

PIERS ISLAND IMPROVEMENT DISTRICT

BOARD OF TRUSTEES MEETING

May 8, 2024 – 7:30 PM

Location: In Person at the Fire Hall and via Zoom

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| 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; Cara Hogan, Corporate Administrator; Brent Schorr, Finance Administrator |
| TRUSTEES & OFFICERS ABSENT | |
| NUMBER OF ATTENDEES | 6 in person, 9 via Zoom |

OPENING MOTIONS

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| CALL TO ORDER | Chair, Julien Bahain, called the meeting to order at 7:31 PM PIID respectfully acknowledges the Indigenous peoples on whose traditional territories we live, work and play. The Corporate Administrator recorded the meeting for accuracy. |
| APPROVAL OF AGENDA | Copies of the Agenda were distributed electronically. The agenda was amended to add: <ul style="list-style-type: none">• New Business:<ul style="list-style-type: none">• Meeting Notifications Suggestion It was MOVED and SECONDED , that <i>“the agenda be approved as amended.”</i> |
| MOTION | Motion CARRIED . |
| ADOPTION OF PREVIOUS MINUTES | Copies of the minutes for the February 6, 2024, Board of Trustees meeting were distributed and are posted on the Piers Island website. |
| MOTION | It was MOVED and SECONDED that, <i>“the minutes of the February 6, 2024 Board of Trustees Meeting be approved as distributed.”</i> Motion CARRIED . |

TRUSTEE & OFFICER REPORTS

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| <p>CHAIR AND TRUSTEE BUILDINGS & LAND IMPROVEMENTS JULIEN BAHAIN</p> | <p>The Chair and Trustee for B&LI was asked if he had a report to present.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> • Chair: <ul style="list-style-type: none"> • Welcome Natasha and Mike who are moving into #8 • Volunteers are an essential part to island life; we thank those who are leaving for their hours spent volunteering. If you are new to the island, we encourage you reach out to the trustees, your neighbours or to Christina Vanderkamp if you have questions about volunteering. • Infrastructure: <ul style="list-style-type: none"> • Compound: <ul style="list-style-type: none"> • pedestrian gate has been fixed and a new code sent out. Please treat it and other infrastructure with care. • Condolences to the family of our compound maintenance contractor who has recently passed away. The Monday Morning Work Crew (MMC) has offered to take over the maintenance of the compound. We are very thankful for these volunteers for stepping up. • Summer is coming up, please review Bylaw 141 to be up to date on all the rules and regulations regarding the compound. • Road: <ul style="list-style-type: none"> • Thank you to MMC for filling potholes • Please, no organics on the road – they are a liability for EP equipment as they decompose in the winter and turn into mud. • Reservoir: <ul style="list-style-type: none"> • PIFVD sent in a request for a replacement platform at the lower reservoir. The plan is to use a refurbished aluminum pontoon boat previously used as an Ecocruise shuttle. Thank you to Mona Rosenberg for this donation. Discussion on this replacement will take place further in the meeting. <p>Refer to the B&LI Trustee report for details (Buildings and Land Trustee Report May 2024).</p> <p>The report was accepted as presented.</p> |
| <p>TRUSTEE PIFVD STEPHEN CHANG</p> | <p>The Trustee for PIVFD was asked if he had a report to present.</p> <p>Here are the highlights of the report:</p> <ul style="list-style-type: none"> • Thank you to Captains Morrison, Brunham and Stancill for stepping up while Captain Hall was on medical leave. • We have a newly licensed First Responder, congratulations to Martin Hogan for completing the training. |

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| <p>FINANCIAL ADMIN BRENT SCHORR</p> | <p>The Financial Administrator was asked if he had a report to present. The Finance Administrator Report is as follows:</p> <ul style="list-style-type: none"> • Audit is ongoing with Baker Tilly accounting. • Tax notices have been sent out this week. <ul style="list-style-type: none"> • 45/130 have been emailed, the rest in the mail • Bylaw #144 was drafted for this meeting. • Returned unused funds from Bylaw #135 to Buildings and Land • Processed monthly receivables and payables. <p>The floor was opened to discussion.</p> <ul style="list-style-type: none"> • Funds were returned from Bylaw #135 as the work was paid for using donations. Although donations are always appreciated, it is best practice to use funds for the purpose allocated. <p>The report was accepted as presented.</p> |
| <p>CORPORATE ADMINISTRATOR CARA HOGAN</p> | <p>The Corporate Administrator was asked if she had a report to present. The Corporate Administrator Report is as follows:</p> <ul style="list-style-type: none"> • The Corporate Administrator thanked Velvet Warrior for taking the time to train her for this new role. She thanks all islanders for their patience while she gets accustomed to the new position. <p>The floor was opened to discussion. The report was accepted as presented.</p> |

