

NORTH CEDAR IMPROVEMENT DISTRICT NEWSLETTER

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www.ncid.bc.ca

NOTICE OF ANNUAL GENERAL MEETING:

Wednesday, April 22, 2015

Pursuant to the Letters Patent of the North Cedar Improvement District and the *Local Government Act*, the Board of Trustees has called for the:

ANNUAL GENERAL MEETING of the LANDOWNERS of the NORTH CEDAR IMPROVEMENT DISTRICT

to be held at **7:00 p.m., Wednesday, April 22, 2015 at the Fire Hall, 2100 Yellow Point Road, Cedar, BC** for the following purposes:

- a) to receive from the trustees reports on the condition of the works and a statement of the financial condition of the District;
- b) to fix trustee remuneration for the ensuing year;
- c) to elect **two (2)** trustees to succeed those whose terms of office expire and to elect a trustee or trustees to fill any other vacancy;
- d) to discuss with the trustees any matter relating to the business of the District.

WATER EMERGENCIES

For water main breaks outside office hours please call the emergency pager at: **250-716-0223 (enter your phone number after tone on touch tone phone)**

Please note that when staff are busy isolating and fixing a major watermain break, they cannot respond to all pages. If you do not receive a call back you can call the office during business hours for more information.

Do you know how to turn off your water in an emergency? Locate your shut off (on house) and you will be able to deal with leaks more efficiently.

WATER TOLLS – NEW RATES JAN 1/15

Residential:

Base Rate per unit/3 month period	\$85.00
Up To 100 cubic meter	\$0.90/per cubic meter
101-150 cubic meter	\$1.35/per cubic meter
Over 150 cubic meter	\$2.70/per cubic meter

Commercial:

Base Rate per unit/3 month period	\$91.00
Up To 100 cubic meter	\$1.30/per cubic meter
101-150 cubic meter	\$2.05/per cubic meter
Over 150 cubic meter	\$2.70/per cubic meter

OFFICE HOURS

8:30 a.m. – 4:00 p.m. Monday to Thursday
Emergency Pager Water Main Breaks: 250-716-0223

STREETLIGHTS

If you notice a streetlight out in your area please call our office at 250-722-3711 or email info@ncid.bc.ca to report the outage.

WATER RESTRICTIONS

Water restrictions begin April 1st and will remain the same as last year. Should you require a copy please contact the office or visit the website for a copy at www.ncid.bc.ca/water-restrictions.

Please remember to keep the water meter box clear of debris for easy access at meter reading.

BILL PAYMENT OPTIONS

Bills can be paid by online or telephone banking through your financial institution. Also, direct debit is available, the forms can be found on the district website (Finance/Forms). At the office you can pay by cheque, cash or debit. After hours payments can be dropped in the mail box outside the main door.

SERVICE DIRECTORY

Building Permits – RDN 250-390-4111
Bylaw Enforcement – RDN 250-390-4111
Garbage/Recycling – RDN 250-390-4111
Road Maint./Snow Removal– Emcon 250-722-9494
Streetlights – NCID 250-722-3711

WEBSITE

The district website has many of the forms you may need to download, as well as copies of prior year financial statements, meeting minutes, bylaws, policies, water quality reports and information on burning regulations.

BOARD OF TRUSTEES

Peter Johnson, Chairperson
Helen Edwards Rosmy Jean Louis
Patricia Merkel Henrietta Murdoch
Bob Loos Lenie Johnson

REGULAR BOARD MEETING DATES

April 9, 2015	October 8, 2015
May 14, 2015	November 12, 2015
June 11, 2015	December 10, 2015
July 9, 2015	January 14, 2016
August 13, 2015	February 11, 2016
September 10, 2015	March 10, 2016

Board Meetings are held the second Thursday of each month.

BEFORE YOU BURN

Did you know that when air quality is bad, burning can be prohibited even if it is wet outside. You may burn on days when the venting index is 55 or better (Good). Burning when the index is poor or fair can make poor air quality issues worse. Before you burn, please check the Ministry of Environment:

- Provincial toll-free line: 1-888-281-2992 (press 2 for Vancouver Island Region)
- <http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>
- NCID: 250-722-3711 (Mon-Thurs 8:30-4:00 except holidays)

THE FIRE CHIEF

Greetings from the Fire Department

Now that the time has changed and the days are getting longer and drier, many residents are busy with property spring cleaning. No doubt you have noticed an increase in smoke from burn piles as people go about getting rid of branches, leaves and other wood waste from around their property.

