

Union Bay Improvement District  
Regular Board Meeting Minutes  
April 20, 2011  
4:30 p.m.

Union Bay Improvement District Boardroom

Attendants: Alan de Jersey (Chair), Dave Godfrey, Denis Royer, Cleve Goldswain, Bruce Livesey, Brenda Fisher

Meeting called to order at 5:27 p.m.

1. The agenda was reviewed and the following items added; Painting of 5539 S. Island Highway; Annual General Meeting; 'In-Camera' Motions from April 20, 2011 'in-camera' meeting.

MOTION: 2011-04-20-01

RMS

To accept the agenda for April 20, 2011 as amended.

CARRIED

2. Petitions and Delegations – none

3. Review of Regular minutes for March 16, 2011, 'In-camera' minutes of March 21, 2011, April 8, 2011 and April 20, 2011.

MOTION: 2011-04-20-02

RMS

To accept the minutes of the Regular Board minutes for March 16, 2011, 'In-camera' minutes of March 21, 2011, April 8, 2011 and April 20, 2011 as circulated and brought forward.

CARRIED

4. Business arising from the minutes:  
Motions brought forward to regular meeting.

**April 8, 2011 – 'In-camera' motions**

MOTION: 2011-04-08-02

RMS

Bylaw #232 Water Infrastructure Agreement Bylaw 2011 introduced and given first reading by the Trustees on the 8<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-08-03

RMS

Bylaw #232 Water Infrastructure Agreement Bylaw 2011 reconsidered and finally passed by the Trustees on the 8<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-08-04

RMS

It is agreed that the amended Water Infrastructure Agreement will be brought forward to the board prior to acceptance and signing.

CARRIED

RESOLUTION: 2011-04-08

RMS

To adopt Resolution #2011-04-08 as circulated. Full copy available for viewing.

CARRIED

Opposed Trustee Goldswain and Trustee Livesey

**April 20, 2011 – 'In-camera' motions**

MOTION: 2011-04-20-IC01

RMS

To accept the Water Infrastructure Agreement between 34083 Yukon Inc. and Union Bay Improvement District as circulated on April 20, 2011 for signature.

CARRIED

Regretfully opposed Bruce Livesey and Cleve Goldswain  
– prepared signed letter submitted dated April 20, 2011 to be shown for the records.

MOTION: 2011-04-20-IC02

RMS

To take appropriate action to investigate information regarding the alleged breaches of trustees duties.

CARRIED

Opposed Bruce Livesey and Cleve Goldswain

- Consideration of the sale of McLeod Property – tabled till next meeting.
5. Correspondence
- Thomas FOI request was responded to on April 5, 2011
  - Baker/White – reviewed and combined as one request
  - Alcock – resignation from Trustee Remuneration Review Committee
  - Ministry of Community & Rural Development – boundary extension amendment
  - Comox Valley Regional District – Regional Growth Strategy Bylaw #120, 2010

MOTION: 2011-04-20-03

RMS

To respond and file correspondence as circulated.

CARRIED

6. Reports

- Fire Committee Report – Trustee Royer – no meeting held, changed to quarterly meetings. Consideration of disposition of Truck #24.

MOTION: 2011-04-20-04

RMS

To approve the donation of Truck #24 to the Comox Valley Fire Chiefs Association for the Fire Safety House transportation.

