

Union Bay Improvement District

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COMMITTEE OF THE WHOLE MEETING MINUTES

Thursday, October 27th, 2016 @ 7:00 PM
Bill Wood Room – Union Bay Community Hall
5401 South Island Highway, Union Bay, BC

In Attendance

Trustees: Rick Bitten, Jim Elliott, Peter Jacques, Susanna Kaljur and Glenn Loxam
Staff: Kevin Douville, Administrator

1. Call to Order

Being the first meeting of the new Board of Trustees after the by-election held on October 22nd, the meeting was called to order at 7:00pm by Administrator Kevin Douville with twenty-two (22) landowners in attendance.

The Administrator noted this is not a regular Board of Trustees meeting, therefore no reports will be presented nor will there be a question and answer period following the conclusion of meeting business. The purpose of this meeting is for the newly elected Trustees to perform their oaths of office and for the Trustees to elect one amongst their numbers as Chair of the Board.

The Administrator further advised the date of the next regular Board meeting will be set later in the meeting in accordance with UBID's Meeting Procedures Bylaw No. 263 which requires fourteen (14) days public notice be given in advance of such a meeting.

The Administrator lastly commented on the recent by-election results, particularly with respect to any potential recount taking place given the vote count for the third and fourth place candidates were only separated by two (2) votes. He advised that as Returning Officer he does not hold the legislative authority to automatically call for a recount in this circumstance as the only instance in which that could occur would be if there was a tie. As such, the results of an election can only be challenged in accordance with sections 684(4)(5) of the Local Government Act which stipulate any eligible elector and/or candidate must make an application to challenge an election in writing within two (2) weeks after an election to the Supreme Court of British Columbia.

2. Oaths of Office

- a. Rick Bitten
- b. Jim Elliott
- c. Susanna Kaljur

As per the Board Commencement and Orientation policy #1-B-06, newly elected Trustees must complete a Commencement form and swear and sign an Oath of Office at the first duly convened meeting following an election.

As the three new Trustees elected at the recent Trustee By-Election, Rick Bitten, Jim Elliott and Susanna Kaljur each read aloud and swore their respective Oath of Office.

3. Confidentiality Agreement and Conflict of Interest Policy Sign-off for New Trustees

The Administrator requested and had each newly elected Trustees acknowledge and sign-off on UBID's Trustee Confidentiality Agreement and its Conflict of Interest Policy #1-B-04.

4. Appointment of Board Chair

The Administrator asked the Trustees three times for nominations for the position of Board Chair. Trustee Bitten nominated Trustee Jacques with Trustee Loxam seconding the nomination. Trustee Jacques accepted the nomination. Trustee Kaljur nominated Trustee Elliott however no seconder came forward. As there were no other nominations put forward, the Administrator called for a vote and Trustee Jacques was appointed Chair by a split vote.

The Administrator then turned the meeting over to the newly elected Chair, Peter Jacques.

5. Authorization for Signing Authority Amendments

The Administrator reported that as a result of the recent Trustee by-elections, the signing authorities for the Improvement District must now be amended so as to remove former Trustees Molstad, Alcock and Webb as signing authorities, to be replaced by new Trustees Bitten, Elliott and Kaljur.

As a Committee of the Whole does not have the authority to initiate motions and/or similar actions, the Administrator was provided direction to contact the Union Bay Credit Union and have the appropriate paperwork prepared for the required changes to UBID's signing authorities pending ratification of this direction by motion at the next regular Board Meeting.

6. Upcoming Meetings

a. Board Orientation

The Administrator commented that the unique circumstances of the past few months, specifically the resignations of the three now former Trustees on July 31st, has resulted in the knowledge and experience continuity, historically present within the Board during typical changeovers in Trustees, being broken likely for the first time since the District was incorporated in 1960. As such, he has been looking into potential facilitators to conduct a comprehensive Board Orientation session sometime in November. He has spoken with and is recommending Mr. Jerry Berry be engaged for this role as he brings over 35 years of experience in local government administration, governance and training, most notably 20 years as City Manager with the City of Nanaimo. Mr. Berry has offered an appreciably discounted rate for his services as he respects the lesser financial resources available to UBID versus his typically municipal and regional district clients.

The Trustees all agreed such an orientation session will be important and prove valuable therefore the Administrator was directed to reconnect with Mr. Berry to identify potential dates towards the end of November or early December.

b. 2017 Annual Budget Review

The Administrator noted that typically he and the Trustees would meet in early summer as part of an annual financial planning session to discuss fiscal priorities for the year ahead of the preparation of the coming year's annual provisional budgets. However, this was not possible this year and the BC Ministry of Community, Sport and Cultural Development has only granted UBID a two-week extension to November 15th to submit its 2017 Annual Budget, Parcel Taxation Bylaw and Fire Protection & Street Lighting Taxation Bylaw. As such, the Administrator asked if the Trustees would prefer to meet prior to the next scheduled Board meeting to review the draft budgets he has prepared or if they would like these distributed as soon as they are ready after which individuals Trustees could meet and/or discuss any questions directly with him. The Trustees agreed to the latter therefore the Administrator will notify the Trustees when hard copies are available after completion of next week's scheduled water meter reading and toll invoicing and a final review being done.

c. November Regular Board Meeting

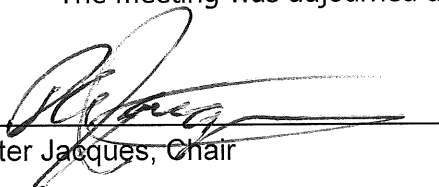
The Trustees discussed a proposed change in the start time for future regular Board meetings given the dynamics of the Board have changed significantly with two or three of the current Trustees continuing to work and therefore require appropriate accommodation. After further deliberation, it was decided to move Board meeting start times from 4:30pm to 7:00pm. The regular Board meeting schedule will be determined at the next Board meeting which was set for Sunday, November 13th @ 1pm. This extraordinary date will enable the annual budget and two taxation bylaws to be brought forward for approval ahead of the November 15th deadline for submission to the Ministry, given Trustee Bitten will be away for two weeks as of November 14th. Pending confirmation of the availability of appropriate meeting space, the Administrator will post the appropriate public notice on the UBID website in accordance with UBID's Meeting Procedure Bylaw No. 263.

7. Other / New Business

Rick Bitten requested the floor to issue a personal apology to candidate Lone Jednorog for the assault which reportedly occurred at the second of two all-candidates meetings held on October 19th, just prior to UBID's by-election. During discussion, it was noted this was not a UBID sponsored event, although it was conducted as part of the overall by-election process, and that there continues to be conflicting reports and/or opinions as to whether such an incident occurred. Trustee Bitten further commented however that any such inappropriate and unwarranted actions should never be condoned and do nothing to bring together what remains to be a much divided community. Further general brief discussion continued.

8. Adjournment

The meeting was adjourned at 7:32 p.m.


Peter Jacques, Chair


Kevin Douville, Administrator