

Union Bay Improvement District
Regular Board Meeting
February 18, 2009
7 p.m.
UBID Boardroom

Attendants: David McDowell (Chair), Denis Royer, David Godfrey, Paul Baal, Deb Prowse,
Brenda Fisher, Dan Verdun

Guests: Alan de Jersey, Brenda Dane, Susan Hargreaves, Doug Geidt

Meeting called to order at 7:10 p.m.

1. Minutes of previous meetings – January 21 and January 29, 2009 reviewed.

MOTION 2009-02-01

RMS

To accept the minutes of the Regular Board Meeting January 21, 2009 as reported.

CARRIED

MOTION 2009-02-02

RMS

To accept the minutes of the Special Meeting January 29, 2009 as reported.

CARRIED

2. Introduction of late items and adoption of the agenda. Discussion regarding review of Strategic Plan. Strategic plan has not been completed – information required from regional district studies to determine plan still required.

CARRIED

MOTION 2009-02-03

RMS

To table Strategic Plan Review to March Board Meeting for further consideration.

CARRIED

MOTION 2009-02-04

RMS

To adopt the agenda for February 18, 2009 as circulated.

CARRIED

3. Business arising from the minutes

- Ratification of motions from Special Meeting January 29, 2009

MOTION 2009-02-05

RMS

To apply to the Comox Valley Regional District for a Temporary Commercial Industrial Permit and Rezoning. Applications, fee of \$3,800 and intent letter to be sent to the Chief Administrative Officer for processing.

CARRIED

MOTION 2009-02-06

RMS

Letter of confirmation to be sent to the Union Bay Credit Union for the leasing of office space.

CARRIED

MOTION 2009-02-07

RMS

To authorize the signing of a Memorandum of Understanding to allow the property at 5539 S. Island Highway to be used for emergency purposes in the event of a declared disaster/emergency.

CARRIED

- No written response has been received from Regional District regarding the November 2008 letter or the application for TCIP application and inquiry letter of February 2, 2009. Follow-up request by email for written response to be sent.
4. Reports
- Fire Committee Report – Paul Baal reviewed report. Discussion of information in the report regarding change in training officer, progress of truck, training, use of donation dollars, change of fire committee meeting dates and general operation issues. It was agreed that the fire committee meeting would be changed to the last Wednesday of the month – next meeting date March 25, 2009. A request was brought forward regarding fire fighters being granted exemption for parcel tax or water. This was deferred to the fire committee to bring forth alternatives.

MOTION 2009-02-08

RMS

To authorize Brenda Fisher, Dan Verdun, Dan McGill, Keith McKay, Ian Ham and Mark Veness as signing authorities on the Credit Union Quick Access Account 594903.

CARRIED

- The Fire Chief reported on the use of the Jaws of Life on February 16, 2009. Jaws of Life had to be transported separately causing longer rescue time. This situation will be eliminated with the new Fire Rescue Truck scheduled to be delivered early Spring.
 - Public Works Committee Report – David Godfrey reviewed the minutes of the meeting and outlined the background behind obtaining a leak detection device.
 - Fire Hall Report – Denis Royer review report and will explain at the Annual General Meeting the requirements of the hall – difference between essential and higher essential provisions for the fire hall.
5. Administration
- Paul, Denis and Brenda met with the auditor for the final review of the 2008 Financial Statements.
 - Brenda and David McDowell attended the administrative portion of the Coastal Water Suppliers Association. Workshops attended were reviewed. Conference covered roles and responsibilities of the water purveyors and how to meet changing requirements.
 - Format for the Annual General Meeting was discussed. It is suggested that the Fire Chief and Fire Committee Chair would report, a proposed fire hall display detailing why, costs involved, financing and WorkSafeBC Inspection Report, and Public Works Committee Chair would report. Public Works superintendent would be on hand for questions. Review of procedures and exact content of meeting will be reviewed at the March board meeting.
 - Rental rates for rooms in the building at 5539 S. Island Highway were discussed. Denis, David Godfrey and David McDowell to review rental considerations and bring back to Board in March.
 - Standing and Select Committee Policy #08-A0001 – Terms of Reference have been revised to reflect that change to Public Works Committee from Waterworks Committee.

MOTION 2009-02-09

RMS

To allow parcel tax exemption or water tolls exemptions for the fire rescue personnel in recognition of being a volunteer.

CARRIED

MOTION 2009-02-10

RMS

To table the motion for parcel tax or water tolls exemption for fire rescue personnel to the fire committee meeting for suggestions of alternatives.

CARRIED

MOTION 2009-02-11

RMS

To authorize the purchase of a leak detection device not to exceed \$6,000 and is to include a ground mike if required.

CARRIED

MOTION 2009-02-12

RMS

To accept the committee reports as presented.

CARRIED

MOTION 2009-02-13

RMS

To approve the 2008 Financial Statements as prepared by Brent Johnson, CGA for presentation to the landowners.

CARRIED

MOTION 2009-02-14

RMS

To approve the revised Standing and Select Committee Policy #08-A0001 as amended on February 18, 2009.

CARRIED

MOTION 2009-02-15

RMS

To accept the Administration Report as presented and reviewed.

CARRIED

MOTION 2009-02-16

RMS

To move into 'IN-Camera'

CARRIED

6. New Business

- Office renovations were discussed by Denis Royer. Denis, David and David will review if any are required. Adjustments to the security system will be required.

Guests left the building at 9 p.m.

Next Meetings

Waterworks Committee	Mar. 12, 2009 5 p.m.
Fire Committee	to be scheduled
Board Meeting	March 25, 2009 7 p.m.
AGM Planning Meeting	March 25, 2009 5 p.m.

Approved March 25, 2009

David McDowell, Chair

Brenda Fisher, Administrator