



FLETCHER CREEK IMPROVEMENT DISTRICT

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Annual General Meeting January 18, 2025, 2:00 p.m. St. Andrew's United Church Kaslo **AGENDA**

1. Call to order (N. Kelly)
2. Trustee's Report (N. Kelly)
3. Presentation of the 2024 Annual Financial Statement (D. Butt)
4. Bylaw 80 – Indemnification of Trustees
5. Bylaw 81 – Water Distribution Regulation 2024 (N. Kelly)
6. Volunteers Participation in Special Projects (N. Kelly)
7. Decision about Trustees' Honorarium (D. Butt)
 - a) Current level:
 - Chair receives a \$500/year honorarium
 - Trustees receive a \$250/year honorarium
 - b) Decision by vote to maintain current honorarium levels.
8. Presentation of proposed 2025 Budget (D. Butt and N. Kelly)
 - Members will have an opportunity to voice their concerns and make suggestions regarding the proposed budget.
9. Election of Trustees
 - Scrutineers – TBA by those nominated or Donna Butt as a default.
 - a) Current status:
 - N. Kelly and J. Schreiber terms expire in 2027 at AGM held in early 2027
 - J. Command and P. Stannard terms expire 2026 at AGM held in early 2026
 - B. Neelands term expires 2025 at AGM held on Jan. 18, 2025.
 - b) Call for nominations and election for one Trustee with term expiring at AGM held in early 2028.
10. Recruitment of volunteers:
 - _ First responders to attend to operational upsets and service interruptions
 - _ Routine maintenance and special projects
11. Adjournment
12. Open Forum

Notes:

- 1) Minutes of the January 27, 2024 AGM were reviewed and adopted by the Board as per Bylaw #66 at the March 12, 2024 Board meeting.

Fletcher Creek Improvement District – 2024 Annual Trustee’s Report

A) Objectives for 2024:

The Trustees make it their mission to deliver the finest quality water, at highest practical reliability, with the tools and facilities on hand. The maintenance philosophy will be proactive and preventive to avoid service interruptions. We will continue to work with the Ministry of Health to have the Shock and Rinse Procedure approved by them and have them relax the Shock and Rinse to once a year.

Carryover special projects from 2024:

- a) Paint curb stop markers and replace those that are missing;
- b) Straighten the standpipe keyway to a curbstop returning it to normal function.

Since these projects were funded in the 2024 budget the associated cost is not included in this year’s budget calculation.

These projects are carried over from last year due to a shortage of volunteer labor. The membership really needs to reconsider clinging to the notion that the FCID can operate on volunteer labor. It simply does not materialize. The expectation that the Trustees will do everything is neither sustainable nor reasonable.

New and ongoing special projects for 2025:

- a) Two Shock and Rinse.
- b) Paint the intake building – It’s time.
- c) Replace roof fasteners in the intake building. (Originally the sheet metal roofing was installed using nails. The nails are “popping”. This project includes replacing the nails with screws.)

B) Summary:

- 1) An estimate of Income and Expenses for the 2024 year end is detailed on the summary page of the budget presentation. The actual year end financial statements will be distributed as soon as they are ready.
- 2) The proposed budget will result in **higher** taxes than in 2024. This is based on all rate payers signing the Indemnity Agreement and continuing service. This is likely not the case as five property owners have refused to sign the Release of Claims, Undertaking and Agreement to Indemnify. New Bylaw 81 makes signing the Release of Claims, Undertaking and Agreement to Indemnify a condition of continued service. It is possible, and

even likely, that some of the five will withdraw from the FCID. When they withdraw the tax base shrinks leaving more tax burden for those that remain.

3) There were no service interruptions in 2024.

C) Maintenance and System Condition

There was one unexpected significant development this year. The emergency pump failed when tested in September 2024. We're postulating that the submerged casing is partially plugged. The scope of remedial work has been to include gaining some kind of agreement with the new owner and flushing the casing from the top to clear the suspected blockage. The revised budget now provides \$2000 for this special project.

As the winter season arrives, the amount of water bypassing the intake station through the sluice is a concern. In cold winter weather the entire stream flow diminishes such that even the smallest amount bypassing can be meaningful. It is a routine seasonal task for a couple trustees to install a polyethylene barrier to minimize the bypass flow. (Thanks to J. Command and J. Schreiber for their commitment of time and skill.)

Routine maintenance activities include:

- Replacing rip rap on the dam of the intake basin.
- Installing a polyethylene barrier on the dam of the intake basin to limit the flow leaking through the sluice and bypassing the intake building.
- Clearing debris, sand and gravel from around the in-stream screens;
- Clearing debris from the trough screens feeding the surge tanks;
- Removal of sediment from the tank bottoms; and
- Twice annual chlorine shock and rinse.

