

NORTH CEDAR IMPROVEMENT DISTRICT
MINUTES OF THE APRIL 25, 2012 ANNUAL GENERAL MEETING

North Cedar Fire Hall

TRUSTEES PRESENT:

Trustee Macaulay, Chairperson
Trustee Edwards
Trustee Johnson
Trustee Murdoch

STAFF & VOLUNTEERS:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief
Jennifer Bradley, Acting Treasurer
Barbara Swanson, Office Casual

1. CALL TO ORDER

Chairperson Macaulay called the Annual General Meeting of the North Cedar Improvement District to order at 7:00 p.m.

2. INTRODUCTION OF TRUSTEES AND STAFF

Chairperson Geoffrey Macaulay introduced the Board of Trustees, Improvement District Staff, the Fire Chief and the District Auditor, Mike Evans of Hayes Stewart Little & Co.

3. APPROVAL OF AGENDA

12AGM.001 **MOVED** by Rick Hyne of 1770 Starling Road **SECONDED** by Bob Loos of 2389 Gould Road East, to approve the agenda. **CARRIED**

4. 2011 ANNUAL GENERAL MEETING MINUTES

(A) Presentation of the Minutes

12AGM.002 **MOVED** by Janelle Park 1821 Cedar Road **SECONDED** by Rick Hyne of 1770 Starling Road, to approve the minutes of the 2011 Annual General Meeting as presented. **CARRIED**

(B) New Business Arising from the 2011 AGM Minutes.

There was no new business arising from the 2011 AGM minutes.

5. AUDITOR'S REPORT & FINANCIAL STATEMENTS FOR 2011

The District Auditor, Mike Evans introduced himself. Hayes Stewart Little & Co. was engaged to complete the audit of the operations for the district for the year 2011.

We have audited the consolidated statements and the financial position as of December 31, 2011. These financial statements are the responsibility of the districts management. Our responsibility is to express an opinion on these statements based on our audit. We have conducted our audit in accordance with Canadian Generally Accepted Auditing Standards. These standards require that we plan and perform an audit to obtain reasonable assurance on whether the financial statements are free from material miss-statement.

In our opinion these consolidated financial statements present fairly, in all material respects, the financial position of the North Cedar Improvement District as of December 31, 2011, and the results of its operations and its cash flows for the year then ended are in accordance with Canadian Generally Accepted Accounting Principals.

12AGM.003 **MOVED** by Bob Loos of 2389 Gould Road East **SECONDED** by Lenie Johnson of 3597 Juriet Road, to receive and file the financial statements and Auditors report as presented. **CARRIED**

6. QUESTION PERIOD – 2011 AUDITOR’S REPORT & FINANCIAL STATEMENTS

Members of the public were invited to ask questions concerning the auditor’s report.

A member of the public asked for the breakdown in Inventories.

The Administrator advised that the inventory account mainly consisted of Sewer Equivalent connections. She reported that they were purchased for future use to protect the District’s water source.

A member of the public asked if the sewer equivalents should be an inventory item.

The District’s auditor, Mike Evans responded that yes they are considered an inventory item.

No further questions were asked by the ratepayers.

7. REPORT ON THE DISTRICT’S WATERWORKS AND ADMINISTRATION

The reports were included in the agenda packages.

Chairperson Macaulay advised the public that the Trustees would not be reading out their reports, but that he would give everyone a few minutes to read the reports and ask the individual Board members questions.

Janelle Park of 1892 Cedar Road asked about the Transfers on the Fire Protection Operating fund.

The Administrator reported that the Transfer was the parcel tax collected for the fire hall as well as closing a couple of operating bank accounts.

Rick Hyne of 1770 Starling Road asked about hiring a full time Fire Chief.

Trustee Murdoch explained that the Fire Chief position was posted and that the position would be filled in the near future.

Rick Hyne of 1770 Starling Road asked about District staffing.

Trustee Murdoch advised that the Treasurer had retired, an outside operations staff member was laid off due to budget restraints, and the District had one outside operations staff leave his position. Trustee Murdoch also reported that the District is working on new job descriptions, which need to be brought before the union for discussion and approval. She reported that the District office is closed on Fridays even though there is a staff member working in the office that day.

Rick Hyne of 1770 Starling Road asked the Board why the District is closed on Fridays and what is the savings to the District.

Trustee Murdoch responded that a regular staff member is in the office but not answering phones, or taking payments etc. She reported that the savings was approximately \$1,000.00 per month as the District had no need to call in a casual. She reported that it doesn't sound like much, but is approximately \$12,000.00 per year, every little bit helps.

Rick Hyne of 1770 Starling Road asked why the increases to water tolls and parcel taxes.

The Administrator responded that the District's system is very old and needs to be replaced and or repaired. There have been no water toll or parcel tax increases for nine to ten years. In order for our system to be sustainable we needed to increase both tolls and taxes. Operating costs have gone up annually yet our revenue has not increase, we are no longer sustainable. I am hopeful that we have leveled off and will only need to moderately increase tolls and taxes in the future.

12AGM.004 **MOVED** by Janelle Park of 1892 Cedar Road **SECONDED** by Moira Benson of 2691 Quennell Road, to receive and file the reports on the District's Waterworks and Administration as presented. **CARRIED**

8. REPORT OF THE NORTH CEDAR VOLUNTEER FIRE DEPARTMENT

Fire Chief Percy Tipping reported on the state of the fire department. The report was included in the agenda packages.

Rick Hyne of 1770 Starling Road asked if we were caught up with purchasing gear and with purchasing large ticket items for the fire department. He stated that he fully supports the fire department and the need to keep our costs in line.

Fire Chief Percy Tipping reported that equipment and other fire department items have been brought up to current regulations and the costs to tax payers should be leveling off. The Fire Chief then thanked the residents on behalf of himself and the fire department for their support.

12AGM.005 **MOVED** by Dave Little of 2717 Charles Road **SECONDED** by Lenie Johnson of 3597 Juriet Road, to receive and file the Fire Chief's report as presented. **CARRIED**

9. SELECT COMMITTEE REPORT

(A) Trustee Remuneration For 2011

Rick Hyne of 1770 Starling Road asked why the increase to the Trustee Remuneration.

Trustee Johnson responded that he was chair of the Remuneration Committee but was not allowed a vote. The committee is comprised of area ratepayers who decide if the Trustee Remuneration should be increased or not.

The Administrator advised that the committee's recommendations are presented to the ratepayers as per the District's letters patent at the Annual General Meeting. It is up to the ratepayers to decide if they want to accept or decline the committee's recommendations. They decide if there is an increase not the Board.

12AGM.006 MOVED by Bob Loos of 2389 Gould Road East **SECONDED** by Corrina Kral of 2602 Holden Corso Road to approve the remuneration committee's recommendations for a 10% increase. **CARRIED**

10. DISCUSSION

The Chair of the Board opened the floor for a 30 minute discussion period for ratepayers to ask the Trustee's any questions regarding the Districts works and services.

Albert Devries of 2257 Yellow Point Road asked about the Wilkinson Road property and if the District was still considering using that well as a new source of water.

The Administrator advised that VIHA will only allow us to currently use the well during the dry season due to the location of the area resident's septic fields. The district would also be required to install disinfection for this well source.

Albert Devries of 2257 Yellow Point Road then asked about the road and why we have not been repairing them. He also asked why the Mill is allowed to have their water line travel through the District. There was a huge write up about this type of thing in Campbell River.

The Administrator advised that the District is only responsible for water, fire and street lighting. You need to contact the Regional District and Highways for your other concerns.

Fred Bray of 2145 Gould Road West asked why the parcel taxes and water rates have gone so high.

The Administrator responded that costs have gone up and we need to be able to cover those costs.

Chairperson Macaulay reported that the District is like a Strata, when something needs repairing the cost is born by everyone.

Albert Devries of 2257 Yellow Point Road asked if the District has approached the Mill (Harmac) to ask for water. The pipeline goes right through Cedar, so it would be easy to tap into. He also wanted to know why the District hasn't gotten water from the city of Nanaimo the same as Lantzville. He reported that it was only going to cost Lantzville and additional \$4.00 per year it says so in the article in the Times Colonist paper.

The Administrator reported that as far as she knew, the mill was approached many years ago and was not interested in allowing the District water. She also stated that she did not think the water going through the pipe line was potable because of the treatment used on the pipeline to stop the wood from rotting and breaking down.

Janelle Park of 1821 Cedar Road asked if the RDN has spoken to NCID to find out if we can supply the increased density for the Cedar Road Main Street design.

The Administrator reported that the RDN is aware that we currently have a moratorium on our water, but have not spoken to us regarding increasing the density.

11. APPOINT THE RETURNING OFFICER AND SCRUTINEERS

The Board of Trustees appointed Jennifer Bradley as Returning Officer.

The Returning Officer, Jennifer Bradley then appointed Mike Evans, the districts auditor and Barry Hasler, Assistant Chief/Training Officer each as scrutineers. Mike Evans and Barry Hasler both do not own property within the districts boundaries.

12. ELECTION OF TRUSTEES

There were two (2) positions up for election for three year terms and two (2) position up for election for one year terms

The Returning Officer called for nominations three (3) times. The candidates were nominated as follows:

Shane Lassam, 2627 Barnes Road, nominated by Bob Loos
Helen Edwards, 2674 Barnes Road, nominated by Henrietta Murdoch
Dave Little, 2717 Charles Road, nominated by Helen Edwards
Rick Hyne, 1770 Starling Road, nominated by Teryle Lonie
Lenie Johnson, 3597 Juriet Road, nominated by Peter Johnson

The Returning Officer read nominations back in reverse order and asked each candidate if they were willing to stand. Dave Little was the only candidate that declined his nomination but thanked his nominator.

The Returning Officer than asked the four candidates if two would volunteer for the two one year terms, if no volunteers, then we would need to have an election.

The Returning Officer reported the results for the four (4) trustee positions, two (2) for three (3) year terms, and two (2) for one (1) year terms, as follows:

- Shane Lassam of 2627 Barnes Road – three (3) year term
- Helen Edwards of 2674 Barnes Road – three (3) year term
- Rick Hyne of 1770 Starling Road – one (1) year term
- Lenie Johnson 3597 Juriet Road – one (1) year term

No ballots to destroy.

14. ADJOURNMENT

Chairperson Macaulay advised that he had stepped down from the Board and thanked all the residents for their support.

12AGM.007 MOVED by Dave Little of 2717 Charles Road, **SECONDED** by Janelle Park of 1821 Cedar Road to adjourn the 2012 AGM. **CARRIED**

The meeting adjourned at 8:00 p.m.

Date Approved _____

Chairperson of the Board of Trustees

Administrator to the Board of Trustees