

**Police Village of Russell  
Board of Trustees, Regular Meeting Minutes  
Monday February 3rd, 2025, at 7:00pm  
Russell Curling Club, Russell**

**Attendees:** Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

**Invited Public attendees & Applicants:**

**Regrets:**

**MONDAY FEBRUARY 3rd MINUTES**

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|---|---|
| <ul style="list-style-type: none"> <li>1. <a href="#">Call to Order</a></li> <li>2. <a href="#">Budgetary Items</a></li> <li>3. <a href="#">Applications for funding assistance</a></li> <li>4. <a href="#">Correspondence / Activities review</a></li> </ul> | <ul style="list-style-type: none"> <li>5. <a href="#">New Business</a></li> <li>6. <a href="#">Public Questions / Presentations</a></li> <li>7. <a href="#">PVR Organizational Work</a></li> <li>8. <a href="#">Next regular meeting</a></li> <li>9. <a href="#">Adjournment</a></li> </ul> |
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	AGENDA ITEM & DESCRIPTION	NOTES	ACTIONS
<b>1</b>	<b>Call to order</b>		
	1.1 Call to order 1.2 Agenda Approval 1.3 Jan meeting minutes Approval		1.1 SM Called to Order 1.2 Approved 1.3 Approved
<b>2</b>	<b>Budgetary Items</b>		
	2.1 Financial report: Trust account & BNS checking account; monthly statement. 2.2 Honoraria to Trustees for Feb 2025 2.3 reimbursement to JDB for purchase of new domain & renewal of HostGator, 3-year plans; PVRTrust.ca (Police VillageofRussellTrust.ca was not recommended) see attached for 2 receipts already filed under 2025 Financials 2.4 BDO invoice \$876.60 for the set up of payroll account and initial research of filing requirements of the PVR entity.		2.1 AB reports, <u>PVR Investment Balance:</u> <b>\$ 1,226,900.00</b> <b>Increase of \$ 31,899.00</b> <u>Bank Balance:</u> <b>\$ 19,890.97</b> 2.2 Issued 2.3 \$562.02 for website 3 year plan approved by all \$461.50 Canadian for HostGator, \$150.52 Canadian for Go Daddy 2.4 Approved by all
<b>3</b>	<b>Application for funding assistance</b>		
	<b>New</b>		
	3.1		
	<b>Outstanding</b>		
	3.2 KIN Club – Welcome Sign 3.3 RD Horticultural Society – MacDougall Park	3.2 KIN club reports the project is under budget with some expenses still outstanding. Current returned amount of	3.2 No Update 3.3 No Update 3.4 No Update 3.5 Request sent, No Update

	3.4 KIN Club - Russell 125 Street Blades 3.5 Russell Village Women's Institute 2024	\$1,267.24 as per cost report dated Dec 13, 2024. Upon receipt of the final report, the PVR annual financial report total for KIN Club to be adjusted. 3.3 awaiting final invoice 3.4 awaiting final invoice 3.5 SM to request a final complete budget.	
<b>4</b>	<b>Correspondence / Activities review</b>		
	4.1		
<b>5</b>	<b>New Business</b>		
	5.1 Questions from BDO around Setup of an RP payroll account with CRA & Research to determine if the trust would have a T3 filing requirement under the new CRA legislation. 5.2 Reach out to 2024 projects for variety of pictures to update projects page on website	5.1 Account has been set up, CRA business number has been received, AB to provide to BDO, T4's to then be issued. T3 research is ongoing, no update at this time. 5.2 Trustee's to continue to obtain photos.	5.1 RP payroll portion is setup. Awaiting update on T3 filing and T4's issue 5.2 Some photos uploaded, Will be incorporated on the webpage if quality appropriate.
<b>6</b>	<b>Public Questions / Presentation</b>		
	6.1		
<b>7</b>	<b>PVR Organizational Work</b>		
	7.1 Update on website handover issue 7.2 <b>JAN 2025</b> Follow up with BDO with regards to how to account for approved funds that are not claimed by year end. 7.3 Ontario Heritage Trust - Provincial Plaque Program	7.1 Dave reached out enquiring about the domain, JDB to reply. <b>June 10th</b> vote for a max of \$500 spent for a 3-year term with new domain PVRTrust.ca Approved by all June 10 <sup>th</sup> . Deferred to Jan in advance of the Feb fees. <b>New Domain will be PoliceVillageofRussellTrust.ca, JDB to work towards finalizing by Feb 23, 2025 at which point the old domain hosted by GoDaddy will be retired.</b> 7.2 AB to follow up on this with the Year end. 7.3 Draft application created and finalized, Submission pending twp. approval of plaque location. <b>JDB to follow up with Celine on previous email</b>	7.1 Domain will be PVRTrust.ca as suggested by GoDaddy for searchability. Details added to the succession planning access list. See fees associated with the 3 year plan in the budgetary section 2.3 above. 7.2 AB to follow up once year end complete. 7.3 JDB to follow up.
<b>8</b>	<b>Next regular meeting</b>		
	Monday Mar 3, 2025, 7pm at Russell Curling Club	Future meeting dates: Curling club; Apr 7, location TBD; May 5	
<b>9</b>	<b>Adjournment</b>		SM Motioned; AB Seconded

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown