



FLETCHER CREEK IMPROVEMENT DISTRICT

RR2, Site 3, Comp 38
Kaslo, BC V0G 1M0

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TRUSTEE MEETING MINUTES

November 9, 2021, 7:00 pm
4749 Twin Bays Road

1	Call to Order – at 7:00 p.m. In Attendance: Heather Kelly, Neil Kelly, Barbara Lawrence, Laurie Rutherford, Peter Sonnenberg, Guest: Douglas Kalman, Donna Butt (S-T)
2	Approval of Agenda – Motion to approve the Agenda. L. Rutherford / H. Kelly. Carried.
4	Approval of October 7, 2021 Minutes – Motion to approve. L. Rutherford/P. Sonnenberg. Carried.
5	Open Forum –None
6	<p>Administration</p> <p>a) Acceptance of October 2021 Financial Statement – Accepted as presented.</p> <p>b) New bylaws and resolutions arising from Special Meeting – <u>Motion 1</u>: Be it resolved that members are welcome and encouraged to bring motions from the floor for the consideration of the board and members in attendance at the Annual General Meeting or Special Meeting. It is noted that, by provincial statute, motions brought by members are not binding on the board of the FCID. It is also noted that it would be fool hardy for any board to ignore the will of the majority of the membership.</p> <p>To enable informed discussion, notices for a proposed ANNUAL GENERAL MEETING shall be issued one month prior to the ANNUAL GENERAL MEETING. The “one month” notice shall inform the membership that they are encouraged and welcome to make motions, and if they intend to do so, the interested member must provide the text and rationale to the board at least 21 days prior to the proposed meeting date. The board will include the member's proposed motion and rationale in the notice required by regulation at least 14 days prior to the ANNUAL GENERAL MEETING.</p> <p>Presentations by members introducing a motion and the sponsoring member's discussion in support of the motion shall be limited to 2 minutes. N. Kelly / L. Rutherford. Carried.</p> <p><u>Motion 2</u>: Be it resolved that capital projects shall be developed and understood in their entirety before any work is done to further any part of the project. That is, capital projects shall not be broken up into small parts such that the cost of any part of the project can proceed without the intended review and approval of the members.</p> <p>Discretionary capital projects with complete developmental costs in excess of 15% of the FCID annual revenue shall be drafted and presented as a proposal for the review and approval of the membership, requiring the same approvals specified by provincial statute respecting the FCID's borrowing of money.</p> <p>Non-discretionary capital spending will not require the prior approval of the membership and is limited to those expenditures required to return or maintain service. Non-discretionary spending shall proceed only with the board's approval. N. Kelly / L. Rutherford. Carried.</p> <p><u>Motion 3</u> – Be it agreed that the Development and Approval of the Annual Budget Bylaw shall be amended as follows: The annual budget shall be prepared by the board and shall be presented at the ANNUAL GENERAL MEETING. The proposed annual budget shall be presented in the notice of the ANNUAL GENERAL MEETING comparing the proposed budget to the previous year's budget and the previous year's actual expenditures. The members shall be encouraged to present their concerns and questions regarding the previous year's budget and expenditures and the proposed budget in person at the ANNUAL GENERAL MEETING or by way of letter to the attention of the chair of the FCID.</p>

The board of trustees meeting immediately following the Annual General Meeting at which the proposed budget was reviewed shall include the approval of the annual budget as an agenda item. To be registered as read. N. Kelly / H. Kelly. Carried.

Motion 4- Voter Eligibility Resolution: The comments, suggestions, questions, and concerns of all members present, or represented by way of a letter to the chair of the FCID, shall be considered and reflected in the process of approving capital projects not included in the annual budget. In most cases, if the board desires, the capital spending proposal can be revised as the board sees fit before being placed before the members for approval. In some cases the discussion may cause the board to table the subject spending proposal to allow the board an opportunity to reconsider or revise the original spending proposal before resubmitting a revised proposal to the members for approval. The period any proposal is tabled shall be decided by the board at the meeting in which the original proposal was made. N. Kelly / L. Rutherford. Carried. ACTION: N. Kelly to draft a letter to the members, advising them of the three resolutions and one bylaw and invite concerns. ACTION: D. Butt to put the three draft resolutions and the draft bylaw on website. The bylaw for motion 3 is pending.

