

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE OCTOBER 13, 2016**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

Trustee Wilson, Chairperson  
Trustee Anderson  
Trustee Dives  
Trustee Hyne  
Trustee Jean Louis  
Trustee Murdoch  
Trustee Rosato-Taylor

**STAFF:**

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

**PUBLIC:** -

See Sign-In Sheet

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. DELEGATION**

No Delegates.

**4. ADOPTION OF MINUTES**

**(A) September 8, 2016 Board Meeting**

**16.367 MOVED** by Trustee Anderson **SECONDED** by Trustee Dives  
To approve the minutes of the September 8, 2016 Board Meeting as amended by adding page 11  
and 12 to the minutes.

**CARRIED**

- (i) Business Arising from the Minutes

Trustee Jean Louis arrived at 7:05 p.m.

- (a) Assessment & Water Tolls for 1653-1655 Cedar Road

**16.368 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
That the property be assessed as A-2.

**CARRIED**

**OPPOSED:** Trustee Jean Louis

Fire Chief Tipping arrived at 7:15 p.m.

- (ii) List of Board Motions

**16.369 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the list of board motions.

**CARRIED**

**(B) September 14, 2016 Finance Budget Meeting**

**16.370 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
To approve the minutes of the September 14, 2016 Finance Budget Meeting as presented.

**CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

**16.371 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
To receive and file the list of finance motions.

**CARRIED**

**(C) September 16, 2016 Finance Budget Meeting**

To amend the fourth sentence – “Trustee Rosato-Taylor stated that the Trustees went through the same thing last year, she reported that she wasn’t going to debate this item with him, that if he felt that strongly he should bring it to the community on September 22<sup>nd</sup>” to the following:  
“Trustee Rosato-Taylor stated that the Trustees went through the same thing last year, she reported that she wasn’t going to debate this item with Trustee Jean Louis, that if he felt that strongly he should bring it to the community on September 22<sup>nd</sup>.”

**16.372 MOVED** by Trustee Dives **SECONDED** by Trustee Rosato-Taylor  
To approve the minutes of the September 16, 2016 Finance Budget Meeting as amended.

**CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

**16.373 MOVED** by Trustee Dives **SECONDED** by Trustee Rosato-Taylor  
To receive and file the list of finance motions.

**CARRIED**

**(D) September 21, 2016 Operations Committee Meeting**

**16.374 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Dives  
To approve the minutes of the September 21, 2016 Operations Committee Meeting as presented.

**CARRIED**

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

**16.375 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
That staff obtain a quote from the contractor to install a new meter by hand, outside of the fence at each of the three properties. **CARRIED**

- (ii) List of Board Motions

**16.376 MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives  
To receive and file the list of operations motions. **CARRIED**

**(E) September 22, 2016 Committee of the Whole Meeting**

**16.377 MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
To approve the minutes of the September 22, 2016 Committee of the Whole Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

**16.378 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the list of Committee of the Whole motions. **CARRIED**

**6. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report
  - (a) August 2016

**16.379 MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives  
To receive and file the August 2016 Waterworks Report. **CARRIED**

- (b) September 2016

**16.380 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the September 2016 Waterworks Report. **CARRIED**

- (ii) Services/Subdivision

**16.381 MOVED** by Trustee Murdoch **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

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

**(C) ADMINISTRATION**

(i) Treasurers Reports

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

(ii) Starling Road Repair Costs

**16.384** **MOVED** by Trustee Jean Louis **SECONDED** by Trustee Dives  
To receive and file the Starling Road Repair Costs. **CARRIED**

(iii) 2017 Parcel Tax Due Date

**16.385** **MOVED** by Trustee Dives **SECONDED** by Trustee Rosato-Taylor  
To approve the staff recommendation to keep the office open on Friday, June 30, 2017. **CARRIED**

(iv) Budgets

(a) Fire Protection

**16.386** **MOVED** by Trustee Dives **SECONDED** by Trustee Rosato-Taylor  
To approve the Fire Protection budget as presented. **CARRIED**

**OPPOSED:** Trustee Jean Louis

(b) Waterworks

(A) Proposed Tiers

**16.387** **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To approve the waterworks budget and water tolls tiers as presented. **CARRIED**

**OPPOSED:** Trustee Jean Louis

**6. COMMITTEE/PORTFOLIO REPORTS**

No Committee/Portfolio Reports.

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

(i) Bylaw #454 – 2016 WW Renewal Fund Disbursement

**16.388** **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To approve first and second reading of Bylaw #454 as presented. **CARRIED**

**16.389** **MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To approve third and final reading of Bylaw #454 as presented. **CARRIED**

**(B) POLICIES**

No Policies.

**(C) RESOLUTIONS**

No Resolutions.

**8. CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering – Monthly Report

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

**CARRIED**

**9. QUESTION AND ANSWER PERIOD**

Staff were directed to ask the province if the district can have a bank account that both functions contribute funds to, and the total funds accumulated can be used for either function if needed.

Sharon Thomson stated that when the Board is looking at the assessment bylaw, it does point out the need for updates to it, as to clarification to the difference between a residence, a business and a homebased business. You can have a service out of a homebased business. The district has numerous contractors running a business out of their home. There is a need for caution, when you start the process for the bylaw and the precise language. You have contractors who work out of their home, who take phone calls, you are not doing anything different in your home than selling your service, until you start having employees in, or having customers in. As soon as you have clients enter your home, whether it is for selling a service, or to do their hair, this starts to define the difference between a homebased business and a commercial enterprise. Certainly we have had the whole discussion a thousand times before this board table, on how to divide the water that is used in different locations. She believes that it points out the need for updates to your existing assessment definitions.

Trustee Rosato-Taylor thanked Sharon Thomson for the clarification, you have very succinctly said what the issue is and I think with the onset of the internet, I think lots of us spend time working from home in one capacity or the other, but the distinction is really is how many people are really coming to the home.

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

**16.391 MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
To adjourn the meeting at 8:58 p.m. and move to in-camera.

**CARRIED**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairperson of the Board of Trustees**

\_\_\_\_\_  
**Administrator to the Board of Trustees**