

**Union Bay Improvement District
Regular Board Meeting
January 21, 2009
7 p.m.**

Union Bay Improvement District Office Boardroom

Attendants: David McDowell (Chair), David Godfrey, Denis Royer, Paul Baal, Brenda Fisher

Guests: Bruce Jolliffe – Area 'A' Regional Director, Susan Hargreaves, Edda Grant

Meeting called to order at 7 p.m.

1. Bruce Jolliffe was introduced as Area 'A' Director.
 - Discussion about concerns within the UBID and the regional water strategy.
 - UBID expressed an interest to have a closer working relationship with regional district and invited Bruce to attend meeting every couple of months.
 - UBID needs support at the regional district table.

Pending Issues

- Future development of the area
 - Infrastructure grants
 - Meeting with Regional District scheduled for January 29, 2009.
2. The minutes of November 19, 2008 Regular Board Meeting and November 19, 2008 Planning Session were reviewed.

MOTION: 2009-01-01

To accept the minutes of the November 19, 2008 Regular Board Meeting and the November 19, 2008 Planning Session as circulated.

RMS

CARRIED

3. Additions to the agenda were requested having none the agenda was adopted as presented.

MOTION: 2009-01-02

To adopt the agenda for January 21, 2009 as presented.

RMS

CARRIED

4. Business arising from the minutes:
 - Signed copy of Revised Mutual Aid Agreement has been received.
 - Tender has been awarded for the Fire Rescue Truck to Express Custom for Fire Rescue Truck, delivery expected in early spring.
 - Renewal Disbursement Bylaw #218 has been registered authorizing release of funds for the purchase of the fire rescue truck.
 - Bylaw #216 Taxation Bylaw 2009 has been registered and is in effect for 2009.
 - Lease to Union Bay Credit Union. Discussion of allowing lease to proceed. Request discussion of leasing with Regional District at the January 29th meeting. Decision to be decided after RD meeting.

5. Correspondence:

- Ministry of Community Development Circular 08:24 ID Bylaw Deregulation Initiative, Order in Council 847 and Ministerial Order No. M297.
- Statutory Advance \$100,000 has been approved for 2009 and will be received January 2, 2009.
- Response from WorkSafeBC Inspection Report requires further response regarding asbestos exposure control plan by January 9, 2009.
- Email from Barbara Nixon regarding regional concerns. A review of the email indicated that items were under regional district jurisdiction and response sent.
- Resignation as a trustee as of AGM 2009 – Debbie Prowse
- Ombudsman Report
- Water Quality – Nixon – emailed response regarding conditions.
- Emergency Management BC
- K'omoks Treaty Information Meeting
- Kinasweich – Fire hall lighting and recycling – forwarded email to fire chief regarding lighting and redirected to regional district regarding recycling.
- McElhanney sent request for information from RD regarding future planning issues.
- Civicinfo BC – membership renewal.

MOTION: 2009-01-03

To receive and file correspondence.

RMS

CARRIED

6. Reports

- Fire Committee Report – review of minutes from December 2, 2008. No meeting for January 2009.
- Waterworks Committee Report – review of report for December and January. Langley Lake intake was cleaned and inspected and found to be in acceptable condition. Flushing of main lines occurred as planned. Tank valve system has been corrected and tank to be cleaned on February 3, 2009. The ultrasonic meter has been installed and will provide more accurate readings. McElhanney update of 20 year plan to be completed by February 2009.
- Fire Hall and Truck Committee Report – report reviewed more information will be available after the end of January 2009.
- Administration Report
 - Reviewed December 2008 report.
 - Discussion about Annual General Meeting and the role of the auditor. It was agreed that the auditor did not need to attend the AGM and that the financial presentation would be done by the board. Brenda to advise auditor.
 - Two trustee positions will be open. One – one-year term and one - three-year term.
 - Denis Royer appointed chair of nominating committee, David Godfrey will assist.
 - Review of financial information, prepared to be audited, indicates a surplus in both departments. Surpluses are a result of renewal and

replacement plans not being completed in 2008. After the completion of the audit the determined surplus should be added to 2009 budget to allow funding for the completion of renewal and replacement plans.

MOTION: 2009-01-04

To authorize transfer of verified surplus budget amounts for waterworks and fire from the 2008 budget to the 2009 budget.

RMS

CARRIED

- Personnel matters requested to be moved to 'In-Camera' session scheduled for end of business meeting.

MOTION: 2009-01-05

To move personnel matters to 'in-camera' session.

RMS

CARRIED

MOTION: 2009-01-06

To accept the operational reports as presented.

RMS

CARRIED

7. New Business

- Ratification required for approval Employee Assistance Program completed through email.

MOTION: 2009-01-07

To approve the addition of the Employee Assistance Program to the benefit provisions for the fire fighters and staff of the Union Bay Improvement District.

RMS

CARRIED

- APC meeting – none held
- Comox Valley Emergency Response meeting outlined problems with snow removal and the effect on emergency response. Emcon will be invited to attend next meeting of the CV Emergency Response committee.
- Committee meeting times were discussed for agreement on a standard time and date.

MOTION: 2009-01-08

Committee meeting times will be set at the meeting following the Annual General Meeting and will remain in force until the next Annual General Meeting.

RMS

CARRIED

MOTION: 2009-01-09

To move into 'In-Camera' meeting.

RMS

CARRIED

Guests left the meeting at 9 p.m. Session moved into 'In-Camera' at 9:05 p.m. Return from 'In-Camera' session at 9:25 p.m.

MOTION: 2009-01-10

To move from 'In-Camera' session to 'Regular' session.

RMS

CARRIED

8. Information brought forward from 'In-Camera' Session

- Discussion occurred to change name of waterworks department to public works department as duties now include property maintenance of a larger scale.

MOTION: 2009-01-11

To change the 'Waterworks' to 'Public Works', job descriptions will be revise.

RMS

CARRIED

- Procedures for the Annual General Meeting will be changed. All questions will be directed to the chair. Auditor will not be present. Sound system to be purchased. Fire plan and capacity to be determined. Chairs to be purchased to match capacity of auditorium.
- Discussion of delinquent accounts and tax sales.

MOTION: 2009-01-12

To re-enforce process established for delinquent accounts. Meter boxes will be locked. Violation of meter boxes will result in the removal of the meter and complete disconnection of water from the residence.

RMS

CARRIED

MOTION: 2009-01-13

To initiate the tax sale process on the four identified properties as of January 21, 2009.

RMS

CARRIED

- Discussion of letter from Community Club. Response letter to be sent to Community Club with copy to Fire Chief for solution.
- Agency Referral regarding Re-Zoning of Kensington Golf Course area received and discussed. Rezoning information will be further reviewed by the trustees to the category approved with subject conditions. Response to be completed by Feb.13, 2009.

Next Meeting Dates

Thursday, January 29, 2009 UBID and Comox Valley Regional District 1 p.m. UBID Boardroom

Tuesday, February 3, 2009 Fire Committee, Union Bay Fire Hall 6:30 p.m.

Thursday, February 5, 2009 Public Works, UBID Boardroom 5 p.m.

Wednesday, February 18, 2009 Regular Board Meeting, UBID Boardroom 7 p.m.

Meeting adjourned at 9:30 p.m.

David McDowell, Chair

Brenda Fisher, Administrator