

NORTH CEDAR IMPROVEMENT DISTRICT

MINUTES OF THE NOVEMBER 10, 2016 **BOARD OF TRUSTEES MEETING**

TRUSTEES PRESENT:

Trustee Wilson, Chairperson
Trustee Anderson
Trustee Dives
Trustee Hyne
Trustee Jean Louis
Trustee Murdoch

STAFF:

Heather Sarchuk, Administrator
Percy Tipping, Fire Chief

PUBLIC: -

Sharon Thomson
Robyn Kelln
Gilles Wendling

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. APPROVAL OF AGENDA

16.412 MOVED by Trustee Anderson **SECONDED** by Trustee Hyne
To approve the agenda and late addition submitted by Trustee Anderson as presented. **CARRIED**

3. DELEGATION

- (A) GW Solutions – Gilles Wendling
 - (i) Groundwater Investigation Proposal

Dr. Gilles Wendling summarized the groundwater investigation proposal. He reported that the first step is to look at existing wells, this is a desk top investigation. The second step is to bring in a contractor to perform a seismic and electrical investigation to define the bedrock topography to determine if a deep bedrock valley is present at the well site and in the other proposed location. If the seismic fails, then we will not proceed with using the electrical resistivity. If deep valleys are present then we will an Electrical seismic to define if water is in the deep valleys. The last task would be data interpretation and reporting but only if water is found in the deep valleys.

Trustees asked Dr. Gilles Wendling questions from his proposal.

It was suggested that the RDN be approached to see if they will contribute to the cost of performing a seismic and electrical investigation in the area circled in Figure 1, on page 5 of the board package as this is the area missing information. Dr. Gilles reported information is all around except for that one area.

Dr. Gilles Wendling left the meeting at 7:28 p.m.

4. ADOPTION OF MINUTES**(A) October 13, 2016 Board Meeting**

16.413 MOVED by Trustee Dive **SECONDED** by Trustee Murdoch
To approve the minutes of the October 13, 2016 Board Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes
 - (a) Meter Re-locate

Mr. Kelln asked if he could ask a question, the Board chair responded no. Mr. Kelln left shortly thereafter.

16.414 MOVED by Trustee Hyne **SECONDED** by Trustee Anderson
To send the Administration Report and the email from the contractor to an Operations committee meeting. **CARRIED**

- (b) Ministry Response RE: Joint Bank Account
 - (1) Improvement District Manual

16.415 MOVED by Trustee Dive **SECONDED** by Trustee Murdoch
To receive and file the information received from the Ministry. **CARRIED**

- (ii) List of Board Motions

16.416 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To enact on the motions, and to receive and file the list of board motions. **CARRIED**

(B) October 27, 2016 Board Meeting

16.417 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To approve the minutes of the October 27, 2016 Board Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

16.418 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To enact on the motions, and to receive and file the list of board motions. **CARRIED**

(C) October 27, 2016 COW Meeting

16.419 MOVED by Trustee Murdoch **SECONDED** by Trustee Hyne
To approve the minutes of the October 27, 2016 COW Meeting as presented. **CARRIED**

Chairperson Wilson advised the Trustees that the letter was sent to the Ministry on October 8, 2016.

- (i) Business Arising from the Minutes

No business arising from the minutes.

(ii) List of Board Motions

16.420 MOVED by Trustee Dives **SECONDED** by Trustee Hyne
 To receive and file the list of COW meeting motions. **CARRIED**

The Trustees had a discussion on Dr. Gilles Wendling’s proposal and how it should be paid for. They discussed whether the district was looking for water or if the district was just filling in the blanks of missing information.

Trustee Hyne read out from Bylaw #288 – Waterworks – Capital Works Renewal Reserve Fund the following:

“Monies in the Reserve Fund shall only be used for expenditures for any land, replacement, upgrading, or renewal of existing works or buildings.”

Trustee Hyne stated that the district would be upgrading if we found something. He stated that the bylaw is not clear.

Trustee Jean Louis stated that no matter where the money comes from the district has enough money if you take it from reserves or your general chequing account.

The administrator reported that during budgeting process the treasurer anticipated only a \$24,000 surplus, so if this is to come out of the chequing account it may put you in a loss position for 2016.

Trustee Hyne stated that if you used this money to purchase the land, then one could argue that you are improving upon the water district infrastructure.

The Trustees had further discussion regarding the bylaw.

Trustee Hyne stated that the reserve funds can be used for the re-development or the improvement upon the water districts resources and that would mean looking for new ones.

16.421 MOVED by Trustee Anderson **SECONDED** by Trustee Jean Louis
 To proceed as per the proposal received from Dr. Wendling. **CARRIED**

OPPOSED: Trustee Dives
 Trustee Murdoch

16.422 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
 That the funds to pay for this project comes out of Renewable Reserves. **CARRIED**

OPPOSED: Trustee Dives
 Trustee Murdoch

6. STAFF REPORTS

(A) WATERWORKS

(i) Waterworks Report

Hydrants were discussed, Hydrant Maintenance to be sent to operations committee meeting.