- c) **Technical Committee Recruitment** – the name of the committee will be changed to The Treatment Committee because not all matters are technical. The October 23 draft will be kept as a final document. ACTION: L. Rutherford to draft a recruitment poster and send it to D. Butt. N. Kelly's description of the organization and objectives shall be the basis of recruiting members for the Treatment Committee. ACTION: D. Butt to post a recruitment notice on website. ACTION: N. Kelly to phone members with appropriate skills/interests to see if they will join the committee.
- d) **Term Deposit Decision** – Kootenay Saver Term #13 matured on Oct. 29, 2021 (\$40,368.94). Motion : Term #13 will be invested into a 3- year Rate Climber at the Kootenay Savings Credit Union. B. Lawrence / P. Sonnenberg. Carried.
- e) **Boundary Adjustments Update** – two boundary adjustments have been approved. ACTION: D. Butt to email out the adjusted map to all FCID members and put the map on the website as required by the government. Two additional revisions to the boundary map were noted and will be presented to the regulator for registration.
- f) **Welcome Package Update** – welcome packages have been sent to Karen Kivi / Karen Newmoon and Julien Kang. A third package will be mailed to Murray Rodych / Natali Schindler when they move in.
- g) **Review of Bylaw 36** – a resolution with an amendment to reinstate the charge for turning water on/off to \$30 has been signed by all trustees and will be kept in the FCID files.
- h) **Resolution to abolish previous resolution to install Central Treating** – there is no such resolution on file. ACTION: N. Kelly to circulate a letter that was drafted in June 2021 to the trustees and then send to the appropriate Environmental Health Officer of The Interior Health Authority. Upon our receipt of a response from IHA, we may consider a video conference between the parties.
- i) **Vacant Committee assignments** – Finance committee: B. Lawrence will chair the Finance Committee. ACTION: B. Lawrence to contact G. Wilson and G. Gilbert to introduce herself as chair. ANNUAL GENERAL MEETING & Trustee Report Committee: H. Kelly will chair. Treatment Committee and 2022 Special Meeting Committee: N. Kelly will chair these committees.
- j) **Review of Employee, Trustee, and Chair remuneration** – ACTION: H. Kelly to review D. Butt's annual contract. P. Sonnenberg to review J. Kern's job description and remuneration. ACTION: D. Butt to email H. Kelly the 2021 Secretary/Treasurer contract. N. Kelly to prepare a written review of the current Trustee and Chairperson remuneration and recommendation for review by the Trustees before it is presented to the membership at the next ANNUAL GENERAL MEETING.
- k) **Membership survey** – The question of whether there exists a mandate to abolish the Boil Water Notice was discussed. ACTION: N. Kelly to draft an explanation of the difference between a boil water notice and a boil water advisory to post on the website. ACTION: N. Kelly will draft a document for the website to explain the difference and the range of costs associated with each.
- l) **Suggestion Box** - ACTION: L. Rutherford to install a suggestion box below The Community Bulletin Board. It will have the label "Fletcher Creek Suggestion Box". L. Rutherford will deal with any suggestions not pertaining to FCID.

7	<p>Water System</p> <p>a) Operations & Maintenance Report – the sanitation flush on Oct. 16 went well. There was some inconsistency with the amount of chlorine odour detected at different outlets. ACTION: N. Kelly to supply P. Sonnenberg with a chlorine test kit to measure chlorine levels. Water flow is good.</p> <p>b) Review of the Pilot Study and further steps - ACTION: N. Kelly to talk to C. Tucker and see if he has a spare set of filters. If not, FCID will order a set. ACTION: N. Kelly to send D. Butt the documents to post on the website.</p> <p>c) UltraViolet Treatment (UVT). Proposal Summary for website - ACTION: N. Kelly to send D. Butt the U. V. T. Proposal to post on the website.</p> <p>d) Shed key copies- P. Sonnenberg made two copies and gave them to H. Kelly and B. Lawrence.</p> <p>e) Two-way radios – Motion: H. Kelly to purchase two-way radios from Home Hardware. H .Kelly / P. Sonnenberg. Carried</p>
8	<p>New Business</p> <p>a) Update on government response to FCID's question on becoming a strata. - The representative of Municipal Affairs provided no guidance regarding the difference in how ID and Stratas are dealt with. ACTION: N. Kelly to conduct more research as time permits.</p> <p>b) Intake site traffic- complaint and communications - a verbal complaint was made to one of the trustees in regards to the amount of traffic at the water intake. FCID keeps traffic at the intake to a minimum. Other visitors are beyond FCID's control.</p>
9	<p>Correspondence –</p> <p>a) Letter from N. Kelly regarding follow up on Municipal Affairs advice – the letter will be kept on file</p> <p>b) Line Break & Repair correspondence – several emails of appreciation were received by FCID</p>
10	<p>Next Meeting – Motion: to postpone December's Trustee Meeting until January 11, 2022. N. Kelly / P. Sonnenberg. Carried.</p>
11	<p>Adjournment – at 9:00 p.m. L. Rutherford. Carried.</p>


 Donna Butt, Secretary/Treasurer

Approved by the Board of Trustees
 January 11, 2022