

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE SEPTEMBER 10, 2015**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

Trustee Loos, Chairperson  
Trustee Anderson  
Trustee Jean Louis  
Trustee Merkel

**STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief

**PUBLIC:** -

Richard Bray - 2628 Barnes Road

**1. CALL TO ORDER**

Chairperson Loos called the meeting to order at 7:02 p.m.

**2. APPROVAL OF AGENDA**

**15.453 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve the agenda and late items as presented.

**CARRIED**

**3. DELEGATION**

No Delegations.

**4. ADOPTION OF MINUTES**

**(A) August 13, 2015**

**15.454 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
To approve the minutes of the August 13, 2015 Board of Trustees Meeting as presented.

**CARRIED**

(i) Business Arising from the Minutes

No business arising from the minutes.

(ii) List of Board Motions

**15.455 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
To receive and file the list of Board motions.

**CARRIED**

**(B) August 18, 2015**

**15.456 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve the minutes of the August 18, 2015 Operations Committee Meeting as presented.

**CARRIED**

- (i) Business Arising from the Minutes
  - (a) Water Conservation RDN Cooperation Initiative – Trustee Anderson

This item is to be brought forward to the October 8, 2015 regular Board meeting.

- (ii) List of Board Motions

**15.457 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
To receive and file the list of Board motions.

**CARRIED**

**(C) August 27, 2015**

Trustees had a discussion regarding the minutes.

The Trustees directed the Administrator to contact those Trustees not in attendance to see if they were the ones that said why the District needs what they need, if it was stated during the meeting or after the meeting, if during the meeting the statement is to be added to the minutes. The amended minutes are to be brought to the October 8, 2015 regular Board meeting.

- (iii) Business Arising from the Minutes
  - (a) Election Policy – Meeting Required

The Trustees determined that this item falls under the Personnel & Administration Portfolio.

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

That the Personnel & Administration Chair, Trustee Murdoch schedule a meeting for reviewing the Election Policy and Procedure.

**CARRIED**

- (b) Area “A” Parks Recreation Presentation
  - (i) Meeting Date
  - (ii) Meeting Schedule

The Trustees directed the Administrator to send Trustee Anderson a site plan of the Wilkinson Road property; past minutes and correspondence between the RDN and NCID regarding land acquisition. The Trustees were reminded if they are available to attend the meeting on September 16<sup>th</sup> at the Cedar Heritage Centre at 7:00 p.m.

- (c) Newsletter

Trustee Jean Louis is reviewing the amended draft of the newsletter. Once he is happy it will be sent to the Trustees for their input.

- (iv) List of Board Motions

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

To accept the recommendations from the Committee of the Whole as follows: That the amended Election Policy and Procedures goes to bylaw committee, the criteria for which people get nominated is to be reviewed and brought back to the Board; and to receive and file the correspondence received from the Regional District of Nanaimo dated August 11, 2015 regarding 1663 Wilkinson Road.

**CARRIED**

**5. STAFF REPORTS**

**(A) WATERWORKS**

- (i) Waterworks Report

**15.460 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To receive and file the August 2015 Waterworks Report. **CARRIED**

- (ii) Services/Subdivision – N/A

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

- (i) Fire Chiefs Report

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

**(C) ADMINISTRATION**

- (i) Treasurers Reports

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

- (ii) District Utility Truck

**15.463 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Anderson  
To send the memo from the Treasurer to the Operations Committee for them to determine what to do with the District Utility Truck. **CARRIED**

- (iii) Leak Adjustment Request

**15.464 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve the leak adjustment to 2169 Fishers Drive for \$747.00. **CARRIED**

- (iv) Penalty Adjustment Request

**MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
To approve reversing the penalty. **DEFEATED**

FOR – Trustee Anderson; Trustee Merkel  
OPPOSED – Trustee Jean Louis; Trustee Loos

**6. COMMITTEE/PORTFOLIO REPORTS**

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

- (i) Bylaw #439 – City of Nanaimo Emergency Connection Bylaw

**15.465 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve first and second reading of Bylaw #439 as presented. **CARRIED**

**15.466 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve third and final reading of Bylaw #439 as presented. **CARRIED**

**(B) POLICIES**

**(C) RESOLUTIONS**

- (i) Resolution #4-2015

**15.467 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
To approve Resolution #4-2015 as presented. **CARRIED**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

- (A)** Correspondence from/to RDN Area “A” Director, Alec McPherson

**15.468 MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
To receive and file the correspondence. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

No Questions.

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

**15.469 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To adjourn the meeting at 7:55 p.m. and move to in-camera. **CARRIED**

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

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

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