

**Union Bay Improvement District
Regular Board Meeting Minutes**
Union Bay Improvement District Boardroom
Oct. 19th, 2011
6:20 P.M.

Meeting called to order at 6:20 pm.

Venue: Union Bay Community Hall.

In attendance: Trustees: Carol Molstad (Chair), Bruce Livesey, Cleve Goldswain, Anne Alcock, and Alan Webb. Staff: Ruth Sauder

1. Adoption of the Agenda.

Motion 2011-10-19-01 for approval as circulated.

RMS

CARRIED

2. Petitions and delegations –none.

3. Approval of Minutes

a. Regular Board Meeting Minutes of Sept. 21st, 2011.

Motion 2011-10-19-02 to adopt the Minutes of the Sept. 21st, 2011 Board Meeting as circulated.

RMS

CARRIED

4. Report from In-Camera Meetings, Planning Meetings and Business arising:

a. Regular Meeting – Sept. 21st, 2011. Nothing to bring forward.

b. Budget Meeting of Sept. 30th, 2011. At last month's Board meeting the Board gave direction to the Finance Committee and Administrator to prepare a budget based on a conservative estimate of revenues and necessary expenditures. Since then the Board met with the Finance Committee and Administrator on Sept,30th, 2011 to review a draft budget. Apart from a few minor issues the 2012 budget is complete, and will be presented to the Board at its November meeting for approval. At that November meeting we will pass a budget by-law which is sent to the Province, and is the basis for the Province's calculation of property taxes for 2012. Thank you to the Finance and Capital Planning Committee for their hours of work in assisting UBID with coming up with a very workable budget.

c. In-Camera meeting of Oct. 4th, 2011 to deal with legal matters. This pertains to the Ombudsman's investigation which we previously told you about at the Sept. meeting. One of the things he requested of the Board as part of that investigation is to review the In-Camera minutes from Nov. 2010 until the

end of April, 2011 and consider making those minutes public. We reviewed 5 sets of Minutes for that period. We considered two issues in making our determination - whether there were any 'privacy issues' in those minutes, or whether there was anything in those minutes that would be considered harmful to UBID if they were made public. After reviewing those Minutes we have made the decision to release all 5 sets of Minutes and make them public. They will be put together as one document on the website with a statement that the records are being released in response to the Ombudsman's query.

5. Correspondence:

- a. Water Issues letter from landowner, Gerry Sando, dated Oct. 13th, 2011. The administrator with the PW Chair, Cleve Goldswain, to respond in writing to that letter.
- b. Leak Allowance Request from a Landowner, received Oct. 3rd, 2011. The Board will refer this to the administrator to deal with in accordance with established policy.
- c. Letter from Fire Fighters W/O Borders dated Oct. 7th, 2011. Informational item only. In July UBID donated to them some fire suppression equipment no longer used by the Dept. This is simply a thank you letter from them for that donation.

6. Reports

- a. Administrator's Report – Ruth Sauder

Motion 2011-10-19-03 To accept the administrator's report for information.

RMS

CARRIED

- b. Fire/Rescue Report – Anne Alcock

Motion 2011-10-19-04 To accept the fire report for information.

RMS

CARRIED

- c. Public Works Report – Cleve Goldswain.

Motion 2011-10-19-05 To accept the public works report for information.

RMS

CARRIED

- d. Finance & Capital Planning Report – Bruce Livesey.

Motion 2011-10-19-06 To accept the finance and capital planning report for information.

RMS

CARRIED

e. By-laws, Policies and Procedures Report – Carol Molstad.

Motion 2011-10-19-07 To accept the bylaws, policies and procedures report for information.

RMS

CARRIED

7. New Business

a. Spending Authority for Staff.

Motion 2011-10-19-08 To delegate to the Administrator a spending authority limit of \$ 5,000 and to delegate to the Department Heads a spending authority limit of \$500. And to instruct the Administrator to put in place financial controls and 'best practices' processes with respect to UBID expenditures.

RMS

CARRIED

b. Disposal of Surplus Equipment. Further to the Fire Chief's report that the Sea Container on the old McLeod Road training site is past its useful life.

Discussion – When it comes to UBID's assets this is a retained Board authority, and so in order to dispose of even redundant assets the Board must be informed and delegate to Administration the job of disposing of any assets.

Motion 2011-10-19-09 To delegate to the Administrator and the Fire Chief the task of disposing of the Sea Container and having it removed from the site, so long as it can be done without cost to UBID.

RMS

CARRIED

c. Firehall Repair Report – report provided by Anne Alcock.

Discussion – After looking at the Fire Hall and talking to the Fire Chief sketches were prepared by Bill Alcock, as a volunteer, of some of the repairs that are needed for the Fire Hall and a plan for how to deal with some of the serious drainage issues impacting the Fire Hall. Prior to getting a new Fire Hall we need to do critical repairs to the existing firehall. Refer to Committee for further review.

Motion 2011-10-19-10 That the Fire/Rescue Committee prepare a recommendation to the Board regarding repairs/upgrades to the existing Fire Hall, and that the Administrator prepare detailed specifications for tendering purposes.

RMS

CARRIED

Motion 2011-10-19-11 That the Board supports, in principle, the need for essential repairs and upgrades in order to prolong the life of the existing building until such time as a new Fire Hall/Administration complex is constructed.

RMS

CARRIED

d. Draft Strategic Plan – tabled.

Discussion – This is the plan for 2012 to 2016. Includes goals, objectives and a mission statement. The Board has been working on this since August with input from approximately 13 Community members who came to a Strategic Planning Workshop. Since there is a brand new Trustee and he hasn't had a chance to look at it, we are tabling it tonight. Once the draft Strategic Plan is approved then our next step is to present it to the community.

e. Honoraria Committee – At the AGM a committee was struck to review Trustee remuneration. There were 3 community members on that committee. One of them was Alan Webb and now that he is a Trustee he can no longer be on that committee. Another has resigned. That leaves one. If any community members are interested in joining this Committee to review Trustee remuneration please let us know, because the committee can't function with just one member.

f. Request for proposals from Auditors – 5 local governmental organizations, Deep Bay ID, Bowser Waterworks, Qualicum Bay Water District, UBID, and the Deep Bay Harbour Authority banded together to see if as a group we could get a better price on our audit process, because last year our audit costs were much higher than in the past. We issued a Request for Proposals to Auditors for a 3 year commitment. On Oct. 13th Bruce and Ruth attended a meeting of the group to open and review proposals. There were 4 proposals. Two of the proposals were rejected because of cost reasons. One proposal was rejected because they didn't bid on all the entities. That left Myers, Norris Penny. They are a large accounting firm with many offices, including a local office in Courtenay and their proposal fit within our price range and the other four organizations in the group. Their audit fee will be approx. half of what we paid last year. In the first year it is \$10,500 plus disbursements and taxes, with a slight increase in each of the next two years.

Motion 2011-10-19-12 That the Board appoint the accounting firm of Myers, Norris Penny as UBID's auditor for the next 3 years in accordance with the proposal.

RMS

CARRIED

g. Drop – In. We are going to reinstitute a regular meeting where Board members will make themselves available for landowners.

Motion 2011-10-19-13 That the Board institute monthly community meetings with landowners on the second Tuesday of each month from 1 to 3 pm at the UBID offices.
RMS CARRIED

h. Next AGM. Setting a date.

Motion 2011-10-19-14 That the next AGM be held on Saturday, April 21st, 2012, with the exact time and place to be determined later.
RMS CARRIED

That concludes the business for tonight.

The Chair opens the meeting to questions from the floor.

Q. – How is it the Credit Union advanced funds on a mortgage for the UBID School Site purchase if there is a problem with the title?

A. – The Notary that acted for UBID also acted for UBCU, , they too are impacted by the impediment on title. While they may be legally entitled to foreclose, we're currently paying the mortgage, and they wouldn't have any more ability to sell or dispose of the property than we currently do. It's in everyone's interests, UBCU, UBID and the School District that we ultimately resolve this issue.

Q. – In addition to the drainage issues at the Fire Hall, safety is the most important item, and \$5000 won't touch these needs, how much money are you willing to sink into that building?

A. – The plan is to take this proposal to the Fire Committee to look at the drainage and whatever other repair items are essential to allow this building to continue to operate for another five years. At this point we don't know exactly what those essential items will be, and we don't know how much this will cost. The process will include looking at the WorkSafe BC recommendations.

Q. – My question pertains to the Water Treatment Plant that is being proposed. What type of work was done to look at operational costs and other factors when determining if this plant is suitable for our needs?

A. – The previous administrator and the PW Superintendent did have discussions with Brian McMahon of KIP about the water treatment plant 'system'. It is a type of plant that is prevalent throughout small communities on Vancouver Island. The manufacturer is Corix. The intention for moving forward is to go through the information we've received about the plant and to meet with Kensington, their engineers and the Corix manufacturer's reps. to ask them a number of technical questions about those issues including operating costs. The agreement with Kensington is that they will be responsible for operation costs for the first year, and then after that UBID will be responsible for the operating costs of that plant. It will become a budgetary consideration a year after the plant is put in place, either 2013 or later.

Q. – With respect to our electoral processes can we put in place some type of procedure that would make it easier for older and infirm landowners to vote, and those who are snowbirds and are away for the winter?

A. – We have had a number of discussions on the election procedures. Our governing legislation does not allow us to conduct a proxy vote. But we do have the ability by Policy to implement an Advanced Poll. We will be looking at a whole range of things and try to find something that is more workable.

Q. – My question is about the Water Treatment Plant. You've referenced a 'Temporary Water Treatment Plant', I'd like more clarity on why we are building a temporary plant and a permanent plant. I don't understand.

A. – What we are going to have is a temporary WTP that will be based where the current reservoir is on McLeod Road. Once Union Bay secures a property further up near the lake, that plant plus some additional modules will be moved to the permanent site up near the lake.

Q. – Your correspondence item 5. a. on tonight's agenda, did you receive the revised version, and when can I expect a response?

A. – We did receive the revised version and that is what we will be responding to. Give us about a month for a written response.

Q. – If the Kensington WTP doesn't go ahead what is your plan for putting in place a water filtration system as required by VIHA?

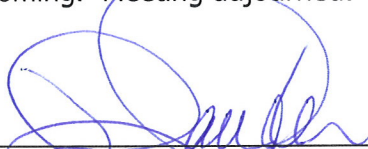
A. – We haven't done a Capital Plan yet. The Strategic Plan and the Budget are the first two steps. We've asked the Finance Committee to begin casting their minds towards a Capital Plan. If Kensington doesn't put it in, then we have to put it in, unless we can obtain government approval for a third extension.

No further questions.

That concludes our meeting at 7:12 pm. Thank you all for coming. Meeting adjourned.



Carol Molstad, Chair



Ruth Sauder, Administrator