

# ***NORTH CEDAR IMPROVEMENT DISTRICT***

## **MINUTES OF THE MARCH 9, 2017 BOARD OF TRUSTEES MEETING**

### **TRUSTEES PRESENT:**

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

### **STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief  
Jennifer Bradley, Treasurer

### **PUBLIC:** -

No Guests

### **1. CALL TO ORDER**

Chairperson Dives called to order at 7:04 p.m.

### **2. APPROVAL OF AGENDA**

**17.081 MOVED** by Trustee Thomson **SECONDED** by Trustee Murdoch  
To approve the agenda and late additions as presented.

**CARRIED**

### **3. DELEGATION**

**(A) Grant Thornton – Presentation 2016 Financial Statements (Mike Evans)**

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

Mike Evans presented the Draft Audit Findings Reports and the Financial Statements for the year ending December 31, 2016. He summarized for the Trustees changes from the previous year. The Trustees asked questions during his presentation.

**17.082 MOVED** by Trustee Thomson **SECONDED** by Trustee Murdoch

To approve and accept the Draft Audit Findings Report and the Draft Financial Statements for the year ending December 31, 2016 as presented.

**CARRIED**

### **4. ADOPTION OF MINUTES**

**(A) February 9, 2017 Board Meeting**

**17.083 MOVED** by Trustee Thomson **SECONDED** by Trustee Murdoch

To approve the minutes of the February 9, 2017 Board Meeting as presented.

**CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Motions

**17.084 MOVED** by Trustee Murdoch **SECONDED** by Trustee Thomson  
 To receive and file the list of Board motions. **CARRIED**

**(B) February 23, 2017 Operations Committee Meeting**

**17.085 MOVED** by Trustee Thomson **SECONDED** by Trustee Murdoch  
 To approve the minutes of the February 23, 2017 Operations Committee Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

**17.086 MOVED** by Trustee Hyne **SECONDED** by Trustee Murdoch  
 To receive and file the list of Operations Committee motions. **CARRIED**

**6. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report
  - (a) December 2016
  - (b) January 2017

**17.087 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
 To receive and file the Waterworks Reports received from the districts contractor for December 2016 and January 2017. **CARRIED**

**17.088 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
 To send the contractors reports to the Operation Committee to develop reporting requirements. **CARRIED**

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

- (i) Fire Chiefs Report

**17.089 MOVED** by Trustee Hyne **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Fire Chiefs report. **CARRIED**

- (ii) 2016 Annual Report

**17.090 MOVED** by Trustee Thomson **SECONDED** by Trustee Hyne  
 To receive and file the Fire Chiefs 2016 Annual report. **CARRIED**

- (iii) SCBA

**17.091 MOVED** by Trustee Thomson **SECONDED** by Trustee Jean Louis  
 To accept and approve the Fire Chiefs recommendation for the SBCA Compressor upgrades as per quote received from Aquatech West. **CARRIED**

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**(C) ADMINISTRATION**

- (i) Treasurers Reports

**17.092 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To receive and file the Treasurers report. **CARRIED**

- (ii) Leak Adjustment Request

**17.093 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To approve the leak adjustment as requested. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

No Reports.

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

No Bylaws.

**(B) POLICIES**

- (i) Policy #97-11 Committee/Portfolios of the Board

**17.094 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To approve Policy #97-11 Committee/Portfolios of the Board as presented. **CARRIED**

**17.095 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
That all staff including the contractor use a standardized format for making recommendations and requests. **CARRIED**

**(C) RESOLUTIONS**

- (i) Resolution #1-2017

Staff was directed to correct the year on the last page, at the bottom of the resolution.

**17.096 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To approve Resolution #1-2017 as amended. **CARRIED**

- (ii) Resolution #2-2017

**17.097 MOVED** by Trustee Thomson **SECONDED** by Trustee Jean Louis  
To approve Resolution #2-2017 as presented. **CARRIED**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering Monthly Report

**17.098 MOVED** by Trustee Thomson **SECONDED** by Trustee Jean Louis  
To receive and file the engineers monthly report. **CARRIED**

(B) Island Health – Correspondence Received

**17.099 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To receive and file the correspondence received from Island Health. **CARRIED**

(C) Rate Payer – Correspondence Received

The Trustees and the Fire Chief had a discussion regarding the correspondence received from the ratepayer.

**17.100 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Thomson  
To receive and file the correspondence received from Mr. Haley dated February 9, 2017. **CARRIED**

**17.101 MOVED** by Trustee Hyne **SECONDED** by Trustee Jean Louis  
To send the correspondence received from Mr. Haley to the Fire Chief for him to respond on behalf of the district. **CARRIED**

(D) RDN – Development Permit

**17.102 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To receive and file the Development Permit from the RDN for 2005 Hemer Road. **CARRIED**

(E) Ministry of Community Sport – Correspondence Received

**17.103 MOVED** by Trustee Thomson **SECONDED** by Trustee Rosato-Taylor  
To receive and file the correspondence received from the Ministry of Community Sport and Cultural Development. **CARRIED**

(F) GW Solutions – Progress Report  
(a) RDN Area “A” telephone discussion

The Trustees had a lengthy discussion regarding the Progress Report and the low to moderate probability for finding a deep aquifer.

Chairperson Dives also reported on his telephone conversation with the Area “A” director and the email which was sent to all Board members regarding the Haslam Road property outside district boundaries. He reported the email will be included in the Board package for the April meeting.

**17.104 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis  
To receive and file the progress report received from GW Solutions and to advise Dr. Wendling that based on the progress report received the Board does not wish to proceed with the Groundwater Investigation. Thank him for his services. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

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No Questions.

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

**17.105 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Thomson  
To adjourn the meeting at 9:24 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**