

***NORTH CEDAR IMPROVEMENT DISTRICT***

**MINUTES OF THE MARCH 12, 2015**  
**BOARD OF TRUSTEES MEETING**

**TRUSTEES PRESENT:**

Trustee Johnson, Chairperson  
Trustee Edwards  
Trustee Jean Louis  
Trustee L. Johnson  
Trustee Loos  
Trustee Merkel  
Trustee Murdoch

**STAFF:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief

**PUBLIC:** - No Public

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

15.079 **MOVED** by Trustee Edwards **SECONDED** by Trustee Jean Louis  
To approve the agenda as presented.

**CARRIED**

3. **DELEGATIONS**

Trustee Loos arrived at 7:03 p.m.

Hayes Stewart Little Company – Mike Evans and an associate attended the meeting to present the Draft Audit Findings Report and the Financial Statements for the year ending December 31, 2014. He told the Trustees to stop him at any time if they had any questions or needed clarification.

Mr. Evans summarized the contents of the Draft Audit Findings Report to the Trustees.

Mr. Evans summarized the contents of the draft 2011 consolidated financial statements and noted changes from the previous years to the Board of Trustees.

Trustee Merkel arrived at 7:20 p.m.

15.080 **MOVED** by Trustee Merkel **SECONDED** by Trustee Edwards  
To transfer \$100,000 from Water Operations to the Waterworks Renewal Reserve; to transfer \$25,000 from the Fire Operations to the Fire Renewal Reserve.

**CARRIED**

15.081 **MOVED** by Trustee Edwards **SECONDED** by Trustee Murdoch  
To receive and file the Report and Financial Statements as amended.

**CARRIED**

The Auditors left at 7:35 p.m.

4. **ADOPTION OF MINUTES**

(A) **February 12, 2015 Minutes**

15.082 **MOVED** by Trustee Murdoch **SECONDED** by Trustee Edwards  
 To approve the minutes of the February 12, 2015 Board of Trustees Meeting as presented. **CARRIED**

(i) Business Arising from Minutes

No Business Arising from the Minutes.

(ii) List of Board Motions

15.083 **MOVED** by Trustee Edwards to receive and file the list of Board motions. **CARRIED**

5. **STAFF REPORTS**

(A) **WATERWORKS**

(i) Waterworks Report

15.084 **MOVED** by Trustee Merkel to receive and file the Waterworks Report. **CARRIED**

(a) Emergency Pager – RE: Trustee Murdoch

Staff are directed to investigate to see if the District can get a pager that tells residents that the page went through. Example: the pager beeps a couple of times after the customer has entered their call back number, then states “page accepted”.

(b) Glynneath Reservoir

15.085 **MOVED** by Trustee Edwards to receive and file the Memo from the Treasurer regarding M6 security at the Glynneath Reservoir. **CARRIED**

(ii) Subdivisions

15.086 **MOVED** by Trustee Edwards to receive and file the Subdivision Report. **CARRIED**

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

(i) Fire Chiefs Report

15.087 **MOVED** by Trustee Murdoch to receive and file the Fire Chief’s Report. **CARRIED**

(ii) Fire Prevention Officer

15.088 **MOVED** by Trustee Loos **SECONDED** by Trustee Edwards  
 To approve the Fire Chief’s recommendation to appoint Joe Widdifield to the position of Fire Prevention Officer for a two year term effective April 1<sup>st</sup>, 2015. **CARRIED**

**(C) ADMINISTRATION****(i) Treasurers Reports**

**15.089 MOVED** by Trustee Jean Louis to receive and file the Treasurers Report. **CARRIED**

**(ii) CWSA 2015 Annual Conference**

Any Trustee wishing to attend, is to advise the Administrator by Tuesday, March 17<sup>th</sup> so that the registration form can be completed and submitted.

The Administrator advised that either the Treasurer or the Administrator would be attending the conference.

**15.090 MOVED** by Trustee Murdoch to receive and file the CWSA Registration and conference information. **CARRIED**

**6. COMMITTEE/PORTFOLIO REPORTS**

No Reports.

**7. BYLAWS, POLICIES AND RESOLUTIONS****(A) BYLAWS****(i) Bylaw 433 – Tax Sale Charge Bylaw**

**15.091 MOVED** by Trustee Merkel **SECONDED** by Trustee Jean Louis  
To approve first and second reading of Bylaw #433 as presented. **CARRIED**

**15.092 MOVED** by Trustee Jean Louis **SECONDED** by Trustee Merkel  
To approve third and final reading of Bylaw #433 as presented. **CARRIED**

**(B) POLICIES****(i) Policy #82-10 – Fire Fighter Service Award Policy**

**15.093 MOVED** by Trustee Loos **SECONDED** by Trustee Edwards  
To approve Policy #82-10 – Fire Fighter Service Award Policy as amended. **CARRIED**

**(ii) Policy #78-10 – Fire Department Attendance Policy**

**15.094 MOVED** by Trustee Loos **SECONDED** by Trustee Murdoch  
To approve Policy #78-10 – Fire Department Attendance Policy as amended. **CARRIED**

**(C) RESOLUTIONS****(i) Resolution #2-2015**

**15.095 MOVED** by Trustee Loos **SECONDED** by Trustee Edwards  
To approve Resolution #2-2015 as presented. **CARRIED**

**8. CORRESPONDENCE/CONSULTANT REPORTS**

(A) Associated Engineering Monthly Report

**15.096 MOVED** by Trustee Loos to receive and file the Engineers Monthly Report. **CARRIED**

(B) Island Health – Emails to/from

**15.097 MOVED** by Trustee Edwards to receive and file the Emails to/from Island Health. **CARRIED**

(C) Gas Tax

(i) Application Documentation

**15.098 MOVED** by Trustee Edwards to receive and file the District's application and documentation sent to the RDN. **CARRIED**

(ii) RDN February 10, 2015 COW Minutes

**15.099 MOVED** by Trustee Merkel **SECONDED** by Trustee Edwards

To follow the District's Land Lawyer's recommendation to schedule a meeting with the RDN and the Area "A" Director once the letter has been received stating that the RDN did not support the District's application for funding. The District engineer and the District's legal representative are to be in attendance at this meeting. **CARRIED**

(iii) Engineers Comments

**15.100 MOVED** by Trustee Edwards to receive and file the Engineers comments. **CARRIED**

(iv) RDN February 24, 2015 Board Minutes

**15.101 MOVED** by Trustee Edwards to receive and file the RDN's February 24, 2015 Board Minutes. **CARRIED**

(D) Mr. Williamson

Direct District staff to respond to his email advising that the District has no jurisdiction over the items/issues raised in his email. The District suggests that you contact those parties having jurisdiction, starting with the RCMP and the Ministry of Infrastructure and Highways.

**15.102 MOVED** by Trustee Loos to receive and file the emails received from Mr. Williamson. **CARRIED**

**9. QUESTION AND ANSWER PERIOD**

None

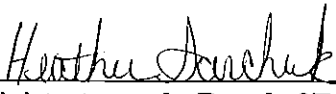
10. ADJOURN AND MOVE IN-CAMERA

15.103 **MOVED** by Trustee Murdoch **SECONDED** by Trustee Edwards  
To adjourn the meeting at 8:35 p.m. and move to in-camera.

**CARRIED**

April 9/15  
Date

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

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