

**Union Bay Improvement District
Regular Board Meeting Minutes
January 19, 2011, 4:30 p.m.
Union Bay Improvement District Office**

Note: This meeting is not open to the public. Rob Rounds has been invited to the meeting to present a proposal for the board's consideration.

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

Guest: Rob Rounds

Meeting called to order at 4:27 p.m.

1. Introduction of late items and adoption of the agenda. Alan advised Cleve and Bruce about Rob Rounds attendance. Trustee Livesey objected to Mr. Rounds presence for the meeting. Discussion took place and it was decided that Mr. Rounds would remain for the regular board meeting. Trustee Livesey and Cleve Goldswain objected to the meeting being closed. Discussion occurred.

MOTION: 2011-01-01

RMS

To adopt the agenda as circulated.

CARRIED

Opposed Trustee Livesey, Trustee Goldswain

2. Petitions and delegations – none
3. Review minutes of December 15, 2010, November 3, 2010 'In-Camera' minutes

MOTION: 2011-01-02

RMS

To accept the minutes of December 15, 2010 Regular Board Meeting and the minutes of November 3, 2010 'In-Camera' meeting as circulated.

CARRIED

Opposed Trustee Livesey, Trustee Goldswain

4. Business arising from the minutes and unfinished business:
 - Bring forward resolution from 'In-Camera' meeting November 3, 2010.

RESOLUTION: #2010-11-01

RMS

WHEREAS Mary Reynolds has been publicly harassing, slandering and producing defamatory pictures and comments against the Staff and Trustees of the Union Bay Improvement District;
THEREFORE BE IT RESOLVED THAT the Union Bay Improvement District retain Michael Galambos, Ganapathi and Company, Barristers & Solicitors to pursue legal action against Mary Reynolds for defamation and human rights violations.

CARRIED

2 Opposed Trustee Livesey and Trustee Goldswain

- Further discussion of the information around the resolution and additional legal items still to be discussed. These items will be brought forwarded in an in-camera session to follow the business part of the meeting.
- Emergency Response Procedures and Critical Service plan has been discussed between the fire rescue service and the public works. Draft plan being prepared and will be brought forward to the committee meetings.

- Consideration of sale of McLeod property – Tabled till alternate training property located.
1. Correspondence – Brenda Fisher
 - Gaudreau – Coal Mine concern – contact has been made with Raven Coal – are available to meet with the board to discuss concerns. Board suggested a written request to Raven Coal for a response to the concern. The administrator will make the contact.
 - Thomas – Legal costs - situation discussed. Matters remain in litigation and can be reported out when complete or at the Annual General Meeting. Regular Board meeting was closed due to legal matters.
 - Ministry circular – interest rate 6%. Rural service tax release is set three times a year to levy taxes where applicable.
 - Information on Shake-out reviewed.
 2. Reports:
 - Fire Committee Report – Denis Royer read the report, transfer of \$45,000 to reserve funds, budget expenses as projected, UBID successful bidder for SCBA apparatus \$16,000, fire rescue service work plan being developed – no discussion
 - Fire Chief's Report – Denis read the report. Call-outs 4 – First Responder calls – serious to life threatening. No bans on open fire at this time. Training schedule outlined. Truck 24 received only provisional pass on its annual commercial inspection. Brake system requires replacement. A replacement for Truck 24 should happen as soon as possible. New members encouraged. Report on new SCBAs and benefits to the department. SCBAs are in-house. It was noted that a Community CPR course would be offered February 22, 2011 at 7 p.m. Limited to 40.
 - Public Works Committee Report – Dave Godfrey read the report. Cross connection training available in Victoria at Camosun College for \$450 plus \$100 exam fee. Administration report \$40,000 transferred to reserve and the 2010 budget is 99% spent. Results of tender and quotes for Nelson Loop Project 2011 outlined - recommendation the appointment of the tender with Option #1 to Wacor Holdings Ltd. and the supplies to Four Star Waterworks. Langley Lake is currently frozen over with a water level of 14'11". Ntu's being monitored – test samples are negative. Additional auto flush valve installed on Spence Road to ensure chlorine levels met standards. Flow chart recorder has been replaced and provides more accurate information. Cleaning and inspection of the two reservoirs scheduled for March 2 and flushing of the water lines will be March 8, 9, 10. Leaks detection and repairs noted.