Over the past year we cleared sand and gravel from the intake basin through the sluice on a regular basis. It was effective around the sluice gate but the upstream side of the intake basin continued to collect some sand and gravel, but not as much as in previous years. The maintenance man has removed sand and gravel by hand to create a deeper and narrow channel from the creek to the intake screen. Time will tell if this strategy will be effective in the long term or if we will be forced to use an excavator again to create a larger basin reservoir.

D) Thanks to volunteers:

- John Command – Trustee, Recruiter of Volunteers, Shock and Rinse, dam maintenance.
- Barb Neelands – Trustee
- Graham Gilbert – Finance Committee
- Warren Pashkowich - Shock and Rinse, Finance Committee (chair)
- Jorg Schreiber –Trustee, Maintenance Supervisor, Shock and Rinse, dam maintenance.
- Neil Kelly – Trustee (chair)

E) Maintenance:

Paul Stannard took leave of the maintenance job at the end of October. Neil Kelly stepped up on a temporary basis with Craig Tucker taking over December 20, 2024. Thank you Mr. Tucker.

F) Interior Health

We have not heard from Interior Health with respect to our request:

- To eliminate the flow and turbidity measurements from our operating licence;
- Have the shock and rinse procedure approved by the Ministry of Health; and
- Have the shock and rinse reduced to once annually.

Interior Health did provide written confirmation that water sampling is no longer required.

G) Special Projects:

Due to a shortage of volunteer labor none of special projects, except shock and rinse, were completed. At last year's AGM, the chairman made a motion to provide a tax credit for work done by volunteers. The motion was not seconded and did not proceed to discussion and vote. Again, the expectation that the Trustees will do everything is neither sustainable nor reasonable.

H) Tax Review and Budget:

There are no changes in strategy:

- The will of the majority of members overwhelmingly rejects central treating. We will not be accumulating capital to build a central treatment system.
- We understand that the need to have sufficient capital on hand to replace the distribution system remains an objective of the members. The proposed budget provides for the accumulation of capital to replace the existing infrastructure.

The **revised** budget **proposal** indicates that taxes will be **rising**.

I) Water Conservation:

Some things never change. It is well known that some members ignore the water conservation regulations. Our means of enforcement are limited to closing the curb stop or imposing a fine on the offender (Bylaw 36 articles 26 and 27). The Trustees will be forming a tax review committee in the new year to review the Water Distribution Regulation bylaw and the method of tax assessment. Let the Trustees know if you would like to take part as a member of the review committee or just give us your thoughts.

J) Taking Responsibility – Agreement to Indemnify:

For me, the steps of reason are:

- 1) The membership overwhelmingly rejected central treating.
- 2) The Ministry of Health has put us under a Boil Water Notice. The Boil Water Notice will not be withdrawn until the water is treated = we will live with a Boil Water Notice.
- 3) Under these conditions, the end user is left to take responsibility for the water they receive from the FCID. (From bylaw 36, article 25, "The District does not guarantee a specific pressure, nor water of quality or quantity to meet the special requirements of individual users.")
- 4) The "Release of Claims, Undertaking and Agreement to Indemnify" consciously acknowledges that responsibility for making the water fit for purpose lies with the user. Water

users can't reasonably hold their neighbours responsible for what they do with the water they receive.

- 5) More than 80% of property owners have signed the Agreement to Indemnify. The very large majority of property owners believe it makes sense. Some say, "sounds reasonable".

As a take away action item from last year's AGM, the group of unsigned undertook to rewrite the agreement to find a solution that would be agreeable to both sides. The effort failed. The FCID then contacted the Ministry of Municipal Affairs to confirm our options going forward. Since then, the FCID replaced bylaw 36 and replaced it with bylaw 81, Water Distribution Regulation 2024. Bylaw 81 requires holders of land titles to sign the Release of Claims, Undertaking and Agreement to Indemnify as a condition of continued service. We await the Ministry's registration of the bylaw. If and when registration is confirmed, we will advise the unsigned title holders of the requirement and we will allow a reasonable period of time for them to make arrangements for an alternate water source, or sign the agreement. Tentatively, the Trustees are thinking of making the deadline late summer to early fall, depending on when the bylaw is registered.

I hope to see you at the meeting. We will genuinely work to create an atmosphere where all attendees are comfortable sharing their concerns and questions. After all, this is a community owned service.

Fletcher Creek Improvement District
2023 vs 2024 Comparative Income Statement

	<u>2023</u>	<u>2024</u>
REVENUE		
Revenue from Bylaws		
Tax Payments	33,525.35	35,573.54
Interest Income	3,060.79	10,908.72
PST & GST Rebates	0.00	433.41
Water on/off fees	0.00	60.00
TOTAL REVENUE	<u>36,586.14</u>	<u>46,975.67</u>
EXPENSE		
Water System Expenses		
Maintenance Contract Labour	507.88	1,021.54
Maintenance Supplies and Equipment	497.69	563.15
Special Projects	0	94.50
Total Maintenance	<u>1,005.57</u>	<u>1,679.19</u>
Treatment System Water Testing	0.00	0.00
Total Water System Expenses	<u>1,005.57</u>	<u>1,679.19</u>
Payroll Expenses		
Wages & Salaries	1,942.69	3,425.03
Trustee Honoraria	1,361.00	1,345.28
CPP Expense	91.24	157.67
EI Expense	86.86	154.34
employee tax expense	196.00	308.00
WCB Expense	80.80	65.57
Total Payroll Expense	<u>3,758.59</u>	<u>5,455.89</u>
General & Administrative Expenses		
Advertising & Promotions	528.61	545.29
Amortization Expense	3,487.23	3,487.23
Interest & Bank Charges	2.25	0.49
Miscellaneous Expenses	20.00	2.81
Office Supplies	72.14	49.18
'Permits and Licenses	350.00	350.00
Insurance	0.00	850.00
Postage and Box Rental	196.89	532.77
Professional Services	9,000.00	9,471.11
Rent	120.00	230.00
Total General & Admin. Expenses	<u>13,777.12</u>	<u>15,518.88</u>
TOTAL EXPENSE	<u>18,541.28</u>	<u>22,653.96</u>
NET INCOME	<u>18,044.86</u>	<u>24,321.71</u>

Fletcher Creek Improvement District
2023 vs 2024 Comparative Balance Sheet

ASSET	2023	2024
Current Assets		
Petty Cash	2.80	1.97
KSCU Chequing Current	12,616.45	10,253.09
Summit Savings Account	3,822.68	21,061.81
Cap Reserve 3-yr R Climber Term #	41,341.03	0.00
Term 16 Kootenay Saver	0.00	0.00
Term 17 - Special Term Deposit	57,700.00	0.00
Term 19 3-Year Rate Climber	99,099.53	102,577.68
Term 21	0.00	25,000.00
Term 22	0.00	25,884.92
Term 23	0.00	40,000.00
Term 24	0.00	41,996.00
Kootenay Saver Term #20	25,000.00	0.00
Scotia Bank Term Deposit	30,025.00	31,371.62
KSCU Class A Shares	25.00	25.00
Total Cash	269,632.49	298,172.09
Accounts Receivable	33.85	
PST	31.14	38.68
GST	125.20	183.20
Total Current Assets	269,822.68	298,393.97
Capital Assets		
Pumping System	11,532.46	11,532.46
Accum. Amort. -Pumping System	-11,532.46	-11,532.46
'Net - Pumping System	0.00	0.00
Waterworks System	117,710.43	117,710.43
Accum. Amort. -Waterworks System	-61,151.10	-64,514.26
	56,559.33	53,196.17
Net - Waterworks System		
Building	4,962.94	4,962.94
Accum. Amort. -Building	-1,351.27	-1,475.34
Net - Building	3,611.67	3,487.60
Total Capital Assets	60,171.00	56,683.77
'TOTAL ASSET	329,993.68	355,077.74
LIABILITY		
Current Liabilities		
Sage Accounting Adjustment	0.00	25.78
Accounts Payable	468.99	267.58
TOTAL LIABILITY	468.99	293.36
'EQUITY		
Retained Earnings		
Retained Earnings - Previous Year	311,479.83	329,993.68
Accts payable adjustment from 2023		468.99
Current Earnings	18,044.86	24,321.71
Total Retained Earnings	329,524.69	354,784.38
TOTAL EQUITY	329,524.69	354,784.38
LIABILITIES AND EQUITY	329,993.68	355,077.74

4)

**The Fletcher Creek Improvement District
INDEMNIFICATION BYLAW NO. 80**

A bylaw to indemnify an officer of the improvement district against a claim for damages arising out of the performance of his/her duties and to pay legal costs incurred in a court proceeding arising out of the claim.

The trustees of The Fletcher Creek Improvement District enact as follows:

1. In this bylaw “officer” means:
 - a. A member of the board of trustees;
 - b. An appointed member of an improvement district committee;
 - c. An officer or employee of the improvement district; and
 - d. Any volunteer who participates in the delivery of services by the improvement district under supervision of an officer or employee of the improvement district.

2. a. The improvement district will indemnify its officers against a claim for damages against them arising out of the performance of their duties and in addition pay the actual costs incurred by the officer in a court proceeding arising out of the claim.

- b. Section 2(a) applies in respect to a person who was an officer at the time he/she performed the duties out of which the claim arose, whether or not he/she is an officer at the time the claim for damages arises or the court proceeding arising out of the claim is commenced, prosecuted or concluded. **This provision shall have effect commencing on the date of incorporation of the improvement district.**

- c. Where any action of an officer results in a claim for damages against the improvement district, the board of trustees will seek indemnity or reimbursement from the officer only where:
 - (i) the claim arises out of gross negligence of the officer; or
 - (ii) the officer acted contrary to the terms of his or her employment or contrary to an order of a superior in relation to the action that gave rise to the claim.

3. This bylaw may be cited as the “Indemnification Bylaw No. 80” .
INTRODUCED and given first reading by the Trustees on the 10th day of December, 2024.

RECONSIDERED and finally passed by the Trustees on the 10th day of December, 2024.

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 80

Corporate Officer

5)

FLETCHER CREEK IMPROVEMENT DISTRICT

BYLAW NO. 81 WATER DISTRIBUTION REGULATION BYLAW 2024

(Repeals bylaws 5, 22, 35, and 36)

A bylaw for regulating the distribution and use of water and prescribing penalties for non-compliance with the regulations.

The Trustees of Fletcher Creek Improvement District ENACT AS FOLLOWS:

- 1) That the following bylaws be repealed:
 - a) Bylaw No. 5, cited as "The Water Distribution Regulation Bylaw" and passed by the Trustees on the 9th day of May, 1981.
 - b) Bylaw No. 22, cited as "Bylaw No. 22 Amending Bylaw" and passed by the Trustees on the 17th day of January, 1989.
 - c) Bylaw No. 35, cited as "Bylaw No. 5 Amending Bylaw" and passed by the Trustees on the 7th day of July, 1999.
 - d) Bylaw No. 36, cited as the "Water Distribution Regulation Bylaw, Year 2000" and passed by the Trustees on the 30th day of March, 2000.

DEFINITIONS

- 1) In this bylaw, unless the context otherwise requires:
 - a) "**District**" means the Fletcher Creek Improvement District.
 - b) "**Interconnection**" means those additional connections made to the water Works of the principal residence which are intended to service other dwellings or buildings. These 'other dwellings or buildings' include guest cottages, detached garages, Workshops, greenhouses or rental units such as house trailers or cabins.
 - c) "**Service Connection**" means the pipeline installation (or curb stop) from the District's main to the property to be served when such property line coincides with the established road allowance. The Service Connection is intended to serve the principal residence or household of the parcel of land.
 - d) "**Service Pipeline**" means the pipeline installation from the curb stop at the property line to the premises of the owner.
 - e) "**Service Pipes**" means the piping installation from the curb stop at the property line to and within the premises of the owner.
 - f) "**Swimming Pool**" means an artificially created body of water having a depth of 18" or more used for recreational or physiotherapy purposes.
 - g) "**Trustees**" mean the trustees of the District or their duly authorized representatives.
 - h) "**Water**" means water conveyed through the Works operated or maintained by the District.
 - i) "**Works**" means anything capable of or useful for diverting, storing, measuring or conveying, conserving, retarding, confining or using water.

SERVICE CONNECTIONS

3. The type and size of Service Connection and Service Pipeline and the arrangement of valves and other appurtenances required to regulate the water shall be specified in writing by the District.

4. Where an applicant for a water service requires a quantity, pressure or type of service in excess of that which can be supplied from the Works of the District, if and only if the Trustees agree to make arrangements or modifications to meet the applicant's request, the Trustees may require the said applicant to pay for all or part of any costs for the Works considered necessary to augment system capacity in order to meet the water requirements. Alternatively, the applicant may be required to make a capital contribution towards the future provision of such Works. Applicants considered under this section may be required to enter into a formal agreement with the District regarding the special terms and conditions under which water is supplied.

5. Before any person installs or constructs any Works, or commences any construction work related or connected thereto, such person shall apply to the District in writing and obtain a written permit therefore, and if required by the Trustees, such person shall furnish a plan and technical specifications which shall show:

- a) The purpose of, and the size of pipes and the number of outlets related or connected thereto.
- b) A description of the material which the applicant proposes to use.
- c) The street address and complete legal description of the premises in which the installation or connection is to be made.

