

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

October 4, 2022 – 7:30 PM

Location: In-Person and via Zoom

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| TRUSTEES & OFFICERS IN ATTENDANCE | Monique Joubarne, Chairperson and Water Trustee; Julien Bahain, Buildings and Land Improvements Trustee; John de Jong, PIVFD Trustee; Brent Schorr, Finance Administrator; Velvet Warrior, Secretary. |
| TRUSTEES & OFFICERS ABSENT | 0 |
| NUMBER OF ATTENDEES | 3 via Zoom; 0 In-Person |

OPENING MOTIONS

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| CALL TO ORDER | Chair, Monique Joubarne, called the meeting to order at 7:30 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 , <i>“that the Agenda be approved as distributed.”</i> Motion CARRIED . |
| ADOPTION OF PREVIOUS MINUTES MOTION MOTION | The approval of minutes for the AGM and the Transition meeting are being covered in this meeting as both meetings happened on the same day so minutes for the AGM could not be available for approval at the Transition meeting. This deferral of minutes approval was discussed with the Ministry of Municipal Affairs and it was approved as our Meeting Bylaw and the Robert’s Rule of Order do not prohibit this. It was MOVED and SECONDED , <i>“the minutes of the 2022 PIID Annual General Meeting be approved as distributed.”</i> Motion CARRIED . It was MOVED and SECONDED , <i>“the minutes of the June 25, 2022 PIID Trustee Transition Meeting be approved as distributed.”</i> Motion CARRIED . |

TRUSTEE & OFFICER REPORTS

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| 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">• Firehall Maintenance |
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| | <ul style="list-style-type: none"> ○ Septic and drains were cleaned by Drainmaster on October 1. ○ More work needed on the drain field. ○ A complete report with recommendations and next steps will be made available ● Compound Maintenance <ul style="list-style-type: none"> ○ Bill’s Home Services has been coming regularly to trim edges and remove green waste from the compound. ○ Vehicle gate – sensor failed and was replaced by Nordic Fence at no cost as system is under warranty. ○ Pedestrian gate – self closing mechanism failed, and it was decided not to replace it. ○ The wheelbarrows were replaced (many thanks to Craig Benson). If you notice a flat tire, please inform the PIID or bring a hand-pump and pump it up. ○ Reminder that the compound does not have a garbage pick up service. Whatever you bring in the compound including trash, please take it away with you. ● Capital Asset Escalation Rate <ul style="list-style-type: none"> ○ As part of the 2023 budget preparation work, research on escalation (i.e., construction inflation) was conducted to inform the Capital Asset Replacement Plan (CARP). ○ We recommend that we apply a 15% increase on our capital fund levy to keep up with construction costs increase in the 2022-23 period. ● Road Committee & Road Status <ul style="list-style-type: none"> ○ Reminder that starting November 1st, a MOTI permit is required to access the road with trucks over 5,000kg GVW. Please refer to the following link to apply for a permit: https://www.piersisland.ca/road-use.html ● EV Charging Committee <ul style="list-style-type: none"> ○ Will be discussed in Ongoing Business <p>Refer to the attached BLI Trustee report for details.</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 July through September.</p> <p>The highlights of the report are:</p> <ul style="list-style-type: none"> ● General <ul style="list-style-type: none"> ○ Training continues weekly with good attendance by the members. The PIVFD strives to meet their commitment to provide a fast and effective response to any fire emergency on Piers Island. ○ The pancake breakfast was a resounding success due to the overwhelming attendance. Many thanks to you all for the support of our fire department and community raising over \$1500 for the firefighter fund. |

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| | <ul style="list-style-type: none"> ○ The Office of the Fire Commissioner has mandated new training requirements for all BC Fire Departments as of September 28th. The PIVFD is currently evaluating the new requirements and will be working towards incorporating them into their program. Additional expenses and extra training may be expected. ○ The medical team responded to several incidents this summer with good patient outcomes in every case. ○ I wish to thank Fire Chief Cruise for his commitment to the PIVFD and that his high level of communication with the Trustees on a weekly basis is greatly appreciated. ○ Our PIVFD is first class and as Islanders, we should be proud and grateful for the dedication they, and the people who support them, provide us each and every day. <ul style="list-style-type: none"> ● Grant Application – UBCM – Resiliency Through Innovation <ul style="list-style-type: none"> ○ Fire Chief Cruise has prepared a Grant Application asking for \$30,000 from the Community Emergency Preparedness Fund to purchase equipment which will greatly enhance the PIVFD’s ability to fight fires. <p>Refer to the attached PIVFD Trustee report for more details on the above items and other topics.</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p> |
| <p>WATER TRUSTEE MONIQUE JOUBARNE</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"> ● Water team <ul style="list-style-type: none"> ○ We have numerous volunteers on the Water Team which provides the Island with excellent drinking water. ○ Water Operators - Phillipa and Katie are our Senior Certified Water Operators. Gary C. is scheduled to write the Water Operators exam in October. Cara H. continues to help out with water testing and other water duties. ○ Water System Support – Garth I. manages our generator maintenance, Ander W. leads us in managing the annual chlorination system service and air valve service, Velvet assists in all spread sheet analysis and reports. ○ Documentation – Cara I., Katie S. and Gary C. have added expertise in helping to streamline our reporting procedures from paper based to electronic technology ○ Water Consumption - Barb M., Gary C., and Monique J. share the duties at PH#1 for the reading and logging of water consumption. ○ Rick S. our newest member is keen to start helping where needed |

