

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

**November 23, 2021 – 7:30 PM**

**Location: Via Zoom**

	Julien Bahain, Chairperson and Buildings and Land Improvements Trustee; Monique Joubarne, Water Trustee; Doug Turner, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary.
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	0
<b>NUMBER OF ATTENDEES</b>	54

**OPENING MOTIONS**

<b>CALL TO ORDER</b>	Chair, Julien Bahain, called the meeting to order at 7:30 PM The secretary recorded the meeting for accuracy.
<b>APPROVAL OF AGENDA</b>	Copies of the Agenda were distributed electronically. It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the Agenda be approved as distributed.”</i> Motion <b>CARRIED</b> .
<b>MOTION</b>	
<b>ADOPTION OF PREVIOUS MINUTES</b>	It was <b>MOVED</b> and <b>SECONDED</b> , <i>“the minutes of the September 14, 2021 PIID Annual General Meeting be approved as distributed.”</i> Motion <b>CARRIED</b> .

**TRUSTEE & OFFICER REPORTS**

<b>BUILDING &amp; LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</b>	<p>The B&amp;LI Trustee was asked if he had a report to present.</p> <ul style="list-style-type: none"> <li>• Worked with the Compound Committee to review AGM feedback and additional input resulting in the AGM Compound Options recommendations and document.</li> <li>• Compiled the formal document history which was included in the meeting agenda package.</li> <li>• Working with the company to address reflector issues affecting gate opening mechanism (reflector fogs and gives signal to open in error).</li> <li>• As a result of the heavy rains, have been keeping in close contact with the ministry and on island resources to keep this road which is critical to our emergency services accessible. Although the road has not been closed it is important to continue to be mindful of the road conditions.</li> </ul> <p>The floor was opened to discussion.</p>
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	<p>An islander enquired as to whether the Ministry of Transportation and Infrastructure would be providing road base/gravel to address the damage from the recent heavy rains. It was reported that at this time, there have been no arrangements for additional gravel delivery. Existing gravel supplies along with some tractor work by the Monday Morning crew will be used to do some minor repairs to the road (e.g., potholes).</p> <p>The report was accepted as presented.</p>
<p><b>PIVFD TRUSTEE DOUG TURNER</b></p>	<p>The PIVFD Trustee was asked if he had a report to present.</p> <p>The PIVFD Trustee Report is attached.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> <li>• Once again, the annual Fire Department Pancake Breakfast was cancelled due to COVID.</li> <li>• The Fire Department continued to focused on competency requirements in the BC Fire Service Minimum Training Standards "Playbook"             <ul style="list-style-type: none"> <li>○ October was Safety and Communications, and Electrical Safety. Barry Tate provided answers to questions related to Electrical Safety.</li> <li>○ November focus is on Fire Behaviour / Fire Dynamics</li> </ul> </li> <li>• PIVFD took full advantage of the Junk Run and cleared out items from the main firehall, as well as, help out with all of the organizing and collection work.</li> <li>• PIVFD hosted the Piers Island flu clinic that was offered through Shoreline Medical. Dr. Michal Pawlik, his wife Ming and the PIVFD First Responder crew provided vaccinations to 62 islanders.</li> <li>• FireSmart Weekend was Nov 13 and 14. PIVFD assisted Islanders in getting their properties ready for winter, chipping and hauling material.</li> <li>• For CO Awareness month, PIVFD members will be providing literature and a limited supply of CO detectors at an attractive price.</li> <li>• Special thanks to Sidney Tire for the excellent service provided during the replacement of the new tires for our tractor.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p><b>WATER TRUSTEE MONIQUE JOUBARNE</b></p>	<p>The Water System 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"> <li>• The water team continues to be busy with on-going regular duties and services. The water testing reports continue be excellent.</li> <li>• System binders have been completed and put in both pump houses. These binders cover the operating and emergency procedures</li> <li>• Annual meter reading was completed. This involves 4 island teams reading island meters and coordination with North Saanich to read the meter at the vault on the North Saanich side. This year's reading was</li> </ul>