MOTION: 2011-01-03

RMS

To award the tender for the Nelson Loop Project 2011 to Wacor Holding Ltd. (Option #1) and the supplies portion of the project to Four Star Waterworks.

CARRIED

- Administration and Financial Report - Brenda Fisher
 - Legal issues were reviewed and will be discussed further in-camera.
 - Financial Review for 2010, information on projected surplus and discussion on revised estimated on audit costs due to change in reporting format. Audit estimate \$15,900. Audit expected last week of January, first week of February.

- Change in Fire Rescue organization structure to include Assistant Chief – Training Officer position. Requested remuneration change of \$600 for Assistant Chief – Training officer position. Revision of Policy #03-F0002 (formerly 5.01.03) Fire Service Honorarium Remuneration. Referred to Fire Rescue Committee for further review.
- Comox Fire Apparatus 1990 F8000 offered for sale to Union Bay at the cost of \$25,000. Discussion of purchase and the equipping of the vehicle. Estimate cost of equipment is \$25,000. An independent inspection of the vehicle will be part of the offer. More research to be done on other vehicles and referred to the Fire Committee for further review. Concern over time line for offer. Brenda will contact Comox regarding a deadline for response to the offer.
- Review of appointment of Freedom of Information 'head'. Rob Rounds provided information on the Freedom of Information process. No decision was
- Lease considerations for 5539 S. Island Highway discussed. Renewal of Credit Union Lease for one year.

MOTION: 2011-01-04

RMS

To renew the lease of the Union Bay Credit Union for a period of one year at the same rate.

CARRIED

Lease proposal for 'As You Like It' for a one-year lease of the kitchen.
Discussion of the lease and the provisions required.

MOTION: 2011-01-05

RMS

To lease the kitchen at 5539 South Island Highway to 'As You Like It' for a period of one year.

CARRIED

- Review of budget lines for 2010 and explanation of surplus and reserves. Transfer of funds to be discussed at the planning session or a regular board meeting. Discussion of disconnection situation. Brenda will send a letter requesting a payment schedule.
- Introduction of Bylaw #230 Nelson Loop Project 2011 Agreement.

MOTION: 2011-01-06

RMS

Introduced and given first reading of Bylaw #230 Nelson Loop Project 2011 Agreement.

CARRIED

MOTION: 2011-01-07

RMS

Reconsidered and finally passed Bylaw #230 Nelson Loop Project 2011 Agreement.

CARRIED

- Introduction of Bylaw #231 Southern Railway of Vancouver Island Ltd. 2011 Agreement

MOTION: 2011-01-08

RMS

Introduced and given first reading of Bylaw #231 Southern Railway of Vancouver Island Ltd. 2011 Agreement.

CARRIED

MOTION: 2011-01-09

RMS

Reconsidered and finally passed Bylaw #231 Southern Railway of Vancouver Island Ltd.
2011 Agreement

CARRIED

- Discussion of 2% increase for 2011 – deferred to 'in-camera'.

3. New Business:

- Introduction of Rob Rounds. Rob outlined the information that would be provided and a information session will be provided to the board at a planning meeting of the board. Discussion occurred about the information to be presented and forum. Mr. Rounds left the meeting after his presentation. Board further discussed the proposal.

MOTION: 2011-01-10

RMS

To engage Rob Rounds to provide a two-hour training session at an estimated cost of \$580.00.

CARRIED

Trustee Livesey Opposed

- Discussion of progress with the Energy Report.

MOTION: 2011-01-11

RMS

To move into an 'in-camera' session.

CARRIED

Adjournment of Regular Meeting at 6:30 p.m

Alan de Jersey, Chair

Brenda Fisher, Administrator