

Union Bay Improvement District  
Regular Board Meeting Minutes  
Union Bay Improvement District Boardroom  
May 25, 2011  
4:30 p.m.

Meeting called to order at 4:30 p.m.

Attendants: Carol Molstad (Chair), Alan de Jersey, Bruce Livesey, Anne Alcock, Cleve Goldswain, Anne Fischer (recording).

1. The agenda was brought forward and amended by adding item e. "response to Mrs. Mary Reynolds" under correspondence.

MOTION: 2011-05-25-01

RMS To accept the agenda for May 25, 2011 as amended.

CARRIED

2. Introductory

Chairperson, Carol Molstad, outlined the role of the Board of Trustees and the rules & regulations for the meetings.

3. Petitions and delegations – none scheduled.

4. Approval of minutes

- a. Regular Board Meeting Minutes of April 20, 2011.

Motion: 2011-05-25-02

RMS To approve the Board Meeting Minutes of April 20, 2011 as read.

CARRIED

- b. Annual General Meeting Draft Minutes of April 30, 2011 amended by adding that Mr. Joe Lidster be removed from the Remuneration Committee and Brian McMahon's statement covering the approval agreement outlining his plan for the development.

Motion: 2011-05-25-03

RMS To accept the Annual General Meeting Draft Minutes of April 30, 2011 as amended.

CARRIED

- c. Inaugural Meeting Minutes of May 3, 2011.

Motion: 2011-05-25-04

RMS To approve the Inaugural Meeting Minutes of May 3, 2011 as read.

CARRIED

5. Report from "IN-Camera" and Business arising.

- a. Regular Meeting – April 20, 2011.

- i. UBID – KIP Water Agreement: KIP will move forward; entire Agreement will be posted on website.

- b. "In-Camera" meeting – May 3, 2011 to deal with legal matters.

- i. No decision made yet.

- c. "In-Camera" meeting – May 12, 2011 to deal with personnel and legal matters.

- i. Temporary replacement for the Administrator on leave approved;  
Supreme Court case referred to usual Lawyers at Staples/Mac Donald.

6. Correspondence

- a. Chair replied to Janette Glover-Geidt, Chair of the Historical Society, that there will be no changes to the existing arrangements.
- b. CVRD Area A Director tor Bruce Joliffe would like to coordinate a meeting with UBID Trustees.

Motion: 2011-05-25-05

RMS To arrange a meeting with the CVRD Area A Director in the near future.

CARRIED

- c. Chair read the letter and suggested to hold a meeting to discuss the UBID'S position, interests and other issues. The Community can also contact the Board in writing on issues.

Motion: 2011-05-25-06

RMS The Board to meet "In-Camera" June 1, 2011 to discuss the Water Supply Transfer Agreement.

CARRIED

- d. Fire ban release – Information on Bulletin board.
- e. The Board discussed Mrs. Mary Reynolds correspondence from May 22, 2011. The Chair proposed to response that the UBID has not formally adopted Community Charter procedures and the Board will review a number of bylaws in the regular course of business.

Motion: 2011-05-25-07

RMS To reply to Mrs. Reynolds letter as discussed.

CARRIED

7. Reports

- a. Anne Alcock read the Fire Chief's report; her interim report, as Chair of the Fire/Rescue Committee, informed the Board about a meeting with the Fire Chief in the Fire Hall for an orientation of procedures, building and the fire trucks.

Motion: 2011-05-25-08

RMS To accept the Fire Chief's and Mrs. Alcock's reports as presented.

CARRIED

- b. Cleve Goldswain presented the Public Works report and the Public Works Meeting minutes – all water samples for April were negative, flushing is being conducted on a monthly basis, fire hydrant at 4<sup>th</sup> Street/Douglas Street now functional, approximately 20 fire hydrant adapters to standardize hydrant connections for fire hoses, Dan McGill will check on prices for this project.
- c. Financial report - Carol Molstad informed that the last financial report was received April 7, 2011; information about legal and audit fees and cash flow; discussion what the Board's plans are in the finance department.

Motion: 2011-05-25-09

RMS To accept the Financial Report as Information only. CARRIED

Motion: 2011-05-25-10  
RMS The Board will develop a Strategy Plan for the financial department. CARRIED

8. New Business

a. Standing Committees of the Board

Terms of Reference for the standing Committees were explained, they also will be posted on the website and sent via e-mail to the landowners.

i. Fire Committee

Motion: 2011-05-25-11  
RMS To adopt the Terms of Reference for the UBID Standing Fire Committee and abolish previous terms. CARRIED

ii. Public Works Committee

Motion: 2011-05-25-12  
RMS To adopt the Terms of Reference for the UBID Standing Public Works Committee and abolish previous terms. CARRIED

iii. Finance and Capital Planning Committee

Motion: 2011-05-25-13  
RMS To adopt the Terms of Reference for the UBID Standing Finance and Capital Planning Committee and abolish previous terms. CARRIED

Motion: 2011-05-25-14  
RMS To appoint Bruce Livesey as Chair of the Finance and Capital Planning Committee. CARRIED

b. Next regular Board meeting

Motion: 2011-05-25-15  
RMS To hold the next regular Board Meeting June 15, 2011, 4:30 p.m. at the UBID Offices. CARRIED

9. Questions from the audience – the Chairperson explained the rules & regulations for the question period.

Q: Why did UBID not pay for service rendered?

A: UBID did not want cheques to be bouncing.

Q: Outcome of survey?

A: No answer yet.

Q: About the water license.

A: The Board will get back to Karen Valerie.

Q: Raising of the dam required?

A: No answer at this time.

Q: KIP – delays?

A: Not aware of delays.

Q: Can the Board stop legal actions?

A: The board tries to resolve issues.

Q: Correspondence to be sent to trustees?

A: Can be sent also to the appropriate Committee Chairperson.

Q: Sent letter to UBID – no answer yet.

A: Letter was sent to the administrator and then the Ministry; the Board has no ability to take action.

10. Meeting adjourned at 5:45 p.m.

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Carol Molstad, Chairperson

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Anne Fischer, recording