

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE MARCH 10, 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

**PUBLIC:** -

Viv Palmer, 1584 Fawcett Rd  
Patty McCann, 1587 Fawcett Rd

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**16.087 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To approve the agenda as presented.

**CARRIED**

**3. DELEGATION**

**(A) Hayes Stewart Little – Presentation 2015 Financial Statements (Mike Evans)**

- (i) Audit Findings Report
- (ii) Consolidated Financial Statements

Mike Evans from Hayes Stewart Little attended the meeting to present the Draft Audit Findings Report and the Financial Statements for the year ending December 31, 2015. He told the Trustees to stop him at any time if they had any questions or needed clarification.

Trustee Jean Loui arrived at 7:07 p.m.

Mr. Evans summarized the contents of the Draft Audit Findings Report and the draft 2015 consolidated financial statements and noted changes from the previous year to the Board of Trustees.

**16.088 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis  
To approve the December 31, 2015 Consolidated Financial Statements as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**(A) February 11, 2016**

**16.089** **MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch  
 To approve the minutes of the February 11, 2016 Board of Trustees Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes
  - (a) District Truck and Trailer

**16.090** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Jean Louis  
 To receive and file the memo advising that they have been sold. **CARRIED**

- (ii) List of Board Motions

**16.091** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the list of board motions. **CARRIED**

**5. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report

**16.092** **MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Anderson  
 To receive and file the February 2016 Waterworks Report. **CARRIED**

Chairperson Johnson advised the Trustees that he approved a leak repair on Cedar Road.

- (ii) SCADA Reports
  - (a) February 2016 Reports

**16.093** **MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch  
 To receive and file the SCADA Reports for February 2016. **CARRIED**

- (iii) Services/Subdivision

**16.094** **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the pending water service connection list. **CARRIED**

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

- (i) Fire Chiefs Report

**16.095** **MOVED** by Trustee Anderson **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Fire Chiefs Report. **CARRIED**

- (ii) Command Truck Replacement

**16.096 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To approve replacing the Command Truck at a price not to exceed the budgeted amount of \$75,000.00. **CARRIED**

- (iii) Officer Terms

**16.097 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To appoint Joel Collins as Deputy Fire Chief, to appoint Colin Jones as Assistant Fire Chief as recommended by the Fire Chief. **CARRIED**

**(C) ADMINISTRATION**

- (i) Treasurers Reports

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

- (ii) Water Connection

**16.099 MOVED** by Trustee Loos **SECONDED** by Trustee Rosato-Taylor  
 To direct staff to write to the property owners at 2073 Walsh Road advising that the deadline for this one water connection, when fees must be paid, to secure this connection is August 2016. **CARRIED**

- (iii) City of Nanaimo Emergency Connection

**16.100 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Loos  
 To approve the Emergency Connection to be designed for below ground. **CARRIED**

**16.101 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Loos  
 To approve Associate Engineering to prepare the emergency design with the 100 mm pipe as recommended. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

- (i) Bylaw #448 – 2016 Waterworks Capital Works Renewal Reserve Fund

**16.102 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To approve first and second reading of Bylaw #448 as presented. **CARRIED**

**16.103 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
 To approve third and final reading of Bylaw #448 as presented. **CARRIED**

- (ii) Bylaw #449 – Fire Department Establishment and Operations

**16.104** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve first and second reading of Bylaw #449 as presented. **CARRIED**

**16.105** **MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve third and final reading of Bylaw #449 as presented. **CARRIED**

**(B) POLICIES**

(i) Policy #89-10 – Amended Officer Appointment Policy

**16.106** **MOVED** by Trustee Loos **SECONDED** by Trustee Anderson  
To approve policy #89-10 Officer Appointment Policy as amended. **CARRIED**

(ii) Policy #92-10 – Elections Policy and Procedures

**16.107** **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To approve policy #92-10 Elections Policy and Procedures as amended. **CARRIED**

**(C) RESOLUTIONS**

(i) Resolution 3-2016

**16.108** **MOVED** by Trustee Murdoch **SECONDED** by Trustee Loos  
To approve resolution 3-2016. **CARRIED**

**OPPOSED:** Trustee Rosato-Taylor

**8. CORRESPONDENCE/CONSULTANT REPORTS**

**(A)** Associated Engineering

Chairperson Johnson is to call Island Health to speak to the Districts Health Officer to find out when the District is to receive a response from Murray Sexton. He is to report that the District is concerned. This is to be followed by a letter from the District regarding the call.

Trustee Anderson requested that staff investigate to see if Associated Engineering was given approval for the design of the treatment or if the District would be going out for proposals.

**16.109** **MOVED** by Trustee Loos **SECONDED** by Trustee Jean Louis  
To receive and file the Engineers Report. **CARRIED**

**(B)** Morden Colliery Regional Trail

**16.110** **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Loos  
To receive and file the RDN’s staff report regarding the Morden Colliery Regional Trail. **CARRIED**

**(C)** The Smart Team

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Trustee Loos recommended that a letter be sent to Rosemary Smart, thanking her for the letter and advising her that the District supports her. He also stated that this item should be on going and given to all new Trustees.

**16.111 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Loos  
To receive and file the letter from the SMART Team, Rosemary Smart. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

No Questions.

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

**16.112 MOVED** by Trustee Loos **SECONDED** by Trustee Rosato-Taylor  
To adjourn the meeting at 8:23 p.m. and move to in-camera. **CARRIED**

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**Date**

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**Chairperson of the Board of Trustees**

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**Administrator to the Board of Trustees**