



# FLETCHER CREEK IMPROVEMENT DISTRICT

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

Website: [www.fletchercreekwater.com](http://www.fletchercreekwater.com)  
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## Annual General Meeting January 27, 2024, 3:00 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 2023 Annual Financial Statement (D. Butt)
4. Motions from the floor:
  - 4.1 Define Quorum for the Annual General Meeting (N. Kelly)
  - 4.2 Rewrite Bylaw 36 to mandate signing of the Release of claims form, or buy insurance, or do nothing. (N. Kelly)
  - 4.3 Conduct a Legal review of the Release of Claims Form. (L. Rutherford)
  - 4.4 Upgrade exterior of intake building (L. Rutherford)
  - 4.5 Increase maintenance around curbstops (L. Rutherford)
  - 4.6 Increase Trustee reporting requirements (L. Rutherford)
  - 4.7 In creek maintenance policy (J. Kern)
  - 4.8 Specification for posting of Notices (J. Kern with N. Kelly to provide some background)
5. Rewards for Participation in Special Projects (N. Kelly)
6. 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.
7. Presentation of 2024 Budget proposal (D. Butt and N. Kelly)
  - Decision: Member's may amend or approve the proposed budget
8. Presentation of Bylaw 77 -Tax Assessment Bylaw revising the definition of two tax groups (N. Kelly)
9. Election of Trustees
  - Scrutineers – TBA by those nominated or Donna Butt as a default.
  - a) Current status: N. Kelly term expires 2025, J. Command term expires 2026; H. Kelly and A. Davidson terms expire in 2024; P. Sonnenberg resigned 2023 July.
  - b) Call for nominations and election for two Trustee positions 2024 – 2027, and one to fill the vacancy left by P. Sonnenberg expiring 2025.
10. Recruitment of volunteers for emergency response, routine maintenance and special projects
11. Adjournment

### Notes:

- 1) Minutes of the 2023 AGM were reviewed and adopted by the Board as per Bylaw #66 at the March 14, 2023 Board meeting.

# **Fletcher Creek Improvement District – 2023 Annual Trustee’s Report**

## **A) Objectives for 2024:**

In previous years the Trustees made it their mission to deliver the finest quality water, at highest practical reliability, with the tools and facilities we have. The maintenance philosophy will be proactive and preventive to avoid service interruptions. We intend 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.

Proposed special projects are

- a) repaint curb stop markers and replace those that are missing;
- b) Insulate intake building trough to eliminate freezing and potential service outage (this project was completed in early January before the unusually cold weather);
- c) Replace a curbstop valve so return it to normal function.
- d) Two Shock and Rinse procedures as mandated by MOHealth.

## **B) Summary:**

- 1) The proposed budget will make taxes go up. The increase is due to the accumulation and carryover of special projects from prior years. If they get done this year, the 2025 budget can be lower resulting in lower taxes.
- 2) There was one outage this year caused by debris plugging the screens in the trough feeding water into the surge tanks. There was one near outage caused by upstream user diversions limiting flow at our intake.
- 3) The FCID needs trustees. There are three vacant seats that need to be filled. This is a unique opportunity to team up with some friends and take over the board. Step up with two friends and take control.

## **C) Maintenance and System Condition**

The maintenanceman keeps a log of his activities. It is the basis of his pay and how we keep a record of what needs doing, season to season.

No unusual maintenance activities were undertaken in 2023.

Routine maintenance activities included:

- Clearing debris, sand and gravel from around the in-stream screens;
- Clearing debris from the trough screens feeding the surge tanks;
- Removal of one large rock from the opening of the sluice gate;
- Removal of sediment from the tank bottoms; and
- Twice annual chlorine shock and rinse.

We will be testing a new operating procedure to sluice sand and gravel from around the in-stream screens on a regular basis in an effort to eliminate the need to hire an excavator to do bulk sand and gravel removal in preparing for low winter water flow.

## **D) System Outage:**

There was one instance of a water outage in 2023 when debris plugged the screens on the inlet to the surge tanks. The debris was removed and water flow was restored. (I wish they could all be that easy.)

In September, the creek was barely flowing and we were lucky that our neighbor and landlord, Tristan Barrett, called to advise us of the urgent need for attention. One trustee responded, did some shoveling, and restored water flow to the intake. In a half hour the stream flow increased at our location due to an upstream user diverting less water out of the creek. It all worked out. Thanks again to Tristan Barrett for helping us avoid a second water outage.

