expected as per the required timeline for submission.</li> <li>• Estimates that were provided for Surplus Operating Budget Funds at the February Board meeting are now finalized.</li> <li>• A donation was acknowledged from Mary Tucker to the PIVFD to be used specifically for the First Responder unit.</li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees receive the Finance Administrator’s report as delivered.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>

**NEW BUSINESS**

<b>AGM NOTIFICATION PROCESS</b>	<p>The Financial Administrator proposed an amendment of <i>“Meeting Procedures Bylaw No. 101”</i> specifically related to the process of giving notice of the annual general meeting (Section 8).</p> <p>The bylaw currently requires that public notice of the date, time and place be given at least 14 days in advance by mailing a notice to all landowners.</p> <p>To reduce the time and work required to mail notices to all landowners, and to acknowledge changes in how information is now disseminated, the Financial Administrator suggested that the notice be sent electronically, with hard copies only being mailed to those who do not have computer access. He advised that he had broached his proposal with the Improvement District’s ministry advisor who agreed the change could be effected by amending the District’s meeting bylaw to reflect the new process as long as it still satisfied the legislated requirements of giving notice.</p>
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	<p>Discussion ensued and concluded as follows:</p> <ul style="list-style-type: none"> <li>• The change as proposed would be phased in to be effective for the 2018 AGM.</li> <li>• For 2017, the usual process of mailing out notices via Canada Post would continue but landowners would also receive information in that package advising of the process change for 2018.</li> <li>• Landowners who wished to be exempted from the new process would be asked to make their wishes known to the Corporate Secretary to ensure they continue to receive notice by hard copy mail out.</li> <li>• The Financial Administrator would send a draft of the revised wording of Section 8 to the Ministry for approval, and such wording would then be used to pass the amended bylaw at the next Board Meeting.</li> </ul> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees direct the Finance Administrator to send a request to the Ministry to amend Bylaw 101, Section 8 and the bylaw be returned to the Trustees for adoption at the next Board Meeting.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>						
<p><b>RETIREMENT OF CORPORATE SECRETARY, SHARON STEWART</b></p>	<p>The Chair reported that the PIID Corporate Secretary had tendered her resignation after filling the role for the past 13 months. The Chair, on behalf of the Board of Trustees, thanked Sharon Stewart for her service and for being a valued member of the PIID governance team over the past year.</p> <p>It was noted that the incumbent had offered to continue in the role and to work with her replacement until that person had a good understanding and familiarity with the tasks involved.</p> <p>The Chair asked that the trustees confirm the job posting so that a new Corporate Secretary could be engaged and versed in the role in time for the annual general meeting in June.</p> <p>It was <b>MOVED AND SECONDED</b>, <i>“that the trustees post the Corporate Secretary position immediately.”</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p> <p>The Chair thanked Sharon again for her hard work and wished her well.</p>						
<p><b>2017 CAPITAL ASSET RESERVE TAX ASSESSMENT</b></p>	<p>The Chair noted that the current program to set funds aside for renewal and replacement of all existing infrastructure began in 2015 and was formulated with the intention that the annual tax assessment would be determined each year, with a major review of the plan content to be undertaken after 3 years, i.e., in 2018.</p> <p>The 2015 reserve assessment was \$450 per property which generated \$59,400 in savings.</p> <p>In 2016, the trustees reviewed the plan and agreed that it should remain unchanged except for a 2% inflationary increase. This amounted to \$10 per property for a total tax levy of \$460 per property, and generated \$60,720 in savings.</p> <p>The total reserve fund savings including the 2016 proceeds amount to \$346,571 which rests in three specific asset replacement funds as follows:</p> <table border="0" data-bbox="641 1774 1047 1864"> <tr> <td>○ Water</td> <td>\$222,022</td> </tr> <tr> <td>○ PIVFD</td> <td>\$102,848</td> </tr> <tr> <td>○ Blgs &amp; Lands</td> <td>\$ 21,701</td> </tr> </table>	○ Water	\$222,022	○ PIVFD	\$102,848	○ Blgs & Lands	\$ 21,701
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	<p>For setting the 2017 capital asset replacement reserve tax assessment, the trustees considered whether major changes in the inventory were necessary at this time, and what amount would reflect cost increases due to inflation.</p> <p>No substantive changes were foreseen that would impact the overall numbers so an increase to again reflect inflation was the only consideration deemed necessary. Based on inflation rate information, the trustees set the 2017 rate at 2%, which will equate to an increase of \$10 (rounded) per property. In total, this will amount to \$470 per property and will generate \$62,040 in asset replacement savings in 2017.</p> <p>The trustees also discussed how to prorate the collections among the three reserve funds and made a decision to continue the practice that has been used since 2015, i.e., to direct a premium of \$50 plus escalation to the fire department reserve to prevent deficit positions in this portfolio that would otherwise begin in 2020 if vehicle expenditures to replace emergency vehicles occur as planned.</p> <p>It was <b>MOVED AND SECONDED</b>, <i>"that the trustees approve \$470 as the 2017 tax assessment for renewal and replacement of existing capital assets, and that the \$62,040 in taxes generated by this tax levy be prorated to the three reserve funds as was done in 2016."</i></p> <p>With no further discussion, the motion was <b>CARRIED</b>.</p>
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**NEXT MEETING**

<b>SCHEDULE NEXT BOARD MEETING</b>	Tentatively scheduled for Wednesday, May 10, 2017 at 7:00 p.m.
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**CLOSING MOTIONS**

<b>ADJOURNMENT</b>	The Chair called for further business, and hearing none, the trustees approved a motion to adjourn at 8:25 p.m.
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Minutes Nancy Trojer, submitted., Corporate Secretary

Approved by: Maurice Brooks, Chairperson and Presiding Officer