



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**YMIR COMMISSION OF MANAGEMENT  
OPEN MEETING MINUTES**

A meeting of the Ymir Commission of Management was held at  
1:15 pm PST / 2:15 pm MST on Thursday, November 23, 2023 through a hybrid model

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m2b22ede5aae389e01a2dea6aee171c87>

**Join by Meeting Number:**

**Meeting Number (access code):** 2774 978 7953

**Meeting Password:** hqNCDrpP445 (47623777 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**COMMISSION MEMBERS PRESENT**

Director Hans Cunningham, Electoral Area G (Chair)

Commissioner Thomas Nixon

Commissioner Jay Leus

Commissioner Theron Kingsley

**COMMITTEE MEMBERS ABSENT**

Commissioner Ernie Fidgeon

Commissioner Leslie Hamnett

**STAFF**

Uli Wolf, GM – Environmental Services

Jason McDiarmid, Utility Services Manager

**1. CALL TO ORDER & WELCOME**

Director Cunningham called the meeting to order at 1:15 pm PST.

**1.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**1.2 Adoption Of Agenda**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the November 23, 2023 Ymir Commission of Management meeting, be adopted as circulated.

**Carried**

**1.3 Receipt Of Minutes**

The February 6, 2023 Ymir Commission of Management minutes, have been received.

**2. STAFF REPORTS**

**2.1 Operation and Maintenance/Capital Update**

- Replaced level sensor in creek intake.
- Intake dredged and cleaned.
- Annual flushing and valve exercising.
- Reservoir meter ordered and received, to be installed in spring 2024.
- Chlorine dosing pumps installed at beginning of year.
- Controls and SCADA upgrades contract awarded and in progress (to be completed this fall).

*Action Item: Staff to confirm that the control system has a UPS.*

**2.2 Quartz Creek Flow Monitoring**

- Agreement needs to be renewed with ATCO Wood Products for cost sharing.
- Failed level sensor replacement took a long time due to supply chain issues.
- Waiting for treatment plant control upgrade to start reporting again.
- Water quality testing has been ongoing.

**3. 2024-208 DRAFT FINANCIAL PLAN**

The 2024-2028 Financial Plan for Service S244 Water Utility-Area G (Ymir), has been received.

*Action Item: Proposed 2024 Utilities budget might be high.*

**MOVED** and seconded,  
AND Resolved:

That 6% Water User Fee increase and 5% Water Frontage Tax increase proposed for the 2024 Financial Plan for Service S244 Water Utility-Area G (Ymir) be supported by the Ymir Commission of Management.

**Carried**

**4. PUBLIC TIME**

The Chair called for questions from the public at 1:45 pm PST.

**5. NEXT MEETING**

The next Ymir Commission of Management meeting will be scheduled at the call of the Chair.

**6. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Ymir Commission of Management meeting be adjourned at 2:22 pm PST.

CERTIFIED CORRECT

*'Certified correct via email dated December 1, 2023'*

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Director H. Cunningham, 2023 Commission Chair

Regional District of Central Kootenay

V-P2

Version P2 - Issued for Commission meeting.

S244 Water Utility-Area G (Ymir)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Active Accounts	109						
Service Charges % Increase		3%	6%	3%	3%	3%	3%
YMR-COMMERCIAL- BUSINESS	2	622	659	679	700	721	742
YMR-COMMERCIAL- HOTEL/MOTEL- BASE RATE	1	2,981	3,160	3,255	3,352	3,453	3,557
YMR-COMMERCIAL- HOTEL/MOTEL- COFFEE SHOP		675	715	737	759	781	805
YMR-COMMERCIAL- HOTEL/MOTEL- LOUNGE	1	485	514	529	545	561	578
YMR-COMMERCIAL- HOTEL/MOTEL- LAUNDRY		2,981	3,160	3,254	3,352	3,453	3,556
YMR-COMMERCIAL- HOTEL/MOTEL- PER ROOM	14	95	100	103	107	110	113
YMR-COMMERCIAL- HOTEL/MOTEL- RESTAURANT		674	715	736	758	781	804
YMR-COMMERCIAL-FOOD & BEVERAGE SERVICES	1	935	991	1,020	1,051	1,082	1,115
YMR-COM-SHORT TERM ACCOMODATION BASE	1	622	659	679	700	721	742
YMR-COM-SHORT TERM ACCOMODATION/ ROOM	9	95	100	103	107	110	113
YMR-DWELLING- MULTI FAMILY- ADDITIONAL	1	622	659	679	700	721	742
YMR-DWELLING-MULTI FAMILY FIRST DWELLING	1	622	659	679	700	721	742
YMR-DWELLING-SINGLE FAMILY	102	622	659	679	700	721	742
YMR-INSTITUTIONAL- RDCK FIRE HALL	1	0	0	0	0	0	0
YMR-INSTITUTIONAL-COMMUNITY HALL	1	0	0	0	0	0	0
Metered Rate							
Base Charge		62	66	67	69	72	74
Metered Consumption		2.53	2.69	2.77	2.85	2.93	3.02
Parcel Frontage Tax % Increase	No	10.0%	5%	5%	5%	5%	5%
Parcels assessed frontage tax (In 2023 amounts range \$119.26 to \$596.31. One is \$59.63)	142						
Frontage tax parcel with zero dollar rate	7						
Parcels in water system but not assessed parcel tax	7						
Total							

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Requisitions - Subtotal												
41010 Parcel Taxes	33,924	40,000	40,000	37,975	44,000	44,000	44,000	46,200	48,510	50,936	53,482	56,156
42020 Sale of Services - Subtotal		454		454								
42030 User Fees	67,495	69,382	72,774	69,884	73,148	74,557	74,557	77,537	79,863	82,259	84,727	87,268
43030 Community Works Grant		0		0	60,000	2,600	60,000					
43505 External Contributions & Contracts - Specified	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,935	6,935	6,935	6,935	6,935
45000 Transfer from Reserves	11,476		11,297	11,387	32,000		18,964	12,497	0	0	60,000	0
49100 Prior Year Surplus	(5,828)	10,268	(3,776)	221	(5,253)	(5,153)	(5,153)	25,140	0	0	0	0
Revenue	113,187	126,223	126,415	126,040	210,015	122,124	198,488	168,309	135,308	140,129	205,144	150,360

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Salaries	8,065	13,479	14,731	12,092	15,379	11,784	15,712	16,353	17,007	17,348	17,695	18,048
- leak detection					1,000		0	2,000				
51020 Overtime	415	996	0	470	762	65	87	767	798	814	830	847
51030 Benefits	1,587	2,559	2,851	2,332	3,999	2,085	2,780	4,171	4,338	4,425	4,513	4,603
- Benefits - leak detection					260		0	520				
51050 Employee Health & Safety	0	60	0	20	567	0	0					
51500 Directors - Allowance & Stipend			965		1,004	808	1,077	1,144	1,190	1,214	1,238	1,263
51565 Directors - Mileage					0	42	56	60	62	63	65	66
52010 Travel	0	0	0	0	142	0	0	142	148	151	154	157
52030 Memberships, Dues & Subscriptions		443	400	421	416	250	333	437	454	463	472	482
53020 Admin, Office Supplies & Postage	23	8	26	19	69	0	0	20	21	21	22	22
53030 Communication	961	854	890	902	1,061	755	1,007	1,123	1,168	1,192	1,216	1,240
53050 Insurance	1,167	1,427	1,642	1,412	1,543	994	1,325	1,625	1,690	1,724	1,758	1,794
53080 Licence & Permits	220	430	209	286	644	302	402	669	696	710	724	738
54030 Contracted Services	8,241	11,526	6,822	8,863	7,095	4,434	5,912	7,462	7,760	7,915	8,074	8,235
54040 Consulting Fees	11,476			11,476			0	0	0	0	0	0
55010 Repairs & Maintenance - Subtotal	785	646	6,266	2,565	6,517	1,222	1,629	6,618	6,882	7,020	7,160	7,304
- UVT Analyser					3,400		0					
- data logger							0	2,000				
55020 Operating Supplies	19,903	10,024	9,813	13,247	10,832	2,566	3,422	11,044	11,486	11,716	11,950	12,189
55025 Chemicals	916	1,835	2,372	1,708	2,467	1,835	2,446	2,619	2,723	2,778	2,833	2,890
55030 Equipment	0	56	0	19	134	0	0	0	0	0	0	0
55040 Utilities	4,645	5,913	4,565	5,041	7,178	3,542	4,722	7,471	7,770	7,925	8,083	8,245
55060 Rentals	64	64	64	64	73	0	0	73	76	77	79	81
Operating Expenses	58,468	50,318	51,615	60,937	64,541	30,683	40,911	66,317	64,269	65,555	66,866	68,203

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
CAP1312-100 Reservoir Effluent Meter					20,000	7,503	7,503	12,497				
CAP1415-100 Dosing Pump Replacement					12,000	8,461	8,461					
NO CAP YET UV Unit Replacement											60,000	
CAP1096-100 Control and SCADA Upgrade					60,000	39,552	63,000					
Capital Expenses	0	0	0	0	92,000	55,516	78,964	12,497	0	0	60,000	0

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Contribution to Reserve	225	32,108	17,621	16,651	6,049	6,049	6,049	39,131	18,660	21,148	23,783	26,572
Transfer to Other Service - Subtotal	6,399	5,438	10,847	7,561	11,605	0	11,605	12,325	12,817	13,074	13,335	13,602
Transfer to Other Service - General Admin. Fee	7,354	7,575	7,953	7,627	7,192	7,192	7,192	7,638	7,943	8,102	8,264	8,430
Transfer to Other Service - IT Fee	4,690	4,750	4,810	4,750	5,516	5,516	5,516	5,858	6,092	6,214	6,338	6,465
Transfer to Other Service - Environmental Services Fee	33,299	29,811	27,424	30,178	23,111	23,111	23,111	24,544	25,526	26,036	26,557	27,088
Non-Operating Expenses	51,967	79,682	68,655	66,768	53,473	41,868	53,473	89,495	71,039	74,575	78,278	82,157

Total Service	0	(5,943)	25,140	0	0	0	0	0	0	0	0	0
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Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 OPR329-100	Ymir Water Utility-Distribution - General												
59500 OPR329-112	Ymir Water Utility-Transfer to other Service - Fleet	2,896	3,366	2,255	2,839	4,116	0	4,116	4,371	4,546	4,637	4,730	4,824
59500 OPR329-114	Ymir Water Utility-Transfer to other Service - Project Management												
59500 OPR329-117	Ymir Water Utility-Transfer to other Service - Operator Admin	3,503	2,072	8,592	4,722	7,489	0	7,489	7,953	8,271	8,437	8,606	8,778
Total Transfer to Other Service		6,399	5,438	10,847	7,561	11,605	0	11,605	12,325	12,817	13,074	13,335	13,602

	2023	2024	2025	2026	2027	2028
Balance Previous Year	109,495	97,675	125,285	145,198	167,799	133,260
Interest (Assumed 1%)	1,095	977	1,253	1,452	1,678	1,333
Contribution	6,049	39,131	18,660	21,148	23,783	26,572
Withdrawal	(18,964)	(12,497)	0	0	(60,000)	0
	97,675	125,285	145,198	167,799	133,260	161,164

2022 Asset Management Plan Identified Contribution to Reserves

25 Year	65,520
100 Year	98,204