

Union Bay Improvement District

INFORMATION POLICY

Policy Adopted June 20, 2007

Policy #07-A0002

Motion: #2007-06-13, 2009-09-06

Dates of Revision: September 23, 2009

Guidelines for Meetings, Request for Information, Correspondence and Website Information

Purpose: To confirm a standard and consistent format for meetings, requests for information and correspondence and providing relevant information on the website for public information.

1) Meetings

- a) First item of the agenda should be to identify delegates, guests or observers.
- b) Standing Committee Meetings are currently Public Works and Fire. The agendas for these meeting will follow a stand format established by the committees. The Public Works Superintendent and the Fire Chief will provide a formal report to the board at the regular board meeting in addition to information supplied from the committee level. Only topics outlined in the standing committee minutes will be brought to the regular board meeting for discussion. Recommendations from the committee level will be highlighted in the minutes as well as placed on the detailed agenda for the board's decision. The regular schedule for the Fire Committee and Public Works Committee meeting will be determined by the committees. The meeting date should be scheduled to allow 3 – 5 working days' time for information to be processed for inclusion in regular board meetings package. Regular Board Meetings will take place on the third Wednesday of each month and will follow a standard agenda (sample in appendix). A standard agenda outline will be posted on the website under Board Meeting Info with the meeting dates. Detailed agendas will be provided to the board with the relevant background information on the Friday prior to the set date of the meeting. Board agendas will include recommendations from the committee levels and administration with bullet points of pertinent topics. Delegations will occur at the beginning of the meeting and 'In-Camera' session may be scheduled for the beginning or end of the meeting to deal with correspondence or other items requiring the board's attention.
- c) Select Committee meetings will take place as required and arranged by the members of the committee. Select Committees should report monthly at the regular board meeting.

- 2) Request for information on customer accounts must be received in writing if person other than the owner is enquiring. Written notice from notary public

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or lawyers regarding the sale or remortgaging will not require owner's signature/authorization. However any other person must obtain the owner's signature as proof of authorization to release information. This includes real estate and anyone other than persons named on title of the property.

3) Correspondence

a) Regular mail correspondence and email correspondence will be received and acknowledged by the administrator and forwarded to the board. The board will review correspondence and a decision made on a response, if any, to be sent and when. Correspondence will be acknowledged with a standard format – "Thank you for your correspondence of _____date. It has been referred to the board for discussion and decision." The administrator may handle correspondence regarding daily operational items. All correspondence will be gathered electronically in the "Correspondence" file on the administration computer, as well as hard copies filed manually when received by mail. Correspondence will be brought forward to the board meeting for discussion and decision. A written acknowledgement will be supplied to all correspondents. Correspondence will receive basic message that correspondence has been received and filed.

4) Website

a) Information displayed will include news about the district, the last audited financial statement of the district's operations, board meeting information – a standing agenda and approved minutes of the meetings, water quality information, bylaws and procedures, a fire department link, links related to district operation and relevant information regarding the district. Approved board minutes are to be posted within one week of approval. The agenda posted on the website will not provide topic details or recommendations. The calendar of events will show board meeting dates and times as well as other events such as line flushing or special happenings relating to the district's operations.

I HEREBY CERTIFY THAT the foregoing is a true copy of Policy #07-A0002 as adopted by the Union Bay Improvement District and sealed with the District seal on the 23rd day of September, 2009.

Brenda Fisher, Administrator

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Union Bay Improvement District Regular Board Meeting Standing Agenda – Third Wednesday of the month Union Bay Improvement District Boardroom 7:00 p.m. Agenda

1. Introduction of late items and adoption of the agenda
2. Delegations, guests or observers
3. Review of minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Operational/Committee Reports
 - Fire Chief Report
 - Fire Committee Report - Recommendations
 - Public Works Superintendent Report
 - Public Works Committee Report - Recommendations
 - Select Committee Report
7. Administration
 - Administration Report
 - Financial Review
8. New Business
9. "In-Camera" Session