

**NORTH CEDAR IMPROVEMENT DISTRICT**  
**MINUTES OF THE MAY 1, 2013 ANNUAL GENERAL MEETING**

North Cedar Fire Hall

**TRUSTEES PRESENT:**

Trustee Johnson, Chairperson  
Trustee Edwards  
Trustee L. Johnson  
Trustee Murdoch  
Trustee Jean Louis  
Trustee Hyne

**STAFF & VOLUNTEERS:**

Heather Sarchuk, Administrator  
Percy Tipping, Fire Chief  
Jennifer Bradley, Treasurer  
Barbara Swanson, Office Casual  
Luc Marsolais, Operations Superintendent

**1. CALL TO ORDER**

Chairperson Johnson called the Annual General Meeting of the North Cedar Improvement District to order at 7:03 p.m.

**2. INTRODUCTION OF TRUSTEES AND STAFF**

Chairperson Johnson introduced the Board of Trustees, Improvement District Staff, the Fire Chief, the District Auditor, Mike Evans of Hayes Stewart Little & Co and the District engineer, Oleh Dubek of Associated Engineering.

**3. APPROVAL OF AGENDA**

**13AGM.001** **MOVED** by Shirley Gueho of 2185 Fisher Dr **SECONDED** by Dave Little of 2717 Charles Rd, to approve the agenda. **CARRIED**

**4. 2012 ANNUAL GENERAL MEETING MINUTES**

**(A) Presentation of the Minutes**

**13AGM.002** **MOVED** by Janelle Park 1821 Cedar Road **SECONDED** by Joanne Freelund of 2028 Brix Road, to approve the minutes of the 2012 Annual General Meeting with the correction on page 3 as presented. **CARRIED**

**(B) New Business Arising from the 2012 AGM Minutes.**

There was no new business arising from the 2012 AGM minutes.

**5. AUDITOR'S REPORT & FINANCIAL STATEMENTS FOR 2012**

The District Auditor, Mike Evans introduced himself. Hayes Stewart Little & Co. was engaged to complete the audit of the operations for the district for the year 2012.

Hayes Stewart Little audited the consolidated statements and the financial position as of December 31, 2012.

**13AGM.003 MOVED** by Arnold Eaton of 1829 Woobank Road **SECONDED** by Joel Collins of 1892 Kirkstone Way, to receive and file the financial statements and Auditors report as presented. **CARRIED**

**6. QUESTION PERIOD – 2012 AUDITOR’S REPORT & FINANCIAL STATEMENTS**

Members of the public were invited to ask questions concerning the auditor’s report.

A member of the public asked if the audit team comes on site to check the district’s finances?

Mike Evans replied, yes.

A member of the public asked on Schedule 1 why such a difference between the budgeted and actual?

The District’s auditor, Mike Evans responded that there was 2.2 million budgeted in capital projects that did not occur.

A member of the public asked would these capital projects have required a bylaw?

The administrator responded that a referendum would have had to be held to approve borrowing the amount.

A member of the public asked on the waterworks expenses there is a big difference from 2011 to 2012.

The administrator replied that had to do with the Cedar Rd / Duke Point watermain repair and the Ground Road watermain repair.

No further questions were asked by the ratepayers.

**7. ENGINEER & SUPERINTENDENTS WATERWORKS REPORT**

Luc Marsolais gave a verbal report. He explained his background and training and then explained his 3 year plan. He did an overview of the preventative maintenance plan to extend the life of the assets. Discussed the well rehab that was just completed, explained it went well and that this well would be back online Friday, May 3, 2013. Did an overview of the SCADA system and the work required to have it functional again. Briefly discussed the investigation of new water source options.

Oleh Dudek from Associated Engineering gave a brief overview of the system. Talked about the need for another water source, the new storage that is required and the areas of the distribution system that need to be improved to increase fire flows.

A member of the public stated that it is difficult to understand adding more connections to the system and worrying about growth when there is so much leakage in the system and the

Glynneath Reservoir is in such bad shape.

Luc Marsolais explained that it is only the bolts at Glynneath Tower that are corroded and need to be replaced he went through how this will be repaired. He explained how the district will find the leakage and also explained that the new source is for future growth. Snuneymuxw will be disconnecting from the water system which will open up some water but there is the new development Cedar Estates that will be coming online.

A member of the public inquired as to whether the district has looked at getting water from the City of Nanaimo or Harmac?

Luc Marsolais stated he will be looking at all options. He mentioned that the district has approached City of Nanaimo looking for an emergency connection.

A member of the public stated that Luc Marsolais mentioned a multi stage disinfection system is required by VIHA.

Luc Marsolais explained why VIHA is requiring this is for the safety of the public. He described each stage of the disinfection system.

A member of the public stated that the 2011 and 2012 annual reports mentioned there were problems, what has been accomplished in 2012?

