

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE FEBRUARY 11, 2016**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

Trustee Johnson, Chairperson  
Trustee Anderson  
Trustee Jean Louis  
Trustee Loos  
Trustee Murdoch  
Trustee Rosato-Taylor

**STAFF:**

Heather Sarchuk, Administrator  
Jennifer Bradley, Treasurer  
Percy Tipping, Fire Chief  
Joe Woolls, Level III Contractor

**PUBLIC:** -

**1. CALL TO ORDER**

Chairperson Johnson called the meeting to order at 7:01 p.m.

**2. APPROVAL OF AGENDA**

**16.040 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To approve the agenda and late additions as presented.

**CARRIED**

**3. DELEGATION**

No Delegations.

**4. ADOPTION OF MINUTES**

**(A) January 14, 2016**

**16.041 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve the minutes of the January 14, 2016 Board of Trustees Meeting as presented.

**CARRIED**

- (i) Business Arising from the Minutes
- (a) District Wells

**16.042 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
That the District does not have the engineers look at building up retaining walls around the wells and importing fill to elevate the wells so that they do not have a risk of flooding as the District's hydrogeologist advises that this will not solve the problem.

**CARRIED**

- (ii) List of Board Motions

**16.043** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Loos  
To receive and file the list of board motions. **CARRIED**

**(B)** January 28, 2016 Operations Committee Meeting

**16.044** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve the minutes of the January 28, 2016 Operations Committee Meeting. **CARRIED**

- (i) Business Arising from the Minutes

- (ii) List of Board Motions

**16.045** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
That the Board of Trustees approve the Committee of the Whole Boards recommendation to adopt the Fire Chief’s two recommendation.

1. That the North Cedar Improvement District Board of Trustees as the Authority having Jurisdiction for fire protective services, formally declare that the North Cedar Fire Department provide fire protective services at the Interior Operations Service Level as defined in the Structure Firefighter Competency and Training Playbook.
2. That the North Cedar Improvement District Board of Trustees create an amending Bylaw to Bylaw 403, Fire Department Establishment Bylaw, to reflect Interior Operations Service Level.

**CARRIED**

**16.046** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
That the Board of Trustees approve the Committee of the Whole Boards recommendation to write a letter to Prime Minister Trudeau explaining the Districts circumstances and structural requirements, mandate from Island Health, failing asbestos pipes, and the Districts timeline. The letter is to be available to the Board before being sent. **CARRIED**

**16.047** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the list of Committee motions. **CARRIED**

- (a) Draft Letter to the Prime Minister

**16.048** **MOVED** by Trustee Loos **SECONDED** by Trustee Rosato-Taylor  
To send the letter to the Prime Minister as written. **CARRIED**

**5. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report

**16.049** **MOVED** by Trustee Loos **SECONDED** by Trustee Rosato-Taylor  
To receive and file the January 2016 Waterworks Report. **CARRIED**

- (ii) Consumption by Water Source
  - (a) October 2015 – December 2015

**16.050** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Consumption by Water Source reports for October 2015 – December 2015. **CARRIED**

- (iii) SCADA Reports
  - (a) January 2016 Reports

**16.051** **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Murdoch  
 To receive and file the SCADA Reports for January 2016. **CARRIED**

- (iv) City of Nanaimo Emergency Connection

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To not proceed with the design drawings at this time. **DEFEATED**

**MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis  
 To proceed with the completion of the emergency connection. **DEFEATED**

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To have the Level III Operator talk to the City of Nanaimo to see if he can prepare the drawing. **DEFEATED**

**16.052** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Loos  
 To contact Koers engineering requesting a quote for an in ground 4 inch watermain connection. To contact the District engineer requesting a quote for an above ground 2 inch connection. **CARRIED**

- (v) Moratorium

**16.053** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Moratorium Report. **CARRIED**

**OPPOSED:** Trustee Jean Louis  
 Trustee Anderson

- (vi) Well Yield Tests

**16.054** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 That the District does not proceed with the yield test. **CARRIED**

- (vii) Services/Subdivision

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

**(B) FIRE PROTECTION AND STREET LIGHTING**

- (i) Fire Chiefs Report

**16.056 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the Fire Chiefs Report. **CARRIED**

- (ii) Fire Chiefs Report

**16.057 MOVED** by Trustee Loos **SECONDED** by Trustee Anderson  
To approve Option #4 – Maintaining ownership of Engine 7 and equipping it for forestry/wildland response. **CARRIED**

- (iii) Officer Terms and Selections

**16.058 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the Fire Chiefs Report regarding Officer Terms and Selection. **CARRIED**

**(C) ADMINISTRATION**

- (i) Treasurers Reports

**16.059 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To receive and file the Treasurers Report. **CARRIED**

- (ii) Waterworks Truck

**16.060 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Anderson  
To lower the price on the truck to \$10,500 and that the minimum that staff can except is \$8,000. The trailer is to be sold separately as recommended by the Treasurer. The purchaser is to remove the decals before driving the truck off the District site. **CARRIED**

**16.061 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To list the trailer for \$1,000 for 30 days, the closest bid to \$800 gets the trailer. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

**(A) COW MEETING SCHEDULED**

Trustee Loos requested that the report include the time the meeting is to start.

**16.062 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the report on when the next COW meeting is scheduled. **CARRIED**

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

**(B) POLICIES**

- (i) Policy #63-09 – Amended Watering Restrictions

**16.063 MOVED** by Trustee Loos **SECONDED** by Trustee Rosato-Taylor  
 That the Board supports the adoption of the proposed region-wide standard watering restrictions framework and approves Policy #63-09 Watering Restrictions as amended. **CARRIED**

**(C) RESOLUTIONS**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

- (A) Associated Engineering

**16.064 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Engineers Report. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

No Questions.

**10. ADJOURN AND MOVE IN-CAMERA**

**16.065 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To adjourn the meeting at 9:35 p.m. and move to in-camera. **CARRIED**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairperson of the Board of Trustees**

\_\_\_\_\_  
**Administrator to the Board of Trustees**