Avoiding outages depends on our ability to monitor stream flow at our inlet during periods of low stream flow. This will be difficult as the stream flow changes suddenly and frequently.

## **E) Thanks to volunteers:**

John Command – Trustee, Maintenance manager, Recruiter of Volunteers

Alan Davidson – Trustee, Lead – Regulatory Affairs

Graham Gilbert – Finance Committee

Brad Hartland – Shock & Rinse

Heather Kelly - Shock and Rinse, special project: caisson cover, and trustee

Barbara Lee - Shock and Rinse

Warren Pashkowich - Shock and Rinse, Finance Committee (chair)

Peter Sonnenberg – ex-Trustee and volunteer maintenanceman

## **F) Maintenance:**

Peter Sonnenberg moved back to Alberta in early July leaving us with the challenge of finding a new maintenance man. Mr. Command filled in as maintenanceman after Mr. Sonnenberg's departure. After exhausting the call for volunteers the trustees took the step to hire a paid maintenanceman. (The membership is aging and less willing than in the early years. Volunteer burnout also hampers our ability to find willing volunteers. The hiring of a maintenanceman was foreseen in 2022 and included the provision to do so in proposed budget that was approved by the membership.)

Mr. Command was able to recruit one of the FCID members, Paul Stannard, as the new paid maintenanceman.

## **G) Point of Entry Pilot Study**

The pilot study to prove the effectiveness of ultraviolet disinfection and develop particle size distribution and loading came to an end in July 2023 after the summer Shock and Rinse. The final report is pending.

## **H) Interior Health**

In the May newsletter, it was noted that Interior Health had hired a new Environmental Health Officer and assigned her to the FCID. We've had no communications with Ms. Marcotte other than a failed search for some codes and standards.

We have re-issued our letter of inquiry to Interior Health and hope to hear back from them sometime in 2024. The matters of curiosity are more of an administrative nature than critical to the operation.

## **I) Special Projects:**

Due to a shortage of volunteer labor only one of the three special projects was completed. The wooden cover for the in-stream caisson was constructed in the summer months as it had to be completed before the autumn when falling leaves plug the holes in the intake pipe. The project needed to be completed before autumn and it was, with two trustees attending to the task.

In 2022 two of three special projects were carried forward to 2023 due to a shortage of volunteer labor. In 2023 three of four special projects are being carried over to 2024, due to, you guessed it, a shortage of volunteer labor. The November newsletter detailed a plan to encourage members to sign up to do the special projects and receive rewards that could earn tax reduction in the following year. This is a matter for the members present at the 2024 Annual General Meeting to review and decide.

## **J) Tax Review:**

Taxes are going up; but only if the budget is approved.

The FCID was on hold with respect to a review of taxes until it knew what the future looked like. 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 aging distribution system remains an objective of the members. The proposed budget provides for the accumulation of capital to replace the existing infrastructure. The methodology for developing the budget was laid out in the November Newsletter. See it on the website, or call Donna Butt for a copy.

The draft budget indicates that taxes will be rising 3.5% for all tax groups. This rise is due to special projects not being completed in a timely fashion. We have a tsunami of special projects to get behind us. (The town of Osoyoos is suffering from the same failure to complete projects. In Osoyoos' case, the tax increase, to get things up to date, is 39%. We're not that bad off and will get the outstanding projects done in 2024, or drop them from the budget.) In the absence of unforeseen special projects, taxes will be lower in 2025. (It should be noted that one member has submitted a motion to complete some special projects that have not been considered up to now. If the motion is approved the 2024 budget will be bigger than currently proposed or the 2025 budget could include accumulated special projects.)

The tax groups were reviewed. Minor revisions to the definitions of two tax groups will be made to make them better describe the properties in the FCID. The property tax assessment has been changed to more accurately reflect the change in the use of the property.

### **K) Water Conservation:**

I believe it is well known that some members ignore the water conservation regulations. We have no means to enforce the water conservation regulations except closing the curb stop or imposing a fine on the offender (Bylaw 36 articles 26 and 27). That seems a little harsh and I am growing tired of nagging. Perhaps it is time to levy fines. Let the Trustees know your thoughts.

### **L) 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.
- 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. Water users can’t reasonably hold their neighbours responsible for what they do with the water they receive.
- 5) 82% of property owners have signed the Agreement to Indemnify. 82%, the very large majority of property owners believe it makes sense. Some say, “sounds reasonable”.

Long ago, around the time the Boil Water Notice was put in effect, the FCID developed a “Release of Claims, Undertaking and Agreement to Indemnify”. For whatever reason, there are eight members who have not signed the agreement.

Four options exist going forward. There may be more:

- 1) The current board voted on the matter and resolved that signing the form is a condition of continued service. If the number of connections is reduced by 8, the tax burden to the remaining members having signed the agreement will necessarily rise by about 15% to \$674 from \$584 annually. In light of the fact that we operate under a Boil Water Notice, it is imperative that each user to take responsibility for making their water fit for purpose. Each and every user must exhibit the character and decision making necessary for the FCID to operate under the existing Boil Water Notice.
- 2) Buy insurance to cover claims against the FCID. The FCID is the membership, not the board. The membership has accumulated in excess of \$270,000 in its capital reserve. That could easily be wiped out by a single user claiming an ill effect from the consumption of water delivered by the FCID. I don’t believe the membership can afford to continue service to the unsigned users without the FCID having insurance. The cost of insurance is estimated at \$3400 per year, or

about \$57 per equivalent single family connection. This is an unfair application of the extra cost of insurance because the small minority refuses to take the same responsibility for their water. It might make more sense for the dissenters to bear the cost of the insurance; about \$425 per unsigned user.

- 3) Live and let live; ignore the threat imposed by the dissenters and let them continue to take delivery of water without holding them responsible for making the water fit for purpose. There are no immediate costs to the members. Not facing the real threat and not dealing with it is the reason that some members shun the notion of being on the board. In the extreme, a shortage of trustees could mean the failure of the FCID. "Let it be" may have very big consequences in the long run. Worse yet, this year having three trustee seats open could give rise to a new board, ignoring the majority's will, and adopting to renew the objective to implement central treating. In this scenario, the small minority of "central treaters" could gain control, and put an end to the rule of the majority. Taxes will really go up. You owe it to yourself to step up and keep the minority from taking control.
- 4) Build a central treating system, and remove the Boil Water Notice. Then, the FCID would be responsible for delivering potable water and would be liable to the users if any suffered from consuming the water. Taxes would rise, to somewhere in the region of \$1500 to \$2200 per year and the few that refused to do it our way, would be making the decisions for us. Again, it's up to you.

The matter will be discussed and a path forward will be determined by the people in attendance. We will not vote, but the audience will be surveyed so that all taxpayers, not just those eligible to vote, will have influence.

**Fletcher Creek Improvement District**  
**Income Statement for the year ended December 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>REVENUES</b>		
Net Revenue from Bylaws	33,525	33,746
Interest Income	<u>3,061</u>	<u>2,953</u>
<b>TOTAL REVENUE</b>	<u>36,586</u>	<u>36,699</u>
<b>EXPENSES</b>		
Water System		
Maintenance Supplies and Equipment	498	2,986
Maintenance Contract Labour	508	687
Treatment System Water Testing	0	4
Salaries & Wages	1,943	0
Employee tax expense	196	0
CPP	91	0
EI Expense	87	0
WCB	81	0
Total Water System Expenses	<u>3,403</u>	<u>3,677</u>
General & Administrative		
Professional Services	9,000	9,000
Amortization Expense	3,487	3,487
Trustee Honoraria	1,361	1,250
Advertising & Promotions	529	517
Permits and Licenses	350	376
Postage and Box Rental	197	283
Rent	120	110
Office Supplies	72	147
Miscellaneous Expenses	20	0
Interest & Bank Charges	2	0
Total General & Admin. Expenses	<u>15,138</u>	<u>15,171</u>
<b>TOTAL EXPENSE</b>	<u>18,541</u>	<u>18,848</u>
<b>NET INCOME</b>	<u>18,045</u>	<u>17,851</u>

