

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

**October 13, 2020 – 7:30 PM**

**Location: Via Zoom**

<b>TRUSTEES &amp; OFFICERS ATTENDING</b>	Julien Bahain, Chairperson and Buildings and Land Improvements Trustee; Charlies Troger, Water Trustee; Doug Turner, PIVFD Trustee; Nancy Troger, Secretary.
<b>TRUSTEES &amp; OFFICERS ABSENT</b>	Brent Schorr, Finance Administrator
<b>NUMBER OF ATTENDEES</b>	4

**OPENING MOTIONS**

<b>CALL TO ORDER</b>	Chair, Julien Bahain, called the meeting to order at 7:34 PM The secretary recorded the meeting for accuracy.
<b>APPROVAL OF AGENDA</b>	Copies of the Agenda were distributed electronically. The Chair asked for changes or additions to the proposed agenda.
<b>MOTION</b>	It was <b>MOVED</b> and <b>SECONDED</b> , <i>“that the Agenda be approved as distributed.”</i> With no changes raised for consideration, the motion was <b>CARRIED</b> .
<b>ADOPTION OF PREVIOUS MINUTES</b>	It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the minutes of the October 6, 2020 PIID Annual General Meeting be approved as distributed.”</i> Motion <b>CARRIED</b> .

**ASSIGNMENT OF PORTFOLIOS**

<b>CHAIR JULIEN BAHAIN</b>	Julien welcomed Monique to the board. The Chair called for nominations for the appointment of Buildings and Land Improvements Trustee, Water Trustee and Fire Trustee.
<b>MOTION</b>	It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“Julien Bahain be appointed as the Buildings and Land Improvements Trustee for the coming year.”</i> The floor was opened for discussion. Motion <b>CARRIED</b> .
<b>MOTION</b>	It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“Monique Joubarne be appointed as the Water Trustee for the coming year.”</i> The floor was opened for discussion. Motion <b>CARRIED</b> .
<b>MOTION</b>	It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“Doug Turner be appointed as the Piers Island Volunteer Fire Department Trustee for the coming year.”</i> <ul style="list-style-type: none"> <li>• The floor was opened for discussion.</li> <li>• Motion <b>CARRIED</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Julien thanked Charlie, the outgoing trustee, for his contribution over the past three years.</li> <li>• Monique stated she is looking forward to her role as Water Trustee.</li> <li>• She recognized the accomplishments of the Water Tank Select Team this past year and Charlie’s leadership in bringing the water tank project to near completion.</li> <li>• Monique also stated she is looking forward to working with the Volunteer Water Team and recognized their dedication and commitment to keeping our water safe.</li> </ul>
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**BUSINESS ARISING / NEW BUSINESS**

<p><b>FIRE TRUSTEE DOUG TURNER</b></p>	<p><b>Announce Fire Chief and Risk Management Officer.</b></p> <ul style="list-style-type: none"> <li>• Doug announced that Fire Chief Steve Cruise has offered his services as Fire Chief for another year.</li> <li>• Doug extended a big <b>thank you</b> on behalf of the Trustees and all the Islanders to <b>both Chief Cruise</b> and to <b>Pauline Olesen</b>, Risk Management Officer, for the countless hours of volunteer time they donate to the island in their roles on the PIVFD.</li> <li>• He also expressed his appreciation to Chief Cruise’s offer to continue to serve as Fire Chief for another year.</li> </ul> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“that the Trustees accept Steve Cruise’s offer to serve as Fire Chief for another year, effective immediately.”</i> Motion <b>CARRIED</b>.</p>
<p><b>TRUSTEES</b></p>	<p><b>Code of Conduct.</b></p> <ul style="list-style-type: none"> <li>• Trustees to sign Code of Conduct</li> </ul>
<p><b>ACTION</b></p>	<p>Nancy to send document to all trustees for signing.</p>
<p><b>TRUSTEES</b></p>	<p><b>Discussion regarding Water Tank Project.</b></p> <ul style="list-style-type: none"> <li>• Monique, as Water Trustee, will assume the position of Chair of the <i>Water Tank Installation Support Select Committee</i>.</li> <li>• Charlie to continue in his role as Landowner Representative.</li> </ul>
<p><b>ACTION</b></p>	<p>Monique to meet with Charlie within the next week to discuss tank installation progress to date.</p>
<p><b>ACTION</b></p>	<p>Charlie to draft new <i>Terms of Reference</i> for the select committee and present to the trustees for approval.</p>
<p><b>ACTION</b></p>	<p>Charlie to share all relevant project documentation/invoices with Monique.</p>
<p><b>ACTION</b></p>	<p>Monique to schedule a meeting with the <i>Water Tank Installation Support Select Committee</i> and present the Terms of Reference.</p>

<p><b>TRUSTEES</b></p>	<p><b>Meeting Procedures Bylaw Amendment to allow for electronic meetings.</b></p>
<p><b>MOTION</b></p>	<p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the bylaw cited as the Meetings Procedures 2020 Bylaw No.130 be introduced and read for the first time.”</i></p>
<p><b>MOTION</b></p>	<p>• Secretary read aloud the bylaw. Motion <b>CARRIED</b>.</p>
<p><b>MOTION</b></p>	<p>It was <b>MOVED</b> and <b>SECONDED</b> that, <i>“the bylaw cited as the Meetings Procedures 2020 Bylaw No. 130 be reconsidered and adopted.”</i> The floor was opened to discussion. Motion was <b>CARRIED</b> as amended.</p>
<p><b>ACTION</b></p>	<p>Nancy to post bylaw #130 to the Piers Island website. Nancy to send bylaw #130 to the Ministry.</p>
<p><b>TRUSTEES</b></p>	<p>Discussion regarding McKenzie Crescent maintenance.</p> <ul style="list-style-type: none"> <li>• The trustees agreed that the PIID will assume responsibility for liaising with the Ministry of Transportation and Infrastructure to ensure the road is maintained to a satisfactory standard for the safe passage of the PIVFD equipment and golf cart ambulance.</li> <li>• The trustees will determine whether the road maintenance falls within Buildings and Land Improvements portfolio or the Piers Island Volunteer Fire Department portfolio.</li> </ul>
<p><b>ACTION</b></p>	<p>Charlie to meet with the Ministry’s contractor next week to inspect the road and make arrangements for the annual delivery of road material. Julien to attend the meeting.</p>
<p><b>TRUSTEES</b></p>	<p>Discussion regarding granting permission to the Water Tank Project to drive heavy trucks on McKenzie Crescent after October 15<sup>th</sup>.</p> <p>It was <b>MOVED</b> and <b>SECONDED</b>, <i>“to allow heavy trucks access to the Dolphin Road Compound and McKenzie Crescent after October 15<sup>th</sup> to complete the water tank installation project. PIID to take responsibility for repairing any resulting damage to the compound and/or the road beyond normal wear and tear.”</i> Motion <b>CARRIED</b>.</p>

**NEXT MEETING**

<p><b>SCHEDULE NEXT MEETING</b></p>	<p><b>Zoom meeting, November 24, 2020 at 7:30 PM</b></p>
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**CLOSING MOTION**

<b>ADJOURNMENT</b>	The Chair asked for any further business. With no further business, the meeting adjourned at 8:41 PM. The Chair thanked all attendees.
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Minutes submitted: *Nancy Trojer*  
Corporate Secretary

Minutes approved: *[Signature]*  
Chair / Presiding Officer

Date: October 16, 2020