6. Immediately after the completion of any Works, and before such Works or any part thereof has been covered, concealed, or put in use, the Trustees shall be notified that such Works are ready for inspection. The applicant shall be responsible for ensuring that the Works remain accessible until such time that they have been inspected, tested under pressure and accepted in writing by the Trustees. All costs incurred by the District in respect of the inspection shall be borne by the Applicant.

CHANGE OF OCCUPANCY

7. No agreement between the occupant of premises and the District with respect to water service to those premises may be transferred to another occupant. New occupants of premises shall apply in writing to the District for water service and receive permission before they commence to use water. The District has developed a form of the application for use by new occupants. The application form is attached hereto as Appendix A. Among other things, the application form requires new users sign the Release of Claims, Undertaking and Agreement to Indemnify and return it with the signed application form before they commence use of water. The District may, at its discretion, close the curb stop valve until it is in receipt of the signed application form and Release of Claims, Undertaking and Agreement to Indemnify to be sure new users are aware of the risks associated with the use of the water delivered by the District. The requirement to sign the Release of Claims, Undertaking and Agreement to Indemnify applies to all title holders and is a condition of continued service.

TURN OFF AND TURN ON

8. Customers who wish to have their water service discontinued shall pay the prescribed turn-off charge of \$50.00 and give the Trustees at least fourteen (14) days notice. Before the service is renewed, the tenant or occupant shall pay to The Fletcher Creek Improvement

District the prescribed turn-on charge of \$50.00 for the restart of services and provide at least fourteen (14) days notice.

TRUSTEES RIGHT OF ACCESS

9.

a) The Trustees shall have the right of access to all parts of a person's property or premises at all reasonable hours solely for the purpose of inspecting or testing any Works related to the use of water, or for the purpose of installing, removing, repairing, reading or inspecting meters. Except in the case of an emergency, the Trustees shall provide 48 hours' notice to the landowner of their intention to access a person's property.

b) No person shall obstruct or prevent the Trustees from carrying out any of the provisions of this bylaw.

DISTRICT'S WORKS

10. No person except the Trustees or Trustee-appointed agents shall open, shut, adjust, draw water from or tamper with any of the District's Works.

11. No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-cock or other fixture connected with the District's Works, and should any person so obstruct access to any said fixture by allowing accumulation of surface water around it or by placing thereon or near thereto any structure or material, the Trustees may remove such obstruction at the expense of the offending person.

12. When a landowner requests that any of the District's Works situated within an easement in favor of the District be moved or relocated, the entire cost of moving or relocating the said Works shall be borne by the landowner unless other arrangements are agreed upon in writing by both parties prior to any such costs being incurred.

WORKS ON PRIVATE PROPERTY

13. No person to whose premises water is supplied shall make, or permit to be made, any Interconnection to his service of either temporary or permanent nature for the purpose of supplying water to another building or house trailer on his, or any other property without written permission of the District. Such Interconnections may be requested by submitting to the District a written request, complete with plans of the proposed interconnection. All Interconnections shall conform to specifications as shall be determined and approved by the District or its representative.

14. No person shall interconnect any portion of Works on private property, which are supplied by the District, with an external source of water such as a well, pond, Swimming Pool, hot tub, watering trough or any exterior faucet except with written permission of the Trustees. Wherever Works on private property, which are supplied by the District, are connected to a body of contaminated water such as the aforementioned external sources in such a way that if a reverse flow were to be induced a health hazard could result, the owner of the private property shall install and maintain a back-flow preventer or anti-siphon device on every such potentially dangerous cross-connection to the approval of the Trustees.

15. No change or addition to the number or type of fixtures on a premise, for the purpose of expanding a residential, commercial or industrial enterprise, shall be made until notice thereof has been given in writing to the Trustees and written permission therefore obtained. Any extra charge or higher toll payable due to the change or addition shall be paid before the change or addition is commenced.

16. No person shall use, or permit the use of, any pump or other device for the purpose of, or having the effect of, increasing the pressure in any pipe without the written

permission of the Trustees, whether such pipe forms part of the District's Works or of the Works on the said person's premises. The District may, without notice, discontinue service to any person employing such pump or other device.

