



November 21, 2019

Ref: 250577

Jesse Ketler, Chair
Comox Valley Regional District
600 Comox Rd
Courtenay BC V9N 3P6

Dear Chair Ketler:

I am pleased to provide you with my decision to provide a \$30,000 restructure planning grant to the Comox Valley Regional District (CVRD) to study the proposed conversion of the Union Bay Improvement District (UBID) and governance options for associated water, fire and street lighting services in Union Bay. I am also prepared to consider the request for an Infrastructure Planning Grant in the next intake for that program, for which decisions are expected to be announced in early 2020.

This study is an opportunity for the CVRD and the UBID to explore options that support effective water, fire and street lighting services in Union Bay. This study will give Union Bay residents a clearer understanding of potential governance options for water provision, fire protection and street lighting in the area.

I understand that there has been conversation in the community about the study contemplating municipal incorporation of Union Bay in addition to examining conversion of its services to the CVRD. I can appreciate the desire to explore incorporation; however, a study focusing solely on service conversion seems prudent at this point in Union Bay's evolution. Consolidation of UBID's services under the CVRD may set the stage for further consideration of incorporation in the future.

I am pleased that both the CVRD and UBID support the objectives of this study, and I have asked Ministry of Municipal Affairs and Housing staff to work with the CVRD to finalize the Terms of Reference to clarify the parameters of the study. Catherine Lee, Senior Program Analyst, Governance and Structure Branch, Local Government Division, will be the Ministry's lead for this project and can be reached by telephone at: 778 698-3223, or by email at: Catherine.Lee@gov.bc.ca.

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Ministry staff are available for advice and assistance should you have any questions. Ms. Lee will contact CVRD staff shortly to discuss the Terms of Reference and arrange for the transfer of funds. The CVRD will also need to complete an Infrastructure Planning Grant application. Ms. Lee will connect the CVRD staff with the appropriate Infrastructure Planning Grant Program lead.

Sincerely,

A handwritten signature in black ink, appearing to read 'SR', with a stylized flourish at the end.

Selina Robinson

Minister

pc: Russell Dyson, Chief Administrative Officer, Comox Valley Regional District
Gordon Mason, Chief Administrative Officer, Union Bay Board of Trustees
Catherine Lee, Senior Program Analyst, Governance and Structure Branch