

DATE: January 15, 2020**FILE:** 0400-60/UBID**TO:** Chair and Directors
Comox Valley Regional District BoardSupported by Russell Dyson
Chief Administrative Officer**FROM:** Russell Dyson
Chief Administrative Officer*R. Dyson***RE: UBID Conversion Study Update and Elected Official Appointment for
Advisory Group**

Purpose

To provide an update on the Union Bay Improvement District (UBID) conversion study and to seek the confirmation of Director Arbour as the appointed elected official for the conversion study project advisory working group.

Recommendation from the Chief Administrative Officer:

THAT Director Arbour be appointed as the elected official for the advisory working group to support the Union Bay Improvement District conversion study.

Executive Summary

In August and September 2019, UBID and the Province of BC exchanged correspondence that led to a Comox Valley Regional District (CVRD) Board resolution to partner with UBID and the Province to undertake a study that would:

- conduct a condition assessment of Union Bay Improvement District assets and liabilities;
- analyze 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
- develop and execute a communication plan that:
 - 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

The Province awarded grant funding to conduct this conversion study. The CVRD will work closely with UBID to support the project work, which includes an advisory working group consisting of one UBID Board trustee, one CVRD Board Director, the UBID Administrator, a member of the CVRD's administration and a Ministry of Municipal Affairs and Housing (MAH) staff member. The advisory working group is responsible for providing comments on study draft materials and informing strategies for disseminating information to the community and facilitating public engagement. As Union Bay is located in Electoral Area A, Director Arbour is recommended for appointment to the advisory working group.

The CVRD’s website provides a current view of the project including updates and background as necessary (<https://www.comoxvalleyrd.ca/projects-initiatives/past-current-projects/union-bay-improvement-district-conversion-study>). Specifically, public engagement related to this project including open houses or other events will be described online and through other formats including direct mailouts and through partnership with the UBID.

Prepared by:

J. Warren

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Services

Stakeholder Distribution (Upon Agenda Publication)

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