

**DATE:** July 3, 2020

**TO:** Chair and Directors  
Electoral Areas Services Committee

**FROM:** Russell Dyson  
Chief Administrative Officer

**RE:** **Union Bay Improvement District  
Conversion Study - Update**

**FILE:** 0400-60/Union Bay

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

### **Purpose**

To provide updated information regarding the Union Bay Improvement District Conversion Study timing and potential for public engagement.

### **Recommendation from the Chief Administrative Officer:**

THAT up to \$5,000 in funding from the Area A Baynes Sound Feasibility Studies Service, function #151, be approved to support the Union Bay Improvement District conversion study public engagement process with the funds to be assigned from the \$55,689 in unallocated professional fees budget for 2020.

### **Executive Summary**

- The Comox Valley Regional District (CVRD) and the Union Bay Improvement District (UBID) are partnering on a conversion study that:
  - o conducts a condition assessment of Union Bay Improvement District assets and liabilities;
  - o analyzes the governance options to remain as an improvement district or convert the Street Lighting, Water Supply and Distribution and Fire Protection Services to Regional District Services; and
  - o develops and executes a communication plan that:
    - shares results of the assessment and analysis;
    - assesses public perspective on the topic of Union Bay governance and service delivery; and
    - informs the public on potential outcomes from the assessment and governance models
- Work has progressed throughout the last five months with the Advisory Working Group meeting virtually.
- Public engagement had initially been considered for July 2020 however to ensure information is as complete as possible and to enable meaningful dialogue with the public, especially during the ongoing COVID-19 pandemic, a delay is required; public engagement is now proposed for early fall 2020.
- To assist with clear messaging for the public, more complete information is being sought on the Langley Lake dam, water main condition and location, new water treatment plant operating and maintenance costs and pending collective agreement between UBID and CUPE.

- For the fall 2020 public engagement, a combination of online and in-person events will be scheduled, and supported by a combination of CVRD and UBID funds
  - o The online component will include limited interaction and be hosted using Zoom
  - o The in-person event will be by appointment and include a presentation and questions and answers.
  
- One goal of the conversion study is to provide to the UBID residents and ratepayers clear information, such that the UBID electors can determine to remain as an Improvement District or convert to CVRD services through an elector assent process, to be determined by UBID.
  
- This staff report is recommending that feasibility funds be used to support public engagement events. Should conversion occur, those funds will be re-paid by those services.
  
- The CVRD maintains a project page online, including newsletters and background materials ([www.comoxvalleyrd.ca/ubid](http://www.comoxvalleyrd.ca/ubid))

Prepared by:

***J. Warren***

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James Warren  
 Deputy Chief Administrative  
 Officer

**Government Partners and Stakeholder Distribution (Upon Agenda Publication)**

Union Bay Improvement District	✓
Urban Systems	✓
Ministry of Municipal Affairs and Housing	✓