

**Union Bay Improvement District  
Regular Board Meeting Minutes  
Sept. 23, 2009  
Union Bay Improvement District Office  
7 p.m.**

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

Regrets: David McDowell

Guests: Larry McDonald, Julie McDonald, Bill Alcock, Ann Alcock, Bruce Livesey,  
Dolores Livesey, Carol Molstad, Elizabeth Shannon

1. Review of agenda and call for late items.

MOTION: 2009-09-01

RMS

To adopt the agenda as presented.

CARRIED

2. Review minutes of Regular Board Minutes Aug. 19, 2009

MOTION: 2009-09-02

RMS

To accept the minutes for August 19, 2009 as circulated.

CARRIED

3. Business arising from the minutes and unfinished business:

- Replacement of boiler - Denis reviewed the boiler information he has obtained and it does not provide enough data to go forward at this time. Brenda has explored some grants but until adequate energy saving information is obtained grant applications cannot be submitted. Quotes may need to be acquired outside the Comox Valley area.

MOTION: 2009-09-03

RMS

To table discussion on the boiler retrofit until sufficient information can be acquired.

CARRIED

- Clarification of jurisdiction – Minister’s meeting Sept. 16, 2009 – David McDowell, Denis Royer, Doug Geidt and Brenda Fisher attended a meeting with Minister Bill Bennett to review water jurisdiction, boundary changes and the removal of covenants on lands owned by UBID. The Minister acknowledged that UBID has jurisdiction of providing water from Langley Lake. A regional water management system was discussed and it was suggested that CVRD, UBID and the Ministry would work together to set timelines to proceed with this concept.
- Letter sent to Regional District August 20, 2009 regarding Boundary request authority has not been responded to.
- Administrator attended a meeting with CVRD to review their assessment of the proposed boundary change on September 22, 2009.
- Trustees have reviewed the fire hall plans.  
Comments provided:
  - On-demand hot water be considered instead of water heaters
  - Investigation into green building grants and how to meet requirements
  - Building planned to be dual purpose i.e. Emergency Operations Centre in an extreme emergency.

- Building is self-standing
  - Building is smaller by approximately 3,000 square feet
  - Expected life 25-30 years.
4. Correspondence – Brenda Fisher
- White – copy of letter to the editor sent to Comox Echo Newspaper – read and filed
  - Reynolds – Date of agreement with Kensington – response by email
  - Hood – cash flow and information on renewal & replacement and budget – response by email with additional information to be provided when available
  - Molstad – inquiry about information from the Minister’s meeting held on Sept. 16, 2009 – response by email
  - Vancouver Island Health Authority – Benchmarks for water treatment – Letter to be sent by administrator to confirm submission of benchmarks and process.
  - Freedom of Information request from Third Party request (CVRD/Thomas) response will be sent with notation from Community Charter
5. Reports:
- Fire Committee Report – Denis Royer – no meeting was held due to vacation schedules
  - Fire Chief’s Report – report was reviewed – Open House October 10, 2009 noted. Food drive for the Comox Valley Food Bank will be collected at the office during the week prior to the Open House. People to bring non-perishable food to the Pancake Breakfast and Seafood Barbeque on October 10.
  - Public Works Committee Report – David Godfrey – Dave reviewed the PW budget and noted the cost overrun in engineering. Training has been arranged for the end of November for Public Works staff. All expense lines on target. Budget planning for 2010 have been brought forward for review based on a 2% inflationary factor and a 3% increase for remuneration. Langley Lake is experiencing high peat concentration which has increased the calls regarding water quality. A diver was at the Lake to check the intake and it is clear. High turbidity levels will be monitored to ensure health safety – advisory will be issued on the advice of the public works superintendent in conjunction with VIHA. Peat removal is being considered. UBID have not located a local company to perform the removal of the peat and may have to explore the main land for the service. Langley Lake is holding steady at 12’8” – no water restrictions have been imposed for 2009. Safety meetings are being held regularly and safe work plans are being completed. There are many capital projects to be considered. Denis enquired about confined space procedures. It is noted that both operators have confined space training and that equipment is rented for any confined space projects. Doug enquired about the timing of a Bathymetric Survey. It was advised that a Bathymetric survey is not on record with the Ministry of the Environment so when a change to the water license is necessary, one would need to be completed.
  - Public Works Report – reviewed by Dave Godfrey above.
  - Fire Hall and Fire Truck Committee Report – Denis Royer – committee meeting have been tabled till November
  - Administration Report – Brenda Fisher
    - Discussion of water advisory and timing

- Financial Review	
Current Cash Flow	
Total Capital Reserve	\$122,874.96
Total Unrestricted Funds	\$397,038.09
Accounts Receivable	\$25,758.08
Fire Department	
Income	\$521,233.96
Administration	\$75,082.90
Operational	\$135,323.51
Capital	<u>\$155,495.00</u>
Net Surplus	\$155,332.55
Public Works	
Income	\$351,536.83
Administration	\$90,802.71
Operational	\$140,083.79
Capital	<u>44,818.17</u>
Net Surplus	\$75,832.16
Street Lighting	
Income	\$24,168.74
Expense	<u>\$13,795.12</u>
Net Surplus	\$10,373.62

MOTION: 2009-09-04

RMS

To accept the financial report for September 23, 2009 as presented.

CARRIED

- Planning for 2010 – setting fees and taxes for 2010

The administrator met with the Ministry of Community and Rural Development advisory staff to discuss bylaw preparation and ways to achieve reserves and required operational studies for the future. It is noted that fee setting bylaws for operational matters – i.e. Water tolls and parcel taxes are set by the UBID board of trustees and the ministry monitors and records them on file. The fee setting bylaws no longer are approved at the ministry level.

Fire rescue operational requirements for wild fire planning were suggested to form part of the operational budget – option to spread out over two years or just expensed into one year. Could be a shared cost with a developer also. Rationale needs to be supplied with the bylaw registration and impact on tax base reasonable (within 10-25% change).

Water Tolls bylaws should reflect operational costs and ongoing minor renewal and replacement. Parcel tax rates should reflect required funds to meet replacement projection as per Engineered reports (PSAB report prepared by McElhanney) which indicates currently that parcel taxes to cover projected replacement guidelines would be \$464.00 per year. Again this rate would fluctuate depending on the number of properties serviced. This figure does not include capital improvements – i.e. water treatment. This is only for the works in the ground.

Presentation of 2010 proposed information suggested for late November or early December is suggested if rezoning bylaws still uncertain as UBID is required to establish benchmarks for mandated water and fire issues – treatment and replacement of fire hall.

- Planning date set for Saturday October 3, 2009, 9 a.m. UBID Boardroom.

MOTION: 2009-09-05

RMS

To accept the reports as presented.

CARRIED

6. New Business:

7. Revision of Policy #07-A0002 Guidelines for Meetings Correspondence and Website Information – to establish written criteria and clarification regarding internal working information. Revisions were read and reviewed.

MOTION: 2009-09-06

RMS

To approve the revision of Policy #07-A0002 Information Policy dated September 23, 2009.

CARRIED

Revised policy will be posted on the website.

Next Meetings:

Fire Committee	October 7, 2009 7 p.m. UB Fire Hall
Public Works	October 8, 2009 2 p.m. UBID Boardroom
Regular Board	October 21, 2009 7 p.m. UBID Boardroom
Planning Session	October 3, 2009 9 a.m. UBID Boardroom

Meeting adjourned at 8:05 p.m.

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Denis Royer (Acting Chair)

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Brenda Fisher, Administrator