District Bylaw 359 – Fire Regulations Bylaw, provides the regulation for open air fires within our District. The Bylaw contains language that clearly defines what materials are allowed and are not allowed to be burned, when an open air fire is allowed, fire size, fire safety and the requirement to obtain a burning permit.

In 2014 the fire department attended 47 burning complaints. Most of these complaints were reported between April and October. When a burning complaint is reported, a fire department member will attend and determine what course of action is necessary as related to the fire. This can range from having the fire extinguished to taking no action. While attending a burning complaint and speaking with property owners, the department generally finds that most residents are in compliance with the burning regulations including the possession of a valid permit. We do however find that some property owners disregard the regulations and burn garbage or other prohibited materials, are burning during a burning ban or are not in possession of a permit. Sometimes it is a simple case of not knowing the regulations but common sense should prevail; is it a good idea to burn garbage, start a fire when it is hot and dry in August or when the wind is blowing the smoke directly towards a neighbour's house?

Common sense should provide the answer. The department encourages compliance with the burning regulations and we are more than happy to answer questions about open burning. We can be reached at 250-722-3122 and burning permits are free and can be obtained from the District office Monday to Thursday between 08:30am and 4:00pm. If residents need to make a burning complaint after hours, please call the non-emergency number for fire dispatch at 250-753-7311 and a fire department member will be notified. Residents are also encouraged to regularly check the sign boards located at the Nanaimo River bridge and fire hall to see what

the current fire danger rating is. This information can also be found on our web site at www.ncid.bc.ca This is also a good time to remind area residents about being proactive and reducing the risk of damage from a fire during the upcoming warm season. At this point it is hard to tell what type of fire season 2015 will bring but due to the very warm winter, there has been very little snow in the mountains.

The fire department encourages all residents to "Fire Smart" their properties and I have included some links to information on the Fire Smart program. Fire Smart pamphlets are also available at the District Office. Please take the time to read the material as it contains some useful tips for property owners to help reduce the risks to their properties.

<http://bcwildfire.ca/Prevention/docs/homeowner-firesmart.pdf>

<https://www.firesmartcanada.ca/resources-library/protecting-your-community-from-wildfire>

<http://bcwildfire.ca/Prevention/firesmart.htm>

Until next time, stay safe.

Percy Tipping

Fire Chief

PERSONNEL COMMITTEE

2015 is proving to be a busy year for the Trustees.

I am pleased to say that all outstanding grievances and the arbitration were settled at the end of 2014. We are looking forward to resuming negotiating the new union contract.

I would like to thank our staff for working so hard for the district.

I would also like to take this opportunity to thank the men and woman of the fire department for their dedication to our district.

Don't forget the district AGM Meeting will be held in April of this year. I hope to see you at the meeting as this is your opportunity to voice your opinion and ask any questions you may have.

Henrietta Murdoch, Personnel Chair

OPERATIONS COMMITTEE

Hello and Happy Easter

I would like to take this opportunity to update the community on projects that have been completed and are ongoing within the North Cedar Improvement District during 2014 and the beginning of 2015.

The water system master plan has been completed and is available online for your perusal. Please see NCID website.

The well site chlorinator pumps have been replaced and a turbidity meter has been installed. Glynneath reservoir has undergone a rehab to replace bolts that were corroded. Well #6 has had a new pump installed and is back online.

PRV (pressure reducing valve) chambers underwent a water-proofing to prolong their life and usage. The Barnes Rd reservoir had the hatch replaced.

The district Emergency Response Plan has been reviewed, updated and will be submitted to Island Health.

SCADA – Supervisory Control and Data Acquisition
 The big project of installing a SCADA system to monitor the system as a whole has begun and is ongoing. In conjunction with this Well Data loggers will be installed. SCADA does come at a cost, but in the long run SCADA is an expense and time saving measure that allows the Operator to monitor the system and get information on what is occurring with the eventual ability to correct whatever may be in err, in some instances, from a computer. The operator will at least be able to tell if the occurrence requires his immediate presence to correct, and will also know which location within the system requires his response.

