

Fletcher Creek Improvement District ("FCID")
Board Meeting May 14, 2019 Minutes
Webb-Jersey Residence, 4950 Fletcher Creek Frontage Road

Trustees Present: Steve Julien
Kevin Jersey
Michael Walker
Aliske Webb
Secretary/Treasurer: Dan Knight
Guests: Lance McLaren
Tina McLaren
David Sheppard

1. **Call To Order**

Dan Knight called the meeting to order at 5:35 pm

2. **Oath of Office**

Dan Knight executed the Oath of Office for newly elected Board members, Michael Walker and Aliske Webb, as required by the Bylaws.

3. **Election of Chairperson**

The Board discussed the position of Chairperson for the current year and voted that Kevin Jersey would preside.

Motion : It was moved and seconded that Kevin Jersey be elected as Chairperson for FCID for the current year. The Board voted: 4 in favour.

Kevin presented an agenda for the meeting. There was an amendment to put McLaren's petition as #6 after resignations.

Motion It was moved and seconded that the Board approve the agenda as amended. The Board voted: 4 in favour.

4. **Resignation**

Laurie Hartland tendered her resignation from the Board with effect May 10, 2019. Dan Knight accepted her email resignation on behalf of the Board.

The Board noted that the FCID Letters Patent require that there must be 5 Trustees. The Trustees have talked with an owner who has indicated they would be prepared to fill the vacant position. A Special General Meeting will be held to elect the addition Board member on June 4, 2019, at 7:00 pm. Notices of Meeting will be forwarded to owners in due course.

Motion It was moved and seconded that an SGM will be held on June 4, 2019, followed by a Board meeting. The Board voted: 4 in favour

5. **Resignation**

Dan Knight, Secretary/Treasurer, tendered his resignation with effect May 15th, 2019. Dan provided the financial report to April 30, 2019, along with bank statements. He returned the FCID laptop, printer, toner cartridges, USB of document files, cheque book, corporate seal and he requested his final payroll be authorized.

Motion It was moved and seconded that the Board accept the financials as at April 30, 2019. The Board voted: 4 in favour.

Motion It was moved and seconded to delay final payment to Dan Knight pending a review of his timesheet and confirmation that all FCID materials had been received. The Board voted 2 in favour; 2 against. The Motion failed.

Dan Knight left the meeting at 6:00 pm.

Motion It was moved and seconded that the Board approve the Accounts Payable which included final payments to Dan Knight. The Board voted: 3 in favour; 1 opposed.

The Board discussed the implications of replacing the corporate officer. Dan Knight will be removed as bank signer, website access and email accounts immediately.

Motion It was moved and seconded that Dan Knight be removed as a bank signer, website access and email accounts effective May 15, 2019. Board voted: 4 in favour.

Bank Signing Authorities : In the interim before a new S/T is engaged, the Board will arrange for signing officers.

Motion It was moved and seconded that Michael Walker, Steve Julien and Kevin Jersey will be the signing officers for the Board until the appointment of a Secretary/Treasurer and a fifth Trustee. The bank will be notified. The Board voted: 4 in favour.

The Board reviewed and discussed the powers, duties and requirements of the position as required by legislation and Bylaws.

Motion It was moved and seconded that Kevin Jersey be directed to contact a local accountant to confirm she will take on the role as Secretary/Treasurer for the current year on behalf of FCID. The Board voted: 4 in favour

It was noted that although the Secretary/Treasurer has taken the Minutes of Board meetings in the past, it was not a specified duty required by legislation. As such Aliske Webb offered to be the Recording Secretary for the Board meetings. This is an unpaid position because a Trustee cannot also be an officer of the FCID (paid) Secretary or Treasurer.

Motion It was moved and seconded that Aliske Webb be appointed Recording Secretary for Board. The Board voted: 4 in favour

The Board noted that Dan Knight had been in charge of maintaining the FCID website. The Board reviewed the credentials of a local computer service provider.

Motion It was moved and seconded that Kevin Jersey contact Melanie Bryce with a view to maintaining the FCID website. The Board voted: 4 in favour.

6. Petition to Change Boundary: The Board received a request from Tina and Lance McLaren to have their property removed from the FCID. Their petition was signed and Lance will forward it to the Ministry.

Motion It was moved and seconded that the Trustees approve the McLaren petition to change the boundary. The Board voted: 4 in favour.

Lance and Tina McLaren and David Sheppard left the meeting at 6:30.

OPPORTUNITY FOR NEW CONNECTION / INTERCONNECTION

The Board noted that since one property was being removed from the FCID, it opened up the possibility that another connection could be added without contravening the current Moratorium bylaw. Someone at the recent AGM had questioned the "waiting list" of owners who wanted additional connections. It was determined that previous Boards did not keep a waiting list of such owners. The new Board determined that it would commence a Connection Waiting List with a record of the dates of requests. Owners who wish a connection or inter-connection are asked to send in their request to the Board by October 1, 2019. The List will record the priority sequence of requests based on date of receipt of request.

Since there is no record of when owners had previously indicated they wanted a connection, for the one new connection that is coming available, in the interests of fairness to everyone, there will need to be a "Lottery" draw from the owners who now apply.

7. Approval of Minutes

The Board reviewed the draft Minutes of the April 16, 2019, Board meeting which Dan Knight had submitted. The Board amended the draft and approved the final copy which will be distributed to the owners and uploaded to the website.

Amendments: Laurie Hartland joined the meeting at 5:50 pm. Before the Board went "in camera" the guests left the meeting.

Motion It was moved and seconded that the April 16, 2019, Board meeting Minutes be approved as amended. The Board voted: 4 in favour.

The Board reviewed the draft Minutes of the May 1, 2019, AGM which Dan Knight had submitted. The Board amended the draft and approved the final copy which will be distributed to the owners and uploaded to the website.

Motion It was moved and seconded that the May 1, 2019, AGM Minutes be approved as amended. The Board voted: 4 in favour

8. Procedures

In addition to the FCID Procedures Bylaw, the Board discussed and agreed that the following practical procedures would be followed for the upcoming year.

- i. The Chair will prepare the Board meeting agenda and agenda document package. All items to be included on the agenda will be submitted 48 hours in advance. New items may be added to the agenda at the meeting if required and agreed by the Trustees.
- ii. No Trustee or corporate officer will initiate or reply to any correspondence, email or telephone messaging without first bringing it to the attention of the Board. The Trustees will discuss the issue and draft their response.
- iii. Trustees may from time to time independently pursue or make enquiries about FCID matters. It is understood that such actions do not commit the Board to any contract or obligation. The corporate officer is not authorized to make independent enquiries unless specifically directed by the Board.
- iv. No Trustee or corporate officer will draft any bylaws or amendments without prior direction from the Board to do so.
- v. The corporate officer is expected to comply with Bylaw 43 with regard to the powers, duties and responsibilities. No other actions will be taken by the officer without direction from the Board.
- vi. As specified in the Local Government Act, no Trustee or corporate officer will expend Board money without direction from the Board to do so, except in the event of an emergency.
- vii. In the event that a decision is deemed necessary between meetings, the Trustees may confer by email or telephone on the required course of action and if three Trustees confirm the decision, it

will be undertaken. A full report will be submitted at the next Board meeting and the decision will be ratified.

- viii. The Board intends to commence emailing the Board meeting Minutes to the owners who have an email address on file. Owners who wish to receive the Minutes by email are advised to provide a current address to the Recording Secretary.
- ix. The Recording Secretary will prepare a draft of the Board meeting Minutes within three days of the meeting. The Trustees will review and suggest amendments to the draft within three days. The final Minutes will be circulated to the Trustees for approval and distribution to the owners and uploading to the website.

9. Maintenance Report

- i. The Board noted that Brad Hartland has confirmed he will no longer be available for emergency calls. Brad will be removed from the website as the Emergency Contact person. The Board will write a letter to Brad to confirm that he is no longer an employee of FCID and would be removed from FCID's WorkSafe BC coverage.
The Board discussed engaging Tucker the Plumber, who is a qualified plumber and lives in FCID, as emergency call contact and as the maintenance contractor for the June and October flush outs.
- ii. Shut Off Valve Keys – All the Trustees now have keys for access to the shed which houses the valve shut off keys.

