



## TRUSTEE MEETING MINUTES

DECEMBER 8, 2025 7:00 P.M.

ST. ANDREW'S UNITED CHURCH HALL, KASLO

1	<b>Call to Order</b> – 7:11 p.m. In attendance: John Command, Neil Kelly, Barbara Neelands, Donna Butt (C/O), Steve Scott via Zoom Link (guest).
2	<b>Open Forum</b> – Steve Scott attended the Open Forum via a Zoom Meeting link.
3	<b>Approval of Agenda</b> – accepted with the addition of three in-camera items: 11a) Corporate Officer's contract renewal, 11b) Petition from another Improvement District challenging the Province's policy surrounding the funding of Improvement Districts, 11c) Voter eligibility past January 1, 2026 for those who have not signed the Release of Claims, Undertaking and Agreement to Indemnify. N. Kelly/B. Neelands. Carried.
4	<b>Approval of September 2, 2025 Meeting Minutes</b> – Accepted as presented. N. Kelly reserves the right to review. B. Neelands / J. Command. Carried. <b>Approval of October 24, 2025 Meeting Minutes</b> – Accepted as presented. N. Kelly reserves the right to review. B. Neelands J. Command. Carried.
5	<b>Acceptance of Financial Statements</b> – August, September, October, & November 2025. Approved as presented. N. Kelly/B. Neelands. Carried.
6	<p><b>Administration</b></p> <p>a) <b>Term Deposit Update</b> – Term #22 (\$27,031.62) will mature on Jan. 15, 2026. ACTION: D. Butt will research the rates for reinvesting the funds and send to the Finance Committee for a recommendation.</p> <p>b) <b>Code of Ethics Update</b> – B. Neelands circulated a Model Code of Conduct. B. Neelands will head a committee to refine and edit the living document. A copy will be included in every notice along with the Boil Water Notice. The FCID Code of Conduct will be posted at each General and Special meeting.</p> <p>c) <b>Contacting Rollins: email and telephone are unreliable</b> – ACTION: The maintenance person will inform Rollins in person when a Shock &amp; Rinse procedure is scheduled. J. Command/B. Neelands. Carried.</p> <p>d) <b>Update on Rutherford's &amp; Kern's intentions letters</b> – Letters were sent to Ms. Rutherford and Mr. Kern, inviting them to attend a private hearing to state their intentions at the last AGM. Both declined the invitation and are no longer invited to attend future AGM's. Rutherford is permitted to attend trustee meetings. Kern and F. Wilson are not.</p> <p>e) <b>Bylaw 83 Update (repeals Bylaw 66) – removing first class mail requirements for meetings &amp; response from Don Kennedy</b> – Don Kennedy's response was read to the Trustees. There is a conflict in FCID's Letter Patent and The Election Act. Tabled until June, 2026.</p> <p>f) <b>Bylaw 81 Update</b> – Bylaw 81 was submitted to The Ministry on Oct. 27, 2025. There has been no response.</p> <p>g) <b>Setting a date for 2026 AGM</b> – Saturday, March 21, 2026.</p> <p>h) <b>BC1Call Update and concerns</b> – FCID's BC1Call contact information was updated in October, 2025. Robert Cunliffe received a phone call on the morning of Nov. 6 from Telus asking FCID to have somebody on site without specifying which site. R. Cunliffe assumed the call was from BC1Call. The Telus representative that showed up to do the work advised N. Kelly that if the work does not include any new construction their policy is not to evoke</p>

	<p>BC1Call. Since the work that day was a simple replacement, BC1Call did not call FCID.</p> <p>i) <b>Bylaws 73, Development and Approval of the Annual Budget</b> – INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>j) <b>Bylaw 75, Personal Auto-use</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>k) <b>Revised Bylaws 83, Meeting Procedures</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED and given second reading by the Trustee on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>l) <b>Bylaw 84, Capital Expenditure Disbursement Bylaw (repeals Bylaw 70, which had only two readings)</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>m) <b>Bylaw 85, Tax Notice Assessment Bylaw (repeals Bylaw 77, which had only two readings)</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>n) <b>Bylaw 86, Indemnification Bylaw (repeals Bylaw 80, which had only two readings)</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and finally passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>o) <b>Bylaw 87, 2025 Taxation Bylaw (repeals Bylaw 82, which had only two readings)</b> - INTRODUCED and given first reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given second reading by the Trustees on the 8<sup>th</sup> of December, 2025. REINTRODUCED, given third reading, and <b>NOT</b> passed by the Trustees on the 8<sup>th</sup> of December, 2025.</p> <p>p) <b>**In Camera – Corporate Officer contract renewal</b> – see item 11a)</p>
7	<p><b>Water System</b></p> <p>a) <b>Maintenance System Report</b> – no report, J. Schreiber absent.</p> <p>b) <b>Shock and Rinse Follow up Action Items</b> – ACTION: B. Neelands will talk to Mr. Scarlett about reducing the flow-rate to his generator before Shock &amp; Rinse procedures. ACTION: N. Kelly to build trough water stops for tank inlet. This will be put in the 2026 budget. ACTION: N. Kelly to take care of documenting the preparation of mixing chlorine in the tanks - items 2 &amp; 3 on the S&amp;R report.</p> <p>c) <b>October Shock &amp; Rinse Procedure Summary</b> – covered in 7b)</p> <p>d) <b>Emergency Pump land use agreement update</b> – the member living on the location for the Emergency Pump is going to be living in Fletcher Creek full time.</p>

	<p>e) <b>Telus Ground Disturbance Report from Nov. 6, 2025</b> – covered in item 6h)</p> <p>f) <b>Underground piping record keeping</b> – ACTION: J. Command to take Craig Tucker out to Corey Baker's to figure out the underground piping at Corey Baker's curb stop.</p>
8	<p><b>New Business</b></p> <p>a) <b>Emergency Response and Contingency Plan Template Form</b> - The Ministry was supposed to review the submitted ERP in late 2020 but there was no follow up. In October 2025, The FCID submitted a new contacts template as requested by The Ministry. The Ministry of Health then informed FCID that the ERP is insufficient. The deficiency list indicated the MOH was unaware of the ERP submission in 2020. Rather than waste more time reviewing the previous ERP the Trustees undertook to develop a new ERP that will be more effective and realistic. With the upcoming AGM, this item was tabled for a later date at the choosing of the new board.</p> <p>b) <b>Ombudsperson Complaint Update</b> - N. Kelly contacted The Ombudsperson and was told that complaints are kept in confidence unless they are investigated. To date the complaints have not been investigated so we will not be informed as to the nature of the complaint.</p>
9	<p><b>Correspondence</b></p> <p>a) <b>Email to Ministry of Health re: Water Sampling Form</b> – in 2024, The FCID was advised not to submit water samples. New Forms sent out in October, 2025. N. Kelly contacted The Ministry to inquire why forms were sent but has not heard back.</p> <p>b) <b>Email response from B. Anderson's constituency office</b> -the response from Brittny Anderson's office: "Unfortunately, in the near-term, MLA Anderson is unable to go against the recommendations of the Ministry of Housing and Municipal Affairs and the Ministry of Health/Interior Health. "</p> <p>c) <b>Email stream D. Kalman re: communications protocol</b> – FCID doesn't accept emails from D. Kalman due to rude interactions but will still inform him of upcoming events.</p> <p>d) <b>Email sent to Edds re: standpipe</b> – N. Kelly contacted Mr. Edds to ask for permission to deal with the standpipe on his property which is not winter proof, but did not receive a reply. ACTION: D. Butt to add this item to the March Trustee agenda.</p> <p>e) <b>Email from Steve Scott re: posting meeting minutes on FCID web, Bylaw 81</b> – email was read.</p>
10	<b>Next Meeting</b> – Saturday Jan. 10, 2026. (later rescheduled to "in-camera" AGM Planning meeting on Jan. 15, 2026).
11	<b>In-Camera Items</b>
12	<b>Adjournment</b> - 8:47 p.m.

\*\* in camera items – not to be published on the FCID website.

  
 Donna Butt, Corporate Office

  
 Chair