

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

**May 14, 2016
Piers Island Fire Hall**

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| TRUSTEES & OFFICERS ATTENDING | Maureen Crooks, Chairperson and Water Trustee; Lenny Green, Building & Land Improvements Trustee; Tony Kaul, Fire Trustee; Brent Schorr, Finance Administrator; Sharon Stewart, Corporate Secretary |
| INVITEES | Fire Chief Steve Cruise |
| NUMBER OF ATTENDEES | 3 |

OPENING MOTIONS

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| CALL TO ORDER | Maureen Crooks, Chairperson, called the meeting to order at 1:00 p.m., welcomed guests and advised that the meeting was being recorded. |
| ADOPTION OF MINUTES | It was MOVED AND SECONDED, "that the minutes of the February 28th Board of Trustees meeting be approved as distributed." CARRIED |
| APPROVAL OF AGENDA | It was MOVED AND SECONDED, "that the Agenda be approved as posted." By general consent "Fire Smart Interim Financing" was added to New Business. It was MOVED AND SECONDED, "that the agenda be approved as amended." CARRIED. |

CORRESPONDENCE

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| COLLABORATION AGREEMENT FROM BC EMERGENCY HEALTH SERVICES (BCEHS) | <p>PIID trustees discussed an email received from Gerry Kristianson on March 5, 2016. The email included a copy of the new Collaboration Agreement from BCEHS that is intended to replace our current contractual agreement with the Province regarding emergency response services on Piers Island.</p> <p>Implementation of the new Agreement results from a number of changes that have been made in how the program is rolled out under the Emergency Health Services Act (BC), and specifically includes a new service that BCEHS wishes to widely authorize to local first response units to administer Naloxone injections for opioid overdose.</p> <p>The Piers Island First Responders have now undergone the required training to administer Naloxone and the required endorsements to their licenses are expected imminently. However, due to questions that remain unanswered by BCEHS on both the new document and an interim amendment to the existing contract, the trustees have not yet endorsed nor received written confirmation that our First Responders are authorized to administer the drug.</p> <p>To the trustees' expressed concern that no written authorization yet exists between PIID and BCEHS, Gerry Kristianson, as the designated contact with BCEHS, offered to follow up on the medical transport issue question and to also ensure we are approved to deliver the injections so there are no liability issues.</p> <p>It was MOVED AND SECONDED, "that the Trustees, through G. Kristianson, request written confirmation of the authority required to implement the Naloxone initiative". CARRIED.</p> |
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| <p>OTHER CORRESPONDENCE</p> | <p>A question was asked if there was any update regarding SEASPAN's proposal.</p> <p>Lenny Green indicated that the first of Seaspan's four new vessels will arrive in October, however, there has been no written action to, or by trustees with respect to moving the PIID boat launch and parking area.</p> <p>In the following discussion, the trustees reported that a representative from SEASPAN had initiated several verbal contacts with the parking compound trustee to explore the possibility of exchanging our parking compound for the two lots immediately east of Barnacle Road. The Seaspan contact was advised that any formal proposal to swap our lot would have to be discussed with the residents in public forums, and that our AGM is upcoming at the end of June. Since then, no formal proposal has been received by the Improvement District from Seaspan so the trustees report there is nothing formative to bring forward to the community for discussion at this time.</p> <p>Accordingly, by general consent the trustees wished to reflect the conversation by way of the following motion:</p> <p>It was MOVED AND SECONDED, <i>"That the minutes reflect that there have been only verbal discussions, but nothing in writing, to the Seaspan initiative to date."</i> CARRIED.</p> <p>In an incidental note to the Seaspan topic, the trustees did suggest, however, that the approach by Seaspan has triggered a separate concern that likely warrants some research. That is whether it would be prudent to transfer legal ownership of the parking compound property from the Improvement District to the PIA. Given that the Province's clearly stated policy is to gradually dissolve improvement districts, it is feasible that at some future date, the Piers Island Improvement District would convert to a service area of the Capital Regional District at which time all PIID assets would transfer to the regional district. In that situation, if title for the property was held by the PIA instead of the PIID, fee simple ownership of the property would not be lost to the residents.</p> |
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NEW BUSINESS

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| <p>BYLAW #115 REGULATIONS FOR USE OF THE PIERS ISLAND PARKING COMPOUND, AMENDING BYLAW</p> | <p>The Chairperson explained, that to enact this version of Bylaw #115 as currently intended, a subsequent bylaw, Bylaw #116 previously processed at the February 28, 2016 Board Meeting, must be rescinded in full, and the preceding version of Bylaw #115 must be reopened and changed, thus precluding the need for Bylaw #116. It was also noted that no feedback had been received from residents that required consideration or change by the trustees to the proposed Schedule 2.</p> <p><u>Rescind Bylaw #116</u> It was MOVED AND SECONDED, <i>"That all readings of Bylaw #116 be rescinded."</i> CARRIED.</p> <p><u>Rescind 2nd Reading of Previous, unregistered Bylaw #115</u> It was MOVED AND SECONDED, <i>"That the second reading of Bylaw 115 be rescinded."</i> CARRIED.</p> <p><u>Amend and Pass Bylaw #115 and Schedule 2</u> It was MOVED AND SECONDED, <i>"That the date of the bylaw's 2nd reading be changed from August 16, 2015 to May 14, 2016."</i> CARRIED..</p> |
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| | <p>It was MOVED AND SECONDED, “That the bylaw cited as Bylaw #115, Regulations for Use of the Piers Island Parking Compound, Amending Bylaw, be reconsidered and adopted.”</p> <p>Besides the amendment to the 2nd reading date, the Chairperson explained that because there have been a number of changes made to Schedule 2, the Corporate Secretary would read aloud Schedule 2 in its entirety so further amendments could be addressed if necessary.</p> <p>A question was raised as to current compliance with parking lot requirements and conditions. Lenny Green confirmed that there are ongoing issues pertaining to trailers and indicated that he will be sending out notification regarding the annual clean-up day and subsequent to that date, the regulations will be enforced.</p> <p>A question was raised about the reason for removing the cash fine from previous wordings. Explanation was provided that an Improvement District can impose penalties for bylaw violations, but cash fines can only be imposed by the courts through a summary conviction under the Offence Act.</p> <p>A comment was made that the wording under Commercial Use is still not ideal but it was generally agreed that as better, substitute wording could not be suggested, the wording would remain unchanged.</p> <p>Following discussion, the motion was CARRIED.</p> |
| <p>BYLAW #116 TAXATION BYLAW, 2016</p> | <p>The trustees explained that the 2016 taxation bylaw is again comprised of two components.</p> <ul style="list-style-type: none"> • The Operating Budget was passed on December 12, 2015, for \$600.00 per property, unchanged from the 2015 Operating Budget. • The trustees have now reviewed the Capital Asset Maintenance Plan, specifically the Replacement Plan component, with members of the Task Force, and mutually agreed that the only change necessary in regard to the reserve fund levy is a \$10.00 increase to address inflationary changes over the 2014 cost base that was used to establish the 2015 reserve fund levy. <p>Work is continuing to separate and define preventative maintenance expenses and a capital expenditure upgrade component for future year's budgeting exercises, but for 2016, monetary requirements can be covered within the Operating Budget as provided, and the internally restricted sustaining funds if need be.</p> <p>It was MOVED AND SECONDED, “That the bylaw cited as Bylaw # 116, Taxation Bylaw, 2016 be introduced and read for the first time.”</p> <p>Bylaw #116 was read aloud by the Corporate Secretary.</p> <p>The motion was CARRIED.</p> <p>It was MOVED AND SECONDED, “That the bylaw cited as Bylaw #116, Taxation Bylaw, 2016, be reconsidered and adopted.”</p> <p>A question from the floor enquired as to whether there are any outstanding 2015 taxes. The Finance Administrator informed that there are, and the usual steps are being taken to collect.</p> <p>Following discussion, the motion was CARRIED.</p> |

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| <p>BYLAW #117 FIRE SERVICES AMENDING BYLAW</p> | <p>The Chairperson introduced the Fire Services Level Bylaw by reporting that under Fire Chief, Steve Cruise, the Piers Island Volunteer Fire Department embarked almost a year ago on an extensive training regime to meet the new regulations from the Office of the Fire Commissioner for ensuring that all fire fighters meet certain minimum training competencies relevant to the fire service level provided by the department to the community.</p> <p>A very important stipulation of the new regulations is that the sponsoring agency, or Authority Having Jurisdiction, in our case, the Improvement District, must determine and formally declare by policy or bylaw, which of three service levels will comprise fire protection for the community. Once declared, this service level determines the minimum training competencies that must be achieved and the rigorous documentation and record keeping requirements that must demonstrate that achievement.</p> <p>The Chair, on behalf of the trustees, acknowledged the amazing education, training and communication efforts of our Chief and his first Officer, Pauline Olesen, and the resident fire fighters who have endeavoured to achieve the required skills and competencies for the Exterior Operations Level of Service, and advised that the trustees were hereby very pleased to introduce and enact Bylaw #117 in support of those efforts.</p> <p>It was MOVED and SECONDED, "That Bylaw #117, Fire Service Amending Bylaw, be introduced and read for the first time."</p> <p>Bylaw #117 was then read aloud by the Corporate Secretary.</p> <p>Following the reading, the motion was CARRIED.</p> <p>It was MOVED and SECONDED, "That the bylaw cited as Bylaw #117, Fire Service Amending Bylaw be reconsidered and adopted."</p> <p>The Floor was opened for discussion: Fire Chief, Steve Cruise clarified that this is the lowest level of training standard requirements that can be met, but a higher level can be declared in the future if that becomes possible.</p> <p>Further discussion and a suggestion from the floor that the wording of the opening paragraph of Clause #2(7) was too restrictive resulted in an amendment to remove the words "that are described as:" and replace them with the word, "including:"</p> <p>It was MOVED and SECONDED, "That the bylaw cited as Bylaw #117, Fire Service Amending Bylaw be reconsidered and adopted as amended." CARRIED.</p> <p>The Chairperson, on behalf of all trustees, thanked the Fire Chief and all members of the Piers Island Fire Department for their dedication and ongoing service to the community.</p> |
| <p>FIRE SMART INTERIM FINANCING</p> | <p>The Chairperson explained that the group of residents who initiated the application for the Fire Smart grant have been successful and have secured a one-time grant from the Union of BC Municipalities to promote Fire Smart. The grant will provide up to \$10,000 of funds to be used before December 31st, 2016, for projects related to making the community resistant to the catastrophes that wildfire can cause. The Capital Regional District has applied for and received the grant for Piers Island and will assist the Improvement District in administering the grant funds.</p> <p>Previously the PIID agreed to manage the financial accounting of any grant monies received and it has now become apparent that an interim financing strategy is necessary in order to cover expenses between now and year-end. At that time, expenses will be submitted and reimbursed up to the \$10,000 limit.</p> |

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| | <p>Our Finance Administrator has communicated with the ministry's finance advisor who has recommended that cash on hand funds be used for the interim purchases. To meet accounting and auditing requirements, the trustees requested a motion to authorize this recommended expenditure strategy.</p> <p><i>It was MOVED and SECONDED, "That the Improvement District provide interim funding for the Fire Smart project from the general surplus that is not set aside for any contingent purpose and then have UBCM/CRD reimburse PIID upon project completion." CARRIED.</i></p> <p>The Chairperson, on behalf of the trustees, thanked Steve Cruise, Pauline Olesen, Larry Day and Gisele Dallaire for their persistent and intense efforts to secure this grant for the island, and expressed the hope that this important initiative will increase everyone's focus on fire smarting our community.</p> |
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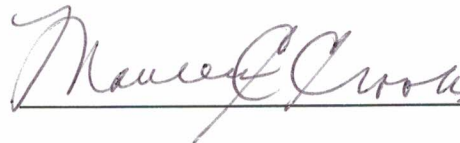
CLOSING MOTIONS

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| NEXT MEETING | By general consent, the trustees will not schedule another regular Board Meeting of the trustees until after the Annual General Meeting of June 26 th . |
| ADJOURNMENT | The Chairperson called for further business, and hearing none, the trustees approved a motion to adjourn at 2:18 p.m. |

Minutes submitted:


 _____, Corporate Secretary

Approved by:


 _____, Chairperson and Presiding Officer