



**AGENDA**  
**MBWD Regular Board Meeting**  
**April 08, 2025**  
**5:00 pm (Field house located in Foote Athletic**  
**Centre, Brentwood College)**

**1. ADOPTION OF AGENDA**

1.1 Regular Board Meeting Agenda – April 08, 2025

Recommendation

**THAT** the April 08, 2025, Agenda for the Regular Board Meeting be adopted.

**2. MATTERS ARISING FROM MINUTES- None**

**3. ADOPTION OF MINUTES**

3.1 Regular Board Meeting Minutes – March 11, 2025.

Recommendation

**THAT** the minutes from March 11, 2025, Regular Board Meeting be adopted.

3.2 Special Board Meeting Minutes – March 21, 2025.

Recommendation

**THAT** the minutes from March 21, 2025, Special Board Meeting be adopted.

3.3 Special Board Meeting Minutes – April 1, 2025.

Recommendation

**THAT** the minutes from April 1, 2025, Special Board Meeting be adopted.

**4. DELEGATION(S) - None**

**5. STAFF REPORTS**

5.1 Management Report – Administrator

5.2 Operator’s Report – Water Operator

**6. ENGINEERS REPORT – None**

**7. DEVELOPMENT REPORT – Given by Chairperson at the In Camera**

**8. NEW BUSINESS**

8.1 Backup Power and Fire Protection Update by Trustee D. Flynn

**9. OLD BUSINESS –**

**10. BYLAWS – None**

**11. CORRESPONDENCE- None**

## **12. FINANCIAL**

12.1 Finance Report

12.2 Comparison Income Statement

12.3 February Mastercard Statement

12.4 Accounts Payable

### Recommendation

**THAT** the accounts payable for March 2025 in the amount of \$ 191,039.72 be approved.

## **13. PUBLIC ENGAGEMENT/ QUESTION PERIOD**

## **14. IN CAMERA / CLOSED SESSION**

### Recommendation

**THAT** the regular board meeting be suspended and the board move into the in camera meeting.

- To discuss legal and contractual developments

## **15. ADJOURNMENT**

### Recommendation

**THAT** the Regular Board Meeting for April 08, 2025, be adjourned.

Next Regular Board Meeting May 13, 2025, at the Brentwood College Foote Athletic Centre

### **3. ADOPTION OF MINUTES**

# Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

March 11, 2025

5:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Brook Adams (Trustee), Kevin Little (Trustee), Ron Bronstein (Trustee), Dan Flynn (Trustee), Stacey Glover (Finance Assistant)

The meeting was called to order at 5:00pm by Trustee Gary Orton.

## 1. ADOPTION OF THE AGENDA

**MOTION: R2024-82** Moved by Trustee Little, seconded by Trustee Flynn

**THAT** March 11, 2025, Agenda for the Regular Board Meeting be adopted.

**CARRIED**

## 2. MATTERS ARISING FROM MINUTES –

## 3. ADOPTION OF MINUTES

### 3.1 Regular Board Meeting Minutes – February 11, 2024

**MOTION: R2024-83** Moved by Trustee Flynn, seconded by Trustee Little

**THAT** the minutes from the February 11, 2024, Regular Board Meeting be adopted.

**CARRIED**

## 4. DELEGATION(S) - None

## 5. STAFF REPORTS

### 5.1 Managers' Report

Trustees would like to set up a meeting with both the auditors once the finance statements are completed, administration will set up a special meeting once documents are received. Trustees would also like to see the hire package before the offer is made for the new operator and a special meeting is to be scheduled to discuss and approve the hire.

### 5.2 Operators Report

Trustees asked if the tripod would be delivered soon, they were advised that it should be here by mid-April. The board was also advised about trenching that is being completed on Windsong Rd. One customer is upset about the placement on his property. Chairman Orton will be going to look at the trench to ensure it is properly placed based on our records.

## 6. ENGINEERS REPORT –

6.1. The board also discussed the topic of back up power and wildfire protection. McElhanney has sent a quote for the engineering portion. The quote will be emailed to the trustees for review

**7. DEVELOPMENT REPORT –**

7.1 Chairman Orton will give update in camera.

**8. NEW BUSINESS- None**

**9. OLD BUSINESS - None**

**10. BYLAWS - None**

**11. CORRESPONDENCE**

11.1 A response letter from P. Laraman was presented to the board. A response was discussed, and the board advised administration to respond. Administration will reach out to the province and then respond.

**12. FINANCIAL**

12.1 Finance Report – Memorandum

Finance Report for the month of February 2025 was presented and all questions answered.

12.2 Accounts Payable

**MOTION: R2024-84** Moved by Trustee Flynn, seconded by Trustee Orton  
**THAT** the accounts payable for February in the amount of  
\$ 139,703.10 be approved.

**CARRIED**

**13. IN CAMERA/ CLOSED SESSION**

Recommendation:

**THAT** the regular board meeting be suspended and the board move into the in camera meeting.

**14. ADJOURNMENT**

**MOTION: R2024-85** Moved by Trustee Flynn  
**THAT** the Regular Board Meeting for March 11, 2025, be adjourned.

**CARRIED**

**Adjourned at 6:45 PM**

Next Regular Board Meeting will be March 11, 2025, at the Field House Room at Brentwood College.

**Recorded by Stacey Glover, Finance Assistant**

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**Gary Orton (Chairperson)**

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**RaeAnn Reitor (District Administrator)**

# Mill Bay Waterworks District

MBWD Special Board Meeting Minutes

March 21, 2025

10:00 am (Teams)

In attendance: Gary Orton (Chair), Kevin Little (Trustee), Dan Flynn (Trustee), Brook Adams (Trustee), Ron Bronstein (Trustee) RaeAnn Reitor (District Administrator).

The meeting was called to order at 10:00 am by Trustee Gary Orton.

## 1. ADOPTION OF THE AGENDA

**MOTION: R2025-69** Moved by Trustee Adams, seconded by Trustee Flynn

**THAT** the March 21, 2025, Agenda for the Special Board Meeting be adopted.

**CARRIED**

## 2. NEW BUSINESS

### 2.1 New Operator Hire Package

The board reviewed the hire package that was presented for the new water operator.

**MOTION: R2025-70** Moved by Trustee Flynn, seconded by Trustee Little

**THAT** Korey Birch be selected as the successful candidate for the water operator position at MBWD.

**CARRIED**

### 2.2 Bylaw 314

The board reviewed bylaw 314 Chlorine Analyzer and proceeded with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

**MOTION: R2025-71** Moved by Trustee Flynn, seconded by Trustee Little

**THAT** Bylaw 314 be approved.

**CARRIED**

### 2.3 Bylaw 315

The board reviewed bylaw 315 computer expenses and proceeded with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings.