17. No device designed to introduce another substance into the water in the connection between the building and the water supply main, shall be installed without written permission of the Trustees who, in consultation with the Health Inspector, shall insure that the device is so designed and installed that such substance cannot be introduced into the District's Works.
18. The property owner shall be responsible for the safe-keeping, maintenance, repair and replacement of all Service Pipes and plumbing systems from the outlet of the District's curb stop or standard waterworks valve at his property line and shall protect them from frost or other damage, and shall promptly repair frozen, leaky or imperfect pipes or fixtures.
19. No reduction in rates shall be allowed on account of any waste or use of water unless the Trustees are satisfied that such waste or use arose from an accident to the pipe or fittings on the consumer's premises arising from some cause beyond the landowner's control and that the landowner used all reasonable diligence to stop such waste.

WATER USE REGULATIONS

20. Where, in the opinion of the Trustees, the quantity of water being used or the rate at which it is being used from time to time, through any service is in excess of that contracted for or otherwise considered adequate, the District may take such measures as are considered necessary to limit the supply to said service. These measures may include the installation of a meter, partially closing the controlling curb stop or standard waterworks valve, regulating the rate and time at which water may be used or, establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measure deemed necessary by the Trustees under this section shall be paid by the owner or owners concerned. The Trustees may limit the amount of water used by any service in the interest of efficient operation of the District's Works and equitable distribution of water.

21. The Trustees may at any time, substitute a metered service for an unmetered service, or vice versa, to any premises. Each dwelling shall have a meter separate from any other dwelling, in a position approved by the Trustees. All meters shall be the property of the District.

22. No owner or occupant of any premises supplied with water by the District shall sell, dispose of, or give away water, or permit the same to be taken away or applied for the benefit of other persons or premises, except by permission of the Trustees.

23.

a) No person shall use water for watering stock, filling of Swimming Pools or reservoirs, or for any other purpose other than that required for normal domestic use, except by written permission of the Trustees, which shall state the purpose, time of use and quantity of water to be used and additional charges, if any, and any special Works required to be altered or installed.

a) An approved Swimming Pool shall be equipped with a recirculation and filtration system as set out in Part V of the swimming pool, spray pool and wading pool regulations under the Health Act.

b) No person shall use any service as motive power for the purpose of operating machinery without permission of the Trustees, who may terminate or withdraw such permission at any time.

24.

- a) The Trustees may at any time introduce regulations restricting the use of water for sprinkling or any other purpose. Upon receiving due notice of such restriction, no person shall use water for the purposes forbidden by, or in excess of the limits imposed by such restrictions. Due notice of restrictions shall be given either by publication in a newspaper circulating within the district or by mail, email, or telephone or other forms of communication deemed appropriate by the Trustees.
- b) No person shall, without permission of the Trustees:
 - i) Use water for sprinkling in excess of reasonable requirements or as otherwise prescribed by the Trustees; or
 - ii) Use more than two outlets at one time for sprinkling purposes, neither of which said outlets shall exceed 1/2 inch in internal diameter; or
 - i) Use an open pipe or hose for sprinkling purposes.

LIABILITY OF DISTRICT

25. The District does not guarantee a specific pressure, nor water of quality or quantity to meet the requirements of individual users. The District reserves the right to interrupt water service at any time for the purpose of maintaining, making repairs or alterations to the Works. If service is to be interrupted for more than four consecutive hours, due notice shall be given to those water users affected.

All landowners listed on the relevant land titles are required to consciously acknowledge the risks and consequences associated with use of the water delivered by the District and the landowners are required to take sole responsibility for making the water fit for the purpose intended by the landowner and user(s).

PENALTIES

26. The Trustees may, on 24 hours written notice, turn off the supply of water to any person in default of the requirements of this bylaw. The person in default shall not be entitled to receive any further water from the District until such person has remedied the default. It shall be unlawful for any person whose water has been turned off, pursuant to this section, to turn such water on again, or take any water from the District's Works until such time as the Trustees again turn on the water.

27. Every person who disobeys or fails to comply with any provision of this bylaw shall be guilty of an offense and liable on summary conviction to a fine not exceeding two thousand five hundred dollars (\$2,500.00).

This bylaw may be cited as the "Water Distribution Regulation Bylaw, Year 2024".

INTRODUCED and given first reading by the Trustees on the 10th of December, 2024.

RECONSIDERED and finally passed by the Trustees on the 10th of December, 2024.

Signed:

N . C. Kelly, Chairman of the Board of Trustees

Donna Butt, Corporate Officer

Agenda Item 6: Volunteers Participation in Special Projects

There is no insurance policy available from WorkSafe BC that covers volunteers. Commercially available insurance is \$3900/year or more. Other non-profits organizations use Liability Waivers. The finance committee is studying options and will offer a recommendation in the upcoming year.

