

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

September 26, 2023 – 7:30 PM

Location: In Person at the Fire Hall and via Zoom

TRUSTEES & OFFICERS IN ATTENDANCE	Julien Bahain, Chairperson and Trustee, Buildings and Land Improvements (B&LI); John de Jong, Trustee, Water System; Stephen Chang – Trustee, PIVFD; Velvet Warrior, Corporate Secretary; Brent Schorr, Finance Administrator (via Zoom)
TRUSTEES & OFFICERS ABSENT	
NUMBER OF ATTENDEES	4 in person, 8 via Zoom

OPENING MOTIONS

CALL TO ORDER	<p>Chair, Julien Bahain, called the meeting to order at 7:30 PM</p> <p>PIID respectfully acknowledges the Indigenous peoples on whose traditional territories we live, work and play. Chair, Julien Bahain, also acknowledged that Saturday September 30th it will be National Day for Truth and Reconciliation. An opportunity for each and everyone of us to reflect on what we can do to learn about the significance of that day.</p> <p>The Corporate Secretary recorded the meeting for accuracy.</p>
APPROVAL OF AGENDA MOTION	<p>Copies of the Agenda were distributed electronically. The agenda was amended to add “Fire Department Leadership Update” under New Business.</p> <p>It was MOVED and SECONDED, that <i>“the agenda be approved as amended.”</i></p> <p>Motion CARRIED.</p>
ADOPTION OF PREVIOUS MINUTES MOTION	<p>Copies of the minutes for the June 21, 2023 Board of Trustees Transition meeting were distributed in June and are posted on the Piers Island website.</p> <p>It was MOVED and SECONDED that, <i>“the minutes of the June 21, 2023 PIID Board of Trustees Transition Meeting be approved as distributed.”</i></p> <p>Motion CARRIED.</p>

TRUSTEE & OFFICER REPORTS

TRUSTEE - BUILDINGS & LAND IMPROVEMENTS JULIEN BAHAIN	<p>The Trustee for B&LI was asked if he had a report to present.</p> <p>Highlights include:</p> <ul style="list-style-type: none">• Infrastructure Update<ul style="list-style-type: none">• Compound:<ul style="list-style-type: none">▪ Nordic Fence completed the welding on the ramp gate this summer.
--------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> ▪ A final report will be provided for the overall Compound Project including costs. Thank you to everyone that participated on the committee and that contributed to the various implementation tasks. • Painting on the old firehall lean-to extension was completed. Thank you for the time, effort and money that was contributed by many members of the community. • Planning for work on the south reservoir outlet is underway. Bob Crooks is leading this project. • The EV Committee is finalizing a recommendation report. • Road Committee & Road Status Road Committee & Road Status <ul style="list-style-type: none"> • Monday Morning Crew has been filling in potholes using the road millings. So far, this seems to be performing as expected. • 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 . <p>Refer to the B&LI Trustee report for details (https://www.piersisland.ca/uploads/3/1/9/6/31961209/trustee - bli report - 23-09-26.pdf).</p> <p><u>Discussion:</u></p> <p>Gerry Kristianson indicated that the reservoir project was delayed due to dangerous wasp infestation. This has been taken care of.</p> <p>There were questions about the feedback on the millings used for the road and the quality of the latest batch. So far, the millings do not appear to erode like the original material. The quality of the batches varies but is still useful. Review to be conducted after the winter.</p> <p>The report was accepted as presented.</p>
<p>WATER SYSTEM TRUSTEE JOHN DE JONG</p>	<p>The Trustee for the Water System was asked if he had a report to present. The report covers May through September 26, 2023.</p> <p>Here are the highlights of the report:</p> <ul style="list-style-type: none"> • The appointment of the Water System Manager, Gary Cooney, in June, provides continuity in managing the system as Trustees change. • Trustee John and Gary touch base weekly and work well together. Gary’s professional approach to the operations and dedication to our community and the members of this team can only give our community comfort of knowing that our water system is in good hands. • Being able to work with Gary as manager has given Trustee John a new appreciation of the management and organizational work the previous Trustee, Monique Joubarne, did without a manager to assist her and we thank her for that. • The work completed and planned to be done by the water team is extensive and much appreciated. Please refer to the report for details. • The lightning strike impacted the 24V components in pump house 1 and pump house 2. These have been repaired and spare parts are now