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| | <ul style="list-style-type: none"> • Pumphouse #2 Lean To <ul style="list-style-type: none"> ○ Thank you to Gary P. and Gerry K. for installing the HardiePlank siding on the lean to at PH#2. ○ Barry Tate is working on the lights and electrical outlet to be installed in the Lean to. ○ We hope to finish the inside of the lean to over the fall (insulate, drywall). If anyone is keen to help out, please call the Water Trustee. • A good suggestion by Rick S. was to put our Water Team Operations Playbook on our website. He believed everyone on the island would benefit from reading how our system works. This will be done shortly (https://www.piersisland.ca/piidwater.html). • Warranty Inspection by Greatario <ul style="list-style-type: none"> ○ The Service Tech completed our first warranty inspection at no cost as agreed to in the original contract. Both Magnesium Anodes were tested as well as inspecting the tank interior and exterior. The tank is currently adequately protected against corrosion and meets NACE criteria for cathodic protection of a storage tank. ○ With low water use, options are being discussed including lower tank levels and a water mixer. Details in report. • Water Survey <ul style="list-style-type: none"> ○ We recently completed a water survey to determine how many properties were experiencing strong chlorine in their water. Twenty-five residents responded. Nine respondents stated that the taste and smell varied throughout the year and they either filter their water or are considering the installation of a water filter. ○ Richard Greve at VIHA says that our water testing program is excellent, and we have great water quality. If islanders are concerned about the taste or smell they should be assured the water quality is excellent and to consider installing a charcoal filter in their system. • VIHA Water Inspection <ul style="list-style-type: none"> ○ On September 29th Richard Greve and Tim Hibbs completed their annual Water Inspection. All the findings were positive. <p>Refer to the attached Water Trustee report for more details.</p> <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p> |
| <p>FINANCIAL ADMIN BRENT SCHORR</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"> • Tax collection including follow up with islanders on overdue taxes • PIVFD fleet insurance renewal • Monthly payables and receivables <p>The floor was opened to discussion.</p> |

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| | The report was accepted as presented. |
| <p>CORPORATE SECRETARY VELVET WARRIOR</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"> • Completed the annual reports that are due to the Ministry of Municipal Affairs each year after the AGM and election of Trustees. • Continued to monitor and manage communications and contact lists. • Welcome packages were set to the new Community members: <ul style="list-style-type: none"> ○ #5 - Marni Friesen and Mike Harris ○ #19 – Alex Brydon <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p> |

CORRESPONDENCE

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| <p>CHAIR MONIQUE JOUBARNE</p> | <p>A list of incoming and outgoing communications was included in the agenda.</p> <ul style="list-style-type: none"> • Incoming <ul style="list-style-type: none"> ○ The Compound related correspondence were forwarded to the Building & Land Improvements Trustee for consideration. ○ The suggested website updates have been completed ○ Minutes approvals were deferred with ministry approval (nothing in our bylaws or in Robert’s Rule of Order prohibiting it). Minutes are reviewed and signed electronically as final draft prior to the approval meeting. This approach does not prohibit changes and updates if so needed (if there is feedback from islanders) with new signing date at the official approval meeting. Going forward, however, it will be easy to only sign after the approval meeting especially with our new e-sign capability that tracks the signing. ○ In general, the PIID cannot approve photos with islanders in them for use and signage other than at the property for sale and not approved. • Outgoing <ul style="list-style-type: none"> ○ Most of this was just generally communications to the community. ○ Other items have been covered in other points in this meeting and in the minutes. |
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ON-GOING / UNFINISHED BUSINESS

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| <p>BUILDING & LAND IMPROVEMENTS TRUSTEE JULIEN BAHAIN</p> | <p>Compound Gate Project:</p> <ul style="list-style-type: none"> • Boat Ramp gate is the only item left at this stage. <ul style="list-style-type: none"> ○ Based on previous investigation and quotes, this would have a code (e.g., padlock) and manual gate operations. Sliding would |
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| <p>MOTION</p> | <p>be more efficient and not have the issues of a levered gate. The current quote is outdated.</p> <ul style="list-style-type: none"> ○ Is it time to move forward with replacement? Fall/Winter is a better time to do the work because of the lower usage. <p>It was MOVED and SECONDED, “that the Compound Ramp Gate be replaced as planned based on an updated reasonable quote.”</p> <p>Motion CARRIED.</p> <p>EV Charging Committee Update</p> <ul style="list-style-type: none"> • Julien Bahain, Gary Peacock, and Bruce Mallory are the Committee members. • Lots of research was completed. PIID is not eligible for the grants for engineering work identified at the AGM but other options for rebates are for the actual implementation. Refer to the BLI Trustee Report for more details. • Committee recommendation is to go ahead with the \$4000 study without the grant. This study will: <ul style="list-style-type: none"> ○ Include a design option based on the parameters identified by the committee ○ Identify rebates and incentives to offset cost of infrastructure ○ Provide content to support cost estimating ○ Support the EV Charging Committee report to the Trustees |
| <p>MOTION</p> | <p>It was MOVED and SECONDED, “that the EV Charging Committee move forward with the EV Charging Study at the full cost of \$4000.”</p> <p>Motion CARRIED.</p> <ul style="list-style-type: none"> • Additional discussion on pursuing a price reduction for our electricity as we are being charged commercial rates and the engineer being used for the study pointed out that PIID lot is zoned residential, and it is residential parking. The lower costs would help with basic automated and lighting costs as well. BLI Trustee is to provide contact details to Finance Administrator so that this can be further investigated. <p>Implementation of Bylaw 133 covered:</p> <ul style="list-style-type: none"> • This is now basically completed and can be removed from the agenda going forward. <p>Inclusive Signage in Firehall:</p> <ul style="list-style-type: none"> • Signs have been installed. Thank you to Abby Brooks for taking the initiative to make this happen. |

BUSINESS ARISING / NEW BUSINESS

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| <p>CHAIR MONIQUE JOUBARNE</p> | <p>Capital Asset Replacement fund distribution</p> <ul style="list-style-type: none"> • Brent Schorr (Finance Administrator) presented that if all taxes are collected there will be \$74,844 that needs to be allocated to the capital asset replacement fund(s). The apportionment to each of the three |
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MOTION

portfolios (Fire, Water and Building/Lands) needs to be decided and approved in a motion. The current fund balances are covered in the Finance Report.

- Julien Bahain (BLI Trustee) recommended that allocation of 45% Land, 45% Water and 10% Fire be considered by the Trustees given the current balances and the projected need in the near future. The next expected major expenses are associated with the old firehall replacement/maintenance and water infrastructure.
- An alternate allocation of 40% Land, 40% Water and 20% Fire was also discussed.
- It was pointed out that EV Infrastructure would be New Capital item and not covered by the Replacement fund thus requiring net new taxes or possibly covered by sustainment funds. For the water mixer, there may be sufficient Sustainment funds to cover but the replacement fund may be applicable as the water mixer could be considered part of the water tower replacement project missed in the initial purchase (as discussed with the Ministry of Municipal Affairs).
- Heat pump for the fire hall as air conditioning only may be new capital but as a heat replacement could be from sustainment funds. Heat pump could reduce operational costs for heating. Emergency program is investigating grant possibilities as cooling centres are a high priority for the provincial emergency program.

It was **MOVED** and **SECONDED**, *“that the 2022 Capital Asset Replacement Fund be distributed to Fire, Water, and Building & Lands 45% Land, 45% Water and 10% Fire.”*

Motion **CARRIED**.

A total of \$74,277 capital asset replacement funds has been collected to date for 2022. The trustees decided to distribute the funds as outlined below:

- 45% of capital replacement funds distributed to Land = \$33424.65
 - Land Total: \$77,840.48
- 45% of capital funds distributed to Water = \$33424.65
 - Water Total: \$97,847.20
- 10% of capital funds distributed to Fire = \$7427.70
 - Fire Total: \$ 116,327.88

All funds will be invested in GICs.

Emergency Preparedness Piers Island (EPPI) project

Fire Chief Cruise has prepared a Grant Application asking for \$30,000 from the Community Emergency Preparedness Fund to purchase equipment which will greatly enhance the PIVFD’s ability to fight fires. Of primary importance is the ability to use the ocean as a limitless water source. Adaptations need to be made to our existing equipment to bring us up to a standard that can be expected in a community that is serviced by fire hydrants. As the innovations will be unique, they can be shared with many communities such as Parks Canada, Provincial Parks, and other communities similar to ours with a large water source at their doorstep but without the equipment adaptations that allow them to use this resource. Additionally, our communications system

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| MOTION | <p>needs to move from analog radios currently being used on the fire ground to digital P25 radios presently used for our Ops as required under the CREST system.</p> <p>The Grant requires PIID support and fund management.</p> <p>It was MOVED and SECONDED, <i>“that the Piers Island Improvement District approve the submission to the Community Emergency Preparedness Fund for a grant to purchase equipment for the Piers Island Volunteer Fire Department as outlined by Fire Chief Steve Cruise in the 2022 Application Form dated September 30,2022, titled ‘Resiliency Through Innovation’.”</i></p> <p>Motion CARRIED.</p> <p>A formal resolution must be submitted with the application. The resolution was presented and signed by the Trustees at the meeting. Signing the resolution is a yes vote. A copy is included with the minutes.</p> |
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NEXT MEETING

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| SCHEDULE NEXT MEETING | Next Board of Trustee meeting – December 6, 2022 – 7:30 PM |
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CLOSING MOTION

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| ADJOURNMENT | <p>The Chair asked for any further business.</p> <p>With no further business, the meeting adjourned at 8:35 PM</p> <p>The Chair thanked all attendees.</p> |
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Minutes submitted: _____
 Corporate Secretary

Minutes approved: _____
 Chair / Presiding Officer

Date: _____