Luc Marsolais explained the delay was due to research required to ensure the right choices were made for the district.

A member of the public asked why not buy water from the City of Nanaimo?

Luc Marsolais explained that the City of Nanaimo does not have the capacity to sell water to North Cedar Improvement District.

A member of the public stated that in the Daily News an article discussed how much water the City of Nanaimo has, so they find it hard to believe that the city stated they do not have enough to sell to North Cedar Improvement District.

Staff stated that the City of Nanaimo is not willing to give up their surplus of water at this time and the request from North Cedar for an emergency connection is still before council.

A discussion ensued on the costs for a treatment plant.

A member of the public asked why do we need to have a treatment plant if the water quality is so good.

Staff answered that it is preventive to avoid any potential for contamination.

**8. REPORT ON THE DISTRICT'S WATERWORKS AND ADMINISTRATION**

The trustees written reports were included in the Agenda package.

**9. REPORT OF THE NORTH CEDAR VOLUNTEER FIRE DEPARTMENT**

Chief Percy Tipping's report was in the Agenda package for the public to read, he asked if there were any questions.

A member of the public asked about the transfers to reserves in 2011 and 2012.

Staff explained that the department is putting away for a new truck and the improvement district must now also put away amortization each year.

A member of the public asked for clarification for calls for 2011 and 2012 and stated that they liked the attached reports presented.

Chief Tipping answered the question on calls.

A member of the public asked about salary/wages for 2012 for the fire department.

Staff stated that a full time fire chief was hired as of July 2012.

A member of the public asked why there is no fire hydrant at the top of Gervais Road as this area is one of the driest in the district.

Chief Tipping stated that the district is looking at a hydrant for this area.

**10. SELECT COMMITTEE REPORT**

(A) Trustee Remuneration – No change from last year.

**11. DISCUSSION**

The Chair of the Board opened the floor for 30 minute discussion period for ratepayers to ask the Trustee's any questions regarding the Districts works and services.

A member of the public asked about the filtration plant and the cost of \$700,000 what is this for.

Staff explained that this is for a new treatment plant.

A member of the public asked if you can add onto the existing plant?

Staff explained that this will depend on what the new source will be as this treatment plant will also treat the new source. Costs include the building, UV, a holding tank, upgrading the water system, electrical, etc..

A member of the public stated that when City Of Nanaimo had this come in 4-3-2-1 the cost for the treatment plant will be very costly.

Staff replied no, the tax money collected from regular property taxes covers the fire chief's wage.

A member of the public asked that the parcel tax for fire is being used for?

Staff answered to pay the debt on the fire hall.

## 12. APPOINT THE RETURNING OFFICER AND SCRUTINEERS

**13AGM.004 MOVED** by Janelle Park of 1821 Cedar Road **SECONDED** by Joanne Freeland of 2028 Brix Road, to appoint Heather Sarchuk as Returning Officer. **CARRIED**

The Returning Officer appointed Mike Evans, the districts auditor and Oleh Dubek the districts engineer as scrutineers.

## 13. ELECTION OF TRUSTEES

There were three (3) positions up for election for three year terms and one (1) position up for election for a two (2) year term.

The Returning Officer called for nominations three (3) times. The candidates were nominated as follows:

Peter Johnson, 3597 Juriet Road  
Lenie Johnson, 3597 Juriet Road  
Patricia Merkel, 1710 Woobank Road  
Rick Hyne, 1770 Starling Road  
Bob Loos, 2389 Gould Road East  
Jim Gilchrist, 1357 Leask Road  
Margaret Mulholland, 1755 Woobank Rd

The Returning Officer read nominations back in reverse order and asked each candidate if they were willing to stand.

The Returning Officer then asked each candidate to give a two minute speech.

The Returning Officer then opened up the floor so voters could ask candidates questions.

Rate payers were then given an opportunity to vote.

The Returning Officer reported the results for the four (4) trustee positions, three (3) for three (3) year terms, and one (1) for two (2) year term, as follows:

Peter Johnson, 3597 Juriet Road – three (3) year term  
Patricia Merkel, 1710 Woobank Road – three (3) year term  
Bob Loos, 2389 Gould Road East – three (3) year term  
Margaret Mulholland, 1755 Woobank Rd – two (2) year term


**13AGM.005 MOVED** by Janelle Park of 1821 Cedar Road **SECONDED** by Dave Little of 2717 Charles Road, to destroy the ballots. **CARRIED**


**14. ADJOURNMENT**

**13AGM.006 MOVED** by Patricia Merkel of 1710 Woobank Road, **SECONDED** by Dave Little of 2717 Charles Rd to adjourn the 2013 AGM. **CARRIED**

The meeting adjourned at 8:00 p.m.

Date Approved ~~May 8/14~~ Apr 23/14

  
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Chairperson of the Board of Trustees

  
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Administrator to the Board of Trustees