

***NORTH CEDAR IMPROVEMENT DISTRICT***

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

**TRUSTEES PRESENT:**

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

**STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief

**PUBLIC:** -

Don Hubbard – 1679 James Rd

**1. CALL TO ORDER**

Chairperson Johnson called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA**

**15.583 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve the agenda as presented.

**CARRIED**

**3. DELEGATION**

No Delegations.

**4. ADOPTION OF MINUTES**

**(A) November 12, 2015**

**15.584 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
To bring the minutes of November 12, 2015 to the January 14, 2016 Board meeting for  
consideration and approval.

**CARRIED**

**OPPOSED** – Trustee Loos

- (i) Business Arising from the Minutes
- (a) Security – SCADA

**15.585 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Merkel

To accept the estimated quote from Proline Electrical Systems for \$1,732.50 includes taxes, to add the Barnes Road Booster Station and the Glynneath Reservoir to the SCADA which will track when the door is opened and closed and create a monthly report as well as activating the alarm for unauthorized entry.

**CARRIED**

**OPPOSED** – Trustee Loos

(b) Hydrant Installations – Cedar Rd & Gervais Rd

**15.586 MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
To receive and file the correspondence received from the Fire Chief. **CARRIED**

(c) Secondary Suites – 1723 Cedar Rd

**15.587 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To rescind Motion #15.552. **CARRIED**

**15.588 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To send the same information that was sent to the owner of 2227 Hemer Road. **CARRIED**

(d) Secondary Suites – 2227 Hemer Rd

**15.589 MOVED** by Trustee Murdoch **SECONDED** by Trustee Merkel  
To receive and file the correspondence received from the property owner. **CARRIED**

**OPPOSED** – Trustee Jean Louis, Trustee Rosato-Taylor

(ii) List of Board Motions

**15.590 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the list of Board motions. **CARRIED**

**(B) November 25, 2015 Personnel & Admin Committee Meeting**

**15.591 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve the minutes of the November 25, 2015 Personnel & Admin Committee Meeting as amended. **CARRIED**

(i) Business Arising from the Minutes

No Business arising from the minutes.

(ii) List of Committee Motions

**15.592 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To bring forward to the next committee meeting for consideration and/or changes. **CARRIED**

**(C) November 25, 2015 Operations Committee Meeting**

**15.593 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Murdoch  
To approve the minutes of the November 25, 2015 Operations Committee Meeting as presented. **CARRIED**

(i) Business Arising from the Minutes

No Business arising from the minutes.

(ii) List of Committee Motions

**MOVED** by Trustee Jean Louis **SECONDED** by Trustee Loos  
To dispose of the trailer and truck as a package. **CARRIED**

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To have staff ask the fire chief if the trailer can be stored in the auto x compound while up for sale. **CARRIED**

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To set the price at \$18,500.00 for the truck and trailer as a package and that the minimum that staff can except is \$15,500.00. **CARRIED**

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To have staff advertise the truck and trailer by advising all contractors the district uses, posting on Kijiji and Used Nanaimo. **CARRIED**

**MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
That as part of the sale the successful purchaser is responsible for removing district decaling prior to leaving the compound. **CARRIED**

**15.594 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To accept all of the Operations Committees recommendations as recorded. **CARRIED**

**5. STAFF REPORTS**

**(A) WATERWORKS**

(i) Waterworks Report

The Administrator is directed to bring the SCADA reports to the regular Board meetings as well as the comparisons – what was pumped and what was billed.

**15.595 MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
To receive and file the November 2015 Waterworks Report. **CARRIED**

(ii) Services/Subdivision

**15.596 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
To receive and file the pending Water Service Connection List. **CARRIED**

(iii) Barnes Road Reservoir

**15.597 MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
That this item be sent to the December 17<sup>th</sup> Operations Committee meeting to discuss with the contractor, for him to give more information such as to what he will be doing when he cleans the reservoir and why he is making the recommendation for the maintenance program for this reservoir. **CARRIED**

(iv) Hydrant Maintenance Report

**15.598 MOVED** by Trustee Loos **SECONDED** by Trustee Anderson  
 That the Fire Hydrant Maintenance program be every two years as recommended by the Fire Chief.  
**CARRIED**

That the five hydrants that the contractor recommends upgrading the barrels, that the Fire Chief and the contractor work together to prioritize the hydrant upgrades. That the Administrator contact the contractor and request individual detailed costs for each of the hydrants recommended for upgrades.