	<p>led by Philippa and assisted by team members Ming, Garth, Cam, Gary P, Velvet and Monique.</p> <ul style="list-style-type: none"> <li>○ This year’s reading showed an increase in 1,076,486 IG representing a 32.5% increase over the previous year. 97% of this increase is due to usage associated with properties and 3% increase is associated with unmetered PIID sources.</li> <li>○ A number of properties with consumption considerably than the prior few years were contacted. Some leaks were identified through this process and about 500,000 IG can be attributes to identified leaks. In some cases, increased usage due to more people or added gardens.</li> <li>○ On the PIID side, with the commissioning of the new tank, there were a number of fills/refills. A leak in a property service connection has also been identified.</li> </ul> <ul style="list-style-type: none"> <li>● Maintenance and Support:             <ul style="list-style-type: none"> <li>○ The Pressure Reducing Valve in Pump House 1 (over 40 years old) and a couple of other aging pieces will be replaced. A qualified plumber will be hired.</li> <li>○ The Chlorination system in Pump House 2 was serviced by Ander assisted by contracted specialist.</li> <li>○ In addition to one leaking curb stop, there is a curb stop that is being shared between two properties. This is not an approved practices. This would have been part of the initial installation when the two properties were owned by same party. Since installation work has been done again since, it would be appreciated if anyone with knowledge of this installation and what is required to change it would contact the Water Trustee.</li> </ul> </li> <li>● Wood Stave Tank wood - All of the creosote beams and yellow cedar were sold to Islanders. Thank you to everyone that made a purchase. We look forward to receiving pictures of your projects.</li> </ul> <p>The floor was opened to discussion.</p> <p>An islander inquired about how much money was collected for wood. Brent reported \$3,380.</p> <p>The report was accepted as presented.</p>
<p><b>FINANCIAL ADMIN BRENT SCHORR</b></p>	<p>The Finance 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>● Processed annual water bills</li> <li>● Drafted 2022 PIID budget</li> <li>● Responded to CRA for GST rebate audit 7/1/2020 – 12/31/2020</li> <li>● Monthly payable and receivables             <ul style="list-style-type: none"> <li>○ PIID statements will be sent out to all properties with amounts owing at the end of the month to reduce receivables before end of year The floor was opened to discussion.</li> </ul> </li> </ul> <p>The floor was opened to discussion.</p>

	<p>The report was accepted as presented.</p>
<p><b>CORPORATE SECRETARY VELVET WARRIOR</b></p>	<p>The Corporate Secretary was asked if he had a report to present.</p> <p>The Corporate Secretary Report is as follows:</p> <ul style="list-style-type: none"> <li>• 3 Properties have transferred ownership since Sept 14. Welcome to:             <ul style="list-style-type: none"> <li>○ 30 McKenzie Crescent - Joel &amp; Ella Ringma</li> <li>○ 109 McKenzie Crescent – Bruce &amp; Charlene Mallory</li> <li>○ 9 McKenzie Crescent – Chad &amp; Monika Wherry</li> <li>○ Electronic welcome packages have been sent to each. We look forward to meeting them.</li> </ul> </li> <li>• Caught up on 4-5 years of data entry and analysis of Water Consumption numbers including Pump house #1 daily readings and North Saanich bills</li> <li>• Spent some time, trying to add Water documents but more work is needed. We may need to think about storage volume.</li> <li>• Reviewed PIID Bylaws and created a summary:             <ul style="list-style-type: none"> <li>○ In response to several comments regarding posted bylaws that are not active, I have done an initial review to identify active and inactive bylaws, which bylaws (amend or repeal another or are amended by or repealed by another), which portfolio the bylaw is associated (needs to be reviewed again), which are annual versus enacted until otherwise repealed (more needs to be done on the financial related ones), etc.</li> <li>○ How best to present this on the piers island website will be discussed under new business.</li> </ul> </li> <li>• Pauline requested that PIID consider adding the notice for requiring a road permit and the road permit instructions on the website instead of just in email. She added a message regarding the permit requirement to the Home page. We have had some discussions regarding adding a road page. She has now added a page under Governance that requires content. This will be discussed further under new business.</li> <li>• Responded to a number of requests for information regarding the compound bylaw history and EV Charging. Most of the information should be available was either attached to this meeting agenda or is available in the minutes and financial reports on the piers island website. If additional information is needed for requests, as identified in the Freedom of Information Act, the PIID will have to discuss and identify costs for this effort.</li> </ul> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>

**CORRESPONDENCE**

<p><b>JULIEN BAHAIN</b></p>	<p>The following correspondence was received. If requested, copies of some of these were included in the agenda package:</p> <ul style="list-style-type: none"> <li>• Compound Project related:</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Pauline Oleson’s email</li> <li>○ Mike Siska’s email</li> <li>○ Patti L-L and Barry Tate’s letter</li> <li>○ EV Charging specific:             <ul style="list-style-type: none"> <li>▪ Abby Brook’s email</li> <li>▪ John Hall and Kerry Keat’s letter</li> <li>▪ Bruce Mallory email</li> </ul> </li> <li>● Abby Brooks' email regarding Inclusive Firehall Signage</li> </ul> <p>The compound related correspondences will be discussed / addressed in the On-going Business Bylaw 133 item.</p> <p>Inclusive Firehall Signage will be discussed under New Business.</p>
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**ON-GOING / UNFINISHED BUSINESS**

<p><b>JULIEN BAHAIN</b></p>	<p><b>Piers Island Official Community Plan (Islands Trust Project – Piers Island Bill 27 OCP Update):</b></p> <ul style="list-style-type: none"> <li>● This item will be removed from the agenda going forward.</li> <li>● Islands Trust is currently proposing a new Bylaw 493 amending Bylaw 51 in order to bring the Piers Island Official Community Plan into conformity with Section 473(3) of the Local Government Act by providing targets, policies and actions to reduce greenhouse gas emissions.</li> <li>● This is not directly a PIID (or PIA) responsibility. The PIID can be a focal point for community feedback if and when Islands Trust engagement happens with the Piers Island community.</li> </ul> <p><b>Referral of Islands Trust Policy Statement – Draft Bylaw No. 183:</b></p> <ul style="list-style-type: none"> <li>● This item will be removed from the agenda going forward.</li> <li>● Again, this is not directly a PIID (or PIA) responsibility. PIID offered to collect community responses to the Islands Trust call for feedback and their request to have community feedback come through a single entity.</li> <li>● Islander concerns are mainly around proposed changes to approval / acceptance of seawalls, docks. (Added) There are also some broader changes that could affect the island more generally. More community engagement has been promised by Islands Trust.</li> </ul> <p><b>First Nations Acknowledgement:</b></p> <ul style="list-style-type: none"> <li>● Three different options were proposed: one from Isabel which was discussed with Adam Oleson, one from Linda Vandenburg who has recognized expertise with local Indigenous groups, and the one used by the PIA which is from the BC Assessment website.</li> <li>● The Trustees have decided to use the same one as is being used by the PIA for consistency and also, because it is simple and generally inclusive. Going forward, PIID meetings will start with:</li> </ul>
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"We respectfully acknowledge the indigenous peoples on whose traditional territories we live and work"

**Compound Boat Ramp Gate:**

- The current boat ramp gate needs to be fixed or upgraded. Fixes will likely only short term. A Mechanical system with code similar to what is used for the Pedestrian gate is being looked at. A quote for \$5800 has been received (manual opening system)
- Although not on the agenda, the current electronic vehicle gate is having an issue with the reflector system used to detect a vehicle for automatic opening on exit. The reflector is fogging up. In the short term, please wipe off the reflector if you see the gate opening without a vehicle in front. A more permanent solution is to replace the reflector system with an electronic system. The quote for this "repair" is \$1700. As a repair, the Trustee proposes using the sustainment funds to cover this cost.

