

**Union Bay Improvement District
Regular Board Meeting Minutes
November 18, 2009 7 p.m.
Union Bay Improvement District Office**

Attendants: David McDowell (Chair), Denis Royer, Doug Geidt, David Godfrey, Alan de Jersey, Brenda Fisher

Guests: 24 Landowners

Meeting called to order at 7:05 p.m.

1. Call for late items and review of the agenda

MOTION: 2009-11-01

RMS

To adopt the agenda as presented.

CARRIED

2. Petitions and delegations

- Sando et al - Gerry Sando made a water presentation to the Board of Trustees and requested the concerns and questions be addressed at the next board meeting.
- Cleve Goldswain made a presentation outlining liability concerns and sustainable water supply.

3. Review minutes of Planning Meeting minutes and Regular Board minutes October 21, 2009.

MOTION: 2009-11-02

RMS

To accept the minutes of October 21, 2009 Planning Meeting and October 21, 2009 Regular Board Meeting as presented.

CARRIED

4. Business arising from the minutes and unfinished business:

- Bathymetric Survey results have been received from McElhanney Engineering. This information has been sent to the Ministry of Environment for filing and to the Comox Valley Regional District for the regional water study.

5. Correspondence – Brenda Fisher/David McDowell

- Revised Capital PSAB Water System Funding Calculations – includes dam replacement, McElhanney Consultants

MOTION: 2009-11-03

RMS

To receive and file Revised Capital PSAB Water System Funding Calculations.

CARRIED

- 2010 Operating Tax Advance Bylaw received and registered

MOTION: 2009-11-04

RMS

To receive and file the registered 2010 Operating Tax Advance Bylaw.

CARRIED

- RCMP Contact Information

MOTION: 2009-11-05

To receive and respond to the RCMP Contact Information.

CARRIED

- Subdivision application – Upper Island Development Ltd.

MOTION: 2009-11-06

RMS

To receive and respond to the Subdivision Application for Upper Island Developments.

CARRIED

- Comox Valley Regional District – support letter for boundary change

MOTION: 2009-11-07

RMS

To receive and the Comox Valley Regional District support letter.

CARRIED

- Morgan – Thank you for updated information

MOTION: 2009-11-07

RMS

To receive and file Morgan correspondence.

CARRIED

- Prowse – Funding support

MOTION: 2009-11-07

RMS

To receive and forward questions to Area A Director, Bruce Joliffe for clarification.

CARRIED

- Sando et al – David McDowell read questions and provided answers. It is noted that UBID reports are available for viewing at the office and that Summit Environment Consultants have not provided a report nor received authorization to conduct such a report from the Union Bay Improvement District.

MOTION: 2009-11-08

RMS

To receive and file the Sando et al correspondence.

CARRIED

- Kinasewich – David McDowell read questions and provided answers.

MOTION: 2009-11-09

RMS

To receive and file the Kinasewich correspondence.

CARRIED

- Molstad – list of attendants – information not available for administrative purposes only.

MOTION: 2009-11-10

RMS

To receive and file the Molstad correspondence.

CARRIED

- Molstad – development questions – David McDowell read questions and provided answers.

MOTION: 2009-11-11

RMS

To receive and file the Molstad correspondence.

CARRIED

- Molstad – financing questions – landowner notice for December will be provided for information.

MOTION: 2009-11-12

RMS

To receive and file the Molstad correspondence.

CARRIED

- Leeann – information about the area – email response read

MOTION: 2009-11-13

RMS

To receive and file the Leeann correspondence.

CARRIED

- It is noted that there are no scheduled meetings to discuss the Kensington Development.

- The request for posting of reports on the website requires the drafting of a bylaw. This may be completed by the next board meeting.

6. Reports:

- Fire Committee Report – Denis Royer reviewed the Fire Rescue Service Committee Report

MOTION: 2009-11-14

RMS

To receive the Fire Rescue Service Committee report as presented.

CARRIED

- Fire Chief's Report – Denis Royer review the Fire Chief's report

MOTION: 2009-11-15

RMS

To receive the Fire Chief's report as submitted.

