

**Union Bay Improvement District
Regular Board Meeting Minutes
August 18, 2010 4:30 p.m.
Union Bay Improvement District Office**

Attendants: Alan de Jersey (Chair), Bruce Livesey, Dave Godfrey, Denis Royer, Cleve Goldswain, Brenda Fisher

Meeting called to order at 4:32 p.m.

1. The agenda was amended with the addition of a motion regarding the 75th Anniversary Celebration under new business.

MOTION: 2010-08-01

RMS

To adopt the agenda for August 18, 2010 as amended.

CARRIED

2. Petitions and delegations – none

3. Review minutes of July 21, 2010 minutes and August 14, 2010 Planning Session

MOTION: 2010-08-02

RMS

To accept the minutes of July 21, 2010 as presented.

CARRIED

MOTION: 2010-08-03

RMS

To accept the Planning Session Notes of August 14, 2010 as presented.

CARRIED

4. Business arising from the minutes and unfinished business:

- Motions brought forward from Planning Session, August 14, 2010

MOTION: 2010-08-04

RMS

To accept the letter of resignation of the Fire Chief as of August 30, 2010. Replacement of the Fire Chief's position will follow the Hiring Procedures established in 2005.

CARRIED

MOTION: 2010-08-05

RMS

To re-instate the Standby Crew rate to \$60/day – Fire Fighter, \$80/day – Driver and the Duty Officer Rate to \$80/day effective September 7, 2010.

CARRIED

MOTION: 2010-08-06

RMS

To authorize a 2% Cost of Living allowance in the hourly paid wages for the employees of the Union Bay Improvement District effective January 1, 2011.

CARRIED

MOTION: 2010-08-07

RMS

To authorize the change of office hours of operation to a five-day week, Monday to Friday, 9 a.m. to 12 p.m. and 1 to 4 p.m. Hours of Operation Policy #08-P0016.

CARRIED

MOTION: 2010-08-08

RMS

The water tolls for 2011 operating year will remain at the same level as 2010 operating year.

CARRIED

MOTION: 2010-08-09

RMS

The rate of parcel tax for 2011 will increase to \$250 per year, payable in two payments of \$125 March 1 and September 1.

CARRIED

MOTION: 2010-08-10

RMS

To adopt the revision of the Wage Loss Policy #10-A0007 - Written confirmation from employer required.

CARRIED

MOTION: 2010-08-11

RMS

To amend the first term of reference for all standing committees to read - 'Standing Committee meetings may be open to invited guests at the discretion of the chair of the committee.'

CARRIED

- It was noted that hourly staff had not received an increase since 2008. Clarification of Parcel Tax increase to \$250 is reflective of the engineered renewal and replacement schedule that provides for the yearly amount required to provide funds when required.
 - Emergency Response Procedures and Critical Service – will be postponed until a replacement Fire Chief has been obtained.
 - Consideration of sale of McLeod property – Tabled till alternate training property located.
5. Correspondence – Brenda Fisher
- Response letter sent to Susan Clark regarding basketball hoop. Letter submitted by hand at last board meeting.
 - Letter of response sent to Linda Cousins regarding emails from March 8, 2010 and July 19, 2010.
 - Reynolds – FOI and email follow-up – file reviewed and response processed
 - CVRD – reimbursement of \$10,000 for Bathymetric survey – request motion to put into renewal and replacement fund reserve. Original payment taken from 2009 operating budget.
 - Notice of Assignment of Portfolio Officer – appointment of Tim Mots to review Molstad file. This file was reviewed with Mr. Mots on August 17, 2010 and he will review and respond.

MOTION: 2010-08-12

RMS

To authorize the transfer of \$10,000 into the Waterworks Renewal and Replacement Reserve Fund.

CARRIED

MOTION: 2010-08-13

RMS

To accept and file the correspondence as reviewed.

CARRIED

6. Reports:

- Fire Committee Report – Denis Royer read the report.
- Fire Chief's Report – Denis Royer read the report.
- Public Works Committee Report – Dave Godfrey read the report. Discussion of meter head calibration, replacement costs and procedures. Cost of meter head replacement estimated at \$60. Discussion about the lighting at the compound. The recommendation of introduction of Bylaw #227 – Amendment to Bylaw #176 Subdivision Water Regulation – Discussion about the amendment. Changes includes: detailed information regarding MMCD standards, mainline pipe installation and specific hydrant type requirement.

MOTION: 2010-08-14

RMS

INTRODUCED and given first reading by the Trustees on the 18th day of August 2010.

CARRIED

MOTION: 2010-08-15

RECONSIDERED and finally passed by the Trustees on the 18th day of August 2010.

CARRIED

- Fire Hall and Fire Truck Committee Report – Denis Royer – meeting to be scheduled when property identified
- Administration and Street lighting Committee Report – Alan de Jersey read the report. Recommendation of the appointment of Brent Johnson, CGA to audit the financial records and prepare audited financial statements for presentation to the landowners at the Annual General Meeting.

MOTION: 2010-08-16

RMS

To appoint Brent Johnson, CGA to audit and prepare the Financial Statements for presentation to the landowners at the Annual General Meeting.

CARRIED

- Administration and Financial Report - Brenda Fisher read the report. Funds in the reserve funds as of July 29, 2010 are: Waterworks Capital \$129,435.15; Waterworks Renewal and Replacement \$102,465.83; and Fire Dept. Renewal and Replacement \$99,547.66. Unrestricted or operating funds have a balance of \$290,259.28 and there is \$31,032.44 in outstanding accounts receivable.

MOTION: 2010-08-17

RMS

To accept the financial reports of July 29, 2010 as presented.

CARRIED

Discussion about administrative training. Review of job ad for the fire chief's position. It was agreed to place the newspaper ad as revised for two weeks and include in the Down by The Bay and Landowners Update and to send the more detailed ad to CivicInfo, the Fire Chiefs' Association of BC and the Comox Valley Fire Chiefs. Information regarding Freedom of Information particulars were reviewed with the board.

MOTION: 2010-08-18

RMS

To accept the operational reports as presented.

CARRIED

7. New Business:

- Motion brought forward by Cleve Goldswain for pictorial display to be arranged for the 75th Anniversary of the Fire Department, with ranks of the fire fighters. Cleve is willing to co-ordinate the process.

MOTION:

RMS

To authorize the creation of a pictorial display of the fire fighters in acknowledgement of the service they provide. Display will be created for display to commemorate the 75th Anniversary of the Union Bay Fire Department. Cleve Goldswain to co-ordinate.

CARRIED

- Discussion of next meeting dates. It is noted that the Fire Rescue Service Committee meeting will be changed to September 20. It was requested, so that meeting information required at the suggested time prior to the board meeting, that meetings be arranged so that a one-week time period can be allowed for preparation of paperwork.

Next Meetings:

Fire Rescue Services Committee	September 20, 2010 UBID Boardroom 7 p.m.
Public Works Committee	September 9, 2010 UBID Boardroom 10 a.m.
Regular Board Meeting	September 22, 2010 UBID Boardroom 4:30 p.m.

Meeting adjourned at 5:20 p.m.

Alan de Jersey, Chair

Brenda Fisher, Administrator

Guests attending the meeting:

John Sorenson, David Molstad, Tome Dereniwski, Jack Stevens, Barb Cassack, Susan Hargreaves, Alan Flawse, David Davidson, Marcel Tetrault (Echo), Linda Cousins, Gord Hood, Ester Wheatley, Ron Wheatley, Betty Wideman, Brenda Worobey, Carol Molstad, Mary Reynolds.