

**Union Bay Improvement District
Annual General Meeting Minutes**

Union Bay Community Hall

April 21st, 2012

2:00 PM

Voter registration is stopped at 2 pm by the Returning Officer.

AG Meeting called to order at 2:00 p.m.

Trustees: Carol Molstad (Chair), Anne Alcock, Cleve Goldswain, Bruce Livesey, and Alan Webb

Staff: Ruth Sauder (Administrator), Anne Fischer, Gloria Royer

Landowners: Approximately 80

The Chair introduces the Trustees, Administrator and Auditor to the meeting.

1. To approve the Agenda for the AGM. The Chair reviews the agenda.

MOTION 2012-04-21-01: To accept the agenda as presented.

RMS

CARRIED

2. To make a decision about whether to allow video-recording of this meeting. No one present who wished to video-record the meeting, so no vote taken.

3. Approval of the Minutes of April 30th, 2011

The Administrator reads out the Minutes of the meeting.

Motion 2012-04-21-02: To approve the Minutes of the AGM of April 30th, 2011 as presented.

RMS

CARRIED

4. Approval of the Minutes of the Special General Meeting of Oct. 19th, 2011

The Administrator reads out the Minutes of the meeting.

Motion 2012-04-21-03: To approve the Minutes of the AGM of Oct. 19th, 2011 as presented.

RMS

CARRIED

Introductory remarks of the Chair. This is National Volunteer Appreciation Week. There will be recognition of UBID volunteers as each departmental report is given.

5. REPORTS

- Administrator's Report is presented by Ruth Sauder.

- The Auditor, Cory Vanderhorst of Myers, Norris Penny, CAs, presents the UBID Financial Statements for 2011.
- Public Works Committee Report presented by Cleve Goldswain.
- Fire Committee Report is presented by Ann Alcock.
- Finance and Capital Planning Committee Report is presented by Bruce Livesey.
- By-laws, Policies and Procedures Committee Report is presented by Carol Molstad.

Landowner Rob Hartman, question from the floor - regarding process for passing new policies and landowner input into policy making.

Response – landowners are invited to participate in the Committee or to attend committee meetings which are open to the public, or to discuss policy with the Trustees. Once a policy has been drafted at committee, it is tabled at the Board level and not approved until a subsequent meeting. There are opportunities for landowners to have input into policy-making prior to approval. It is the board’s responsibility to approve policies and to put in place policies. All policies are public documents and those that are of particular interest to the community are posted on the website.

- Update regarding KIP-CVRD-UBID Water Issues.
 Report on the Water Supply Assets (WSAs) transfer issue. The Master Development Agreement (MDA) between the CVRD and KIP requires that UBID transfer its Water Supply Assets to the CVRD before KIP can apply for building permits and subdivision. The UBID Board advised the CVRD last Nov. that UBID would not transfer its WSAs and has been engaged in meetings since with the CVRD, our MLA and several Ministers in order to find a way to satisfy the MDA requirements without transferring our WSAs first. Review of the reasons for taking this position. UBID was not a party to this agreement and did not agree to its terms. The Regional Water Strategy (RWS) is still in process and UBID thinks it is premature to become part of the RWS without greater clarity about what that will mean. UBID may be less viable if we give up our WSAs.
 Notification to the landowners: We’re pleased to report that a tentative agreement has now been reached with the CVRD regarding this issue. We are holding a Special Board Meeting on Friday, May 4th, 2012 at 2 pm in the UBID Boardroom to deal with this agreement. At 3 pm in the UBID Boardroom there will be a joint announcement with the CVRD in the UBID Boardroom.

One of the other conditions in the MDA relates to the UBID-KIP Water Infrastructure Agreement (WIA) that was signed in 2011. The MDA requires that the CVRD approve the WIA before KIP can subdivide or apply for building permits. This WIA that was signed last April is a legally binding agreement that the Board has accepted. In hindsight, there may have been a few things that we would have done differently, and we would have handled the process differently, but all in all the agreement is workable. The current UBID Board has spent the past 4 months reviewing the WIA and getting clarification

where needed, with our lawyers and KIP. We have also had a number of discussions with the CVRD about this issue.

