

TRUSTEE MEETING MINUTES

DECEMBER 10, 2024 7:00 P.M.
ST. ANDREW'S UNITED CHURCH HALL, KASLO

1	Call to Order – 7:06 p.m. In attendance: J. Command, N. Kelly, B. Neelands, W. Pashkowich (electronic meeting connection), J. Schreiber, D. Butt (C/O), L. Rutherford (guest).
2	Open Forum – L. Rutherford in attendance with questions about Bylaw 81 & Insurance. Bylaw 81 – N. Kelly explained the steps FCID is pursuing to repeal bylaw 36 and file bylaw 81. The most significant change is the requirement for signing the Release of Claims as a condition of ongoing service. N. Kelly has encouraged the five members who have not signed to get together and engage the Trustees in productive discussion. Because the five unsigned have not responded in any way to his invitations to talk, N. Kelly has suggested an open forum arranged by the group of unsigned. If time simply runs out for them, they could sign and then work from there. N. Kelly answered L. Rutherford’s question about the recent purchase of D&O Insurance.
3	Approval of Agenda – Motion to approve the agenda with the addition of items 6i, j, k, & 9c. N. Kelly/J. Schreiber. Carried.
4	Approval of Sept. 10, 2024 Meeting Minutes – accepted with amendments. N. Kelly/J. Command. Carried.
5	Acceptance of Financial Statements – September, October, and November, 2024. B. Neelands asked what the Special Projects category referred to. N. Kelly directed her to the November 2023 newsletter and the 2024 AGM information package. Accepted as presented. N. Kelly/J. Schreiber. Carried.
6	<p>Administration</p> <p>a) Tax Payment Update</p> <p style="padding-left: 20px;">i) Kehoe – paid outstanding overdue penalty of \$117.00</p> <p style="padding-left: 20px;">ii) Rutherford – paid outstanding overdue penalty of \$494.00. She alerted trustees that her property is now a single-family dwelling (group 1). ACTION: B. Neelands to visit Rutherford’s property to see that there are no partitions between the house and the guest area.</p> <p>b) Term Deposit Update – presented to the Trustees.</p> <p>c) Signing authority transfer update - ACTION: D. Butt to set up signing authority at The Kootenay Savings Credit Union for Barbara Neelands. Heather Kelly and Donna Butt are to remain as two other signer on the account.</p> <p>d) Release of Claims Update – There are five members not signed: B. Lawrence, L. Rutherford, G. Scott, S. Scott., and F. Wilson. The list was read to The Trustees.</p> <p>e) Indemnification Bylaw 80 – The wording of Bylaw 80 was read to the Trustees. Motion: to approve Bylaw 80 as presented. J. Schreiber/J. Command. Carried.</p> <p>f) Bylaw 81 – repeals Bylaw 36. The changes to current Bylaw 36 were read. Motion: to approve Bylaw 81 as presented. N. Kelly/J. Schreiber. Carried.</p> <p>At some point in 2025, a Tax Review Committee will be formed to review item 23.</p> <p>g) John Edwards Welcome Package sent – He has verbally agreed to mail his Application for Service Form and Release of Claims Form once the postal strike is over.</p>

	<p>h) Code of Ethics – B. Neelands pointed out that The Trustee’s Handbook states that an improvement district should have a code of conduct for the Trustees and employees. ACTION: B. Neelands to write a draft of The FCID Code of Conduct. W. Pashkowich has offered to help.</p> <p>i) Pay for maintenance man – N. Kelly would like to change the maintenance person’s visits to the intake site to twice/week. Reasoning for the reduction in visits was reduced routine cleaning of the intake basin. The frequency of visits will be established to reflect the seasonal requirements. ACTION: J. Schreiber to review changes to maintenance person’s contract before handing to the next maintenance person.</p> <p>j) Corporate Officer Contract Renewal – Motion: to renew the Corporate Officer’s contract for 2025 with the same terms as the 2024 contract. N. Kelly/B. Neelands. Carried.</p> <p>k) Worksafe BC coverage for volunteers – Worksafe BC has no coverage for volunteers. Two questions were raised: Should we have volunteers? Should we purchase Insurance to cover volunteers? Motion: to table this discussion for the next meeting pending review and recommendation from The Finance Committee. N. Kelly/J. Command. Carried.</p>
<p>7</p>	<p>Water System</p> <p>a) Maintenance System Report</p> <ul style="list-style-type: none"> • Shelving was installed using surplus materials laying around the intake building. • Roof was repaired. A few small holes were tarred over and there are no leaks in the building now. • Rocks that were piled up against the steep bank in the S.E. corner of the intake basin have rolled down into the basin and will be removed when water level is lower. • Two rocks on the dam over the sluice have rolled into the intake basin and will be removed when water level is lower. • Some gravel was shovelled from the west side of the coarse screen in the intake basin to create a deeper freeze-resistant reservoir. More needs to be done once the water level is lower. Chair has recommended that the Board consider removing the bulk of the excess material with an excavator. • Temporary stand-in maintenance person will be unavailable to conduct maintenance work after December 19, 2024. • Craig Tucker has agreed to take on the duties of Maintenance Person starting Dec. 20, 2024. Chair has provided a draft of an updated job description. <p>b) Purchasing Policy – from Sept. 17, 2024 impromptu meeting. The ACE account will be closed. Unbudgetted purchases require the approval of a majority of the Trustees. Budgeted purchases can proceed by a Trustee w/o consultation of the Board. ACTION: N. Kelly to send Purchasing Policy to Corporate officer</p> <p>c) Shock & Rinse Update – ACTION: N. Kelly will attempt to stop the leak at the McManus stand pipe (at the end of Twin Bays Road).</p> <p>d) Barbara Lawrence Water Shut-off – B. Lawrence requested that her water be shut-off in mid-October. She requested that her water be turned on again a few weeks later. This was done. The water shut-off and turn-on fees were paid.</p> <p>e) Connection Wait List – Robert Cunliffe is the only one on the list.</p>
<p>8</p>	<p>New Business</p> <p>a) 2025 AGM planning – ACTION: N Kelly will draft the Trustees’ Report and circulate it among the Trustees by Dec. 19, 2024. The United Church Hall in Kaslo is booked for Jan. 18, 2025 at 2:00 p.m. ACTION: D. Butt to contact Municipal Affairs to let them know that the AGM package will be emailed and hand-delivered to those members without email instead of sending by First Class Mail due to the ongoing Canada Post strike. ACTION: N. Kelly to verify advance AGM notice requirements from FCID’s Letter Patent.</p> <p>b) 2025 Budget – N. Kelly presented the 2025 budget calculations. Motion: to present the 2025 budget at the AGM with both taxation scenarios and with methodology consistent with</p>

	today's presentation. N. Kelly/B. Neelands. Carried.
9	Correspondence a) Jian Ping Chen email re: Oct. 19 Shock & Rinse - read b) Graham Gilbert – email thanking Shock & Rinse volunteers - read c) IHA Letter from March, 2024 –IHA advised sampling is not required and they will not pay for sampling. IHA further advised that answers to other questions would be forthcoming.
10	Next Meeting – ACTION: Neil to check letters patent and advise D. Butt about required timeline for AGM notice before setting a date for the next meeting.
11	Adjournment – J. Command/J. Schreiber. Carried.



Donna Butt, Corporate Office



Chair