

Landowners Update – March 2014

From the Board

Over the past few years the Board has identified a need to better plan for those smaller equipment expenditures that may be required from time to time but do not represent major capital items like buildings, fire trucks or water infrastructure (i.e. reservoirs) and are also not considered normal operational costs either. Often when the annual budget is prepared, we have not been aware of a pending need and when these expenses come up they can be significant. For example, communication equipment or turn out gear for the fire department, or meter reading equipment for Public Works can cost several hundred to a few thousand dollars. Therefore, in order to avoid these types of “surprises” in this and future budget years, Administration has implemented an equipment planning process that identifies the life of these items and when they will likely need to be replaced. Furthermore, in an effort to now have funds set aside specifically earmarked for these expenditures the first of four Operational Equipment Reserve Funds was established in late 2013, the initial one being for the Fire Department with a balance of \$15,000.

Importantly, these new equipment reserves will not be growing funds and will not replace or impact our three mandated capital reserve funds which still require approved bylaws in order to withdraw funds. However, to avoid these monies from being seen as “slush” funds, the Board recently approved a policy governing what they can be used for and how withdrawals must be reported to the Board and ultimately to the landowners. Future contributions along with minimum and optimum funding target levels will be reviewed annually and set out based on an approved multi-year plan. Budget surplus funds from the past three years are being used to establish the funds.

The following table outlines the funds that have now been established and how much money will be put aside. The entire policy can be viewed on our website at www.union-bay.ca.

Fund(s)	Purpose	Minimum \$ Level	Optimum Target \$ Level	Fund Balance at March 1/14
Fire Department Operational Equipment Reserve Fund	Ongoing replacement of existing and/or acquisition of new major tools, equipment or related expenditures for the UBFRS	\$15,000	\$20,000	\$15,000
Public Works Operational Equipment Reserve	Ongoing replacement of existing and/or acquisition of new major tools, equipment for the waterworks system.	\$15,000	\$20,000	\$15,000
Information Systems Reserve Fund	To fund the required renewal and/or replacement of organizational information systems (including hardware and software) and/or related equipment.	\$5,000	\$10,000	\$10,000
Operational Contingency Fund	For unforeseen general, water and/or fire rescue service operating emergency expenditures (e.g. fire, flood, major water line break, and earthquake).	2 months operating expenditures \$100,000	3 months operating expenditures \$150,000	\$100,000

Union Bay Firefighters battling a fully involved vehicle fire
(Comox Fire Training Centre Exercise)
(January 28th, 2014)



The Union Bay Improvement District **Annual General Meeting** will be held on **Saturday, April 12th, 2014**. At that time, two Trustee positions currently held by Anne Alcock and Carol Molstad will come up for election. All eligible landowners interested in running for either of these positions will need to file their Nomination Papers, witnessed by two registered electors, with the Administrator by no later than **March 21st, 2014**.

Bits and Pieces



Are you interested in volunteering to be a First Responder or a Firefighter and available during weekdays? Training is provided. If so, please contact Fire Chief Mark Jackson either by phone at 250-335-2345 or via e-mail at firechief@union-bay.ca.



Did you know that it cost UBID \$14,653 in 2012 and \$11,320 in 2013 for the repair and/or replacement of a number of water lines in Union Bay?

The State of Union Bay Parcel Taxes Arrears

A number of our landowner parcel tax accounts are currently in excess of 24 months in arrears with a further more significant number being in excess of 12 months outstanding due to either non-payment or only partial payments being received. **Out of the 700 parcel tax accounts presently in Union Bay, 5.7% remain in considerable default.** These funds are much needed as current savings for future necessary capital projects such as water treatment and reservoir and water line replacement. Please ensure your parcel tax account is up to date or do not hesitate to contact the UBID office if you need to discuss potential longer term payment options. Increased efforts are being undertaken, including the implementation of a new arrears and collections process, in order to bring these outstanding accounts back into good standing as quickly as possible.

For those landowners paying their water toll or parcel tax invoices on-line, please take care to identify which account your payment is to be directed by using the appropriate Customer ID #. For example, 08240 represents a water toll account with 08240T being for parcel taxes.

UBID Annual General Meeting

The purpose of the AGM on April 12th is to report to the landowners on activities of the past year and to elect two (2) Trustees, each for a three-year term.

Voter registration will take place from 1 - 2 pm with all eligible voters being provided a ballot. The meeting starts at 2:00 pm, after which no further ballots will be issued.

If there are three or more candidates standing for election at the closing of nominations period on Friday, March 21st, an Advanced Voting opportunity will be held on March 31st, 2014 from 2 – 7 pm with general and final voting taking place at the April 12th AGM.

The tentative meeting agenda is as follows:
(A more complete agenda will be posted closer to the AGM)

- Approval of the agenda
- Adoption of the minutes of previous meeting
- Business arising from the minutes and unfinished business
- Chair's, Administrator's and Committee Reports
- Election of Trustees
- New Business
- Board Honorarium Report

The UBID Elections Policy is available on the UBID website at www.union-bay.ca. Persons interested in being a Trustee must meet all of the following requirements, by being:

- A Canadian Citizen;
- Eighteen (18) Years or Older;
- A Registered Owner of Land on Title within the Union Bay Improvement District boundaries;
- A Resident of BC for the Previous Six (6) Months; and
- Entitled to be a Registered Voter under the Elections Act.



Individuals eligible to vote must meet all of the same requirements as persons who wish to run for office. The Returning/Elections Officer, being the UBID Administrator, will manage the election process and provide instructions regarding voting.

Interested candidates are encouraged to contact the UBID office at 250-335-2511 for more information. Candidates will be given two minutes to address the landowners prior to voting.



Please plan to attend, ensuring that you bring an authorized form of photo identification. If you are not sure if you are on the voter's list from the April 2013 AGM, please contact the UBID office.

Union Bay Volunteer Firefighters Association Annual Awards Banquet

The Annual Firefighters Awards Banquet was held on January 18th at the Union Bay Community Hall. This event honours those firefighters who achieved excellence and significantly contributed to the Department and to the community in 2013. The award recipients this year were:

- 5 Years of Service - FF Chelsea Waite
- 10 Years of Service - FF Nick Webb and FF Mark Veness
- Firefighter of the Year - FF Chelsea Waite
- Best Attendance - FF Rob Hollands

In 2013, the Board established the National Fire Protection Association Level NFPA 1001 as the training standard for our firefighters. This course requires many hours of study and practice and five (5) of our firefighters completed the program in the first year. They are:

- Firefighter Travis Mepham (third from left)
- Captain Darcy Rainey (fourth from left)
- Firefighter Rob Hollands (fifth from left)
- Firefighter Rikk Buijs (not pictured)
- Firefighter Brayden Jeffery (not pictured)



2014 Comox Valley NFPA 1001



FF Travis Mepham, Capt. Darcy Rainey & FF Rob Hollands receiving their NFPA 1001 Pro Board Certificates



FF Chelsea Waite receiving her Firefighter of the Year Award and her Five-Year Plaque



Members Receiving their Firefighter Epaulets