**MOTION: R2025-72** Moved by Trustee Flynn, seconded by Trustee Little

**THAT** Bylaw 315 Computer Expenses be approved.

**CARRIED**

### 2.4 Bylaw 316

The board reviewed bylaw 316 Source Water Protection and proceeded with the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings.

**MOTION: R2025-73** Moved by Trustee Little, seconded by Trustee Bronstein

**THAT** Bylaw 316 Tempered Water be approved.

**CARRIED**

**2.5 Bylaw 317**

The board reviewed bylaw 317 Tempered Water and proceeded with the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings.

**MOTION: R2025-74** Moved by Trustee Flynn, seconded by Trustee Adams  
**THAT** Bylaw 317 Tempered Water be approved.

**CARRIED**

**3. ADJOURNMENT**

**MOTION: R2025-75** Moved by Trustee Orton  
**THAT** the Special Board Meeting for March 21, 2025, be adjourned.

**CARRIED**

**Adjourned at 10:15 AM**

Next Regular Board Meeting will be April 08, 2025, at the Field House Room at Brentwood College.

**Recorded by RaeAnn Reitor, District Administrator.**

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**Gary Orton (Chairperson)**

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**RaeAnn Reitor (District Administrator)**

# Mill Bay Waterworks District

MBWD Special Board Meeting Minutes

April 1, 2025

09:00 am (Teams)

In attendance: Gary Orton (Chair), Kevin Little (Trustee), Dan Flynn (Trustee), Brook Adams (Trustee), Corey Vanderhorst (Auditor), Graham Roberts (Auditor), RaeAnn Reitor (District Administrator).

The meeting was called to order at 09:05 am by Trustee Gary Orton.

## 1. ADOPTION OF THE AGENDA

**MOTION: R2025-76** Moved by Trustee Orton, seconded by Trustee Little

**THAT** the April 1, 2025, Agenda for the Special Board Meeting be adopted.

**CARRIED**

## 2. NEW BUSINESS

### 2.1 Review 2024 Financial Statements

The board reviewed the financial statements package prepared by MNP. Corey and Graham presented a detailed report of the audited financial reports for 2024. MNP is independent from Mill Bay Waterworks District. No concerns arose from the audit. Trustees approved the DRAFT Financial Statement to be present and approved at the April 12<sup>th</sup> AGM.

## 3. ADJOURNMENT

**MOTION: R2025-77** Moved by Trustee Orton

**THAT** the Special Board Meeting for April 1, 2025, be adjourned.

**CARRIED**

**Adjourned at 09:45 AM**

Next Regular Board Meeting will be April 08, 2025, at the Field House Room at Brentwood College.

**Recorded by RaeAnn Reitor, District Administrator.**

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**Gary Orton (Chairperson)**

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**RaeAnn Reitor (District Administrator)**

## 5. STAFF REPORTS

# **MILL BAY WATERWORKS DISTRICT**

## **Management Report to the Board of Trustees**

**Prepared on April 3, 2025**

**Prepared by: RaeAnn Reitor – District Administrator**

### **1. 2024 Audit**

Our audit is complete, and our auditors submitted the Draft Financial Statements to MBWD for review. Statements were reviewed at the special meeting April 1<sup>st</sup> and accepted to be presented at the AGM on April 12, 2025, for adoption. A few changes were recommended going forward to help with monthly reconciliation, but it was a clean audit.

### **2. Smart Meters**

We have received our two shipments of smart meters and endpoints totalling 50% of our total order. All remaining equipment is being stored in Calgary and MBWD intends to start installation of the smart meters mid-April once the second operator starts.

### **3. Cloud Upload**

We are about 50% complete on the upload of our files onto the Cloud.

### **4. April Meter Reads**

We have completed our April meter reads and bills will be mailed out April 14<sup>th</sup>. *I will give a verbal update on how billing went as we estimated our last readings in February.*

## **MILL BAY WATERWORKS DISTRICT**

### **Operators Report to the Board of Trustees**

**Prepared by Keith Halper, Manager of Operations**

**March 31, 2025**

#### **1. Hydrant Maintenance Update**

No new updates – annual maintenance will begin in the late Spring and hydrant painting will take place in late Spring/Summer when the weather allows it.

#### **2. Autoflush Valves Completed – FKHS Monitoring Completed**

In March, the lowest reading was 0.22 free activated chlorine after 1 minute of drawing from the Gymnasium sink tap. All other readings after 1 minute ranged from 0.28F to 0.59F chlorine. Two bacteriological samples were also collected from the school on March 11th and submitted to VIHA, these came back clean. As per the request from our drinking water officer (Alison) and the SD79 maintenance staff, the extended amount of chlorine monitoring and bacteriological samples came to completion in March 2025. Weekly chlorine residual from the staff lounge tap will continue in perpetuity along with weekly checking of the autoflush meter and set up.

#### **3. Confined Space Entry Program**

With the required documents in place for our CSE program, we are now waiting for the arrival of our 4 Gas Detector (ordered).

#### **4. Meter Box Locations, Descriptions and Leak Checks**

It is part of the operational calendar to check all water meter boxes in our system, twice annually. In January I began to do this, while also checking the location description of each meter box on our meter location master list to ensure everything is accurate and up to date. This is largely going to be focused on minimizing system leaks, as the two connections at the water meter itself are a very common source of leaks. No progress made in March.

#### **5. Smart Meters**

Between January 22 and 24, 10 Badger Smart Meters were installed randomly throughout the water district along with their cellular endpoint counterparts. All of these units are connected to the online portal and communicating successfully. We received a shipment of metal lid replacements, end points and smart meters in mid March that will start to be installed in April.

## **6. Hydrant Caps for Leak Detection**

Confirmation was received that the SmartCap technology will work for us on our AC pipes using our water model submitted via McElhanney. Orbis had a minimum order of 5 SmartCaps (under new management) and the order was placed in late March– 5 hydrant cap adapters were thrown in for our benefit.

## **7. SCADA/Well Upgrade Project**

In March, Stone Pacific was contracted to dig trenches, input conduit, pull string and backfill to allow for communications upgrades from Wells 1386, 1452, 1453 and 779. We are awaiting permit from MOT to cross Deloume Rd at our office to complete the connection required from Wells 1452 and 1453 to SCADA (expected work to be completed in mid April). Wellmaster was also contracted to install sounding tubes (1" conduit) for transducer installation at Wells 1387, 786 and 1386. All wells now have the capacity to house level transducers except for Well 784 (infiltrator) and Well 778 (this well is under artesian pressure and can't house a level transducer as it is also under pressure and full). The overall project of getting all 11 possible wells onto SCADA for run status and fault status is expected to be completed in April, along with getting all 10 possible wells onto SCADA for water level.

## **8. Call Out on March 27<sup>th</sup>**

Our on call operator, Scott McCartney, responded to an emergency call after 6pm on March 27<sup>th</sup> – there was a very large leak on the customer's side of the meter that was noticed by neighbors and called in. Homeowner was/is away, Scott turned off water supply to the meter. See Report.

## **9. Annual Well and Reservoir Sampling**

In accordance with our revised source water sampling schedule, annual sampling occurred on March 31<sup>st</sup> from all of our raw water sources (not including Well 784) and our four tanks/reservoirs for Metals scans and TOC (Total Organic Carbon) analysis that were sent to MB Lab in Sidney. Results will be included in the April 2025 report.

### 10. March 2025 Production Numbers

Well Production as a Percentage of Total Volume:											
	Well Number:										
	786	1387	1386	783, 784	778	15603	21614	13286	779	1452	1453
January	0.78	18.87	5.80	20.41	23.46	2.76	0.66	7.84	11.54	4.34	3.55
February	1.16	18.77	5.77	20.29	22.94	2.61	0.67	7.04	12.91	4.32	3.51
March	0.79	18.69	5.45	20.38	23.95	2.49	0.66	8.62	11.21	4.23	3.52

Total Well Production for March 2025 was 23573m<sup>3</sup>, compared to a high of 27620m<sup>3</sup> in March of 2024 and a low of 22179m<sup>3</sup> in March of 2023.



## Operator Call Out Response Log

**Date:** March 27, 2025

**Operator:** Scott McCartney

**Type of Call Out (SCADA Alarm or Emergency Phone Call):** Emergency Phone Call

**Time of Call Out:** 18:40

**Location of Alarm/Emergency:** 886 Frayne Rd

**Initial Description of Alarm/Emergency:** Water coming out of a meter box

**Time that Call Out Response was Completed:** 19:40

**How was the Emergency or Alarm Dealt With?:**

- Operator responded to the address of the water observed coming from the meter box (neighbors made the emergency call – home owner away).
- Operator found that an irrigation line had broken off on the customer's side of the meter and then he shut off the water supply at our water meter (~80LPM was recorded going through the water meter). Meter reading was 4108.736m<sup>3</sup> at the time of shut off.
- Neighbors agreed to contact the home owner with regards to the leak and the water shut off.

**Any other details to be included in report:**

- Scott dealt with the emergency call appropriately, communicating effectively with the customers/residents that deemed the water leak as an emergency and kept in contact with the Manager of Operations from start until finish of his response.
- The homeowner did reach out to Scott after the event to request a call from our office with regards to this leak as he is concerned about the size of the bill upcoming (this call was made on March 31<sup>st</sup>). His name is Howard and he can be reached at 250-538-8922.

## **MBWD Monthly Wells on SCADA Reporting**

March 2025

### **Overview:**

Currently, as of March 31/25, Wells 15603, 21614 and 13286 are fully integrated onto SCADA with Run Status, Fault Status and Well Level (m) being recorded. This will change/update each month with the additions of our other wells to SCADA this year.

### **Summary:**

#### **Well 15603 reporting:**

For a period of 4 weeks, from March 3-31, 2025, Well 15603 ran for a total of 11 days, 13 hours and 47 minutes – having been called to run 155 times (See Attachment 1). The demand results in an average of 5.5 run cycles per day over this period, as well as 277.8hrs of run time (41.3% of the time) at an average of 9.9 hours of run time each day.

The lowest water level observed during this period was 84m and the highest water level observed was 121m. This well is currently pumping at an instantaneous rate of 0.41L/s. The average well level for this period was 98m.

#### **Well 21614 reporting:**

For a period of 4 weeks, from March 3-31, 2025, Well 21614 ran for a total of 1 day, 3 hours and 22 minutes – having been called to run 23 times (See Attachment 2). The demand results in an average of 0.8 run cycles per day over this period, as well as 27.4hrs of run time (0.04% of the time) at an average of 0.98 hours of run time each day.

The lowest water level observed during this period was 64m and the highest water level observed was 67m. This well is currently pumping at an instantaneous rate of 2.10L/s. The average well level for this period was 66m.

#### **Well 13286 reporting:**

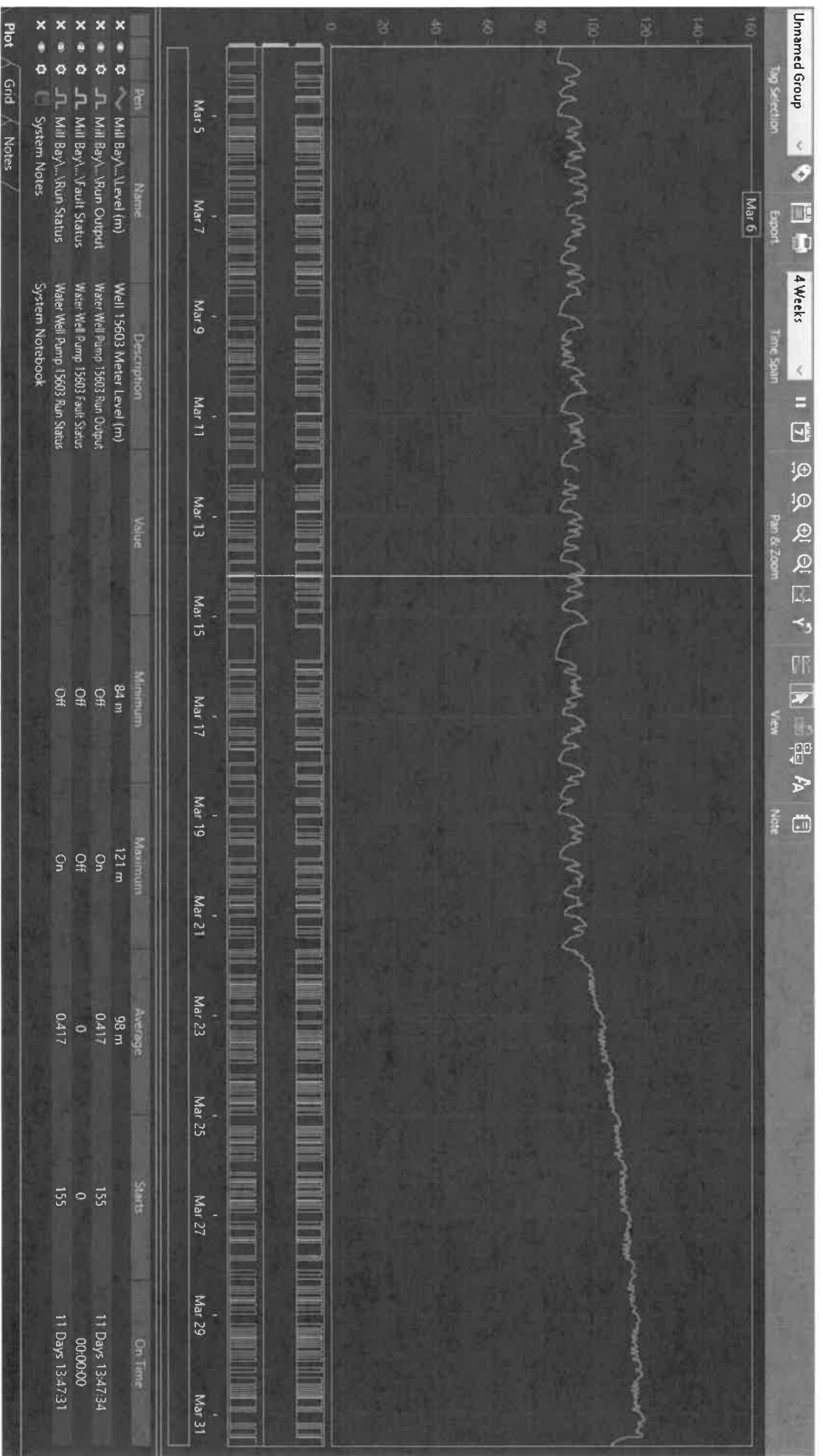
For a period of 4 weeks, from March 3-31, 2025, Well 13286 ran for a total of 5 days, 20 hours and 10 minutes – having been called to run 397 times (See Attachment 3). The demand results in an average of 14.2 run cycles per day over this period, as well as 140.2hrs of run time (20.9% of the time) at an average of 5.0 hours of run time each day.