CORRESPONDENCE

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| <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"> • Email from Sandy Brunham - related to AED Purchase for the community <ul style="list-style-type: none"> • See discussion under New Business: AED Accessibility and Purchase Proposal |
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| | <ul style="list-style-type: none"> • Email from Ombudsman BC – related to recommendations for section 42 <ul style="list-style-type: none"> • See discussion under Business Arising/New Business: Ombudsman BC Section 42 recommendations and what it means for McKenzie Crescent. • Email from Michal Pawlik – Formal Complaint – Fee Charge for Town Hall Event <ul style="list-style-type: none"> • Chair, Julien Bahain explained that events in the Firehall are free when they are open to all islanders. For example, a Piers Island University Event, or a PIA meeting. When the hall is used for a private event or club, a fee is charged. Hall rental fees are listed in Bylaw #145. • Although The Town Hall Event with Adam Olsen and Elisabeth May is technically a non-partisan event and meets the criteria of being open to all islanders, the Trustees contacted a friend in the legislature to confirm whether a fee should be charged to access the hall for the event. It was confirmed that if the PIID provided the hall free of charge, the PIID would need to record it as an in-kind donation. Notwithstanding the fact that the event was open to all and was non-partisan in nature, the Trustees determined that it was best practice and more transparent to charge the \$30 fee rather than having a local government provide an in-kind donation to elected officials. • Consulting on this topic, the Trustees presented the following info that helped in their decision-making process: <ul style="list-style-type: none"> ○ MLAs have the following policies in place: <ul style="list-style-type: none"> ▪ When an MLA organizes a Town Hall and requests a venue, the real cost of the venue is paid for by the constituency office. ▪ When a citizen organizes a Town Hall meeting and the MLA is invited to attend, then the expenses are paid by the citizen and donated by that citizen to the political campaign ○ These policies are in accordance with good governance and decrease the risk that the PIID is mistakenly seen as making an in-kind donation to a political candidate. • A separate issue brought up in the complaint was non access to the Kitchen leading to islanders to feel inhospitable towards Elisabeth May and Adam Olsen. Recommendation going forward: <ul style="list-style-type: none"> • Even without booking the kitchen, organizers can provide/organize baked items and water for their events. • The PIID supports having Town Halls with elected officials and thank the organizers for bringing Adam Olsen and Elisabeth May to the island. |
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| <p>CHAIR JULIEN BAHAIN</p> | <p>It was MOVED and SECONDED that, <i>“the bylaw 143 cited as the Officer Positions be read and approved.”</i></p> <p>Bylaw #143 was again read aloud by the Corporate Administrator. The floor was opened to discussion. No further discussion so vote was conducted.</p> <p>Motion CARRIED.</p> <p>Capital Asset Replacement Fund Disbursement – Bylaw #144</p> <p>A bylaw is needed to disburse funds for the replacement of 10 curb stops, funds will come from the water fund and for the replacement of the training dock at the lower reservoir, funds coming from the lands and buildings fund.</p> <p>It was MOVED and SECONDED that, <i>“the bylaw 144 cited as Capital Asset Replacement Fund Disbursement be read and considered.”</i></p> <p>Bylaw #144 was read aloud by the Corporate Administrator. The floor was opened to discussion.</p> <p>Motion CARRIED. It was MOVED and SECONDED that, <i>“the bylaw 144 cited as the Capital Asset Replacement Fund Disbursement be read and approved.”</i></p> <p>Bylaw #144 was again read aloud by the Corporate Administrator. The floor was opened to discussion. No further discussion so vote was conducted.</p> <p>Motion CARRIED.</p> |
| <p>CHAIR JULIEN BAHAIN</p> | <p>PIID Schedule of Fees – Bylaw #145 A bylaw is needed for the change in fees to the use of the Tractor. A small number of islanders felt strongly about the recent rise in the fee for Tractor use, requesting that the Trustees reinstate the previous rate of \$20/hr for the first 30min and \$10/hr additional 30min. The Trustees have considered the issue and determined it was best to return the fee to its previous amount.</p> <p>It was MOVED and SECONDED that, <i>“the bylaw 145 cited as PIID Schedule of Fees be read and considered.”</i></p> <p>Bylaw #145 was read aloud by the Corporate Administrator. The floor was opened to discussion.</p> <p>Attention was brought to a recent suggestion by Forest Caretaker, Philippa White, that the wood delivery fee be waived. While the PIID was copied on the PIA Chair’s response, no formal request was made to the Trustees to that effect.</p> <p>Motion CARRIED.</p> |