**Fletcher Creek Improvement District**  
**Balance Sheet as at December 31**

<b>ASSET</b>	<b>2023</b>	<b>2022</b>
Current Assets		
Petty Cash	3	6
KSCU Chequing Current	12,616	1,664
Summit Savings Account	3,823	63,455
Capital Reserve Bylaw 60 KSCU #11	0	33,318
Cap Reserve Non-redeemable Term #14	0	65,781
Cap Reserve 3-yr R Climber Term #15	41,341	40,879
Term 16 Kootenay Saver	0	42,674
Term 17 - Special Term Deposit	57,700	0
Term 19 3-Year Rate Climber	99,100	0
Kootenay Saver Term #20	25,000	0
Scotia Bank Term Deposit	30,025	0
KSCU Class A Shares	25	25
<b>Total Cash</b>	<b>269,632</b>	<b>247,802</b>
Accounts Receivable	34	20
PST	31	0
GST	125	0
<b>Total Current Assets</b>	<b>269,823</b>	<b>247,822</b>
<b>Capital Assets</b>		
Pumping System	11,532	11,532
Accum. Amort. -Pumping System	-11,532	-11,532
Net - Pumping System	0	0
Waterworks System	117,710	117,710
Accum. Amort. -Waterworks System	-61,151	-57,788
Net - Waterworks System	56,559	59,922
Building	4,963	4,963
Accum. Amort. -Building	-1,351	-1,227
Net - Building	3,612	3,736
<b>Total Capital Assets</b>	<b>60,171</b>	<b>63,658</b>
<b>TOTAL ASSET</b>	<b>329,994</b>	<b>311,480</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
GST paid by FCID on Purchases	0	-387
Accounts Payable	469	0
<b>TOTAL LIABILITIES</b>	<b>469</b>	<b>-387</b>
<b>EQUITY</b>		
Retained Earnings		
Retained Earnings - Previous Year	311,480	294,016
Current Earnings	18,045	17,851
<b>Total Retained Earnings</b>	<b>329,525</b>	<b>311,867</b>
<b>TOTAL EQUITY</b>	<b>329,525</b>	<b>311,867</b>
<b>LIABILITIES AND EQUITY</b>	<b>329,994</b>	<b>311,480</b>



**Fletcher Creek Improvement District**  
**Statement of Cash Flows**  
**For the year ended December 31, 2023**

Net Income	18,045
Amortization	3,487
Accounts Payable	469
Net Cash provided by (used in) Operating Activities	<hr/> <b>22,001</b>
Net Cash provided by (used in) Financing Activities	0
Increase (Decrease) in Cash and Cash Equivalents	<b>22,001</b>
Cash and Cash Equivalents at Beginning of Period	<hr/> <b>247,822</b>
Cash and Cash Equivalents at End of Period	<b>269,823</b>

Agenda Item 4.1 of Agenda for Annual General Meeting of the Fletcher Creek Improvement District.

Be it resolved, by show of hands in a survey of all members present, that a quorum for the Annual General Meeting, or Special Meetings of the Fletcher Creek Improvement District shall require the presence of a minimum of 8 voting members including a minimum of 3 sitting trustees. If the minimum specified here is not satisfied at the time the meeting is scheduled to commence, a fifteen minute recess shall be taken after which the meeting shall proceed with a quorum defined as a minimum of three sitting trustees present. Failing this minimum specified, the meeting shall be postponed for 28 days precisely without a change of agenda.

By: Neil Kelly

Reason for motion:

We have exhausted the available on line sources of information and are unable to find the definition of a quorum of the annual general meeting of an Improvement District. That seems an oversight and should be corrected.

We have selected the minimum number of attendees based on about 15% of the membership. We suggest that should include a majority of the sitting trustees, matching that specified in provincial regulation for a quorum of a meeting of the trustees.

Agenda Item 4.2 of Agenda for Annual General Meeting of the Fletcher Creek Improvement District.

Be it resolved, by show of hands in a survey of all members present, that the signing of the Release of Claims, Undertaking and Agreement to Indemnify is a condition of ongoing delivery of water by the Fletcher Creek Improvement District. Those failing to sign shall be given until June 30, 2024 to find an alternate source of water. On June 30, 2024 all those not meeting the requirement will have water delivery suspended.

By: Neil Kelly

Reason for motion:

I make this motion so that the membership can decide how to deal with the matter of taking responsibility for the water delivered to each property. If I am to continue as a Trustee, I want to know that I have the support of the majority of members.