The lowest water level observed during this period was 4m and the highest water level observed was 13m. This well is currently pumping at an instantaneous rate of 3.06L/s. The average well level for this period was 10m.

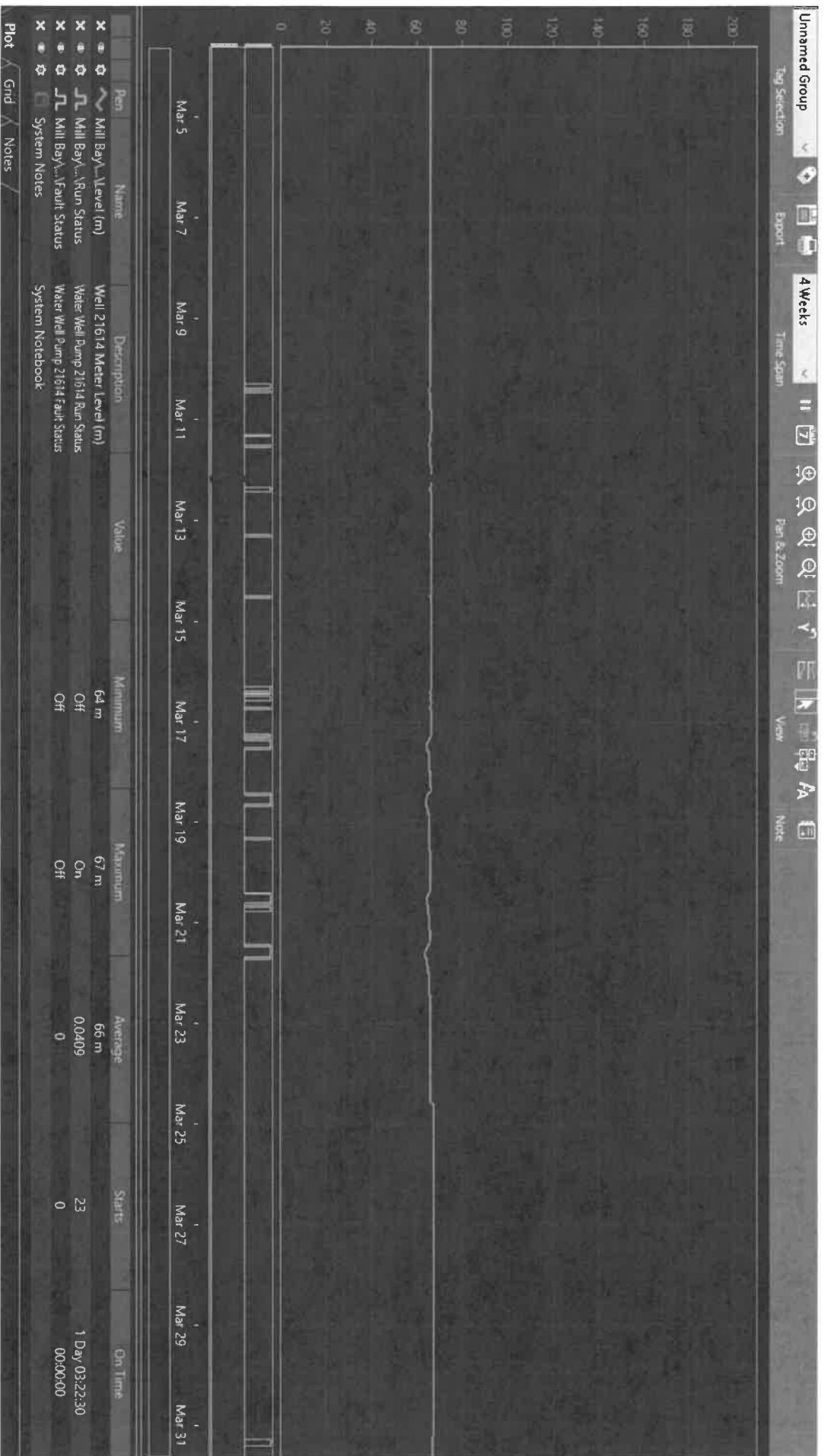
This document has been established to grow with system improvements as well as to congregate well data into one report for future comparative analysis (seasonal, annual) that will allow for a more educated and data based process for decision making with regards to sustainable flow rates and water restriction progression during dry periods or periods of drought.