These projects are ongoing, along with the normal procedures that are done weekly to keep our water system up and running, and ensuring safe water for the community's use.

Regards
 Helen Edwards, Operations Chair.

While we do need money to invest in the most pressing projects at this point, we have managed to keep our promise to not raise water tolls beyond the inflation rate for the first time since 2011. For the first time in years, we have been able to meet our water tolls target as per our budget. This means for future years, we will keep budgeting for the next year's water tolls based on what we have collected the last year and adjust our spending accordingly.

Audited financial statements will be ready at the AGM to give a complete picture of the financial position of the District, and the report of the Chair of Finance will also be available for your perusal. There is a lot to accomplish together. I am hopeful that we will be able to get the District on a smoother path with your and all other stakeholders help.

On a personal note, I am thankful for all your support over the years.

Respectfully Submitted,
 Dr. Rosmy Jean Louis, Finance Committee Chairperson

FINANCE COMMITTEE

If you had the opportunity to take a look at our website, you might have realized that the water study had been completed and it comes with at a hefty price tag to maintain and upgrade the water system and build new infrastructure, around \$17 million, of which \$11.5million are to come from existing ratepayers. Based on our priority list, a new reservoir and a treatment plant with a combined price tag of above \$2 million are required. While the Board and staff have made every effort to amortize existing ratepayers' share of the cost over a longer period, it is important to note that projects such as water treatment plant and reservoir cannot be done in stages. Therefore, it is time to start calling on our RDN Area Director to get the ball rolling so that our district can receive its fair share of past and existing gas tax money that has already been allocated on a per head basis by the RDN to all areas. As per the excerpt from the *Community Works Fund Agreement Update September 2014* below, there was over \$1.1million available for the population of Electoral Area A, of which NCID accounts for most residents. In a scheme of fair allocation of resources, we could have already received at least \$600,000 from this fund to put towards the reservoir and water treatment plant.

	Dec 31, 2013 Balance	2014 Estimated Allocation	2014 Estimated Spending	Estimated Remainder Available
Electoral Area A	\$944,880	\$295,065	\$80,645	\$1,159,300
Electoral Area B	\$596,750	\$163,835	\$74,140	\$686,445
Electoral Area C	\$439,125	\$126,410	\$282,590	\$282,945
Electoral Area E	\$427,390	\$238,080	\$30,645	\$634,825
Electoral Area F	\$1,125,530	\$300,615	\$515,845	\$910,300
Electoral Area G	\$1,020,505	\$289,925	\$416,390	\$894,040
Electoral Area H	\$365,870	\$145,405	\$20,645	\$490,630
Total	\$4,920,050	\$1,559,335	\$1,420,900	\$5,058,485

Information that is available through the RDN reveals that all electoral areas have been receiving their share of the gas tax money year after year but little has been put towards projects. The money has accumulated since 2004.

Disclaimer: Newsletter submissions from trustees and staff may reflect personal opinion and are not necessarily supported by District policy.

BOARD CHAIR

The District has accomplished a lot in the past year. We completed a water study for the whole area. It outlines our priorities for the whole system. We have initiated the implementation of a computerized (SCADA) system to monitor our wells, existing reservoirs, and chlorination station. This system is equipped with data recorders that enable us to obtain water yield for each existing well in use. The system is currently being installed and tested, and it is our hope that by the AGM date, it will be fully functional and our contractor will be able to answer all pertinent questions.

We have applied for gas tax money through the Regional District of Nanaimo (RDN) to help defray the reservoir cost. Information from their website indicates that the RDN Board was not willing to support our application in its current form because they want shovel ready projects. We did submit timetables and completion dates prepared by our engineer.

We are still in the process of negotiating a new collective agreement with CUPE for our employees. We are waiting for the union to get back to us. We anticipate that by the AGM we will be able to have things wrapped up.

We had fewer calls out for the last fiscal year as we were able to catch up with all outstanding repairs.

Although we have accomplished a lot in the past year, much remains to be done. With your help and support and the dedication of our current employees, volunteer firefighters, the Fire Chief, the Administrator, and the board members, we will be able to make much progress in the future.