10. Water Treatment Project

- i. The Board reviewed the basic elements of the design and estimate report and will continue with the process to forward information to the owners.
In preparation for an upcoming SGM about the Water Treatment Project, the Board determined that an accurate record of all the owners on title of properties in FCID needed to be determined.

Motion It was moved and seconded that a Title Search be initiated to determine the current owners on title and addresses for any properties which were uncertain. The expense will be allocated to the Professional Fees category. The Board voted: 4 in favour.

As per the Ministry's process, the Board will forward the water project study to the Ministry (Step 1), along with a request that the Ministry to confirm the voting threshold for the final Resolution(s) for the funding of the project.

Motion It was moved and seconded that the study and the project proposal be sent to the Ministry for initial approval. The Board voted: 4 in favour.

Once initial approval is received from the Ministry, the full report along with a survey will be sent to all owners to determine the level of interest in proceeding with the project (Step 2). The survey will indicate a date that it must be returned by. The Board will also schedule an information meeting prior to the survey deadline.

Once the level of owners who are interested in proceeding is determined, AND the Ministry determines that it is adequate in order to proceed, Step 3 will be to draft and forward to the eligible owners a Resolution to approve the funding of the project. It was noted that at any step in the process, the project may be terminated.

11. BUSINESS ARISING FROM PREVIOUS MINUTES

- i. Scarlett's Water Access Agreement: Tabled to a future date.
- ii. Revision to Letters Patent:
The Ministry previously recommended that FCID remove the proviso that spouses of owners who are not on Title can be a Trustee.

Motion It was moved and seconded that an amendment to the Letters Patent be forwarded to the Ministry. The Board voted: 4 in favour.

- iii. Emergency Response Plan Requested by IHA: Tabled. Steve Julien was asked to look into the matter and report back to the Board.

12. CORRESPONDENCE

- i. Accounts Receivable: The Board received a post-dated payment for the 2019 Tax Notice from Graham Gilbert.
- ii. WorkSafe BC: The Board received an overdue Notice regarding the 2018 annual report which Dan Knight had not submitted by the due date of March 7. The Board will ensure that the report is submitted in order to avoid any penalty.

13. NEW BUSINESS

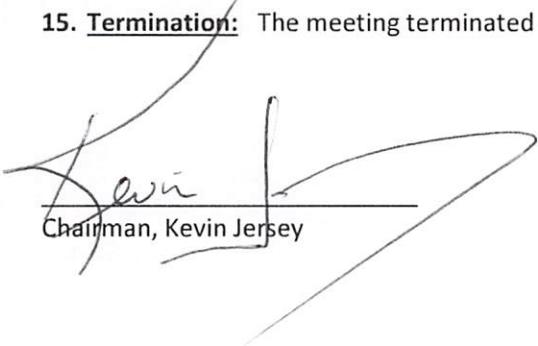
- i. Tristan Barrett Easement: The Board agreed to contact Tristan Barrett.
- ii. Water Metering: Following comments at the recent AGM, the Board initiated discussion about installing water meters on the FCID properties which would allow the tax assessment to be changed to one based on a base amount to cover the system maintenance costs for the provision of an established volume of water delivered to each property. An additional charge would be determined for water usage over the base volume . The Board will investigate the costs and functionality of meters and will report back.

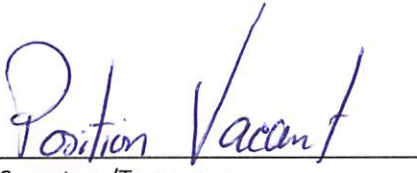
14. NEXT MEETINGS

Board meetings will take place on the second Tuesday of the month (subject to change if necessary) at 7:00 pm at 4950 Fletcher Creek Frontage Road. The next meeting will be June 4, 2018, following the SGM.

Owners were reminded that guests are welcome to attend Board meetings. Please let the Recording Secretary know in advance that you will be attending.

15. Termination: The meeting terminated at 9:20 pm.


Chairman, Kevin Jersey


Secretary/Treasurer,