CARRIED

- Public Works Committee Report – David Godfrey reviewed the Public Works Committee Report

MOTION: 2009-11-16

RMS

To receive the Public Works Committee report as presented.

CARRIED

- Public Works Superintendent Report – David Godfrey highlighted information in the Public Works Committee Report.

MOTION: 2009-11-17

RMS

To receive the Public Works Superintendent Report as submitted.

CARRIED

- Fire Hall and Fire Truck Committee Report – Denis Royer explained that no further planning can be undertaken until the location of the fire department has been established.

MOTION: 2009-11-14

RMS

To receive the Fire Rescue Service Committee report as presented.

CARRIED

- Administration Report – Brenda Fisher
 - Financial Review as of November 3, 2009

Funds available:

Waterworks Capital Development	\$109,824
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Waterworks Renewal and Replacement	2,022
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Fire Department Renewal and Replacement	31,028
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Total Capital Reserves	\$142,874
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Cash on Hand	2,086
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General Operational – includes carry-over	178,849
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Fire Department contingency	65,391
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Waterworks contingency	94,685
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Total Unrestricted Funds	341,013
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Income

Fire Department	522,823
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Waterworks	384,351
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Street Lighting	24,168
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Expenses

Fire Department	408,600
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Waterworks	309,142
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Street lighting	15,650
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Surplus

Fire Department	114,223
Waterworks	75,209
Street Lighting	8,518

- Surpluses may be carried over for 2010

MOTION: 2009-11-15

RMS

To accept the financial report as presented.

CARRIED

- PSAB Infrastructure Renewal and Replacement schedule – Revised. It is noted that the revised figures indicate that \$200,854 per annum is required to meet the schedule requirements and a catch-up amount of \$144,292 is required to meet suggested reserves. The normal per annum rate would be \$300 per parcel at the current number of parcels plus an additional amount of \$200 per parcel for one year to meet catch-up costs.

MOTION: 2009-11-16

RMS

To adopt the PSAB Infrastructure Renewal and Replacement schedule to be implemented for Assets Management reporting on the financial statements for 2009.

CARRIED

- Financial Statement presentation for Year-end 2009 – Reporting direction for auditor to be provided.
- Information acquired at conferences and workshop attended in October and November was reviewed.
- Comox Valley Regional Water Advisory Commission Meeting Nov. 13, 2009 – more review required. Additional information will be sought to complete options.
- Introduction of Bylaws 222 Taxation Bylaw, 223 Miscellaneous Service Charges, 224 Water Tolls, Amendment of 214 Meeting Procedures
- Revision of policy – Information Policy, Purchasing and Debit Card

MOTION: 2009-11-17

RMS

Introduced and given first reading, Bylaw #222 Taxation Bylaw, 2010.

CARRIED

MOTION: 2009-11-18

RMS

Reconsidered and finally passed Bylaw #222 Taxation Bylaw, 2010.

CARRIED

MOTION: 2009-11-19

RMS

Introduced and given first reading, Bylaw #223, Miscellaneous Service Charges 2010.

CARRIED

MOTION: 2009-11-20

RMS

Reconsidered and finally passed Bylaw #223, Miscellaneous Service Charges 2010.

CARRIED

MOTION: 2009-11-21

RMS

Introduced and given first reading, Bylaw #224 Water Tolls and Other Charges, 2010.

CARRIED

MOTION: 2009-11-22

RMS

Reconsidered and finally passed Bylaw #224 Water Tolls and Other Charges, 2010.

CARRIED

MOTION: 2009-11-23

RMS

To adopt the revised policy #09-A0004 Purchase Authorization Procedure and Policy as presented.

CARRIED

MOTION: 2009-11-24

RMS

To adopt the revised policy #09-A0005 Debit Card (POS) Policy as presented.

CARRIED

7. New Business:

- Sustainability Strategy Open House November 30,2009 CVRD Boardroom
- Regional Growth Strategy Open Houses – various locations

8. 'In-Camera' – not required

Next Meetings

Public Works December 3, 2009 2 p.m.

Fire Rescue Service December 9, 2009 7 p.m.

Board Meeting December 16, 2009 7 p.m.

Adjournment at 8:30 p.m.

David McDowell, Chair

Brenda Fisher, Administrator