**Boat Rack Clean Up:**

- After several communications and various other efforts to identify owners of, plus lack of payment for a number of years for and questionable shape of, a few items on the boat racks were deemed abandoned and disposed of last week. The canopy appears to be in good condition and has been advertised for sale on Used Victoria.

**Bylaw 133:**

- **AGM Follow-Up:** The Trustees walked through the Post AGM Bylaw 133 Options document. The Chair discussed the Compound Committee Recommendation and then each Trustee identified whether they agreed with or accepted that recommendation or not. The floor was opened to attendees. If based on community feedback, there was a possibility of a change in a Trustee's position, the Trustees were again asked whether they agreed with or accepted that recommendation or not.
  - **Boat Rack Fee** – There was some discussion regarding why fee for storage. The Trustees agreed with the Compound Committee. The updated fee of \$110 is reflected in the update Bylaw 133 Schedule 2.
  - **EV Charging** – The Trustees indicated that they were not in agreement with the Compound Committee's recommendation. The Compound Committee selected Option 2 over Option 1 by a 3 to 2 vote. The Trustees wanted to move forward with the EV Charging approach of up to 6 EV Chargers that was proposed in the previous version of Bylaw 133. Many islanders spoke for and against moving forward with including EV Charging in the Bylaw. All Trustees again indicated that they were in favour of proceeding with EV Charging in the Bylaw.
  - **Trailer Long Term Storage vs Short Term** – The Compound Committee recommended updating the Bylaw to limit trailer parking to short term parking only and to allow for the future

	<p>storage of boat trailers for a Trailer Co-op should Islanders come up with a viable system. The Trustees agreed with the Compound Committee recommendation.</p> <ul style="list-style-type: none"> <li>○ <b>Winter Pass Elimination / One vehicle per property / Fob vs Code</b> <ul style="list-style-type: none"> <li>▪ <b>Winter Pass Elimination / One vehicle per property</b> – There was some discussion about how a second vehicle could be accommodated. Other islander feedback was considered in the Compound Committee Options. The Trustees agreed with the Compound Committee recommendation to Proceed with current draft bylaw with one vehicle per property.</li> <li>▪ <b>FOB only versus FOB and Code</b> – There was some discussion around convenience versus security. The Trustees agreed with the Compound Committee recommendation to proceed with FOB only access.</li> </ul> </li> <li>● <b>Bylaw 133:</b> An update version of Schedule 1 for Bylaw 133 was provided to the secretary for Bylaw 133 First Reading.</li> </ul> <p>It was <b>MOVED</b> and <b>SECONDED</b>, that <i>“the bylaw cited as the Bylaw No. 133, Piers Island Parking Compound Regulation Bylaw be introduced and read for the first time.”</i></p> <p>The Secretary read aloud the Bylaw.</p> <p>The Chair opened the floor for discussion.</p> <p>Discussion focused on the added EV Charging section. Updates were made to the wording to:</p> <ul style="list-style-type: none"> <li>○ Make explicit that if in the future the charging stations are to be removed, it is at the owner’s expense.</li> <li>○ Remove restriction on reasons for the PIID to request removal of EV Charging units.</li> </ul> <p>With the changes made, it was <b>MOVED</b> and <b>SECONDED</b>, that <i>“the bylaw cited as the Bylaw No. 133, Piers Island Parking Compound Regulation Bylaw be reconsidered and adopted.”</i></p> <p>The Secretary read aloud the added and updated EV Charging Station section of the Bylaw.</p> <p>The Chair opened the floor for discussion.</p> <p>With no further discussion, the vote was conducted, and the motion was <b>CARRIED</b>.</p>
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**BUSINESS ARISING / NEW BUSINESS**