**Attachments:**

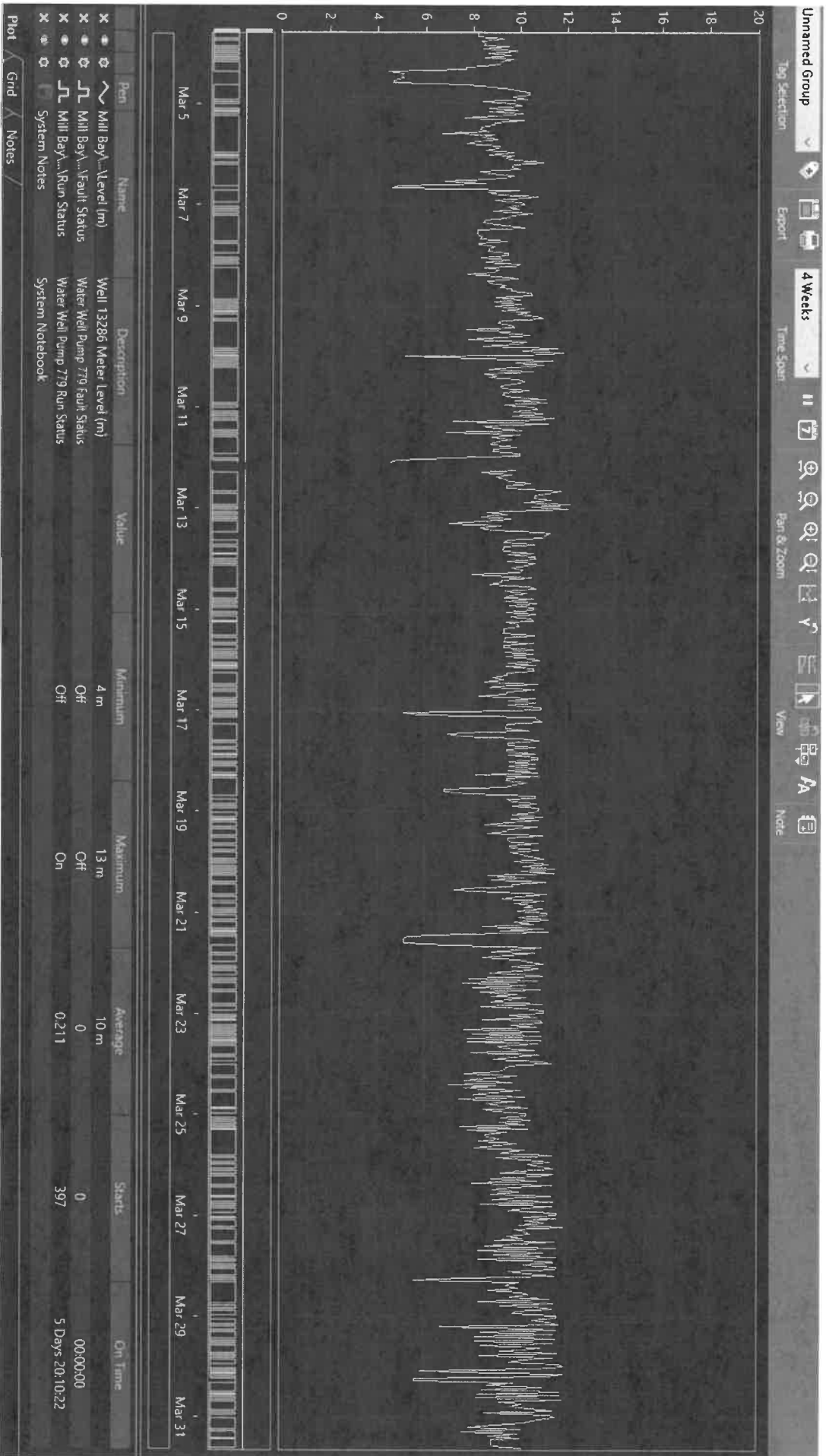
Attachment 1:



Attachment 2:



Attachment 3:



Mill Bay Waterworks Well Production by Month and by Well - Measured in M3

2018 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	466.50	603.40	509.00	686.70	2099.10	2518.00	2599.50	2260.20	1141.00	990.80	956.40	965.90	15796.50
1452	372.10	739.10	713.50	967.50	1479.50	1781.70	1779.70	1530.10	816.20	737.90	718.20	726.50	12362.00
<b>784 &amp; 783</b>	2006.80	3493.50	3353.50	4354.80	9296.40	10604.30	9896.50	8870.70	6423.80	4894.30	4491.40	4508.60	72194.60
779	8682.00	6938.00	8700.00	7257.00	8445.00	8844.00	8714.00	8612.00	8864.00	8844.00	8448.00	8580.00	100928.00
778	2516.00	2026.00	2445.00	2426.00	1445.00	5246.00	5935.00	3785.00	2956.00	1719.00	1233.00	218.00	31950.00
786	699.00	550.00	479.00	1159.00	3944.00	6324.00	10041.00	9011.00	2742.00	1276.00	1484.00	236.00	37945.00
1386	1308.00	1445.00	1451.00	1952.00	4206.00	4390.00	4458.00	3877.00	1750.00	1519.00	1434.00	1131.00	28921.00
21614	3205.00	2512.00	3906.00	1938.00	5125.00	5424.00	4362.00	3470.00	3295.00	2275.00	1581.00	2841.00	39934.00
15603	950.00	659.00	1045.00	1003.00	1426.00	1315.00	1209.00	1087.00	791.00	705.00	597.00	27.00	10814.00
1387	3808.00	3926.00	3999.00	5586.00	12804.00	15438.00	15892.00	13790.00	6133.00	4901.00	4110.00	4863.00	95250.00
<b>Total</b>	<b>24013.40</b>	<b>22892.00</b>	<b>26601.00</b>	<b>27330.00</b>	<b>50270.00</b>	<b>61885.00</b>	<b>64886.70</b>	<b>56293.00</b>	<b>34912.00</b>	<b>27862.00</b>	<b>25053.00</b>	<b>24097.00</b>	<b>446095.10</b>

2019 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	818.40	779.80	871.00	1234.90	1897.80	2400.50	2284.30	2605.20	1302.20	852.10	648.00	604.70	16308.90
1452	615.40	589.20	711.60	1008.00	1536.20	1916.60	1787.80	1997.30	1001.90	645.80	471.40	693.40	12974.60
<b>784 &amp; 783</b>	4525.20	4012.00	3798.40	6016.10	8575.00	9649.90	8823.90	9660.50	6258.90	4632.10	4234.60	4788.00	74974.60
779	8554.00	7551.00	8605.00	7580.00	7961.00	8503.00	6994.00	7041.00	5866.00	7689.00	6887.00	6108.00	89339.00
778	199.00	0.00	1007.00	2857.00	4084.00	5246.00	4544.00	5340.00	2787.00	2535.00	1242.00	1404.00	31245.00
786	815.00	524.00	524.00	1771.00	3881.00	6630.00	6238.00	7169.00	2552.00	600.00	752.00	1569.00	33025.00
1386	1189.00	1117.00	1117.00	1589.00	2443.00	2983.00	2667.00	3060.00	1931.00	1261.00	1092.00	944.00	20993.00
21614	2020.00	2277.00	2210.00	3754.00	4368.00	5424.00	3294.00	3098.00	1914.00	1371.00	1342.00	777.00	31849.00
15603	693.00	723.00	782.00	1100.00	1197.00	1315.00	1030.00	1086.00	626.00	891.00	569.00	419.00	10431.00
1387	4675.00	4294.00	4294.00	6831.00	10494.00	13256.00	12141.00	14351.00	6989.00	4196.00	4677.00	2611.00	88809.00
<b>Total</b>	<b>24104.00</b>	<b>21867.00</b>	<b>23920.00</b>	<b>33741.00</b>	<b>46437.00</b>	<b>57324.00</b>	<b>49804.00</b>	<b>55408.00</b>	<b>30828.00</b>	<b>24683.00</b>	<b>21915.00</b>	<b>19918.10</b>	<b>409949.10</b>