16.423 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
 To receive and file the October 2016 Waterworks Report. **CARRIED**

(ii) District Right of Way Clearing

- (a) Glynneath Reservoir
- (b) Barnes Reservoir
- (c) Nairne Road Right of Way
- (iii) Annual Air Valve Maintenance Program
- (iv) 2 year Hydrant Maintenance Program

The Trustees had a lengthy discussion regarding clearing the district right of ways and who should be considered to perform this duty.

16.424 MOVED by Trustee Hyne **SECONDED** by Trustee Dives
To send items (ii) – (iv) to an operations committee meeting. **CARRIED**

(B) FIRE PROTECTION AND STREET LIGHTING

- (i) Fire Chiefs Report

16.425 MOVED by Trustee Anderson **SECONDED** by Trustee Hyne
To receive and file the Fire Chiefs Report. **CARRIED**

Fire Chief Tipping gave a verbal update regarding recruitments and officers.

(C) ADMINISTRATION

- (i) Treasurers Reports

16.426 MOVED by Trustee Jean Louis **SECONDED** by Trustee Dives
To receive and file the Treasurers Report for waterworks. **CARRIED**

16.427 MOVED by Trustee Jean Louis **SECONDED** by Trustee Anderson
To receive and file the Treasurers Report for fire protection. **CARRIED**

- (ii) Trustee Poll #9-16

16.428 MOVED by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file Trustee Poll #9-16. **CARRIED**

- (iii) Leak Adjustment Request
 - (a) Leak Adjustment Policy

MOVED by Trustee Dives **SECONDED** by Trustee Anderson
To approve the leak adjustment as requested. **DEFEATED**

16.429 MOVED by Trustee Anderson **SECONDED** by Trustee Dives
That staff provide a letter indicating that the district will adjust their water bill overage by 50%, due to the leak this time, but if they should have problems in the future, where they are not being diligent by watching their situation before they leave, the district will not consider an adjustment in the future. **CARRIED**

OPPOSED: Trustee Murdoch

6. COMMITTEE/PORTFOLIO REPORTS

No Committee/Portfolio Reports.

7. BYLAWS, POLICIES AND RESOLUTIONS

(A) BYLAWS

No Bylaws.

(B) POLICIES

No Policies.

(C) RESOLUTIONS

(i) Resolution #6-2016

16.430 **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch
That Resolution #6-2016 is approved and passed on November 10, 2016. **CARRIED**

OPPOSED: Trustee Jean Louis

8. CORRESPONDENCE/CONSULTANT REPORTS

(A) Associated Engineering – Monthly Report

16.431 **MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives
To receive and file the engineers monthly report. **CARRIED**

16.432 **MOVED** by Trustee Dives **SECONDED** by Trustee Hyne
To send the monthly report to a development committee meeting. **CARRIED**

Staff are directed to attach the maps to the pending water service connection list.

(B) CWSA – Free Workshop

Trustee Hyne stated that he will be attending the workshop being held on November 24, 2016 at the district fire hall.

16.433 **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch
To receive and file the email and information regarding the free workshop from the CWSA. **CARRIED**

(C) Island Savings Correspondence

16.434 **MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives
To receive and file the correspondence received from Island Savings. **CARRIED**

(D) Correspondence from Trustee Anderson

16.435 **MOVED** by Trustee Anderson **SECONDED** by Trustee Hyne

To post the correspondence received from Trustee Anderson on the districts website. **CARRIED**

9. QUESTION AND ANSWER PERIOD

Sharon Thomson suggested that a letter be sent to the RDN from NCID to find out if funds are available to help with Dr. Wendling’s costs as the information will be beneficial to the RDN as well. She asked if the public can also attend the CWSA free workshop and to find out and let her know as she is interested in attending. She asked in view of Mr. Anderson’s resignation when will the district be holding a by-election, she requested that the district notify her regarding the date and time of the By-Election.

Trustee Jean Louis thanked Mr. Anderson for serving on the Board, you were a good addition to the Board and it is very sad that you have decided to leave the Board. He stated that as a foreigner and a member of this community, he has enjoyed every second Mr. Anderson has been on this Board, and appreciates the work that he has done. He wished Mr. Anderson the best of luck.

10. ADJOURN AND MOVE IN-CAMERA

16.436 MOVED by Trustee Dives **SECONDED** by Trustee Anderson

To adjourn the meeting at 9:10 p.m. and move to in-camera. **CARRIED**

Date

Chairperson of the Board of Trustees

Administrator to the Board of Trustees