

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE JANUARY 12, 2017**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

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

**STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief

**PUBLIC:** -

David Chapman  
George Creek

**1. CALL TO ORDER**

The meeting was called to order at 7:01 p.m.

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. DELEGATION**

(A) Grant Thornton – Mike Evans presented the Audit Planning Report to the Board of Trustees.

**4. ADOPTION OF MINUTES**

**(A) December 1, 2016 Operations Committee Meeting**

**17.002 MOVED** by Trustee Murdoch **SECONDED** by Trustee Dives  
To approve the minutes of the December 1, 2016 Operations Committee Meeting as presented.

**CARRIED**

(i) Business Arising from the Minutes

No Business arising from the minutes.

(ii) List of Board Motions

**17.003 MOVED** by Trustee Murdoch **SECONDED** by Trustee Hyne  
To receive and file the list of committee motions.

**CARRIED**

**17.004 MOVED** by Trustee Hyne **SECONDED** by Trustee Dives  
To approve the recommendation of the operations committee to proceed with the five hydrant upgrades at a cost of \$10,350, includes materials. **CARRIED**

**17.005 MOVED** by Trustee Hyne **SECONDED** by Trustee Dives  
To approve the recommendation of the operations committee that the contractor is to proceed with the clearing & inspection for the Barnes Road Right of Way at a cost of \$1,600. **CARRIED**

**(B) December 8, 2016 Board Meeting**

**17.006 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To approve the minutes of the December 8, 2016 Board Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes
  - (a) Emergency Connection – Additional Costs Breakdown

**17.007 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the email from the engineer regarding additional costs for the emergency connection. **CARRIED**

**OPPOSED:** Trustee Jean Louis

- (ii) List of Board Motions

**17.008 MOVED** by Trustee Dives **SECONDED** by Trustee Jean Louis  
To receive and file the list of Board motions. **CARRIED**

**(C) December 15, 2016 Operations Committee Meeting**

**17.009 MOVED** by Trustee Hyne **SECONDED** by Trustee Murdoch  
To approve the minutes of the December 15, 2016 Operations Committee Meeting as presented. **CARRIED**

- (i) Business Arising from the Minutes

No business arising from the minutes.

- (ii) List of Board Motions

**17.010 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the list of operations committee meeting motions as presented. **CARRIED**

**17.011 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
To approve the operations committee recommendation to relocate the meters at 1454 Fiddick Road and 1713 Wilkinson Road as per his quote of \$1500 each, with no approval for additional cost such as ripping up driveways etc. **CARRIED**

**6. STAFF REPORTS****(A) WATERWORKS**

- (i) Waterworks Report

No report received.

- (ii) Pending Water Service Connection

**17.012 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
To receive and file the pending water service connection list.

**CARRIED**

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

- (i) Fire Chiefs Report

**17.013 MOVED** by Trustee Murdoch **SECONDED** by Trustee Hyne  
To receive and file the Fire Chiefs report.

**CARRIED**

- (ii) Street Light Installation

**17.014 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
To approve the installation of a street light at the intersection of Cedar Road and Raines Road.

**CARRIED**

**(C) ADMINISTRATION**

- (i) Treasurers Reports

No report received due to timing.

- (ii) Annual General Meeting

**17.015 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
To schedule the Annual General Meeting on Wednesday, April 26, 2017 at 7:00 p.m. located at the Fire Hall in the training room.

**CARRIED**

- (iii) Reverse penalties - Request

**17.016 MOVED** by Trustee Hyne **SECONDED** by Trustee Thomson  
That the customer's request to reverse the penalty for account 17061 is not approved.

**CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

No Committee/Portfolio Reports.

**7. BYLAWS, POLICIES AND RESOLUTIONS**

**(A) BYLAWS**

- (i) Bylaw #384 – Meeting Procedures Bylaw (Verbal)

Chairperson Wilson reported that he added this item as a late addition as it should be reviewed and made very clear regarding when a quorum is required and not required, it needs to be updated.

**17.017 MOVED** by Trustee Hyne **SECONDED** by Trustee Dives  
 To send bylaw #384 to the Personnel & Admin Committee for review and updating. **CARRIED**

**(B) POLICIES**

- (i) Policy #72-10

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

**(C) RESOLUTIONS**

No Resolutions.

**8. CORRESPONDENCE/CONSULTANT REPORTS**

- (A) Associated Engineering

- (i) Monthly Report

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

- (ii) Email to Island Health

**17.020 MOVED** by Trustee Dives **SECONDED** by Trustee Murdoch  
 To receive and file the copy of the email sent to Island Health from Associated Engineering, Matthew Henney. **CARRIED**

- (B) RDN – Consultation Invite

**17.021 MOVED** by Trustee Hyne **SECONDED** by Trustee Murdoch  
 That staff investigate further and report back to the Board. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

Mr. Creek stated with regards to an annual general meeting and having no quorum, if no Trustees showed up to at that particular meeting, there must be a procedure laid down to be followed. He stated that he is curious about the capital budget for next year, the filtration system and how it is going to impact parcel taxes. He was starting to research how the district compares to other organizations, Jennifer at the district office had the comparison work already completed. He reported that the district is better than some and not as good as some, the district charges are in the middle, which eased his mind. He stated what is coming down the road is what he is curious about. He stated that he has been thinking about how the Trustees are expected to be experts at everything. There are engineers, accountants, lawyer, etc that are in the community, that may not be willing to give up their time to participate as a Trustee may perhaps as a volunteer advisory committee from

time to time as needed. The district could have a selection of four to six individuals that have various backgrounds that the board can bounce stuff off of. There may be something brought up by these individuals that was not thought of. He stated this suggestion is to be used as an aid to the Boards decision making process. He stated that he would be willing to participate as he comes from a small business community, he has various background knowledge, and was an insurance broker.

Further discussion ensued regarding how to gather volunteers to sit on an ad-hoc committee to assist the Board as this request did not gather any volunteers in the past.

Mr. Creek stated that he would be willing to go out into the community to get 4 – 6 volunteers for a committee. He reported that he offers this as an aid to the Trustees in their decision making process.

Mr. Chapman state that he has a couple of comments starting with the newsletter, he stated that he does read the newsletter, he noticed that there is no Area “A” report. He asked if the District didn’t have reports in past newsletters. He reported that he is not clear in his mind, the person who is relocating the water meter, wouldn’t he have already assessed the sites to see driveways and things, why would that question come up at a Board meeting.

Trustee Hyne state that the individual has said that there could be unforeseen things when they go to move the meters, then there will be extra costs. The Board wants to ensure that when we are given a quote with total cost, he will not exceed those costs as he is a contractor looking after the District’s water system.

Mr. Chapman stated that you really need up to date accurate as-build’s to perform work on any site, therefore having less surprises at these sites. He stated that he wasn’t clear on if the Board approved chief Tipping’s request tonight for a streetlight installation.

The Board advised that it was approved tonight.

Mr. Chapman stated regarding your election policy, I went onto the district’s website to browse, and found that there is a lot of information there, but if there is a new process, would you create an election committee to receive the recommendation, vet them, identify the candidates that meet your requirements and present them to the Board, then circularize them in the community who these people are with a brief Bio.

Further discussion ensued regarding the election and the new process. How to get information out to the ratepayers etc.

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

**17.022 MOVED** by Trustee Dives **SECONDED** by Trustee Hyne  
To adjourn the meeting at 8:55 p.m. and move to in-camera.

**CARRIED**

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

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

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