I, Neil Kelly, ran for election to the board of the Fletcher Creek Improvement District in June of 2021. I was motivated by the fact that the Trustees at the time chose to completely ignore the fact that over 90% of the members objected to the installation of central treating. I believed then and I continue to believe today that the Trustees should follow the will of the majority.

The majority of the members rejected central treating knowing that the Fletcher Creek Improvement District is under a "Boil Water Notice". It follows then that by objecting to the installation of central treating they were willing to take responsibility for handling the water delivered to their residence.

As one of my friends says, "You can't have it both ways". Either 100% of the membership takes responsibility for the water delivered to them, by signing the Release of Claims, Undertaking and Agreement to Indemnify, or the water must be conditioned prior to delivery. More than 90% of the membership rejected central water treating. 82% of the membership has signed the Release of Claims,

Undertaking and Agreement to Indemnify. It follows that signing the form is a condition of continued service.

For each connection lost, the incremental tax burden to the remaining tax payers is about \$10/yr. One might propose, instead, to purchase insurance. The cost of liability insurance is estimated to be in the order of \$3000/yr, or about \$50/yr for tax group one ( single family dwelling). Perhaps the cost of the insurance should be borne solely by the dissenters; about \$250 per Group 1 connection at time of writing. I don't think the membership would support buying insurance to transfer the liability from the Fletcher Creek Improvement district but I may be wrong.

I urge the membership to come to the meeting and let the majority decide this matter.

Jan. 7<sup>th</sup> 2024  
L. Rutherford  
4806 Fletcher Creek Trt. Rd.  
Kaslo BC V0G 1M0

Attention, N. Kelly,

RE; AGM 27 Jan. 2024

I, Lauri Rutherford put forward the following motions;

Motion 1;

To improve the current state of the Fletcher Creek Water shed exterior. Current state would raise concerns for IFAA inspector regarding safety and accessibility.

Recommendations;

- paved pathway to entrance door
- clear signage for location
- large equipment to be stored indoors
- 2 ft gravel perimeter around existing shed.
- current accounting of any FCID owned equipment/assets

## Motion 2 ;

Each property's standpipes and water shut-off valves be inspected for maintenance and accessibility. This is to enhance response time for any emergency situations

## Recommendations ;

- trim overgrown vegetations
- respray rebar markers
- create and distribute a mapping of locates to relevant stakeholders
- create and distribute emergency contacts leaflets, cards.

## Motion 3 ;

to update the information on FCID website.

As positions are now paid by FCID funds, members need regular reporting for accountability and transparency.

## Recommendations ;

- standardized incident form for issues arising from water distribution problems.
- post regular maintenance log records
- Host a watershed tour and post any findings annually.

## Motion 4;

to review the Letter of Indemnity for legal validity. Homeowners need clarification if this is "requested" (as per the website) or if it is legally required.

Recommendations; disclosure of the total number signed and unsigned of the current document.

- no monies should be accepted by FCID prior to completion of a legally required form
- recommend description of legal ramifications to homeowners and FCID for failure to complete either side's responsibilities.
- clear listing of responsibilities of both FCID and homeowner.
- if document is legally required stipulate that all work and maintenance be complete by qualified trades person.



**Agenda Item 4.7 and 4.8 -Sponsored by Joe Kern:**

(Rec'd 2024-01-08 by hand delivery)

JAN 05 2024  
AGENDA FOR 2024 AGM

#1 MACHINERY IN FLETCHER CREEK

#2 PROPER NOTIFICATION TO ALL FLID USERS

JOE KERN

A handwritten signature in black ink, appearing to read 'Joe Kern', with a long horizontal stroke extending to the left.

C.C. ON FILE

**Agenda Item 4.7.2 : These are our guiding documents for work in the creek:**

## **Information Sheet: Rights and Obligations of a Water Authorization Holder**

*Updated Sept 2016*

*Ministry of Forests, Lands, Natural Resource Operations and Rural Development*

### **What authority does a water authorization provide?**

A water authorization (i.e., licence or use approval) issued under the *Water Sustainability Act* authorizes an authorization holder to, subject to the restrictions in the *Water Sustainability Act* and regulations:

- divert and beneficially use the quantity of water specified in the authorization for the specified purpose and during the specified time;
- store water in accordance with the authorization;
- construct, maintain and operate the works authorized by the authorization that are required for the proper diversion or use of the water or the power produced from the water, which may include, depending on the terms of the authorization:
  - making changes in and about a stream necessary for the construction, maintenance or operation of the authorized works or that are otherwise required to facilitate the authorized diversion; or

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**RE: Maintenance of water intake**

1 message

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**Beebe, Calvin WLRS:EX** <Calvin.Beebe@gov.bc.ca>  
To: alan davidson <alandavidson02@hotmail.com>  
Cc: neil kelly <nkelly1955@gmail.com>

Wed, Dec 27, 2023 at 1:24 PM

Alan,

You are correct that your water license allows you to make changes in and about a stream (including sand removal) to construct or maintain your water intake. I would note that mobilizing that sediment into the water column could cause a risk of harm to fish if there are fish where you are releasing the sediment.

I have attached the Terms and Conditions for Construction and Maintenance of Licensed Works. It is not mandatory to adhere to this document, it is a useful guide to avoid causing impacts to habitat from your operations.

Regards,



Calvin Beebe, M.Sc., P. Geo.  
Senior Authorizations Officer  
Kootenay Boundary Region

**“You are correct that your water license allows you to make changes in and about a stream (including sand removal) to construct or maintain your water intake.”**

#### Agenda Item 4.8.2: Posting Notices

The Improvement District Manual suggests a variety of options for publication or posting of public notices. The Improvement District Manual does not specify general requirements for notices but does specify, for the Annual General Meeting:

“Notice can be given by advertising in a newspaper circulating within the improvement district, sending a notice by first class mail, and posting the notice in a prominent place. The Improvement District Letters Patent will set out which method must be used, although it can be supplemented with other methods.”

The Letters Patent incorporating the Fletcher Creek Improvement District, article 10 states:

“At least 14 days notice of every general meeting shall be given by notice sent out by ordinary first class mail setting out the date, time, and place of holding the meeting.”

With respect to any and all notices to the members, the FCID has relied on email, posting the notice in a prominent place, and telephoning the two members that do not have email. We have not typically used first class mail. This is an error that must be remedied. We can either spend the money on postage or make application to change the Letters patent. It is our objective to minimize waste and administration. We would like to amend the Letters Patent to provide for email to those that have it, and rely on posting in a prominent place for those that do not have email.

## **Item 5 of the Agenda of the Annual General Meeting of the Fletcher Creek Improvement District.**

For incorporation in the budget of 2025, and incorporation into the tax rate bylaw for 2024.

In opening my property tax bill I note that I am credited with a home owner's grant, and a senior's grant which reduce my property tax payable. I wondered, "Why can't the FCID do something similar". The finance committee received expert advice and consensus was achieved as follows.

The Community has historically relied on volunteer labor to complete special projects. For a variety of reasons that approach is not working anymore. The 2024 budget provides for special projects to be completed using contract labor on the assumption that no volunteers come forward to complete the special project. If volunteers can be used to complete the work, it is proposed that they be recognized by crediting them with a non-refundable credit for their efforts.

Be it resolved that a non-refundable credit will be earned at a rate 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 in the following year which will be made up in funds required to balance the budget by the other property owners through a commensurate pro-rata increase in their tax payable.