	<p>in inventory. Until repairs were completed, the water team manually operated the water tank fill. The emergency procedures are being updated based on this experience.</p> <p>Refer to the Water System Trustee report for more details on the above items and other topics https://www.piersisland.ca/uploads/3/1/9/6/31961209/trustee_water_report_-_23-09-26.pdf).</p> <p>Trustee, Stephen Chang, asked if surge protection exists or is being added to the pump houses. Water System Manager, Gary Cooney, indicated that quotes have been requested for both the 110V and 24V circuits which are completely separate.</p> <p>Gerry Kristianson indicated that the valve at the firehall is getting stiffer such that it takes all his strength to open and close now. This valve was replaced a couple of years ago. Gary Cooney responded that the overall watermain and valves is being reviewed so that there is a strategy to address issues with the aging infrastructure.</p> <p>The report was accepted as presented.</p>
<p>TRUSTEE - PIVFD STEPHEN CHANG</p>	<p>The Trustee for PIVFD was asked if she had a report to present.</p> <p>No report is available.</p>
<p>CORPORATE SECRETARY VELVET WARRIOR</p>	<p>The Corporate Secretary was asked if she had a report to present.</p> <p>The Corporate Secretary Report is as follows:</p> <ul style="list-style-type: none"> • Welcome to new Islander, Brett Lauener, in #1. • The Piers Island Handbook is no longer being included in the Welcome package as it is out of date. It would be good to update the handbook and not include information that is covered in policy and bylaws that change. There is other information that would be useful to provide to new islanders. • Corporate Secretary resignation. <ul style="list-style-type: none"> • Velvet indicated that the resignation is due to the workload of this position at the same time as Emergency Program Coordinator, work with the Water Team, and personal projects. The job itself is very interesting and worthwhile and the Trustees have been wonderful to work with. • Velvet has offered to continue to perform the duties until the end of December to help with the transition to a new Corporate Secretary during that time. • To support transition to a new Corporate Secretary, Velvet has updated the Corporate Secretary Job Description and created a Terms of Reference for Trustee review and approval. She is also updating the Corporate Secretary Job Instruction Manual and ensuring that electronic and paper files are organized. • Chair, Julien Bahain, thanked Velvet for her service over the past 3 years.

	<p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>
<p>FINANCIAL ADMIN BRENT SCHORR</p>	<p>The Financial 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"> • Insurance for PIID property, assets and liability • Insurance for PIVFD fleet • Investigating issuance of tax notices via email with BC Gov • Monthly receivables including tax collection • Monthly payables <p>The floor was opened to discussion.</p> <p>The report was accepted as presented.</p>

CORRESPONDENCE

<p>CHAIR JULIEN BAHAIN</p>	<p>List of incoming and outgoing communications:</p> <ul style="list-style-type: none"> • Incoming: <ul style="list-style-type: none"> • Gerry Kristianson – Remembering John Herbert <ul style="list-style-type: none"> • Gerry wanted to remind islanders that John Herbert was a key player in Piers Island history. He took on the centre of the island issue resulting in the Fulton Court Decision and was the Chair of the committee that updated the Community Plan to what it is today. • This correspondence was shared with the community via the community@piersisland.ca email in July. • Ministry – Response to Question Regarding Code of Conduct scope <ul style="list-style-type: none"> • The ministry indicated that the Trustee Handbook indicates that it is a good idea to have a Code of Conduct for Trustees and Employees. Employees, however, are covered under number of agreements and legislation, such as the BC Human Rights Code, Employment Standards Act, Workers Compensation Act and WorkSafeBC rules so be careful that a code of conduct does not contradict or cover anything that is already provided in those agreements. The ministry suggests the improvement district consider obtaining legal opinion to determine if there are any risks or liabilities. • Discuss was that probably best to keep Trustee Code of Conduct separate (with the modification made in wording at the Transition meeting) which is signed each term by the new set of Trustees. If a Code of Conduct is created for “employees”, it should be separate and applicable to all positions (Corporate Secretary, Financial Administrator, Fire Chief and Water System Manager). The Trustees will look into this option.
---------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Hydro – Request for water and sewer infrastructure hydro poles to be replaced. <ul style="list-style-type: none"> • This is a request to replace the poles damaged by the lightning strike. The Water Systems Manager has provided drawings that show the watermain infrastructure in the area. This is still in the planning stage. • Hydro was here a week ago with trucks so the damaged transformers may have been replaced. • Bruce Mallory – Vehicle damage in Compound <ul style="list-style-type: none"> • It is unfortunate that damage was reported where no one took responsibility (no note left). • Although this would not be the main reason for, it may be one of the benefits of, having cameras in the compound. This is discussed later in the meeting. • Velvet Warrior – Resignation as Corporate Secretary <ul style="list-style-type: none"> • Already discussed during the Corporate Secretary Report. • Trustees to initiate Corporate Secretary replacement process. • Bryant Pike – Request to have Tax Notices sent via email <ul style="list-style-type: none"> • This had been investigated previously and the ministry had indicated that this could not be done. However, the question was asked again, and the ministry has now indicated that this could be done as an “opt in” option by landowners. • The Corporate Secretary suggested that a general email could be sent out to all landowners when the notices are mailed so that landowners know to check for the notices and are reminded that it is important that landowners send any address changes to the PIID as it is PIID’s responsibility to maintain a landowner list with valid addresses. These address changes are usually received by the PIID through Land Title updates from the Land Title and Survey Authority (LTSA). • EP Coordinator – Emergency Supply Container final placement and site prep <ul style="list-style-type: none"> • The container pad area is ready (road base purchased by the Emergency Program leveled), and the fill placed in the tower area by Ander Wynne-Edwards. As Ander is away, Steve Thornton did the work. Thank you, Steve. The work was done last week as it was important to spread the fill before the rain. • Steve indicated that it would be a good time to put road base on the small portion of the road loop at the tower that was not done previously. There is a barge arranged to bring the container over on Oct 4 and the road base could be brought over that day if approved by the Trustees. Willis is taking his barge out of the water for maintenance for at least a month after Oct 6. • The Trustees discussed this. It is estimated that the road base material, trucking and barging would be between \$600-\$700 so they would approve up to \$1000 to cover this cost plus some machine and labour for Steve Thornton to do the work. Brent indicated that this would come from Sustainment Funds.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>It was MOVED and SECONDED that, <i>“up to \$1000 from sustainment funds be allocated for road base and work on the access road around the water tower.”</i></p> <p>Motion CARRIED.</p> <ul style="list-style-type: none"> • Outgoing: <ul style="list-style-type: none"> • Nothing to report.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ON-GOING / UNFINISHED BUSINESS