Agenda Item 7: Trustees' Honorarium

It is proposed to retain the current honorariums paid to Trustees at \$250/ yr and \$500/yr for the Chairperson.

Discussion:

Motion:

Decision by vote:

For:

Against:

Agenda item 8: Proposed 2025 Budget - Spreadsheet presentation by D. Butt and N. Kelly.

The budget is developed by first estimating all costs. The total funds required are the sum of routine expenditures, capital reserve contributions, and special projects (maintenance items of a non-routine nature). The previous year routine costs are the basis of generating an estimate for the upcoming year

SPECIAL PROJECTS - 2025 (revised 2025-01-13)

<u>Project Name</u>	Estimated Labor Cost	Labor Cost Per Connection	Material Cost	Material Cost Per Connection	Total Cost Per Connection	project total	2025 budget	Note
Paint intake building	600	12	355	7	19	955	955	
Repaint Curb Stop Markers	800	16	145	2.8	18	945	0	1
Repair Curb Stop Access	300	6	0	0.0	6	300	0	1
Shock and Rinse (2 per year)	3,100	60	165	3	64	3,265	3,265	
Emergency Pump Repair	1,800	35	200	4	39	2,000	2,000	2
Intake Building Roof Repair - Gasketed Screws	125	2	60	1	4	185	185	
Dam and Sluice Rebuild:	3,740	73	2,290	45	117	6,030	6,030	3
Grand Total Special Project Labour	9,865					total ALL projects=	12,435	
						proposed project total=	6,405	

Notes:

- 1) This project was funded in 2024 so the cost is not carried forward in the 2025 budget
- 2) The equipment is located on land for which we have no tenure. It is intended to secure some kind of surface rights and flush the casing from the top.
- 3) We have the option to spend \$6000 one time on a rebuild or maintain what we have a cost of \$300 annually. We opt for maintenance.

All PROJECTS budget per connection	179	w/o shock and rinse
shock and rinse per connection	64	shock and rinse only
total cost	242	per connection

PROPOSED PROJECTS ONLY budget per connection	61	w/o shock and rinse
shock and rinse per connection	64	shock and rinse only
total cost	125	per connection

Capital Reserve

Cash & Equivalents – Nov. 18, 2024		
Account	Amount	expected interest earned in 2025
Chequing	\$7,538.38	12.00
Summit Savings	\$26,028.58	150.00
Term 19	\$102,577.68	5,385.33
Term 21	\$25,000.00	890.00
Term 22	\$25,884.92	1,146.73
Term 23	\$40,000.00	900.00
Term 24	\$41,996.00	1,062.50
Scotia Bank Term	\$31,371.62	1,759.98
Total Cash and Equivalents	\$300,397.18	\$11,306.54
current tax year		2,025
asset value in 2019		500,000
years of inflation to date		6
average annual inflation rate %		5
estimated asset value in 2025		670,048
capital reserve		311,704
asset life yrs		100
age of physical assets yrs		45
remaining life yrs		55
additional capital reqt. (CWT)		0
capital reserve shortfall as of end 2024		358,344
req'd annual capital contribution w/o inflation		6,515
expected annual inflation rate %		5
req'd annual capital contribution with inflation		6,841

Fletcher Creek Improvement District						
2024 Income & Expense Statement with Budget						
	2024		2025			
	Budget	Actual	Budget			
REVENUE						
Revenue from Assessments						
Tax Receipts	35,090	35,574	36,006			
Interest Income	3,000	10,909	11,307			
PST GST Tax Rebates	0	433	-			
Water turn on/off fees	0	60	-			
TOTAL REVENUE	38,090	46,976	47,313			
EXPENSES						
Water System						
Special Projects	7,350	658	6,405			
Water Testing	200	0	200			
Service Connections	0	0	-			
Total Water System	7,550	658	6,605			
Payroll Expenses						
Maintenance Wages	3,000	4,447	7,000			
Trustee Honorarium	1,500	1,345	1,500			
Other Honorarium (maintenance)	0	0	-			
Payroll Expenses (IT, EI, CPP, WCB)	600	686	1,400			
Total Payroll Expenses	5,100	6,477	9,900			
General & Administrative						
Professional Fees	9,450	9,471	9,450			
Advertising & Promotions	660	545	660			
Interest & Bank Charges	0	0	-			
Permits & Licenses	390	350	390			
Postage & Box Rental	400	533	490			
Office Supplies	200	49	150			
Insurance	0	850	1,160			
Subscriptions	0	0	-			
Misc. Expenses (incl. Travel)	100	3	100			
Rent (hall)	240	230	260			
Total General Administration	11,440	12,031	12,660			
TOTAL EXPENSES	24,090	19,167	29,165			
Net income (loss)	14,000	27,809	18,148			
Contribution to Capital Reserve			6,841			
Cash required to fund 2025 expenditures and capital reserve			36,006			
Capital Funds - beginning of year			300,397			
Capital Funds - End of year			318,545			
Sensitivity Analysis						
	special projects		Capital Reserve	connections		SFD tax
	paint, roof mtc, shock, curb stops	dam and pump repair	cwt	51.33	59.33	
	yes	yes	yes	yes	no	959
	yes	yes	yes	no	yes	829
	yes	yes	no	yes	no	866
	yes	yes	no	no	yes	748
	yes	no	no	yes	no	701
	yes	no	no	no	yes	607

