

# Union Bay Improvement District

Post Office Box 70  
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*Providing Water, Fire Protection and Street Lighting to Union Bay*

Board Meeting

February 16, 2017

Bill Wood Room, Union Bay Community Centre

Start 7:00 p.m.

Board Members present

Chair Peter Jacques

Trustees:

Jim Elliott

Susanna Kaljur

Glen Loxam

Rick Bitten

Staff

Martin Gee

1. Chair called the meeting to order at 7:00 p.m. introduced Martin Gee as the new interim administrator for Union Bay and wished the former administrator, Kevin Douville, well in his new position with the Comox Valley Regional District (CVRD).
2. Chair suggested agenda be amended to move correspondence to as the last item before the public question period and to remove the Protect Our Water (POW ) petition discussion from the Business arising from the minutes of the last meeting.

Trustee Kaljur objected to the removal of the POW item

Motion 2017-02-16-01 Resolution: Move Item 5, Correspondence, to follow item 9, Next Regular Board Meeting, and a prior to item 10, Questions from the Audience.

Moved by the Chair, Seconded by Trustee Bitten

Carried

3. By Error the minutes for the Board meeting of December 14<sup>th</sup> were not included in the agenda package. The administrator was instructed to circulate the minutes to the board by e-mail as soon as possible
- 4 Business arising from Regular or in Camera Board Meeting Minutes and Reports

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## *Providing Water, Fire Protection and Street Lighting to Union Bay*

- a) The Chair reported on the In Camera Meeting with representatives of the Ministry of Community, Sport and Cultural Development (MCSCD) of January 26<sup>th</sup> at the Union Bay Improvement District (UBID) office. The points of the meeting where to:
- discuss the urgency of the impending August 31, 2017 deadline issued by Island Health to have an approved Construction Permit in place
  - discuss the Boards interest in re-engaging in meetings with Kensington Island Properties to discuss a water servicing agreement
  - offer the assistance of facilitator Jim Mattison in re-engaging in that discussion
  - MCSCD advised that the petition to dissolve UBID was valid and deserving of consideration.

The board resolved at that meeting to re-engage in these discussions with James Mattison's assistance.

Trustee Kaljur commented that the Island Health order is independent of the Water Servicing agreement with KIP.

- b) The POW petition.

Trustee Kaljur noted that the point had been discussed at the January 26<sup>th</sup> meeting with the MCSCD. MCSCD acknowledged the interest of some landowners in dissolution of the UBID in favour of the CVRD. The ministry affirmed that any such dissolution would be voluntary.

Trustee Kaljur suggested that the immediate concern is the Water Filtration Plant and that landowners are interest in likely pros and cons of such an action.

There was a question as to the procedure regarding the introduction of the same motion that was defeated at the last meeting (December 14<sup>th</sup>, 2016)

The Chair believes that there is an earlier bylaw already on the books covers the dissolution process.

Trustee Kaljur wished to see that bylaw.

Motion 2017-02-16-2:

To form a committee of landowners and board members to examine the possible pros and cons of dissolution and report back to the board.

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## *Providing Water, Fire Protection and Street Lighting to Union Bay*

Moved Trustee Kaljur, Seconded Trustee Elliott

Defeated

### 6. Reports

#### a. Administrator's Report

There were reports from December and January included in the agenda. Administrator's report was presented by Martin Gee. The notable event since the changeover is that the server failed during a power outage and needed replacement.

#### b. Financial Reports

The financial reports for December 2016 and January 2017 were attached to the agenda. The January report is really too early to give indications of the year ahead.

#### c. The Fire Chief's Report

The report was read for the record by the Chair. The reports covered December 2016 and January 2017. The reports included a proposal to purchase a surplus fire engine from the Town of Comox. The report gave details of the proposal regarding the 1995 Freightliner fire engine to replace one of UBID's existing and smaller 1990 engines.

Motion 2017-02-16-3:

Give Chief Jackson the authority to negotiate on behalf of UBID for the purchase of the engine within a limit of \$30,000 to purchase the vehicle and conduct all tests and upgrades to make it operational.

Moved Chairman Jacques seconded, Trustee Bitten

Discussion: Trustee Elliott asked if the vehicle will require an air brake to operate and what level would the certificate be.

Carried

Trustee Elliott offered to forward contact information for air brake training.

Discussion followed on the state of the current Duty Vehicle and the need to replace it soon.

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## *Providing Water, Fire Protection and Street Lighting to Union Bay*

Chairman Jacques related a call for volunteers to support a small core group of firefighters.

Motion 2017-02-16-4:

To receive the Fire Chief's reports

Moved Trustee, Bitten seconded trustee Loxam

Carried

The Public Works Superintendent's reports were read for the record by the Chairman.

Motion 2017-02-16-5:

To receive the reports

Moved Trustee Lomax, seconded Trustee Elliott

Carried

### 7. Old Business

#### a. Ratification of Previous Board Motions/Decisions via email

##### i. Appointment of Auditors for 2016 Fiscal Year End

Motion 2017-02-16-6:

To confirm MNP as UBID Auditors

Moved Chairman Jacques, Seconded Trustee Bitten

Carried

#### d. The Public Works Superintendent's Report

The Public Works reports for December 2016 and January 2017 was read for the record by the Chair.

### 7. Old Business

#### a. Ratification of Previous Board Motions/Decisions via email

##### i. Appointment of Auditor's for 2016 Fiscal Year End

Motion 2017-02-16-7:

to Confirm the appointment of the auditors

Moved Chairman Jacques, seconded Trustee Bitten

Carried

##### ii. 2016 Year End Transfers to Capital Reserves.

The administrator was not aware of the information this item referred to and the item will carry forward under Old Business to the next meeting.

#### b. The administrator was requested to arrange meetings with the following agencies or groups

##### i. Comox Valley Regional District (Semi Annually)

##### ii. Island Health-Surface Water Quality Treatment Implementation Update

##### iii. Island Timberlands (Annual Meeting)

##### iv. Sarah Cavanagh, Negotiator, Ministry of Aboriginal Relations & Reconciliation

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8. New/Other Business

a. The administrator informed the Board that a FOI request had been received requesting a copy of an invoice. As such information is part of the public record there is no reason to refuse the request.

b. Bylaw No. 269, Fire Department Renewal Reserve Disbursement Bylaw 2017 was read

Motion 2017-02-16-8 1<sup>st</sup> Motion to Adopt Bylaw 269

Moved Trustee Loxam seconded Trustee Bitten

Carried

Motion 2017-02-16-9 2<sup>nd</sup> Motion to adopt Bylaw 269

Moved Trustee Loxam seconded Trustee Bitten

Carried

Motion 2017-02-16-10 3<sup>rd</sup> Motion to adopt Bylaw 269

Moved Trustee Loxam seconded Trustee Bitten

Carried

c. Discussion took place to suggest dates for the Annual General Meeting & Trustee election

Motion 2017-02-06-11:

The AGM will take place at Community Hall, Bill Wood Room on April 20<sup>th</sup> at 7 p.m.

Elections:

Advance Poll on April 11 at the UBID Offices, times to be announced

General Polling at the Community Centre, Bill Wood Room, times to be announced

Moved, Trustee Loxam, Seconded, Trustee Elliott

Carried

Board of variance

A Board of Variance is required to give landowners the opportunity to correct any errors related to the property assessment notice issued this year regarding the water parcel tax

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## *Providing Water, Fire Protection and Street Lighting to Union Bay*

Motion2017-02-16-12:

To convene a board of variance

Moved Trustee Bitten, Seconded Trustee Loxam

Carried

The date and time of the Board of Variance will be announced. Chairman Jacques and Trustee Kaljur volunteered to serve on the board.

Trustee Bitten inquired about the proposed fire engine as to whether it had airbrakes and will our volunteer member require certification.

Trustee Elliott promised to supply contact information for airbrake training should it be needed.

### 5 Correspondence

i. The correspondence included with the agenda pertaining to landowner Mary Reynolds' inquiries was incomplete. The administrator was instructed to forward the information to all board members by email.

ii. Letter from Landowner Bruce Livesey, Dated December 22, 2016

All Mr. Livesey's questions were related to the strategic plan currently posted for UBID. The questions were addressed by Chairman Jacques

1. Fire Hall-The board is seeking to acquire new more suitable property for the placement of the Hall
2. Replacement Fire Truck-As of this meeting UBID is preceding with the purchase of a new Fire Engine.
3. Replacement of aging Fire hydrants-The replacement is proceeding on a unit by unit basis.
4. Replacement of asbestos water infrastructure-The asbestos cement water mains do not represent a health hazard and are not currently failing
5. A new Water Reservoir-the current reservoir is aging and UBID and must be addressed by the Board.
6. A new Water Treatment Plant-The addition of a water filtration plant is the priority item facing the Board at this time

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An update to the Strategic Plan will be considered once the Filtration project is completed.

Trustee Bitten stated that in recent meetings with MCSCD UBID was assured that water bourn asbestos is not a health problem like the threat of airborne asbestos. The chief problem is with fibres fouling equipment.

Trustee Kaljur added that the high PH (acidity) of UBID water corrodes asbestos/cement.

- iii. Emails from Landowner Janet Thomas dated January 3<sup>rd</sup> Chairman Jacques responded to most of the questions.
- a. Are we planning to employ Mr. Hew McConnell to work with our engineers of finalizing a water report?  
Reply-Any agreement that UBID can come up with Kensington Island Properties must include a review of our present water system. The engineers have not been selected at this time.
  - b. Has UBID submitted to increase the number of connections (water license)?  
Reply-Should an increase in the water license become necessary there is a process required by the province to increase the withdrawal of water beyond current licenses.
  - c. Is UBID planning to hire a regional dam specialist to determine whether the 1912 Langley Lake dam can be raised?  
Reply-A geotechnical report by a recognized engineer would be required before the province would consider any modifications to the dam structure. Not underway at this time.
  - d. Is UBID planning to consult Island Health, the Ministry of Environment and any other appropriate agencies regarding fire suppression, and fisheries in regard to the water license?  
Reply-The appropriate consultations and referrals would be a part of the process in seeking a license increase,
  - e. Is UBID planning to undertake comprehensive water studies on Langley Lake?  
Reply-Some inconclusive studies have been completed in the past but any serious application regarding future connections would require more complete studies before even applying for an increase in the water license.

### Comments/Questions from the floor

- Board reminded that a Construction Permit is required by Island Health for August 31, 2017-03-06

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- It was suggested that the old fire truck not be given away but sold, possibly to Mount Washington.
- The meeting with the Ministry of Community, Sport, and Cultural Development was discussed. The outcome of the meeting was a resolution to re-engage with Kensington Island Properties to discuss a possible water agreement. Mr, James Mattison under contract to the ministry will act a facilitator
- Was the McKay Road reservoir back up to level?
- The Board Variance requires some landowner participation.
- Why can't there be a committee to study the impact of dissolution of UBID in favour of the CVRD?

The Chair responded that the CVRD does not want UBID at this time

Trustee Kaljur questioned that statement.

Trustee Lomax indicated that dissolution is a process that will take some time, up to two years and will not help our immediate concerns.

Trustee Elliot suggested that more funding is available to Regional Districts

- Mary Reynolds wanted to know why her questions were not addressed.  
Mr. Gee indicated that he had not included her entire series of letters in the agenda package.

Meeting Adjourned 9:00 P.M.

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Peter Jacques, Chairperson

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Gordon Mason, CAO

Adopted: \_\_\_\_\_, 2017