**15.599 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
 To receive and file the Contractors report on Fire Hydrants. **CARRIED**

(v) Customer Appreciation

**15.600 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
 To receive and file the email received. **CARRIED**

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

(i) Fire Chiefs Report

**15.601 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Anderson  
 To receive and file the Fire Chiefs Report. **CARRIED**

**(C) ADMINISTRATION**

(i) Treasurers Reports

**15.602 MOVED** by Trustee Merkel **SECONDED** by Trustee Anderson  
 To receive and file the Treasurers Report. **CARRIED**

(ii) 2016 Court of Revision

**15.603 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
 To approve scheduling the Court of revision for Wednesday, February 24, 2016 – 1:00 pm – 3:00 pm; and Thursday, February 25, 2016 – 6:00 pm – 8:00 pm. To appoint Jennifer Bradley, Peter Johnson and Bob Loos as members of the Court of Revision. **CARRIED**

(iii) Newsletter

**15.604 MOVED** by Trustee Rosato-Taylor **SECONDED** by Trustee Merkel  
 That staff prepare a newsletter and include information on all of the topics suggested by staff.  
**CARRIED**

(iv) City of Nanaimo – Emergency Connection Drawings

Staff are directed to contact Fred Spears at the District of Lantzville to find out what it cost them for their connection and to request a copy of their drawing. Also to ask what the estimated maintenance cost for this connection is.

(v) AGM Date

**15.605 MOVED** by Trustee Johnson **SECONDED** by Trustee Loos  
To schedule the AGM for Wednesday, April 27, 2016. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

None

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

(i) Bylaw #443 – 2016 Streetlighting Parcel Taxation Bylaw

**15.606 MOVED** by Trustee Johnson **SECONDED** by Trustee Merkel  
To approve first and second reading of Bylaw #443 as presented. **CARRIED**

**15.607 MOVED** by Trustee Merkel **SECONDED** by Trustee Murdoch  
To approve third and final reading of Bylaw #443 as presented. **CARRIED**

(ii) Bylaw #444 – 2016 Parcel Taxation Bylaw

**15.608 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
To approve first and second reading of Bylaw #444 as presented. **CARRIED**

**15.609 MOVED** by Trustee Murdoch **SECONDED** by Trustee Merkel  
To approve third and final reading of Bylaw #444 as presented. **CARRIED**

(iii) Bylaw #445 – NCID Water Tolls Bylaw

**15.610 MOVED** by Trustee Loos **SECONDED** by Trustee Merkel  
To approve first and second reading of Bylaw #445 as presented. **CARRIED**

**15.611 MOVED** by Trustee Loos **SECONDED** by Trustee Merkel  
To approve third and final reading of Bylaw #445 as presented. **CARRIED**

(iv) Bylaw #446 – NCID Snuneymuxw First Nations Water Tolls Bylaw

**15.612 MOVED** by Trustee Loos **SECONDED** by Trustee Merkel  
To approve first and second reading of Bylaw #446 as presented. **CARRIED**

**15.613 MOVED** by Trustee Loos **SECONDED** by Trustee Merkel  
To approve third and final reading of Bylaw #446 as presented. **CARRIED**

**(B) POLICIES**

(i) Policy #65/10 – Amended Building Security Policy

**15.614 MOVED** by Trustee Merkel **SECONDED** by Trustee Rosato-Taylor  
To approve policy #65/10 Building Security Policy as amended. **CARRIED**

(ii) Policy #92-10 Amended Election Policy & Procedures

**15.615 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch

To approve policy #92-10 Elections Policy & Procedures as amended. **CARRIED**

(iii) Policy #72-10 Amended Fire Fighter Remuneration

**15.616 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve policy #72-10 Fire Fighter Remuneration Policy as amended. **CARRIED**

**(C) RESOLUTIONS**

No Resolutions.

**8. CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering  
(a) Monthly Report

**15.617 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To receive and file the Engineers Report. **CARRIED**

(b) Correspondence Sent to Island Health

**15.618 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To receive and file the correspondence sent from the District engineer to Island Health. **CARRIED**

(c) Preliminary Water Treatment Plant Cost Estimate

The staff are directed to contact the District of Lantzville to find out what type of treatment they are installing as per Island Health.

**15.619 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Loos  
To receive and file the correspondence received from the Districts engineer. **CARRIED**

(i) Open House RE: Water Treatment Plant

Chairperson Johnson reported that in January a committee will need to begin working towards scheduling an open house and all Trustees are welcome to be part of this committee.

(B) The Smart Team

**15.620 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Rosato-Taylor  
To receive and file the correspondence received from the Smart Team. **CARRIED**

(C) RDN – RE: Water Conservation Resources

**15.621 MOVED** by Trustee Murdoch **SECONDED** by Trustee Rosato-Taylor  
To receive and file the correspondence received from the RDN. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

No Questions.

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

**15.622 MOVED** by Trustee Murdoch **SECONDED** by Trustee Merkel  
To adjourn the meeting at 9:42 p.m. and move to in-camera.

**CARRIED**

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**Date**

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**Chairperson of the Board of Trustees**

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**Administrator to the Board of Trustees**