

**Union Bay Improvement District  
Regular Board Meeting  
March 25, 2009  
Union Bay Improvement District Office  
7 p.m.  
Minutes**

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

Guests: Brenda Dane, Doug Geidt, Susan Hargreaves

1. The agenda was reviewed and there were no late additions.

**MOTION: 2009-03-01**

RMS

To adopt the agenda as presented.

**CARRIED**

2. Review minutes of February 18, 2009. It is noted that Doug Geidt attended as a guest and was omitted on the minutes.

**MOTION: 2009-03-02**

To accept the minutes of February 18, 2009 as amended.

**CARRIED**

3. Business arising from the minutes and unfinished business:

- Critical Business Continuation Plan – A worksheet has been provided from the Comox Valley Emergency Preparedness as a starting point for the plan. **It is suggested that this be brought forward to next meeting as unfinished business.**
- Strategic Plan Review - **It is suggested that this be brought forward to next meeting as unfinished business.**
- Application for TCUP completed – email acknowledgement of process received. Still no written response to criteria behind need for application.
- Letter was sent to Union Bay Credit Union – lease has been signed. Start date of occupation scheduled for May 1, 2009
- Leak detection equipment ordered. Test equipment was received and it was determined that ground mike is required. Purchase to be obtained within approved specified amount.
- Memorandum of Understanding has been signed to authorize use of the UBID building in emergency situations.
- Signing authorities have been changed on Quick Access Account
- Rental review – **It is suggested that this be brought forward to next meeting as unfinished business.**

4. Petitions and delegations - none

5. Correspondence – Brenda Fisher

- Letter from Fred Bates – response to D. McDowell letter of Feb. 2, 2009. Letter to be acknowledgement outlining TCUP application resolved.
- Letter from CVRD – Nelson Lang Water Project Manager. Response letter from Board requesting information on upcoming grants.
- WorkSafeBC Response on Asbestos Plan – no further action required at this time.
- Letter from Staples McDannold Stewart regarding financial statements – 2008 Audit

6. Reports:

- Fire Committee Report – Paul Baal reviewed the minutes and discussed the recommendations from the Fire Committee.

**MOTION: 2009-03-03**

RMS

To transfer funds from waterworks renewal and replacement - \$20,000 - to reimburse the Fire Department renewal and replacement funds for the vehicle transferred to the public works department.

**CARRIED**

**MOTION: 2009-03-04**

RMS

To adopt a policy to acknowledge years of fire rescue service for 15 years or more.

**CARRIED**

- Public Works Committee Report – David Godfrey reviewed the operations of the public works department.
- Fire Hall and Fire Truck Committee Report – Denis Royer presented the information on the preliminary work for the fire hall. This information will be presented to the landowners at the Annual General Meeting.
- Administration Report – Brenda Fisher
  - 2009 Budget figures will be adjusted as approved and presented at the Annual General Meeting.
  - Information was reviewed regarding the Capital Expenditure Fee Change recommended by McElhanney Consultants as part of the reviewed 20-year Planning Study.

**MOTION: 2009-03-05**

RMS

Introduced and given first reading of Bylaw #219 Amending Bylaw #187 Capital Expenditure Charge Bylaw.

**CARRIED**

**MOTION: 2009-03-06**

RMS

Reconsidered and finally passed Bylaw #219 Capital Expenditure Charge Bylaw Amendment #219 Amending Bylaw #187 Capital Expenditure Charge Bylaw.

**CARRIED**

7. New Business:

- Dave Cherry and Gary Anderson, VIHA, will attend the Annual General Meeting.

Next regular meeting to be decided after Annual General Meeting.

Annual General Meeting Wednesday April 1, 2009, 7 p.m. UBID Auditorium

Meeting adjourned at 7:50 p.m.

---

David McDowell, Chair

---

Brenda Fisher, Administrator