Thank you once again for your support.
 Peter Johnson, Board Chair

BUDGET MEETING FALL 2015

The North Cedar Improvement District will be holding a Committee of the Whole meeting on September 24, 2015 at 7pm to present the draft budget for 2016. The public is invited to attend, should a resident wish to comment on the budget they must contact the office one week prior to be added as a speaker at the meeting.

INFRASTRUCTURE GRANTS

Prior to 1989 Improvement Districts were eligible to apply for Infrastructure Grants through the Provincial and Federal Governments.

In 1989 the provincial government's Ministry of the Environment, Lands and Parks decided to encourage the phase-out of improvement districts, mainly by refusing them access to grant money, which they believed would force districts to amalgamate with regional districts or municipalities. At that time there were 327 improvement districts and only 240 now, which is administered by the Ministry of Community, Sport and Recreation, serving a population of 247,000 provincial/federal taxpayers.

GAS TAX FUNDING

In 2013, our RDN, Area "A" Director, Alec McPherson discovered that NCID could through the RDN apply for Gas Tax Funding for projects that met the criteria. In 2013 the District applied for funding to have a "Water System Master Plan" prepared, which the RDN approved and funded. This report/study reviewed the existing water system, assessed the system's capacity for present and future demands and outlined improvements to the system to meet current municipal standards for service. This report can be found on the Districts website.

WATER SUPPLY AND STORAGE

As you may be aware, since 2010 the District has had a moratorium in place, not allowing any development. The District has a water supply and storage shortage. Since 2010 the District has been working towards locating another water source as well as developing a plan for an additional reservoir. The District is currently in negotiations with a property owner for additional water supply and have made application to the RDN for Gas Tax Funding for the additional reservoir. At this time the RDN has not supported the Districts request for funding.

ISLAND HEALTH

In 2008 all water systems serving more than 500 customers were ordered to comply with current and future drink water standards as per Island Health's Policy 4-3-2-1 and the draft BC "Guidance Document for Determining Groundwater at Risk (2009)". In 2010 the District hired a Hydrogeologist to perform a study to determine if the District's water supply meets the requirements of this policy. From this study it was determined that NCID wells do pump some groundwater under the direct influence of surface water, and the wells are "at risk of containing pathogens". The report determined that the District did not require a filtration plant because of adequate

filtration. The report recommended that the District install a dual disinfection system as a precaution against pathogenic micro-organisms potentially present when the river level is high. This disinfection system could include, for example, chlorine disinfection plus ultraviolet disinfection. The Stage 3 Hydrogeology Study can be found on the Districts website.

Originally the District's goal was to have the treatment plant up and running by 2015, but due to staffing issues and other priorities, this goal was not achievable, therefore the District requested a two year extension from Island Health. As part of the District's operating permit, the District is required to have operating on or before January 31, 2018, a two treatment processes acceptable to Island Health, to achieve a 4-log removal/inactivation of viruses; a 3-log removal/inactivation of Giardia cysts and Cryptosporidium oocysts, and produce finished water with less than 1 NTU turbidity.

In order to meet this requirement, Island Health has implemented the following plan dates for the District to follow:

- A. By March 31, 2015 a final treatment/disinfection process shall be determined and submitted to their office.
- B. By May 31, 2016, the filtration process selected is to be completed.
- C. By January 31, 2018, the construction of the facility is to be completed and in operation.

In order for NCID to keep on schedule with the terms and conditions of the Operating Permit, the following schedule is suggested by Island Health:

1. By July 3, 2015, submit a facility design brief to Island Health. The design brief should include equipment, building and tank layout, proposed location and initial cost estimates.
2. By March 3, 2016, submit the preliminary design report to Island Health, the preliminary design should include, but not necessarily be limited to a site survey and base drawing, soils investigation, interior layout, structural/mechanical/electrical equipment design and layout, and connection strategy shall be completed.
3. By September 4, 2016 submit a detailed design to Island Health and make application for a construction permit.
4. By November 3, 2016, prepare tender documents and award contract.
5. By July 20, 2017 the Treatment and Disinfection Facility construction should be completed.
6. Commissioning and Implementation shall be completed by January 31, 2018.

Although one Ministry has mandated that the District install dual treatment, the other Ministry still refuses to provide access to grant funds to those ordered to install additional treatment. The District will need to raise the necessary funds in order to comply with the above requirements.