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| <p>TRUSTEE WATER SYSTEM JOHN DE JONG</p> | <p>It was MOVED and SECONDED that, <i>“the bylaw 145 cited as PIID Schedule of Fees be read and approved.”</i></p> <p>Bylaw #145 was again read aloud by the Corporate Administrator. The floor was opened to discussion. No further discussion so vote was conducted.</p> <p>Motion CARRIED.</p> <p>Water Chlorination System</p> <p>The new chlorination system has been installed. This item will be taken of the agenda.</p> |
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BUSINESS ARISING / NEW BUSINESS

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| <p>CHAIR JULIEN BAHAIN</p> | <p>Ombudsman BC Section 42 recommendations and what it means for McKenzie Cres</p> <p>Piers island has a Memorandum Of Understanding (MOU) with the Ministry of Transportation and Infrastructure. As such the recommendations do not impact us.</p> |
| <p>CHAIR JULIEN BAHAIN</p> | <p>AED Accessibility and purchase proposal</p> <p>Thank you to Sandy Brunham for her letter of recommendation for next steps. As discussed in Sandy’s letter, there are currently two AEDs in use, one outside the old Firehall and one on the Type IV Golf Cart Ambulance inside the new Fire Hall.</p> <p>The Trustees asked Sandy for a breakdown of costs – besides the \$2,000 cost to purchase an AED, there would be a cost to maintain it – particularly for batteries and chest pads. These would need to be changed every 3 years and would cost approximately.\$500. The Fire Department does not want to pay for a new AED or the maintenance, however, they are willing to perform the maintenance required. A new device has approximately a 5-to-7-year life span.</p> <p>Discussion was opened with the Trustees asking do we need another AED? If so, who should pay? It was pointed out that the first thing to do in an emergency is to call 911 and start chest compressions. It may be better to put funds toward CPR training. Another AED was felt to be a nice to have and the community is encouraged to do a fundraiser if they would like another AED.</p> <p>The PIID will close this subject for now. Thank you to Sandy for your excellent recommendation.</p> <p>Meeting Notification Suggestion</p> <p>The Corporate Administrator has suggested the following approach to meeting notifications, based on her recent experience of many undelivered notifications sending out the current meeting agendas.</p> <ol style="list-style-type: none"> 1. Posting message and meeting documents on the Piers Island Improvement District Website 2. Posting message on the current community bulletin board which seems to be the Piers Island and/or BB Slack Channel |

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| Action | <p>Bylaw 130 – Piers Island Improvement District Meetings Procedures section 6 allows for these types of notifications.</p> <p>The first action is to investigate and fix the issue related to undelivered emails. Email notification and/or mail remain the formal means of communication with Landowners. The Trustees agree that meeting documents should be made available on the Piers Island Website, which is a public space, however, as not everyone uses the slack channels, they would like a notice of documents being posted be sent by email.</p> <p>Gary Peacock offered to help solve the Information Technology problem by accessing the backend of the domain.</p> <p>Corporate Administrator to get in contact with Gary Peacock as soon as possible to resolve the issue.</p> |
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NEXT MEETING

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| SCHEDULE NEXT MEETING | The PIID AGM meeting will be on Saturday June 22, 2024, at 9:30 am in-person and via Zoom. |
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CLOSING MOTION

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| ADJOURNMENT | <p>The meeting adjourned at 9:31 PM</p> <p>The Chair thanked all attendees.</p> |
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Minutes submitted:  _____
 Corporate Administrator

Minutes approved:  _____
 Chair / Presiding Officer

Date: _____