

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE MAY 14, 2015  
BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

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

**STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief

**PUBLIC:** - Steve Dives – 2043 Brix Road

**1. CALL TO ORDER**

Administrator, Heather Sarchuk called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA**

**15.191 MOVED** by Trustee Johnson **SECONDED** by Trustee Merkel  
To approve the agenda and late items as presented.

**CARRIED**

**3. ELECTION OF CHAIR, AND FINANCE CHAIR**

**(A) OATH OF OFFICE**

The Administrator handed out copies of Policy #68-10 for all the Trustees to sign before continuing on with the elections for Chairperson and Finance Chair.

**(B) ELECTION OF THE CHAIR**

The Administrator called for nominations three times for the Board Chairperson. The following candidates were nominated:

Trustee Jean Louis nominated **Trustee Johnson**  
Trustee Rosato-Taylor nominated **Trustee Anderson**

The Administrator read back in reverse order and asked each candidate if they were willing to stand. Trustee Anderson and Trustee Johnson accepted their nominations.

There is a tie vote. The Administrator asked if the Trustees wanted to re-vote, nominate a Vice Chair for tonight and hold nominations for a Chair at the next regular Board meeting. She also advised that it was suggested by a Trustee to flip a coin.

**15.192 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis  
To approve flipping a coin for Board Chair.

**CARRIED**

The Board Chairperson is Trustee Johnson.

**(C) ELECTION OF THE FINANCE CHAIR**

Chairperson Johnson called three times for nominations for the Finance Chairperson.

Trustee Merkel nominated **Trustee Jean Louis**

No further nominations received. Chairperson Johnson asked Trustee Jean Louis if he was willing to stand, he agreed to stand. He is nominated by acclamation.

**(D) APPOINTMENT OF TRUSTEES TO COMMITTEES**

**(i) List of Board Motions**

Chairperson Johnson requested that the Trustees review the portfolio's and contact him directly for positions they may be interested in. He appointed Trustee Murdoch as Personnel & Admin Chair.

Trustee Merkel requested Operations Chair, Chairperson Johnson accepted her request.

**15.193 MOVED** by Trustee Jean Louis to receive and file Policy 97-11 – Committee/Portfolios.

**CARRIED**

**4. ADOPTION OF MINUTES**

**(E) April 9, 2015 Minutes of the Board of Trustees Meeting**

**15.194 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Murdoch

To approve the minutes of the April 9, 2015 Board of Trustees Meeting as presented. **CARRIED**

**(i) Business Arising from Minutes**

No Business Arising from the Minutes.

**(ii) List of Board Motions**

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

**CARRIED**

**5. STAFF REPORTS**

**(A) WATERWORKS**

**(i) Waterworks Report**

**15.196 MOVED** by Trustee Merkel to receive and file the Waterworks Report.

**CARRIED**

**(ii) Emergency Water Connection**

**15.197 MOVED** by Trustee Merkel to receive and file the Administrators Report and the documentation for the emergency water connection.

**CARRIED**

(iii) Reservoir – Trustee Merkel – Verbal

15.198 **MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson

That Trustee Anderson's idea regarding reservoir designs that the District may be able to get copies of to use for a shovel ready design, and the ability to go out to tender for the reservoir design goes to an Operations Committee meeting for further discussion. **CARRIED**

(iv) Services/Subdivision

15.199 **MOVED** by Trustee Murdoch to receive and file the Water Service Connections List. **CARRIED**

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

(i) Fire Chiefs Report

15.200 **MOVED** by Trustee Jean Louis to receive and file the Fire Chiefs Report. **CARRIED**

(ii) Street Light Request

Fire Chief Tipping advised that he withdraws his recommendation to install a streetlight at the end of Kendall Road.

(iii) RDN – Alternate Water Supply

15.201 **MOVED** by Trustee Merkel to receive and file the letter that was sent to the Area "A" Director regarding an alternate water supply on Ritten Road. **CARRIED**

(iv) RDN – Tiara (BHL) Holdings Inc.

15.202 **MOVED** by Trustee Merkel to receive and file the letter that was sent to the RDN supporting Tiara (BHL) Holdings Inc installing a series of dry fire hydrants to enhance fire protection. **CARRIED**

(v) Automatic Aid Agreement

15.203 **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel

That Chairperson Johnson and the Administrator sign the Automatic Aid Agreement on behalf of the District. **CARRIED**

(vi) Project Update

15.204 **MOVED** by Trustee Murdoch to receive and file the Fire Chiefs Project Update Report. **CARRIED**

(vii) Fire Protection Agreement – Draft

15.205 **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Murdoch

To accept the Fire Protection Agreement, schedule a meeting with Snuneymuxw First Nations to discuss if needed. Chairperson Johnson and the Administrator sign the Fire Protection Agreement on behalf of the District. **CARRIED**

(viii) Lost Wage Reimbursement

**15.206 MOVED** by Trustee Merkel **SECONDED** by Trustee Murdoch  
 To approve reimbursing Fire Fighter Giannakos for lost wages on May 1, 2015 as per District  
 policy 75-10. **CARRIED**

**(C) ADMINISTRATION**

(i) Treasurers Reports

**15.207 MOVED** by Trustee Jean Louis to receive and file the Treasurers Report. **CARRIED**

(ii) Trustee Poll #1-15

**15.208 MOVED** by Trustee Murdoch to receive and file Trustee Poll #1-15. **CARRIED**

(iii) Post AGM

(a) Administrator Report

Trustee Jean Louis, Trustee Merkel and Trustee Anderson will be compiling a summary for the Board to consider for release to the community in the Take 5, responding to questions asked at the AGM.

