

# Union Bay Improvement District

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## REGULAR BOARD MEETING MINUTES

Wednesday, December 19<sup>th</sup>, 2012  
Union Bay Improvement District Office  
7:00 PM

In attendance:

Trustees: Bruce Livesey, Carol Molstad, Anne Alcock, Cleve Goldswain and Alan Webb.  
Staff: Kevin Douville, Administrator

1. Adoption of Meeting Agenda

**Motion 2012-12-19-01:** Adoption of the meeting agenda as presented.

RMS

CARRIED

2. Approval of Minutes

- a. Ratification of Previous Approval of Minutes of Regular Board Meeting held on November 21<sup>st</sup>, 2012.

**Motion 2012-12-19-02:** To ratify the previous approval of the Minutes of the Board of Trustees Meeting held on November 21<sup>st</sup>, 2012 as presented.

RMS

CARRIED

3. Business Arising from Minutes and Reports

- a. NIL

4. Correspondence

- a. NIL

5. Reports (all reports to be attached to the minutes for reference)

- a. Administrator's Report – Kevin Douville

**Motion 2012-12-19-03:** To accept Administrator's report as presented.

RMS

CARRIED

- b. Fire/Rescue Report – Carol Molstad

**Motion 2012-12-19-04:** To accept the Fire/Rescue Committee report as presented.

RMS

CARRIED

i. Appointment of Eugene Hrushowy to Fire/Rescue Committee

**Motion 2012-12-19-05:** To appoint Eugene Hrushowy to the Fire/Rescue Committee for the remaining 5 months of the position's term.

RMS

CARRIED

ii. Repairs to the Fire Hall upstairs floor

The Administrator reviewed the quotes received from both End of the Roll and United Carpet to conduct required repairs to a portion of the upstairs flooring at the Fire Hall as previously mandated by Worksafe BC. The cost estimates obtained were \$2,485.95 and \$2,733.14 respectively for the work to be done.

**Motion 2012-12-19-06:** To accept the Fire Rescue Committee's recommendation to engage End of the Roll at a cost not to exceed \$2,500 to undertake and complete the required repairs to a portion of the upstairs flooring at the Union Bay Fire Hall.

RMS

CARRIED

c. Public Works Report – Cleve Goldswain

**Motion 2012-12-19-07:** To accept the Public Works Committee report as presented.

RMS

CARRIED

d. Finance & Capital Planning Report – Bruce Livesey

**Motion 2012-12-19-08:** To accept the Finance & Capital Planning Committee report as presented.

RMS

CARRIED

i. Year-End Transfers to Water and Fire Rescue Capital Reserves

**Motion 2012-12-19-09:** To authorize contributions to the restricted capital reserve funds of \$67,850 for Water Renewal and Replacement and \$87,600 for Fire Department Renewal and Replacement as budgeted.

RMS

CARRIED

e. Water Filtration Project – Alan Webb

**Motion 2012-12-19-10:** To accept the Water Filtration Project report as presented.

RMS

CARRIED

6. Old Business

a. Response from Island Corridor Foundation – Railway Crossing Agreements

A letter dated December 7<sup>th</sup> was received from the Island Corridor Foundation (ICF) in response to our letter of November 2<sup>nd</sup> with respect to our two existing and one proposed railway crossing agreements. In summary, ICF stated that “for the most part new agreements with local government and improvement districts do not require the payment of an annual fee”, rather a private developer would be required to pay a file opening fee of \$2,000 plus HST and if approval is given by the ICF Board then also any other costs associated with the statutory right-of-way (i.e. documentation costs, legal surveys, registration, etc.), which would be registered in the name of the appropriate Local Government or Improvement District. However, with respect to existing public user agreements, the ICF is committed to eliminating those rentals ONLY when suitable and sustainable replacement revenues have been achieved.

Direction provided to the Administrator to further investigate UBID’s two existing railway crossing agreements with ICF. Specifically, determine whether or not we have registered statutory right-of-ways in the name of the Union Bay Improvement District in the cases of the McKay Road and Nelson Loop crossings.

7. New Business

a. UBID Office Christmas Hours

The Administrator reviewed the scheduled UBID office hours over the Christmas season which are posted on the UBID website and main office door and will also be available on the primary telephone voice message for the office.

b. Board of Trustees Meeting Start Time

A suggestion was tabled to shift the Board Meeting start time from its existing 7:00pm time slot to 4:30pm on a trial basis due to a number of recent considerations.

It was noted that this could impact those members of the general public that work and therefore may not be able to attend, which is why this is will be conducted on a trial basis with feedback from the community encouraged.

**Motion 2012-12-19-11:** To shift the start time of future Board of Trustees Meetings from 7:00pm to 4:30pm effective January 16<sup>th</sup>, 2013, to be subsequently reviewed after the April 20<sup>th</sup> UBID Annual General Meeting.

RMS

CARRIED

8. Questions from the audience


- i. Given the Village of Cumberland has given notice to Royston to locate an alternative source of water, is there a concern that UBID might be approached to provide for the water needs of the Royston area?

The Board indicated that UBID has not been approached by the Comox Valley Regional District, which took over the now former Royston Improvement District, and does not expect to given that the interconnection between Royston and Union Bay would not be suitable, nor was it designed for supplying water to Royston and therefore any future water source for that community would largely be driven by the Comox Valley Regional Water Supply Strategy.

Adjournment: 7:39pm.



Bruce Livesey, Chair



Kevin Douville, Administrator