

Union Bay Improvement District
Regular Board Meeting
June 16, 2010
Union Bay Improvement District Boardroom
4:30 p.m.

Attendants: Alan de Jersey (Chair), Denis Royer, Bruce Livesey, Cleve Goldswain,
Brenda Fisher, Dan Verdun (late arrival 5 p.m.)
Guests: Approximately 20 landowners

Meeting called to order at 4:35 p.m.

1. Review of agenda – item to be added under new business – Financial Management. Discussion about meeting information being sent out sooner than 48 hours before the meeting. Information was sent as soon as all was received. Trustees to ensure that information be provided to allow distribution of information on the Friday before the meeting. It was also noted that a motion from an in-camera session needed to be added to the agenda. Trustees were requested to review the agenda and information on receipt and advise if additional items were to be included in the agenda prior to the meeting.

MOTION: 2010-06-01

RMS

To adopt the agenda for June 16, 2010, as amended, by adding Financial Management under new business and the 'in-camera' motion under business arising from the minutes.

CARRIED

2. There were no delegations or petitions.
3. Minutes of the Regular Board Meeting for May 19, 2010 were accepted as presented.

MOTION: 2010-06-02

RMS

To accept the minutes for May 19, 2010 Regular Board Meeting as presented.

CARRIED

4. Business arising from the minutes:

MOTION: 2010-06-03

RMS

To authorize the creation of a storage compound at 5539 S. Island Highway at an estimated cost of \$4,000.

CARRIED

- Emergency Response Procedures and Critical Service – no further information or information provided. To be brought forward to the July meetings.
- Consideration of the sale of McLeod Road property – tabled until alternate training property located.

5. Correspondence

- Thank you letter from Doug Geidt, read to the Board, received and filed.
- Copy of correspondence received from Denman Island Residents Association and reply from the Ministry of Environment, received and filed.

6. Reports

- Fire Committee Report – Denis reviewed the report and brought forward the recommendation to increase Standby/Duty Officer to ensure coverage during the summer weekends.

MOTION: 2010-06-04

RMS

To authorize the increase for Duty Officers to \$100 per day; Duty Driver to \$90 per day for the summer months of July and August as a trial. This will be reviewed in September 2010.

CARRIED

- Fire Chief's report was read – six callouts since last report, vandalism of the Union Bay Forestry trailer and theft of equipment. Gas leak detectors in service. Bay Day display and participation in May Day parade in Cumberland.
- Public Works Report was reviewed by Cleve. Bylaw for Water Distribution Regulation has been reviewed. Langley Lake is still overflowing. Water turbidity has improved and all bacteriological tests have been negative. Review of break-in.
- Administration Report – Brenda reviewed format for the consolidated reporting by departments. The consolidated reports shows the proposed budget, the amount spent to date and the cash flow by department. The break-in has been reported to the insurance company and costs are being gathered for submission of the loss claim. Arrangements have been made to alarm the public works storage area and to fence the compound at 5539 S. Island Highway. Work on revising bylaws and procedures is resuming. Planning session to be planned for mid-summer. The stairs at the back of 5539 S. Island need repair work. Quote has been received. More quotes to be requested and it was agreed that the work could be awarded by the administrator.

MOTION: 2010-06-05

RMS

To accept the reports as presented.

CARRIED

7. New Business

- Financial Management – discussion about the creation of a standing committee for financial management. It was noted that there was a standing committee for Administration and Street lighting established in the Policies and Procedures Manual. Further review of criteria will take place at a future date once existing information is reviewed.

MOTION: 2010-06-06

RMS

To established a Standing Finance Committee to develop annual draft budgets; develop capital plans; establish reports for the Board and draft appropriate financial policies if necessary. This standing committee to be made up of the Administrator, a Trustee to act as chair, and up to four community members to be appointed by the Board.

CARRIED

MOTION: 2010-06-07

RMS

To move the regular board meeting into 'In-Camera' to discuss legal and personnel issues.

CARRIED

Meeting moved 'in-camera' at 5:30 p.m.

Return to regular board meeting at 6:50 p.m.

MOTION: 2010-06-08

RMS

To rescind Motion #2010-06-04.

CARRIED

MOTION: 2010-06-08

RMS

To increase the Duty Officer rate to \$100/day; Duty Driver rate to \$85/day; and Fire Fighter to \$75/day for the months of July and August. To be reviewed in September 2010

CARRIED

Meeting adjourned at 6:55 p.m.

Next Meetings:

Tuesday, July 6, 2010 6:30 p.m. Fire Committee Meeting, Fire Hall

Thursday, July 8, 2010 2 p.m., Public Works Committee, UBID Boardroom

Wednesday, July 21, 2010 4:30 p.m. Regular Board Meeting, UBID Boardroom

Alan de Jersey, Chair, Board of Trustees

Brenda Fisher, Administrator