

# Union Bay Improvement District

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

## Regular Board Meeting Minutes

March 16, 2017

Bill Wood Room, Union Bay Community Centre

Start 7:02 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 7:02 p.m.
2. Motion 2017-03-16-01 To adopt the agenda as presented.  
Moved by Trustees Loxam/Bitten

Carried

3. Approval of minutes:

- a. Minutes of December 14<sup>th</sup>, 2016

Motion 2017-03-16-2 A written motion to amend the minutes was submitted by  
Trustee Kaljur

Moved Trustees Kaljur/Elliott

Discussion – The motion contained :

- a correction to the List of board members present, Trustee Kaljur was missing although her name occurs later in the minutes.
- Instructions to re-affirm the release of reply letters from Trustee Loxam to Trustee Kaljur, and Trustee Elliot. Rather than attach the letters to the minutes to post a link to the letters.
- a transcript of a recording of a portion of the December 14<sup>th</sup> meeting that was felt to more clearly represent the events of the meeting under

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correspondence.

Defeated

Discussion followed that Trustee Kaljur was indeed present and the minutes for December 14<sup>th</sup> id include a motion to instruct the administrator to add the letters to the minutes. The chair refused a subsequent motion.

- b. Motion 2017-03-16-3 to adopt the minutes of February 16<sup>th</sup>, 2017  
Move to adopt the February 16<sup>th</sup> minutes  
Moved Trustees Bitten/Loxam  
Carried  
Noted typographical correction of BBID to UBID in item 9.

#### 4. Reports

- a. Election Policy 1-B-11 or the approval by the Trustees. The administrator presented a policy change to the Election Procedure Policy in order to permit voting outside of the Annual General Meeting and to employ a chief returning officer other than the administrator. Mr. Peter Crawford of Courtenay has been engaged in this capacity.

Motion 2017/03/16/04 Moved to accept amendments to Election Policy 1-B-11. Trustee Elliott suggested a friendly amendment to move the adoption of the entire Election Policy  
Moved Trustee Loxam/Bitten  
Carried

- b. The administrator discussed the water billing now being mailed after some delay  
Noted the dates of the AGM and Trustee Elections  
Noted the various meetings have been set up as requested by the Trustees  
The Trustee orientation and training will take place April 29<sup>th</sup>.  
The Fire Chief has updated the Trustees regarding the purchase of the Comox Fire Department surplus truck. He has received a letter of intent to proceed.  
Financial statements show overspending in Administration salaries due to overlap.  
The 2016 Financial Statements are provided in draft form. The auditors will present them at the AGM

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- c. The fire Chief's report was read by the Chair. The report summarized action and training taking place. The Chair thanked the Fire Chief for his efforts to purchase the new Fire truck
- d. The Public Works Superintendent's report was read by the Chair. Lake access has been difficult due to snow for the last month. There has been a lot of recreation vehicle activity in the area with some tampering to permit access around the gate.  
BC Ferries has had a meter installed to allow billing on actual use  
Motion 2017-03-16-05 Moved by Trustees Loxam/Bitten to adopt the reports.
5. Motion 2017-03-16-06 Motion Trustees Bitten/Loxam to approve transfers to reserves as suggested by the Auditors and already approved informally by the board.
6. Court of Variance to be convened Wednesday March 22/2017 at UBID offices from 5:00 p.m. to 7:00 p.m. Chair Jacques and Trustees Elliot and Loxam will sit as the members of the court.
7. Motion 2017-03-16-07 Moved by Trustees Bitten/Elliott to name Martin Gee as signing authority for Union Bay Improvement District.  
Carried
8. Correspondence
  - a. Letter from
  - b. Letter to the MCSCD copied to the board from a group of landowners concerned about
  - c. Letter to ministry
9. Questions from Landowners:
  - a. UBID is not planning an All Candidates Meeting. No, this is not the function of the UBID. There is a 3<sup>rd</sup> party considering holding a meeting
  - b. There was a meeting between the administrator, Mr. James Mattison and Mr. Brian McMahon of KIP. Will the landowners ever have the privilege to know what happened?  
Yes, the discussion is currently in-camera but it will be made public
  - c. Why and under what authority did the Chair adjourn the December 14<sup>th</sup> meeting and may other Trustees respond to questions if they disagree with the Chair's response.  
The chair felt that the meeting had broken down and determined to adjourn.  
Other Trustees will be permitted to respond.

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- d. Why is there no Water Committee and who is planning the water filtration program? The Committee is needed but there has not been enough time to establish it.
- e. Have we abandoned the water plans of the previous committee? No.  
Are we waiting for KIP negotiations to complete before making decisions  
Trustee Kaljur added that the priority for the water treatment plant takes priority over KIP.

Adjournment moved by Trustee Bitten

Adjourned 8:05

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Peter Jacques, Chairperson

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Gordon Mason, CAO

Adopted: