



Annual General Meeting

January 27, 2024, 3:00 p.m.
St. Andrew's United Church Kaslo

MINUTES

1. **Call to order** – at 3:16 p.m. In Attendance: Karen Bergen, John Command, Robert Cunliffe, Alan Davidson, Brad Hartland, Heather Kelly, Neil Kelly, Joe Kern, Barbara Lawrence, Barb Neelands, Laurie Rutherford, Diane Schreiber, Jorg Schreiber, Paul Stannard, George Wilson, Val Woodmass, Donna Butt (S/T)
2. **Trustee's Report** – presented by N Kelly.
3. **Presentation of 2023 Annual Financial Statements** – George Wilson asked about the level of the secretary-treasurer's wage on The Income Statement. The S-T offered to send him a detailed list of hours worked but he declined. Neil Kelly explained that the surplus for 2024 is not needed to replace any of the infrastructure at this time. Approximately \$14,000 is necessary to invest in Capital Reserves annually in order to be able to replace infrastructure when necessary. This year's surplus will go towards Capital Reserves. There were no questions about The Balance Sheet or Cash Flow Statement.
 - 4.1 **Define Quorum for Annual General Meeting.** K. Bergen stated that on other boards, quorums consist of a percentage of total members and not a set number. This could be problematic because many FCID members are not B.C. Residents and not eligible to vote. Motion: Set the number of members necessary to form a quorum to ten members, with a minimum of three trustees. Diane Schreiber/Laurie Rutherford. Carried.
 - 4.2 **Rewrite Bylaw 36 to mandate signing of Release of Claims Form, or buy insurance, or do nothing.** The signing of Release of Claims form has not been enforced for new members. G. Wilson has stated that he does not intend to sign his Release of Claims form, labelling it "an overreach". Motion: to change the wording of Bylaw 36 to "required" to make an application upon change of title or before new interconnections, instead of "requested". N Kelly/ H. Kelly. (6 in favour, 7 against). Defeated.

Bylaw 36 states that an application to receive water must be made before a change in title but it has not been enforced. B. Lawrence stated that she will be rescinding her Release of Claims form. A. Davidson verbally stated his resignation from The Board because he is worried about legal ramifications without this issue being resolved. D. Schreiber proposed a motion to put a committee together to rewrite the Release of Claims Form to satisfy legalities. A cap on the amount of funds to spend on this issue was requested by the Chairperson. A figure of \$2,000 was suggested. Discussion about attracting Board members without the Release of Claims forms from all members and Directors and Officers Insurance was discussed.

FCID received a quote for this insurance. Motion: Laurie Rutherford to contact three independent law firms to see if they are able and willing to rewrite the Indemnity Agreement to the satisfaction of the Community and The Board. D Schreiber/B Lawrence. (9 in favour, 4 against). Carried.

ACTION: L. Rutherford to contact three lawyers for legal advice regarding the wording of The Release of Claims form and report back to the Board in 30 days.

- 4.3 Conduct a legal review of the Release of Claims Form** – discussed in item 4.2
- 4.4 Upgrade exterior of building (L. Rutherford)** – L. Rutherford proposed to make improvements to the intake building, including a 2 foot gravel perimeter, a sign on the building (\$1,100), clear shrubs and trees around building for maintenance, improve ventilation (\$1,430), and other improvements.
- 4.5 Increase maintenance around curb stops**- L. Rutherford quotes a cost of \$20 to carry out improvements to the curb stops.
- 4.6 Increase Trustee reporting requirements** - Print maps for ease of locating curbstops: already listed as one of the special projects. Develop and print incident forms: undefined costs. Post maintenance logs, host tour – no cost. List responsibilities of members and FCID, list responsibilities of what maintenance duties are – no cost. Use qualified trades persons – the Board will use their best judgment – no cost. L. Rutherford quotes an estimate of overall costs not to exceed \$2,550. Motion: to accept the proposed improvements to the intake shed set out by L. Rutherford at a cost not to exceed \$2,550. L. Rutherford/absence of a seconder. Defeated.
- 4.7 In-creek Maintenance** – Joe Kern spoke against the use of a machine used to dredge out the creek in December, 2023. ACTION: A Davidson will make a site visit.
- 4.8 Specification for posting of notices** - Motion: Be it resolved by show of hands survey of all members present, the Trustees of FCID shall endeavour to amend the letters patent to remove the requirement for notice of The AGM to be delivered by first class mail and add the requirement that the notice of the AGM and other meeting notices be delivered by email and posted in a prominent place for those without email. N. Kelly/ J. Command. (8 approved). Carried.
- 5. Rewards for Participating in Special Projects** – Explanation of the past strategy of FCID relying on volunteer labour to complete special projects. Without some financial incentive volunteers are not signing up. The caisson cover project was completed in 2023 but other special projects were not time-sensitive and were not completed. Motion: Be it resolved that a non-refundable credit will be earned at a rate of of \$50 for every productive hour committed to the FCID in the execution of special projects approved by The Board of Trustees. The non-refundable credit will reduce the volunteer's assessed tax the following year which will be made up in funds required to balance the budget by other property owners through a commensurate, prorata increase in the tax payable. N. Kelly/no seconder. Defeated. A question was asked about posting of the special projects. It was explained that the maintenance person can not always be involved due to time scheduling. The November, 2023 Newsletter provided a complete explanation of all the planned special projects.
- 6. Decision about Trustees' Honorarium**
Current level:
- Chair receives a \$500/year honorarium
 - Trustees receive a \$250/year honorarium

Motion: to keep Trustee honorariums at the current level. H. Kelly/ D. Schreiber. Carried.

7. Presentation of 2024 Budget Proposal – Wages and salaries: \$3,000. The bleach for the Shock and Rinse procedures may be purchased at a lower price. Some of the work may be completed by volunteers for a cost less than that in the budget. With \$14,000 for contribution to the Capital Reserve Funds, taxes must increase by 3.5%. Motion: to approve as presented. H. Kelly/J. Schreiber. Carried.

8. Presentation of Bylaw 77 – Tax Assessment Bylaw revising the definition of two tax groups. The bylaw was submitted to the government in December, 2023 and FCID is waiting for a response. Only one member with a rental suite will have a tax increase due to a change of tax group. This owner has been notified and has until the end of March, 2024 to appeal the change of tax group.

9. Election of Trustees

a) D. Butt read a list of current trustees and the length of their terms.

b) Call for nominations and election of two Trustee positions 2024-2027, and one position to fill vacancy left by P. Sonnenberg, to expire 2025. Neil nominates Karen Bergen to fill one of the 3-year terms, J. Command seconded this nomination. Karen Bergen elected by acclamation.

Without further nominations, the Board consists of three members.

Jorg Schreiber will consider accepting a nomination. A Special meeting will need to be held to elect the other two trustees.

John Command stated that he is willing to give L. Rutherford thirty days to straighten out the indemnity form or he will be resigning as Trustee.

10. Recruitment of volunteers for emergency response, routine maintenance, and special projects – J. Command has recruited Jorg Schreiber for emergency response while N. Kelly is away during the month of February. John Command, Paul Stannard, and Robert Cunliffe are taking care of emergency response but only John Command and Jorg Schreiber will be available in February.

J. Command has told the membership that if the Indemnity form is not solved in 30 days, he will resign.

11. Adjournment – at 5:58 p.m. H. Kelly/ R. Cunliffe. Carried.



Donna Butt, Secretary/Treasurer



Chair