Tax Calculations for 2025 with NO DISCONNECTS

Group	2024 Group Amount	2024 # of properties in this group	2025 # of properties	pseudo single family tax	Tentative Group Amount 2025	Tentative amount to be collected 2025
1	\$584	30	31	1.00	\$606.88	\$18,813.24
2	\$584	1	4	1.00	\$606.88	\$2,427.51
3	\$975	1	0	1.67	\$1,013.49	\$0.00
4	\$1,168	8	6	2.00	\$1,213.76	\$7,282.54
5	\$1,361	1	1	2.33	\$1,414.03	\$1,414.03
6	\$1,559	0	0	2.67	\$1,620.37	\$0.00
7	\$1,752	1	1	3.00	\$1,820.64	\$1,820.64
8	\$1,168	1	1	2.00	\$1,213.76	\$1,213.76
9	\$2,336	0	1	4.00	\$2,427.51	\$2,427.51
10	\$584	5	1	1.00	\$606.88	\$606.88
		48	46			\$36,006.11

total pseudo SFD= 59.33
 total tax to be collected= 36,006 From budget summary
 SFD tax for 2025= 606.88

Notes:

- 1) Taxes are calculated in terms of Single Family Dwellings. Tax classes allowing for multifamily dwellings on a single property attract taxes proportionately to the number of equivalent single family dwellings. The community total is expressed in units of pseudo Single Family Dwellings (SFD)
- 2) One property's tax class has changed from class 3 to class 1 resulting in a reduction of the total pseudo Single Family Dwelling count by 0.67.

Tax Calculations for 2025 with 8.67 DISCONNECTS

Group	2024 Group Amount	# of properties in this group	# of properties	pseudo single family tax	Tentative Group Amount 2025	Tentative amount to be collected 2025
1	\$584	30	28	1.00	\$701.46	\$19,640.97
2	\$584	1	4	1.00	\$701.46	\$2,805.85
3	\$975	0	0	1.67	\$1,171.44	\$0.00
4	\$1,168	8	5	2.00	\$1,402.93	\$7,014.63
5	\$1,361	1	1	2.33	\$1,634.41	\$1,634.41
6	\$1,559	0	0	2.67	\$1,872.91	\$0.00
7	\$1,752	1	0	3.00	\$2,104.39	\$0.00
8	\$1,168	1	1	2.00	\$1,402.93	\$1,402.93
9	\$2,336	0	1	4.00	\$2,805.85	\$2,805.85
10	\$584	5	1	1.00	\$701.46	\$701.46
		47	41			\$36,006.11

total pseudo SFD= 51.33
 total tax to be collected= 36,006
 SFD tax for 2025= 701

Notes:

- 1) Taxes are calculated in terms of Single Family Dwellings. Tax classes allowing for multifamily dwellings on a single property attract taxes proportionately to the number of equivalent single family dwellings. The community total is expressed in units of pseudo Single Family Dwellings (SFD)
- 2) One property's tax class has changed from class 3 to class 1 resulting in a reduction of the total pseudo Single Family Dwelling count by 0.67.

9) Election of Trustees:

One trustee needed for term ending 2028, at the AGM early in 2028

Nominator	Nominee	Votes Rec'd

10) Recruitment of volunteers

1. for emergency response.

2. For temporary routine maintenance

Boil Water Notice

(since 2003)

**Fletcher Creek Improvement District
Community Water Distribution System**

Please be diligent with your water as it is collected from a surface water source and is known to contain pathogens.

It is critical that all water to be consumed is brought to a full rolling boil for at least one minute, then cooled and kept in food grade containers.

**Use boiled water for:
drinking, brushing teeth, making baby formula
and cleaning food.**

**This is especially important for the elderly,
young children, and immune-compromised
individuals.**

**Ensure all guests and renters are aware of this
notice.**