**Fletcher Creek Improvement District**  
**2024 Draft Budget with 2023 Budget & 2023 Actual**

	2023		2024
	2023 Budget	Jan. 1 – Dec. 31 Actual	Budget
<b>REVENUE</b>			
Revenue from Bylaws			
Tax Payments	33,529	33,525.35	35,090
Other Income – Interest Income	3,207	3,060.79	3,000
<b>TOTAL REVENUE</b>	<b>36,736</b>	<b>36,586.14</b>	<b>38,090</b>
<b>EXPENSES</b>			
Water System Expenses			
Maintenance Contract Labour	6,800	507.88	0
Maintenance Supplies & Equipment	2,500	497.69	0
Special Projects (proposed by current board)			7,350
(Rutherford)			0
(Kern)			0
Total Special Projects			#N/A
Treatment System Preparations	0	0.00	
Water Testing	0	0.00	200
Service Connections	0	0.00	
<b>Total Water System Expenses</b>	<b>9,300</b>	<b>1,005.57</b>	<b>7,550</b>
Payroll Expenses			
Wages & Salaries	0	1,942.69	3,000
Trustee Honorarium	1,500	1,361.00	1,500
Other Honorarium (maintenance)	750	0.00	0
Payroll Expenses (EI, CPP, WCB)	25	454.90	600
<b>Total Payroll Expenses</b>	<b>2,275</b>	<b>3,758.59</b>	<b>5,100</b>
General Administrative Expenses			
Professional Services (Sec-Treasurer position)	9,000	9,000.00	9,450
Advertising & Promotions	500	528.61	660
Interest & Bank Charges	0	22.25	0
Permits & Licenses	350	350.00	390
Postage & Box Rental	400	196.89	400
Office Supplies	300	72.14	200
Subscriptions	0	0.00	0
Misc. Expenses (incl. Travel)	100	0.00	100
Rent (hall)	300	120.00	240
<b>Total General Administration Expenses</b>	<b>14,437</b>	<b>10,289.89</b>	<b>11,440</b>
Contribution to Capital Reserve Fund			14,000
<b>TOTAL EXPENSES</b>	<b>26,012</b>	<b>15,054.05</b>	<b>38,090</b>
Net income (loss) from operations	<b>10,724</b>	<b>21,532.09</b>	<b>0</b>
Year end operating cash balance (accrual)		<b>16,441.93</b>	<b>7,454</b>
Amortization Expense	3,487	3,487.23	3,487
Capital Funds			
Cap. Works, Renewal Reserve Fund		<b>253,190.56</b>	280,000
<b>Cash and Capital Funds at Year End</b>		<b>269,632.49</b>	287,454

FLETCHER CREEK IMPROVEMENT DISTRICT

**Bylaw No. 77**  
**TAX NOTICE ASSESSMENT**  
(repeals Bylaw No. 53)

A bylaw to amend Bylaw No. 53, “The Tax Notice Assessment Bylaw”, to provide for making the assessment roll of the improvement district and to determine the basis of assessment and the method to be followed in classifying the lands in the improvement district.

The Trustees of Fletcher Creek Improvement District ENACT AS FOLLOWS:

1. In this bylaw “parcel” means any lot, block or other area in which land is held or into which land is subdivided.
2. That the basis of assessment for the said assessment roll shall be parcels of land.
3. That the assessor must classify the parcels of land in the improvement district into groups as follows:
  - Group 1. Each and every Parcel of land on which is situated a single family dwelling (or residence) receiving water.
  - Group 2. Each and every Parcel of land that is undeveloped with a water connection or standpipe.
  - Group 3. Each and every Parcel of land on which is situated a multi family dwelling with one to three accommodation rooms receiving water.
  - Group 4. Each and every Parcel of land on which is situated two single family dwellings receiving water.
  - Group 5. Each and every Parcel of land on which is situated a multi family dwelling with **four to seven accommodation** rooms receiving water.
  - Group 6. Each and every Parcel of land on which is situated a multi family dwelling with one to three accommodation rooms and a single family dwelling receiving water.
  - Group 7. Each and every Parcel of land on which is situated three single family dwellings receiving water.
  - Group 8. Each and every Parcel of land on which is situated two single family dwellings receiving water with multi-user campsites which does not receive water.
  - Group 9. **Each and every Parcel of land on which is situated four single family dwellings receiving water.**
  - Group 10. Each and every Parcel of land that is vacant (no dwelling) which does not receive water (no connection or standpipe).
4. That the assessment roll must be completed annually prior to the billing of taxes.
5. That this bylaw repeals Bylaw No.53 passed by the Trustees on the 11<sup>th</sup> day of March, 2011.
6. This bylaw may be sited as the “Tax Notice Assessment Bylaw”.

INTRODUCED and given first reading by the Trustees on the 12<sup>th</sup> day of December, 2023.  
RECONSIDERED and finally passed by the Trustees on the 12<sup>th</sup> day of December, 2023.

I hereby certify that this is a true copy of **Bylaw No. 77**

\_\_\_\_\_  
Chair of Trustees

\_\_\_\_\_  
Officer



**FLETCHER CREEK IMPROVEMENT DISTRICT**

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

Website: [www.fletchercreekwater.com](http://www.fletchercreekwater.com)  
Email: [fletchercreekwater@gmail.com](mailto:fletchercreekwater@gmail.com)

# **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.**