<p><b>BRENT SCHORR</b></p>	<p><b>Approval of the 2022 PIID Budget:</b></p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, that <i>“that the 2022 PIID Budget be approved as distributed.”</i></p>
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	<p>The Chair opened the floor for discussion.</p> <p>Brent’s summary:</p> <ul style="list-style-type: none"> <li>• Operations budget remains same - \$600 per property no changes to totals for Land, Fire or Water</li> <li>• Capital budget increased 8% inflation adjusted - \$567 a property, bylaw will be presented in 2022</li> <li>• Water expense and revenue equal, water consumption increased by 34.6% in 2021</li> </ul> <p>With no discussion, the vote was conducted, and the motion was <b>CARRIED</b>.</p>
<p><b>JULIEN BAHAIN</b></p>	<p><b>Inclusive Signage in Firehall:</b></p> <p>The Trustees are generally in favour of adopting more inclusive policies and signage. Although the idea of making the two bathrooms in their current configuration gender neutral and just update the signs, there was some discussion on whether the current configurations support this, or if an additional separate washroom is an option that would support gender neutral requirements but could also accommodate some of the other issues with current bathrooms (i.e., for handicapped).</p> <p>The decision was made to keep this item on the agenda. Further investigation is required to review the infrastructure and options. It would be helpful to receive a specific recommendation with supporting documentation. Abby requested that the Trustees do some of their own investigation and that she could provide some links to applicable information.</p>
<p><b>JULIEN BAHAIN</b></p>	<p><b>Road Information page</b></p> <p>Trustees support this addition. Julien and/or Gerry Kristianson will provide some information for the page. Suggested content candidates:</p> <ul style="list-style-type: none"> <li>• Background (ownership, relationship between the ministry and the PIID, maybe link to the report regarding licensing)</li> <li>• Basic Rules (Use, Responsibilities, when permits are needed,)</li> <li>• Instructions on how to obtain a permit for use</li> </ul>
<p><b>JULIEN BAHAIN</b></p>	<p><b>Bylaw Presentation Page(s):</b></p> <p>The Trustees support an update to what is displayed for Bylaws. At a minimum a separation of Active and Inactive. The Corporate Secretary suggested that there be something like:</p> <ul style="list-style-type: none"> <li>• An Overall Summary List</li> <li>• Separate Pages or Sections for Portfolios with Active and Inactive separated where applicable:             <ul style="list-style-type: none"> <li>○ General/Governance                 <ul style="list-style-type: none"> <li>▪ Active</li> <li>▪ Inactive</li> </ul> </li> <li>○ Fire Service                 <ul style="list-style-type: none"> <li>▪ Active</li> <li>▪ Inactive</li> </ul> </li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Water Service             <ul style="list-style-type: none"> <li>▪ Active</li> <li>▪ Inactive</li> </ul> </li> <li>○ Building and Lands             <ul style="list-style-type: none"> <li>▪ Active</li> <li>▪ Inactive</li> </ul> </li> <li>○ Financial             <ul style="list-style-type: none"> <li>▪ Taxation</li> <li>▪ Capital Fund                 <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> </li> <li>▪ Other</li> </ul> </li> </ul> <p>The goal is to support easy understanding and access to relevant Bylaws for Trustees and Officers generally and especially for quick transition of new Trustees, and to ensure that Islanders have access to valid information. The Secretary will submit some examples for Trustee consideration. Some review of the Financial Bylaws with the Financial Officer needs to be done before an example can be completed.</p>
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**NEXT MEETING**

<b>SCHEDULE NEXT MEETING</b>	Next Board of Trustee meeting – February 1, 2022 – 7:30 PM
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**CLOSING MOTION**

<b>ADJOURNMENT</b>	<p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 10:18 PM</p> <p>The Chair thanked all attendees.</p>
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Minutes submitted:   
 Corporate Secretary

Minutes approved:   
 Chair / Presiding Officer

Date: November 28, 2021