<p>TRUSTEE -BUILDING & LAND IMPROVEMENTS JULIEN BAHAIN</p>	<p>EV Business Plan Report</p> <ul style="list-style-type: none"> • The finalized Recommendation Report will be presented at the next PIID Board of Trustees meeting.
----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

BUSINESS ARISING / NEW BUSINESS

<p>CHAIR JULIEN BAHAIN</p>	<p>2023 Capital Asset Replacement Plan (CARP) fund distribution:</p> <ul style="list-style-type: none"> • Julien Bahain (BLI Trustee) recommended that allocation of 45% Land, 45% Water and 10% Fire, the same as last year, 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. • The current balances in the funds as stated in the 2022 Financial Report are: <ul style="list-style-type: none"> ○ Fire: \$118,202 ○ Water: \$99,536 ○ BL&I: \$72,685 • Brent Schorr (Finance Administrator) presented that if all taxes are collected there will be \$85,412 to be allocated to the capital asset replacement fund(s). <p>It was MOVED and SECONDED, <i>“that the 2023 Capital Asset Replacement Fund be distributed to Fire, Water, and Building & Lands 45% Land, 45% Water and 10% Fire.”</i></p> <p>Motion CARRIED.</p> <p>Chair, Julien Bahain, asked for the new balances based on the distribution of funds based on this allocation. Financial Administrator, Brent Schorr did not have that information available at the meeting but has provided it for the minutes:</p> <ul style="list-style-type: none"> • If all funds collected, \$8541.20 (10%) will go to FIRE, and \$38,435.4 (45%) to both WATER & LAND • Estimated total amounts Sept 26, 2023: <ul style="list-style-type: none"> ○ FIRE \$126,500 ○ WATER \$137,000 ○ LAND \$110,200
----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>ACTION</p> <p>ACTION</p>	<p>Hydro Pole Replacement:</p> <ul style="list-style-type: none"> • Planning in progress. <p>Security Cameras in Compound:</p> <p>With the theft around the government dock, incidents of damage to the pedestrian gate, break-ins to cars outside the compound, and existence of a camp on the beach in front of the compound, there has been previous inquiries from islanders about having security cameras. There have been a number of requests from RCMP and SeaSpan regarding availability of security camera footage. Is it time to consider this?</p> <ul style="list-style-type: none"> • Cameras could only monitor within the compound. • What are the privacy implications? • Trail cam versus wireless / Internet options? Could infrastructure needed for EV Charging monitoring (i.e., internet) be shared with security cameras? <p>Trustee, John de Jong, will look into Privacy implications / requirements.</p> <p>Trustee, Julien Bahain, will investigate security camera solution options.</p> <ul style="list-style-type: none"> • John de Jong has offered to help with this investigation as needed. <p>Corporate Secretary Replacement:</p> <ul style="list-style-type: none"> • Next steps are to issue a formal email to the island and clarify the process for replacement (interviews). <p>Fire Department Leadership Update:</p> <p>Fire Chief, John Hall, is taking a leave of absence for medical reasons. We wish John all the best for a speed recovery.</p> <p>In his absence:</p> <ul style="list-style-type: none"> • As of September 5, 2023: <ul style="list-style-type: none"> ○ Derek Morrisson is Acting Fire Chief ○ Burke Stancil is Fire Captain ○ Steve Cruise will be responsible for delivering the new training materials from the Office of the Fire Commissioner. • Derek Morrisson will receive the Fire Chief honorarium starting in September 2023. • The Acting Fire Chief position will not exceed 6 months. <p>It was MOVED and SECONDED, <i>“that Derek Morisson be appointed as Acting Fire Chief for a term not to exceed 6 months.”</i></p> <p>Motion CARRIED.</p>
-------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NEXT MEETING

SCHEDULE NEXT MEETING	The next PIID Board of Trustee meeting will be on November 28, 2023, at 7:30 pm in-person and via Zoom.
------------------------------	----------------------------------------------------------------------------------------------------------------

CLOSING MOTION

ADJOURNMENT	The meeting adjourned at 8:38 PM The Chair thanked all attendees.
--------------------	----------------------------------------------------------------------

Minutes submitted: _____
Corporate Secretary

Minutes approved: _____
Chair / Presiding Officer

Date: _____