Landowner G. Sando – Presents a letter previously provided to the Board at the April 18th, 2012 Board meeting. He makes a request for a Town Hall Meeting prior to entering into the Water Supply Asset transfer agreement with the CVRD.

Chair Molstad notes that there was already discussion about this request at the Board meeting 3 days ago. I can't tell you what is in the agreement that we will be considering at the May 4th Special General Meeting. We're too far down the road in the negotiation of the Water Supply Assets Transfer agreement. Asks the land-owners for a show of hands regarding a Town Hall meeting which would be an informal, informational meeting with the community to give you more details about the contents of these agreements. 12 landowners put up their hands to signify they would be interested in such meetings.

A Point of Order was made by landowner Rob Hartmann. Have Mr. Sando properly frame his request as a Motion and then the matter can be voted on.

Motion 2012-04-21-04: To have a Town Hall meeting with prior provision of facts to the community, and a vote by the community on the Water Supply Asset transfer agreement, prior to the Board dealing with this agreement.

RMS

The motion is DEFEATED

Mary Reynolds, land-owner. Wants to be clear that the Water Infrastructure Agreement is a different agreement from the Water Supply Assets Transfer agreement. She objects to the Board accepting the WIA as a valid agreement based on how it was passed in-camera with only 3 Trustees present. I have a problem with the Board saying they can work with this agreement made under these conditions.

Chair Molstad – Clarification of what happened with the WIA. A draft agreement was presented to the entire Board at the end of March, or early April, 2011. The Board, I understand, reviewed two drafts of that agreement. The entire Board was part of the discussions about those draft agreements, and a vote was taken when all 5 Trustees were at a meeting of the whole. It was passed by a majority of 3 Trustees in favour of the agreement and 2 opposed. It is a legally binding agreement that the current Board has inherited. We as a Board believe that it is quite workable and doable, and that is the direction that we're going on the WIA.

6. **Motion 2012-04-21-05:** To turn the meeting over to the Returning Officer, Ruth Sauder, to conduct the Trustee election.

RMS

CARRIED

Meeting turned over to the Returning Officer, Ruth Sauder, to conduct the Trustee election.

- Review of Voter eligibility and voting procedure.
- One Trustee position up for re-election.
- Nominations are closed in accordance with the new Election Policy.
- Two candidates running
 - o Mary Reynolds
 - o Alan Webb
- The two candidates each speak for 2 minutes.
- Voting takes place.
- Once everyone has voted, the returning officer turns the meeting back over to the Chair and with the polling station officers and scrutineers takes the ballot boxes into another room to conduct the count.

Meeting reconvened.

Motion 2012-04-21-06: To return to do New Business.

RMS

CARRIED

7. New Business:

Remuneration Committee Report and recommendation to Landowners by Joe Lidster.

- The Committee is made up of Brenda Bitten, Bob Leary, and Joe Lidster with input from the administrator, Ruth Sauder.
- For 2011 the remuneration was a lump sum of \$5,000 for all Trustees. The Trustees divide this up in the following way, when chairing a committee or board meeting they get \$50 and when attending a meeting they get \$25, and they claim a maximum of 2 meetings per month, so that over the course of a year they get approx. \$1,000 each.
- Since we expect revenues to be on a par with previous years, and since we are attempting to keep our expenses in line with previous years there was agreement amongst the Committee that UBID should continue the honoraria at a lump sum of \$5,000 and allow the Trustees to determine how it will be distributed amongst themselves. That is our recommendation for your consideration.

Motion 2012-04-21-06: To keep the Honoraria at \$5,000 per year with the Board deciding how it will be distributed.

RMS

CARRIED

Meeting goes on break to await the results of the election.

Meeting is reconvened.

8. The Returning Officer announces the results of the Trustee election.

- There were 244 total ballots cast.
- There was 1 spoiled ballot.

- There were 204 votes for Alan Webb.
- There were 39 votes for Mary Reynolds.
- Alan Webb is re-elected as Trustee for a 3 year term.

9. Announcements

Chair – Thanks to the UBID staff and the people who were involved in conducting this election for UBID.

The meeting was declared adjourned at 4:15 PM

As approved at the April 17th, 2013 Annual General Meeting.



Bruce Livesey, Chair



Kevin Douville, Administrator