

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE DECEMBER 8, 2016 **BOARD OF TRUSTEES MEETING**

TRUSTEES PRESENT:

Trustee Wilson, Chairperson
Trustee Dives
Trustee Hyne
Trustee Jean Louis
Trustee Murdoch
Trustee Rosato-Taylor

STAFF:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief

PUBLIC: -

Sharon Thomson
Emanuel Hajek
Albert De Vries

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

2. APPROVAL OF AGENDA

16.455 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To approve the agenda as presented.

CARRIED

3. DELEGATION

(A) Mr. De Vries – RE: Water Service Request

Trustee Rosato-Taylor arrived at 7:04 p.m.

Trustee Dives arrived at 7:06 p.m.

Mr. De Vries summarized his request for water, reported that he had a long history regarding a water connection. Originally requested water for irrigation, now asking for water for the five acre parcel that has been subdivided off of the original parcel. Does not feel that he should have to pay for a feasibility study, as he paid for one in 2000 for irrigation purposes.

Trustee Dives reported that as this is a new application for land that was subdivided from the parent property, it is a new application therefore you need to follow the current process.

Mr. De Vries stated that he would pick up an application form next week, he also asked if he would be able to use the four inch watermain that was originally connected to the Harmac pipeline.

Trustee Dives stated that the District engineer will need to determine if you can use the four inch watermain.

Chairperson Wilson reported that currently district bylaws do not allow for irrigation. He thanked Mr. De Vries for coming.

4. ADOPTION OF MINUTES

(A) November 3, 2016 Remuneration Committee Meeting

16.456 MOVED by Trustee Dive **SECONDED** by Trustee Rosato-Taylor
To approve the minutes of the November 3, 2016 Remuneration Committee Meeting as presented. **CARRIED**

(B) November 10, 2016 Board Meeting

16.457 MOVED by Trustee Dive **SECONDED** by Trustee Murdoch
To approve the minutes of the November 10, 2016 Board Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes

No Business arising from the minutes.

- (ii) List of Board Motions

16.458 MOVED by Trustee Murdoch **SECONDED** by Trustee Jean Louis
To receive and file the list of board motions. **CARRIED**

(C) November 16, 2016 Finance Committee Meeting

16.459 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To approve the minutes of the November 16, 2016 Finance Committee Meeting as presented. **CARRIED**

(D) November 23, 2016 Finance Committee Meeting

To add Trustee Hyne as the seconder to the following motion:

Moved by Trustee Wilson

To recommend that the Finance Committee continues to work on the District’s assessment bylaw.
Carried.

16.460 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To approve the minutes of the November 23, 2016 Finance Committee Meeting as amended. **CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

To correct the list of motions by adding Trustee Hyne as the seconder to the following motion:

Moved by Trustee Wilson

To recommend that the Finance Committee continues to work on the District’s assessment bylaw.
Carried.

16.461 MOVED by Trustee Dives **SECONDED** by Trustee Rosato-Taylor
To receive and file the list of finance committee meeting motions as amended. **CARRIED**

6. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

16.462 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the November 2016 Waterworks Report. **CARRIED**

(ii) Drinking Water System Inspection Report

16.463 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To receive and file the Drinking Water System Inspection Report received from Island Health. **CARRIED**

(iii) Pending Water Service Connection

16.464 MOVED by Trustee Murdoch **SECONDED** by Trustee Dives
To receive and file the pending water service connection list. **CARRIED**

16.465 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To send the pending water service connection list to the next development committee meeting. **CARRIED**

OPPOSED: Trustee Rosato-Taylor

(a) Kirkstone Development Correspondence

16.466 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To table discussing until the guest, Emanuel Hajek talks during question and answer period. **CARRIED**

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

16.467 MOVED by Trustee Murdoch **SECONDED** by Trustee Hyne
To receive and file the Fire Chiefs report. **CARRIED**

(ii) Officer Appointment

16.468 MOVED by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor
To appoint Zack Henderson to the position of Captain for the remainder of the term ending March 31, 2018. **CARRIED**

(C) ADMINISTRATION

- (i) Treasurers Reports

16.469 MOVED by Trustee Jean Louis **SECONDED** by Trustee Murdoch
To receive and file the Treasurers Report. **CARRIED**

- (ii) Ratepayer Correspondence

The Trustees had a discussion regarding government grants, dissolving NCID to become part of the RDN, to also have a discussion with the ratepayers.

16.470 MOVED by Trustee Hyne **SECONDED** by Trustee Rosato-Taylor
To direct staff to advise Maureen Loucks on the current status of the District. **CARRIED**

- (iii) Court of Revision

16.471 MOVED by Trustee Hyne **SECONDED** by Trustee Dives
To accept the proposed dates for the court of revision as follows:
Tuesday, February 7, 2017 – 1:00 – 3:00 p.m.
Wednesday, February 8, 2017 – 6:00 – 8:00 p.m.,
Accept the following Trustees appointed to constitute the Court of Revision – Trustee Dives, Trustee Hyne and Trustee Wilson. **CARRIED**

- (iv) Trustee Poll #10-16

16.472 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file Trustee Poll #10-16. **CARRIED**

Trustee Hyne stated that he was going to wait until the New Year to book going over to the BI Pure Water Plant for the tour so that the new trustee will have the opportunity to also attend. He stated that he is also working towards scheduling a “Go to Meeting” with BI Pure Water for December 15, 2016 during the Operations Committee meeting while the districts contractor is here.

6. COMMITTEE/PORTFOLIO REPORTS

No Committee/Portfolio Reports.

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

- (i) Bylaw #455 – 2017 Ornamental Streetlighting Parcel Taxation

Trustees reported that the date on bylaw #455 is incorrect, it needs to be amended to December 8, 2016.

16.473 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis
To approve first and second reading of Bylaw #455 as amended. **CARRIED**

16.474 MOVED by Trustee Jean Louis **SECONDED** by Trustee Hyne
To approve third and final reading of Bylaw #455. **CARRIED**

- (ii) Bylaw #457 – NCID Water Tolls

Trustees reported that the date on bylaw #457 is incorrect, it needs to be amended to December 8, 2016.

16.475 MOVED by Trustee Hyne **SECONDED** by Trustee Dives
To approve first and second reading of Bylaw #457 as amended. **CARRIED**

16.476 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve third and final reading of Bylaw #457. **CARRIED**

(iii) Bylaw #458 – Amending Bylaw #404

16.477 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve first and second reading of Bylaw #458 as presented. **CARRIED**

16.478 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve third and final reading of Bylaw #458. **CARRIED**

(iv) Bylaw #459 – 2016 WW Renewal Fund Disbursement

16.479 MOVED by Trustee Murdoch **SECONDED** by Trustee Dives
To approve first and second reading of Bylaw #459 as presented. **CARRIED**

16.480 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve third and final reading of Bylaw #459. **CARRIED**

(v) Bylaw #460 – 2017 Parcel Taxation

Trustees reported that the date on bylaw #460 is incorrect, it needs to be amended to December 8, 2016.

16.481 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve first and second reading of Bylaw #460 as amended. **CARRIED**

16.482 MOVED by Trustee Murdoch **SECONDED** by Trustee Dives
To approve third and final reading of Bylaw #460. **CARRIED**

(vi) Bylaw #461 – NCID Snuneymuxw First Nations Water Tolls

Trustees reported that the date on bylaw #461 is incorrect, it needs to be amended to December 8, 2016.

16.483 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve first and second reading of Bylaw #461 as amended. **CARRIED**

16.484 MOVED by Trustee Murdoch **SECONDED** by Trustee Dives
To approve third and final reading of Bylaw #461. **CARRIED**

(B) POLICIES

No Policies.

(C) RESOLUTIONS

No Resolutions.

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering

(i) Monthly Report

16.485 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file the engineers monthly report.

CARRIED

(ii) Emergency Connection

16.486 MOVED by Trustee Dives **SECONDED** by Trustee Rosato-Taylor
To approve the additional costs requested.

CARRIED

OPPOSED: Trustee Hyne
Trustee Jean Louis

16.487 MOVED by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis
To direct staff to get further breakdown of costs you are requesting and to ask if there is a possibility that there will be further unanticipated costs and activities for this project.

CARRIED

(iii) Barnes Road Reservoir Repair Quote

16.488 MOVED by Trustee Hyne **SECONDED** by Trustee Dives
To send the repair quote to an operations committee for further discussion, include the Contractors report for the reservoir and the two diver reports.

CARRIED

9. QUESTION AND ANSWER PERIOD

MOVED by Trustee Dives
To un-table agenda #5.(A)(iii)(a) Kirkstone Development- Page 50.

Emanuel Hajek stated he wished to speak on the email the district received from Wim Zuydervelt and to answer any questions regarding this development. This development is asking for limited water which is the equivalent of ten homes not thirty three homes.

The administrator stated that the application form states thirty three homes not ten homes.

Emanuel Hajek stated they went through a lot of expense to prove that rain water works, but the RDN planners and MOTI want this development to be connected as a backup, we want to have emergency connections for each home, but there is a strong chance we will not need NCID water. He reported this development has a septic requirement that is 500 gallons as per Ministry of Health, therefore the amount of water being used must be limited by what is taken in to be put into the septic system. He reported that this would be monitored through strata regulation.

The administrator asked Emanuel Hajek what their timeline is regarding this development.

Emanuel Hajek stated that this development would not need water for a year as they have to go

through the re-zoning process and will not be constructing thirty three units right away. He stated that realistically they would probably do it in three phases of ten units at a time. He reported that the RDN and MOTI want proof of thirty three connections even though this development with the septic restrictions cannot utilize that much water.

16.489 MOVED by Trustee Dives **SECONDED** by Trustee Jean Louis

To send this project to a joint development and finance committee meeting.

CARRIED

Sharon Thomson asked a question regarding the bylaw #457 and #458, she stated that “primary” has been added to the commercial definition, which is nice, however, don’t you think that somebody could be interested in challenging that wording, and what is the percentage going to be. This is something that needs to be considered, in the old days, the old bakery had residences and a business with only one meter and was charged only one rate, with this definition how would you be billing the bakery now.

Trustee Hyne stated that the Trustees had a long discussion, this item is going back to committee for more discussion.

Sharon Thomson stated that individuals within the community have reported that there is water source by Tamagawa University.

Trustee Dives reported that there is an observation well in that area, and that this water source belongs to the Yellow Point aquifer by Holden Creek. He further summarized what he knew about the water source.

Sharon Thomson suggested with all of the rules and regulations from other government bodies there is a need for liaison work with all those involved in subdivisions and development the developer cannot get anything done, it is the fault of all three entities, but if you were all working together the process would be accomplished much sooner and smoother. She asked, how does NCID charge, when there is only one meter and numerous units/houses.

The administrator stated that they get charged a base rate for each unit and are allowed the first tier for each unit before going to the next tier if they only have one meter or they will have individual meters per unit, depends on the project.

10. ADJOURN AND MOVE IN-CAMERA

16.490 MOVED by Trustee Dives **SECONDED** by Trustee Hyne

To adjourn the meeting at 8:55 p.m. and move to in-camera.

CARRIED

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees