

Union Bay Improvement District
Regular Board Meeting
Union Bay Improvement District Boardroom
February 16, 2011
4:30 p.m.

Late start time due to Planning Session
Meeting called to order at 6:50 p.m.

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

1. The agenda was brought forward.

MOTION: 2011-02-01

RMS

To adopt the agenda as presented.

CARRIED

2. Petitions and delegations – none scheduled
3. Review minutes of January 19, 2011 and 'In-Camera' minutes of January 19, 2011

MOTION: 2011-02-02

RMS

To accept the minutes of the Regular Board Meeting January 19, 2011 as circulated.

CARRIED

MOTION: 2011-02-03

RMS

To accept the minutes of the 'In-Camera' minutes of January 19, 2011 as circulated.

CARRIED

4. Business arising from the minutes and unfinished business:

- Emergency Response Procedures and Critical Service is currently being worked on by the Fire Rescue Service and the Public Works staff. Revision of information will be assessed when the Nelson Loop project is tied into the system. This will change the flow of the system and may adjust pressure levels or flow levels at the hydrants. Flow readings can be completed at the time of flushing in March 2011.
- Consideration of sale of McLeod property – Tabled until alternate training property located. Discussion of the value of the property – appraised at approximately \$190,000. Kensington Island Property may be interested in purchasing the property. KIP will be approached to see if there is still an interest in the property. Covenant has been removed and it is thought that the property is currently zoned commercial.
- Trustee Livesey brought forward a request that a response from correspondence Janet Thomas had not been sent. The administrator confirmed that no response has been sent but would be sent.
- Trustee Livesey questioned the revised quote for the audit. Changes to the audit format were brought forward after the quote was given. Additional requirements were received from the Ministry – via Joshua Craig outlining the required reporting requirements.

5. Correspondence – Brenda Fisher
 - Leary – comments about legal actions.
 - Molstad – request for information about legal matters.
Information regarding the legal issue will be presented at the Annual General Meeting.
6. Reports:
 - Fire Committee Report – Trustee Royer reviewed the report. Financial report – administrator absent, Trustee Livesey had some questions that could be brought forward to the February 16 board meeting. Proposed budget for 2011 and Chief Jackson reviewed some of the concerns. The fire rescue honorarium revision – structure was reviewed – no decisions made. Fire Engine purchase – an agreement has been reached with Comox to purchase 1990 F8000 Ford Fire Engine #34 for the price of \$25,000. The cost of equipment for the fire engine was presented. The committee recommends the amount of \$25,000 be approved for the purchase of the equipment to ensure there are no additional costs. The committee recommends the donation of 15 pass alarms be donated to Thetis Fire Department. SCBA equipment has been tested and put in service.

MOTION: 2011-02-04

RMS

To authorize an expenditure of \$25,000 for the purchase of the equipment to outfit the replacement engine.

CARRIED

MOTION: 2011-02-05

RMS

To authorize the donation of the 15 pass alarms to the Thetis Fire Department.

CARRIED

Fire Rescue Honorarium Policy to be brought forward to next board meeting.

- Fire Chief's Report – Trustee Royer read the report. Calls since last report 2 incident – no open fire bans in effect. Training is on-going and will include training in Comox. SCBA's acquired have been tested and will be put into service shortly. Truck #24 brakes have been replaced – approximately \$1,000.
- Public Works Committee Report – Trustee Godfrey read the report. Island Timberland attended and reported their harvest plans for 2011. Field staff has a radio with a frequency that monitors the activities in the watershed. The Nelson Loop project has been completed. Public Works superintendent has been registered for the required cross-connection course in Victoria. Lake level was 14' 8" with ice thawed and turbidity returning to normal levels. Higher turbidity levels are likely caused by the ice conditions that cause an inversion flip in the water temperatures. The raw water line from Langley Lake has been flushed to provide an improvement in turbidity levels. All water samples for December were reporting negative results with extra tests taken for turbidity. The cleaning of the McLeod tank will take place on March 2 and flushing of the lines will take place on March 8, 9, & 20, 2011. Budget expenses for 2010 show 99% of the revenue being expensed with \$40,000 being placed in reserves. It was noted that there was a reduction in water usage over the year by 20,000m³.

- Fire Hall and Fire Truck Committee Report – Trustee Royer – meeting to be scheduled when property identified. Denis anticipates to report at the next meeting.
- Administration and Financial Report – The administrator advised that the draft financial statement is not ready for review. Requested a special meeting be scheduled for March 1, 2011 to review financial statement. Request for 2011 financial figures – to be supplied on Friday. Legal information about trustee obligations and definition of breaches distributed to the trustees. Trustees advised to read over and if there are questions they are requested to get clarification. The boundary change for Kensington has gone through and confirmation has been received from the Ministry of Environment that the existing water license covers all the lands within the Union Bay boundaries and no changes in water licenses is required. Everything is in order to go forward with an agreement with Kensington. Ministry of Environment advised that there is adequate water available for the future with additional storage being utilized. The agreement will address the provision of water treatment. Discussion of engaging Rob Rounds for the Annual General Meeting or Trustee orientation meeting.

Next Meetings

Special Meeting	March 1, 2011 4:30 p.m.
Fire Committee	March 1, 2011 6:30 p.m.
Public Works	March 3, 2011 10:00 a.m.
Board Meeting	March 16, 2011 4:30 p.m.

Meeting adjourned at 7:25 p.m.

Alan de Jersey, Chair

Brenda Fisher, Administrator