**15.209 MOVED** by Trustee Jean Louis to receive and file the Administration Report on Post AGM. **CARRIED**

(1) Item #1

(1.1) Email from Mr. Kelln

**15.210 MOVED** by Trustee Merkel to receive and file the documentation. **CARRIED**

(1.2) Email from Hydrogeologist

**15.211 MOVED** by Trustee Rosato-Taylor to receive and file the documentation. **CARRIED**

(1.3) Correspondence Sent to Mr. Kelln

**15.212 MOVED** by Trustee Merkel to receive and file the documentation. **CARRIED**

(2) Item #2

(2.1) Trustee Handbook

(2.2) Email from the Province

**15.213 MOVED** by Trustee Jean Louis to receive and file the documentation. **CARRIED**

**15.214 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Murdoch  
 That staff investigate into the feasibility of adopting the election process that are the same and/or similar to the Credit Union and other government bodies and prepare an amended policy for the Boards consideration. **CARRIED**

(3) Item #3

- (a) Capital Development Charges
  - (3.a.1) CDC Comparisons
  - (3.a.2) Engineers Report
  - (3.a.3) Improvement District Manual
- (b) Gas Tax Funding
  - (3.b.1) Correspondence sent to the RDN
  - (3.b.2) Correspondence Received from the RDN
  - (3.b.3) Legal Interpretation
  - (3.b.4) Letter to the RDN Chair

(b) Letter to the Editor

15.215 **MOVED** by Trustee Jean Louis to receive and file the documentation.

**CARRIED**

6. **COMMITTEE/PORTFOLIO REPORTS**

No Committee/Portfolio Reports.

7. **BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

No Bylaws.

**(B) POLICIES**

No Policies.

**(C) RESOLUTIONS**

No Resolutions.

8. **CORRESPONDENCE/CONSULTANT REPORTS**

**(A) ASSOCIATED ENGINEERING**

- (i) Monthly Report

15.216 **MOVED** by Trustee Jean Louis to receive and file the Engineers Monthly Report.

**CARRIED**

- (ii) Treatment Plant – Island Health
  - (a) Emails to/from IH

15.217 **MOVED** by Trustee Jean Louis to receive and file the Emails to/from IH.

**CARRIED**

- (b) Correspondence Received from IH

15.218 **MOVED** by Trustee Merkel to receive and file the Correspondence Received from IH. **CARRIED**

- (c) Emails to/from Treatment Plant Team

15.219 **MOVED** by Trustee Merkel to receive and file the Correspondence to/from the Treatment Plant Team.

**CARRIED**

- (B) **RDN**
  - (i) Gas Tax
    - (a) Correspondence Received from the RDN
    - (b) Email Received from Legal
    - (c) Correspondence sent to the RDN
  - (ii) Points of Interest
    - (a) Gas Tax Transfer and Community Works Fund
    - (b) Community Works Fund
    - (c) Letter to the Directors

15.220 **MOVED** by Trustee Jean Louis to receive and file the documentation. **CARRIED**

(C) **VI & COAST CONSERVATION SOCIETY**

Trustee Anderson reported that he belongs to this group/committee and will not vote on any items received from this organization.

15.221 **MOVED** by Trustee Jean Louis to receive and file the correspondence received from the VI & Coast Conservation Society. **CARRIED**

(D) **TELUS**

15.222 **MOVED** by Trustee Merkel to receive and file the correspondence received from Telus. **CARRIED**

(E) **SMART TEAM**

15.223 **MOVED** by Trustee Merkel to receive and file the correspondence received from The Smart Team. **CARRIED**

- (i) Nanaimo Chamber

15.224 **MOVED** by Trustee Murdoch to receive and file the correspondence received from the Nanaimo Chamber. **CARRIED**

9. **QUESTION AND ANSWER PERIOD**

15.225 **MOVED** by Trustee Anderson **SECONDED** by Trustee Jean Louis That the Board review and discuss the Districts water and secondary suites. **CARRIED**

Mr. Dives stated that he is opposed to the Board making changes to the Election Procedure policy, current policy is the best as it allows those in attendance to run for office.

Mr. Dives stated that it took a lot of time to get the water shut off on the main break on Sunday. It only works if you have someone in the community who can shut off the water. The SCADA system you are installing is a good thing but it will not shut down the water if there is another main break. This break was on a 4" line, imagine what would happen if it is a 10" or 12" main. You shouldn't need a water Tech III to shut down the water system if you have a break.

Chairperson Johnson stated that he is aware of the timing issue and this item is going to an operations committee meeting. Our system is not that straight forward and we need to ensure that the proper valves are being turned off.

Mr. Dives reported that this Board has a seventh person who is a Trustee, feels flipping a coin is not right and should not be done.

Trustee Jean Louis stated it is fair, both parties have a 50/50 chance to succeed.

15.226 **MOVED** by Trustee Johnson **SECONDED** by Trustee Murdoch  
That a get well card and flowers be sent to Trustee Loos.

**CARRIED**

Trustee Anderson stated he wants to work with Trustee Merkel on the Operations Committee.

Chairperson Johnson appointed Trustee Merkel as Operations Chair and appointed Trustee Anderson as Operations Vice-Chair.

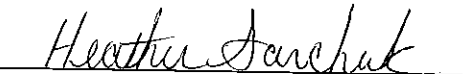
10. **ADJOURN AND MOVE IN-CAMERA**

15.227 **MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Jean Louis  
To adjourn the meeting at 8:50 p.m. and move to in-camera.

**CARRIED**

Jun 11/15  
Date

  
Chairperson of the Board of Trustees

  
Administrator to the Board of Trustees