CARRIED

Opposed Trustee Livesey and Trustee Goldswain

- Fire Chief's report – Trustee Royer reviewed the report. It is noted that more detail about the call-outs should be provided as the Board is only getting quarterly reports otherwise. The Board would like a monthly report at the board meetings.
- Public Works Committee Report – Trustee Godfrey reviewed the report. Dan and Brenda met with the Comox Valley Regional District regarding the interconnection with the Royston Water Service Area. Bylaw #176 Subdivision Water Regulations required a change to the requirements of a letter of credit – revision to 10% of value of the works. Discussion of the Nelson Loop project. Board requests letter be written to McElhanney regarding the extra costs due to engineering under calculations – reimbursement will be requested. Flow rates were reviewed. Hydrant replacement will be changed to an alternate location as the hydrant at 4<sup>th</sup> and Douglas is in good condition.
- Administration Report – Brenda reviewed the report, bylaws brought forward for approval #233, #234, #235, #236, #237 and revision of Oath of Office form and the Responsibilities of the Chair and Trustees Policy. Discussion occurred on all bylaws and policy revisions. Oath of Office form discussed and Board would like it referred for legal opinion. AGM procedures were reviewed and no changes were required at this time. Budget for 2011 was required to be revised by the Ministry due to the change in known expenditures for legal and audit. Brenda reported on training received from the Vancouver Island Local Government Management Association conference held in Port Hardy. Painting quotes were reviewed. It was agreed to draft up a contract to present to the approved painter and to re-advertise with all the details of the project in the local newspapers. Trustee Livesey will assist in setting the parameters of the painting project. Mileage allowance was brought forward for review. The administrator will review the allowance for other local government standards and report back. AGM review of election officer's proposal and staff reports that were prepared for the meeting.

MOTION: 2011-04-20-05

RMS

Introduction of Bylaw 233 Union Bay Improvement District/Royston Service Area Interconnection Agreement 2011 and given first reading by the Trustees on the 20<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-20-06

RMS

Reconsidered and finally passed Bylaw 233 Union Bay Improvement District/Royston Service Area Interconnection Agreement 2011 on the 20<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-20-07

RMS

Introduced and given first reading Bylaw 234 Amending Bylaw #176 Subdivision Water Regulation on the 20<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-20-08

RMS

Reconsidered and finally passed Bylaw 234 Amending Bylaw #176 Subdivision Water Regulation on the 20<sup>th</sup> day of April 2011.

CARRIED

MOTION: 2011-04-20-09

RMS

Introduced and given first reading Bylaw 235 2011 Renewal and Reserve Fund Disbursement on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-10

RMS

Reconsidered and finally passed Bylaw 235 2011 Renewal and Reserve Fund Disbursement on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-11

RMS

Introduced and given first reading Bylaw 236 2011 Capital Works Reserve Fund Disbursement on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-12

RMS

Reconsidered and finally passed Bylaw 236 2011 Capital Works Reserve Fund Disbursement on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-13

RMS

Introduced and given first reading Bylaw 237 Amending Bylaw #214 Meeting Procedures Bylaw 2008 on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey and Cleve Goldswain

MOTION: 2011-04-20-14

Reconsidered and finally passed Bylaw 237 Amending Bylaw #214 Meeting Procedures Bylaw 2008 on the 20<sup>th</sup> day of April 2011.

CARRIED

Opposed Bruce Livesey and Cleve Goldswain

MOTION: 2011-04-20-15

RMS

To approve the revision to Policy #08-A00013 Responsibilities of the Chair and Trustees as circulated April 20, 2011.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-16

RMS

To approve the revision of the Policy #11-A00014 Official Election Procedures as circulated on April 20, 2011.

CARRIED

MOTION: 2011-04-20-17

RMS

To approve the 2011 Budget as revised to include increased legal and audit costs and the financial statements as circulated.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-18

RMS

To appoint the UBID Administrator as the Freedom of Information 'Head'.

CARRIED

Opposed Bruce Livesey

MOTION: 2011-04-20-19

RMS

To postpone a decision on the painting quotes until next meeting.

CARRIED

MOTION: 2011-04-20-20

RMS

To accept the operational reports as presented and circulated.

CARRIED

#### 7. New Business

- AGM – reports to be presented. AGM package will contain the agenda and the minutes. Reports will be available in hard copy from the office or available on the website. Financial reports will be presented on the screen and hard copy available upon request. Concern over the amount of people who may be in attendance. The dining room will provide for overflow from the main room. Election count will be done in the boardroom. People are to deposit ballots into a sealed box. It was agreed that the election procedures would be handled by the election officer. Agenda was reviewed and it was agreed to keep with the existing agenda.

Meeting adjourned at 8:10 p.m.

Next Meetings will be set after the Annual General Meeting.

Alan de Jersey, Chair

Brenda Fisher, Administrator