

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE JANUARY 9, 2014
BOARD OF TRUSTEES MEETING

TRUSTEES PRESENT:

Trustee Johnson, Chairperson
Trustee Edwards
Trustee Jean Louis
Trustee Loos
Trustee Merkel
Trustee Mulholland
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief

PUBLIC: - No Public

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

14.001 MOVED by Trustee Murdoch **SECONDED** by Trustee Edwards
To approve the agenda and late items as presented.

CARRIED

3. DELEGATIONS

Mike Evans went through the Audit Planning Report with the Board of Trustees.

14.002 MOVED by Trustee Loos to receive and file the Audit Planning Report.

CARRIED

4. ADOPTION OF MINUTES

(A) December 12, 2013 Minutes of the Board of Trustees Meeting

14.003 MOVED by Trustee Murdoch **SECONDED** by Trustee Merkel
To approve the minutes of the December 12, 2013 Board of Trustees Meeting as presented.

CARRIED

(i) Business Arising from Minutes

(a) Yield Test & Safety Assessment

Trustee Loos scheduled an Operations Meeting for January 15, 2014 @ 10:00 a.m.

14.004 MOVED by Trustee Merkel to receive and file the Memo.

CARRIED

(ii) List of Board Motions – FYI

14.005 MOVED by Trustee Murdoch to receive and file the list of Board motions.

CARRIED

5. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

The Report received from the Level III contractor to go to the in-camera portion for further discussion.

(ii) Services/Subdivision

14.006 MOVED by Trustee Merkel to receive and file the Water Service Connections List. **CARRIED**

(a) Cedar Estates

Trustee Jean Louis explained to the Board why he wants to meet with the two larger developers. The meeting is tentatively scheduled for January 21, 2014 @ 9:30 a.m.

The Administrator is directed to contact Kirkstone development regarding the scheduled meeting and their availability. To also advise Mr. Beadle of the meeting date and time.

(B) FIRE PROTECTION AND STREET LIGHTING

(i) Fire Chiefs Report

14.007 MOVED by Trustee Loos to receive and file the Fire Chiefs Report. **CARRIED**

(ii) 2013 Annual Report

Report, Chart 1-1 needs to be amended.

(iii) Project Updates

Percy reported that he had requested a final inspection before Christmas, and has been told that the accessory building is light industrial, which was missed at the beginning of this project. We now have to perform some minor changes on the building in order to comply with the building code.

(C) ADMINISTRATION

(i) Treasurers Reports

14.008 MOVED by Trustee Murdoch to receive and file the Treasurers Report. **CARRIED**

(ii) 2014 Court of Revision Committee Members

February 25, 2014 Committee Members – Chair Jean Louis, Trustee Edwards & Trustee Mulholland.

February 26, 2014 Committee Member – Vice Chair Edwards, Trustee Mulholland & Trustee Merkel.

14.009 MOVED by Trustee Murdoch to receive and file the Memo. **CARRIED**

(iii) Leak Adjustment Request

14.010 **MOVED** by Trustee Loos **SECONDED** by Trustee Merkel
To approve the leak adjustment request for 2064 James Edward Place of \$399.75. **CARRIED**

Opposed: Trustee Murdoch

6. **COMMITTEE/PORTFOLIO REPORTS**

No Reports.

7. **BYLAWS, POLICIES AND RESOLUTIONS**

(A) **BYLAWS**

No Bylaws.

(B) **POLICIES**

(i) Policy 82-10 Fire Fighter Service Awards Policy

14.011 **MOVED** by Trustee Loos **SECONDED** by Trustee Merkel
To approve Policy 82-10 Fire Fighter Service Awards Policy as presented. **CARRIED**

(C) **RESOLUTIONS**

No Resolutions.

8. **CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering – Monthly Report

14.012 **MOVED** by Trustee Edwards to receive and file the Engineers Report. **CARRIED**

(i) Glynneath Reservoir

14.013 **MOVED** by Trustee Loos **SECONDED** by Trustee Mulholland
To approve capping all of the bolts in the Glynneath Road Reservoir, and that the work be completed by February 28th at a cost of \$28,522 + GST. **CARRIED**

Opposed: Trustee Jean Louis

(B) **RDN – Secondary Suites Draft Proposal**

14.014 **MOVED** by Trustee Edwards to receive and file the Correspondence Received from the RDN regarding Secondary Suites. **CARRIED**

(C) **Canadian Postmasters & Association**

14.015 **MOVED** by Trustee Edwards to receive and file the Correspondence Received from the CPAA regarding Postal Service. **CARRIED**

The Board had a discussion regarding getting information out to the ratepayers.

- 14.016 MOVED** by Trustee Mulholland **SECONDED** by Trustee Edwards
To allow the ratepayers the option to voluntarily sign up to receive information from this office by e-mail. The Administrator is to get a recommendation from our IT contractor to see if it is even applicable. This information is to be brought back to a future Board meeting. **CARRIED**

9. QUESTION AND ANSWER PERIOD

None.


10. ADJOURN AND MOVE IN-CAMERA

- 14.017 MOVED** by Trustee Loos **SECONDED** by Trustee Edwards
To adjourn the meeting at 8:45 p.m. and move to in-camera. **CARRIED**

Date



Chairperson of the Board of Trustees



Administrator to the Board of Trustees