2020 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	701.30	671.30	667.20	840.80	1362.50	1744.20	2861.00	2513.30	1754.30	875.80	603.90	644.50	15240.10
1452	541.80	446.70	444.00	560.40	924.20	1174.90	1907.50	1703.20	1197.20	681.40	480.40	522.70	10584.40
<b>784 &amp; 783</b>	3268.90	2838.00	2318.80	2973.80	4782.30	5837.90	8858.20	7923.50	5722.50	3740.80	2021.70	2224.80	52511.20
779	7982.00	7272.00	8265.00	4722.00	7636.00	8900.00	10291.00	9946.00	8385.00	7396.30	6707.40	7309.60	94812.30
778	1387.00	1287.00	1592.00	1815.00	0.00	120.00	835.00	4742.00	3712.00	2355.00	2282.00	1506.00	21633.00
786	754.00	623.00	395.00	1786.00	3006.00	5827.00	12926.00	8879.00	1690.00	1745.00	828.00	223.00	38682.00
1386	921.00	941.00	919.00	1178.00	1822.00	2320.00	3640.00	3102.00	1930.00	1128.00	801.00	798.00	19500.00
21614	1139.00	907.00	1248.00	2584.00	4482.00	4087.00	6221.00	4779.00	2797.00	1646.00	359.00	2290.00	32539.00
15603	661.00	608.00	748.00	935.00	1060.00	978.00	1005.00	944.00	730.00	763.00	658.00	712.00	9802.00
1387	3596.00	3669.00	3658.00	4565.00	7387.00	4411.00	734.00	2555.00	9168.00	3471.00	1947.00	3302.00	48463.00
13286			2514.00	8918.00	6736.00	7331.00	7637.00	7742.00	5486.00	4808.70	4456.60	4930.40	60559.70
<b>Total</b>	<b>20952.00</b>	<b>19263.00</b>	<b>22769.00</b>	<b>30878.00</b>	<b>39198.00</b>	<b>42731.00</b>	<b>56915.70</b>	<b>54829.00</b>	<b>42572.00</b>	<b>28611.00</b>	<b>21145.00</b>	<b>24463.00</b>	<b>404326.70</b>

2021 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	590.60	531.20	481.20	997.40	1724.20	3010.50	1929.00	1580.90	710.00	767.90	614.20	12937.10	
1452	479.30	430.10	389.70	798.20	1355.40	2372.30	1511.40	1214.90	577.50	627.00	534.50	10290.30	
<b>784 &amp; 783</b>	2022.10	1827.70	1654.10	3354.40	4683.40	12865.00	8677.20	6098.60	5163.20	3029.50	2710.10	2245.30	54330.60
779	7035.20	6302.10	7268.20	7222.60	8073.50	8700.90	8036.00	6576.50	7649.90	6594.70	5853.70	7340.90	86654.20
778	1377.00	1273.00	1782.00	2234.00	3913.00	6184.00	6367.00	3937.00	4285.00	1497.00	1307.00	1480.00	35636.00
786	270.00	216.00	124.00	753.00	2148.00	5270.00	6018.00	2833.00	2609.00	353.00	0.00	136.00	20730.00
1386	793.00	689.00	642.00	1302.00	2075.00	3100.00	3366.00	2033.00	1054.00	1109.00	1060.00	841.00	18064.00
21614	2001.00	1770.00	2438.00	2975.00	2799.00	1918.00	737.00	1428.00	1727.00	2033.00	1895.00	1774.00	23495.00
15603	657.00	612.00	719.00	857.00	967.00	1000.00	981.00	835.00	842.00	624.00	604.00	643.00	9341.00
1387	2944.00	2714.00	2473.00	5133.00	7268.00	13546.00	15328.00	9869.00	5703.00	4015.00	3314.00	3040.00	75347.00
13286	5314.80	4979.90	5667.80	5677.40	6273.50	6603.10	6010.00	4825.50	5588.10	4551.30	5312.30	5989.10	66792.80
<b>Total</b>	<b>23484.00</b>	<b>21345.00</b>	<b>23639.00</b>	<b>31304.00</b>	<b>41280.00</b>	<b>59187.00</b>	<b>57892.50</b>	<b>41876.00</b>	<b>37417.00</b>	<b>25094.00</b>	<b>23451.00</b>	<b>24638.00</b>	<b>410607.50</b>

2022 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	580.3	494.7	1142.7	754.4	974.1	1360.1	2503.9	2799.4	2381.4	1036.9	658.5	578	15264.40
1452	492.5	425.2	989.5	651.8	847.3	1184.2	2170.4	2405.6	2009.7	887.1	565	489.4	13117.70
<b>784 &amp; 783</b>	2222.2	1852.1	1444.8	2751.8	3822.6	4484.7	7650.7	7523	6515.9	4516	2463.5	2132.6	47379.90
779	8341.5	7338	6886.6	6879.3	7804.9	5779.7	8315.5	7886	8205.2	7371.8	4118.6	5169.5	84096.60
778	1707	1276	1497	1699	2221	2767	6328	7450	6305	3084	4418	2116	40868.00
786	370	184	53	279	712	671	3006	4982	3729	2164	606	413	17169.00
1386	867	724	928	1062	1469	1805	3616	3871	2608	1613	910	816	20289.00
21614	1850	1493	1273	1803	2759	3314	4021	1640	3189	2929	4519	2583	31373.00
15603	740	606	721	754	882	802	962	888	849	764	754	664	9386.00
1387	3096	2570	3307	3856	5194	6909	12918	14536	8583	6022	2882	2970	72843.00
13286	7366.5	6531	6387.4	6594.7	7217.1	6206.3	7649.5	7074	6260.8	5758.2	3304.4	4274.5	74624.40
<b>Total</b>	<b>27633</b>	<b>23494</b>	<b>24630</b>	<b>27085</b>	<b>32081.6</b>	<b>34612</b>	<b>59141</b>	<b>61055</b>	<b>50636</b>	<b>31604</b>	<b>25199</b>	<b>22206</b>	<b>419376.60</b>

2023 Jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	Annual Total	
1453	679	860	716	869.1	1700.5	2269.1	2791.80	2413.90	1905.53	1572	612.23	16389.17	
1452	564.9	711	585.7	708.1	2110.2	2833.8	2150.07	1873.40	1473.93	2051	515.53	15577.63	
<b>784 &amp; 783</b>	2387.1	2763	2532.3	3121.8	5811.3	5985.1	8395.37	7181.70	5800.53	10975	6838	2200.90	63992.10
779	6186.7	3238.4	4809.9	5380	7124	7208.1	8880.83	8136.17	8080.03	0	0	6606.67	65650.80
778	1616	1501	1812	1938									

**Monthly Water Quality Sampling for Wells (Raw and Treated)**

Month: March 2025

Sample Location:	Date:	Time:	pH:	Iron (mg/L):	Manganese (mg/L):	Turbidity NTU:	TDS (mg/L):	Chlorine Residual	
								Free (mg/L):	Total (mg/L):
Deloume Treated Out	March 11/25	14:17	8.16	0.01	0.046	0.51	131.7	1.57	1.82
Well 786 Raw Water	March 10/25	11:30	8.71	1.08	0.196	0.44	113.1		
Well 786 Treated Water	March 10/25	11:30	8.59	0.02	0.091	0.39	126.8	1.48	
Well 1387 Raw Water	March 11/25	14:23	8.22	0.02	0.076	0.4	142		
Well 1386 Raw Water	March 11/25	14:21	8.12	0	0.105	0.38	125.4		
Well 783 Raw Water	March 11/25	14:19	8.26	0.02	0.011	0.44	123.8		
Well 784 Raw Water	-	-	-	-	-	-	-		
Well 1452 Raw Water	March 14/25	15:06	8.37	0	0.01	0.52	122.4		
Well 1453 Raw Water	March 14/25	15:03	8.47	0	0.009	0.45	121		
Well 778 Raw Water	March 14/25	13:27	8.52	0.01	0.004	0.39	76.9		
Well 15603 Raw Water	March 14/25	13:26	8.68	0	0.07	0.25	96.4		
Well 21614 Raw Water	March 14/25	13:25	8.17	0.5	0.381	3.74	393		
Mill Springs Treated Out	March 14/25	13:35	8.72	0.01	0.019	0.45	87.5	1.12	1.22
Deer Park Treated Out	March 14/25	14:51	8.7	0	0.009	0.54	54.1	1.27	1.33
Well 779 Raw Water	March 14/25	14:53	8.49	0.01	0.002	0.32	52.3		
Well 13286 Raw Water	March 14/25	14:56	8.44	0	0.005	0.52	49.2		
Noowick Treated Out	March 14/25	13:45	8.77	0	0.033	0.62	93.9	1	1.08

**Notes:**

Maximum Allowable Concentration (MAC) for Iron = N/A, Aesthetic Objective (AO) for Iron = 0.10mg/L

Maximum Allowable Concentration (MAC) for Manganese = 0.12mg/L, Aesthetic Objective (AO) for Manganese = 0.02mg/L

Raw drinking water without treatment for particulates = Less than or equal to 1 NTU of Turbidity

## 12. FINANCIAL

**MEMORANDUM**

**PREPARED FOR:** Board of Trustees  
**PREPARED BY:** RaeAnn Reitor, District Administrator  
**MEETING DATE:** April 08, 2024  
**SUBJECT:** Finance Report – For the Month of March 2025

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Mill Bay Waterworks District Finances to March 31, 2025, prepared on April 3, 2025

**BANK BALANCES**

Island Savings Bank Accounts

	<b>Feb 28, 2025</b>	<b>March 31, 2025</b>
Chequing	\$ 62,923.19	\$ 526,410.34
Savings	\$254,841.94	\$ 397,087.28
In Trust	\$ 62,361.51	\$ 62,388.25
Plan 24 Dividend	<u>\$ 1380.50</u>	<u>\$ 1,381.09</u>
	<b>\$ 381,507.14</b>	<b>\$ 987,266.96</b>

**INVESTMENT ACCOUNTS**

	<b>Feb 28, 2025</b>	<b>March 31, 2025</b>
Capital Fund Term Deposit	\$ 502,547.10	\$ 503,570.09
Capital Renewal Term Deposit	\$2,152,938.67	\$1,506,747.57
General Funds Term Deposit	<u>\$ 271,573.29</u>	<u>\$ 272,126.11</u>
	<b>\$2,927,059.06</b>	<b>\$2,282,443.77</b>

**ACCOUNTS PAYABLE (March 2025)**

Recommendation

**THAT** the Accounts Payable for March 2025 in the amount of \$191,039.72 be approved.

Respectfully prepared,

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District Administrator

GL Account Number	REVENUE	2025 Budget	2025 Investment Budget	2025 Year to Date 3/31/2025	2024 Comparison March 31, 2024	Notes
01-4-400-002-000	General - Tax Revenue		378,541.64			
01-4-400-004-000	General - Toll Revenue	954,000		\$ 136,174.63	118,363.92	
01-4-400-005-000	General - Irrigation Revenue	16,000	-			
01-4-400-006-000	General - Meter Connections	3,000				
01-4-400-007-000	General - Misc Charge Bylaw	4,000		6,136.51	370.00	
01-4-400-008-000	General - Penalties	10,000				
01-4-400-009-000	General - Leak Allowance	(15,000)		(786.16)	(8,209.24)	We do have a few developers on the books who will owe for this.
01-4-400-010-00	General - Subdivision Bylaw App.					
01-4-400-012-000	General - Miscellaneous	25,000		149.50	74.34	
01-4-400-014-000	General - Interest Income	6,800		60.86	2,115.92	
	CEC Investment Income		150,000			
	<b>Total Revenue</b>	<b>\$ 1,003,800</b>	<b>\$ 150,000</b>	<b>\$ 141,735.34</b>	<b>\$ 112,714.94</b>	
	Transfers	-	150,000	-	-	
	<b>Total Operational Revenue</b>	<b>1,003,800</b>	<b>-</b>	<b>141,735.34</b>	<b>112,714.94</b>	

**EXPENSES**

Hydro						
01-5-500-002-000	875 Deloume 5197 205	\$ 28,920	\$	6,274.09	\$ 7,400.67	
01-5-500-006-000	Windsong 93832930611	7,790	\$	850.11	\$ 2,142.17	
01-5-500-008-000	870 Deloume 786-93832937502	1,510	\$	217.87	\$ 300.74	
01-5-500-010-000	Mill Springs 5116 232	17,740	\$	5,587.03	\$ 4,024.74	
01-5-500-012-000	Hydro Wilkinson Bridge	2,000	\$	1,198.11	\$ 1,482.03	
01-5-500-014-000	Well 922 Deloume Rd (21614)	5,190	\$	288.91	\$ 1,204.74	
01-5-500-016-000	Hydro Liggett Rd	160	\$	37.33	\$ 44.24	
	<b>Total</b>	<b>\$ 63,310</b>	<b>\$ -</b>	<b>\$ 14,453.45</b>	<b>\$ 16,599.33</b>	

**Phone**

01-5-530-310-000	Telephone/Fax 2328636472	\$ 2,500	\$	1,479.02	\$ 511.49	
01-5-510-142-000	743-9051 - 235240099 3	750	\$			
01-5-510-140-000	Mobile Phone	2,890	\$	779.88	\$ 552.80	
	<b>Total</b>	<b>\$ 6,140</b>	<b>\$ -</b>	<b>\$ 1,479.02</b>	<b>\$ 1,064.29</b>	

**Maintenance**

780						
01-5-510-104-000	Repairs and maintenance	45,000		34,175.42	38,059.82	Doesn't include machines, trucks hydrovacs
01-5-510-106-000	Extraordinary Maintenance				6,892.00	Combining this with Repairs and Maintenance

GL Account Number		2025 Budget	2025 Investment Budget	2025 Year to Date	2024 Comparison	Notes
01-5-510-122-000	Well Testing					To be Removed and added to Well Maintenance
01-5-510-107-000	Bulk Meter Replacement			5,100.00		
01-5-510-108-000	Contracted Maintenance	10,000		28,216.68	19,749.80	Electrician, backflows, SCADA
01-5-510-109-000	Well Maintenance and Testing	30,000				Drillers etc. rehabilitation, 96 Hour Continuous, 1 annually
01-5-510-117-000	Shawnigan Weir Maintenance	2,000				
01-5-510-119-000	Shawnigan Creek Pumphouse Maintenance	-				
01-5-510-115-000	New Hydrant Insall	-				To be added to 01-5-510-131-000
01-5-510-120-000	Inventory	10,000				
01-5-510-121-000	Yard Maintenance/Cleaning					To be added to 01-5-510-131-000
01-5-510-130-000	Meter Reading					To be added to 01-5-510-131-000
01-5-510-131-000	Misc	1,750				
	<b>Total</b>	<b>\$ 98,750</b>	<b>\$ -</b>	<b>67,492.10</b>	<b>64,701.62</b>	
<b>Testing/Treatment</b>						
01-5-510-110-000	Analysis Testing	\$ 5,500		\$ 400.00		Annual full spectrum (5) & misc.
01-5-510-111-000	Chemicals Treatment Plant	3,000		2,922.97		
01-5-510-112-000	Chlorine	25,000		3,081.96	4,065.26	
	<b>Total</b>	<b>\$ 33,500</b>	<b>\$ -</b>	<b>400.00</b>	<b>4,065.26</b>	
<b>Employee/Trustee</b>						
				<b>3,082</b>		
01-5-520-202-000	Salaries and Wages	\$ 460,000		\$ 129,359.53	\$ 88,376.08	
01-5-520-204-000	EI Expense	9,000		2,970.09	2,713.17	
01-5-520-206-000	CPP Expense	20,000		7,370.16	4,930.39	
01-5-520-208-000	WCB Expense	9,000		2,587.17	1,804.43	
01-2-200-100-000	Employer RRSP contribution	25,000		2,811.03		
01-5-520-212-000	Extended Health Benefits	20,000		4,007.70	2,621.00	
01-5-520-210-000	Honorariums	20,000			1,990.00	
01-5-530-716-000	Travel	2,000			272.30	
01-5-530-717-000	Workshop/Education/Recognition	4,500		1,381.80	200.55	
	<b>Total</b>	<b>\$ 569,500</b>	<b>\$ -</b>	<b>150,487.48</b>	<b>102,907.92</b>	
<b>Office Operations</b>						
01-5-530-302-000	Postages/Freight	\$ 9,000		\$ 2,494.65	\$ 3,421.45	
01-5-530-305-000	Computer/Software/Internet	40,000		11,258.78	25,999.86	New account to accommodate above accounts removed
01-5-530-306-000	Office Supplies/security	6,000		3,370.65	1,262.40	
01-5-530-704-000	Permits/Licences & Fees	3,000		991.19	720.29	

GL Account Number		2025 Budget	2025 Investment Budget	2025 Year to Date	2024 Comparison	Notes
01-5-530-708-000	Bank charges	500		\$	(162.43)	
01-5-530-719-000	BC One Call	1,000		\$ 148.40	\$ 284.30	
01-5-530-702-000	Insurance	45,000		\$ 110.96	\$ 110.96	
<b>Total</b>		<b>\$ 104,500.00</b>	<b>\$ -</b>	<b>\$ 18,374.63</b>	<b>\$ 31,636.83</b>	

Consulting						
01-5-560-602-000	Legal	\$ 15,000		\$ 57,189.30	\$ 11,366.17	\$44,554.01 is 2024 expenses
01-5-560-604-000	Audit	15,000		\$ 17,850.00	\$ 16,485.00	
01-5-560-606-000	Consulting	12,000		\$ 969.75	\$ 11,106.13	
01-5-560-610-000	Hydrogeology	15,000		\$ 20,600.07	\$ 15,577.90	
01-5-560-608-000	Engineering	40,000		\$ 8,371.35	\$ 10,757.88	
<b>Total</b>		<b>\$ 97,000</b>	<b>\$ -</b>	<b>\$ 104,980.47</b>	<b>\$ 65,293.08</b>	

Miscellaneous						
01-5-530-712-000	Work Truck	\$ 30,000		4,302.74	10,865.44	Monthly lease payments, insurance, fuel, repairs
<b>Total</b>		<b>\$ 30,000</b>	<b>\$ -</b>	<b>4,302.74</b>	<b>10,865.44</b>	

2025 General Investment (Reserves or Renewal) Expenses - Capital						
	Water Source Protection Plan		\$ 16,250		\$ -	Strategic Plan Initiative (2023 budget item) \$65000 split 4 ways.
	Back Up Power		\$ 650,000		\$ -	
	Operations Plan		\$ 100,000		\$ -	
	Smart Meters		650,000		-	
<b>Total (2025)</b>		<b>\$ -</b>	<b>\$ 1,416,250</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>Operating Expenses</b>	<b>1,002,700</b>	<b>361,969.89</b>	<b>297,133.77</b>
<b>Investment Budget 2025</b>	<b>-</b>	<b>1,416,250</b>	<b>-</b>
<b>Total Operating Expenses</b>	<b>1,002,700</b>	<b>361,969.89</b>	<b>297,133.77</b>

Total Revenue	1,003,800.00	-	141,735.34	112,714.94
Total Operating Expenses	(1,002,700.00)	-	(361,969.89)	(297,133.77)
Total Investment Taken		1,416,250.00		
<b>Total Income Loss/Gain</b>	<b>1,100.00</b>	<b>1,416,250.00</b>	<b>(220,234.55)</b>	<b>(184,418.83)</b>

# IslandSavings

A DIVISION OF FIRST WEST CREDIT UNION

**ACCOUNT NUMBER: 0202**

SUMMARY OF ACCOUNT ACTIVITY	
Previous Balance	\$2,766.91
-Payments	\$2,766.91
-Other Credits	\$0.00
<b>Total Credits</b>	<b>\$2,766.91</b>
+Purchases	\$1,393.38
+Other Debits	\$0.00
+Cash Advances	\$0.00
+Fees Charged	\$0.00
+Interest Charged	\$0.00
<b>Total Debits</b>	<b>\$1,393.38</b>
<b>New Balance</b>	<b>\$1,393.38</b>
Account Number Ending In	0202
Credit Limit	\$5,000.00
Available Credit	\$3,606.62
Purchases & Fees	
Annual Interest Rate -	19.99%
Daily Interest Rate -	0.05%
Cash Advances	
Annual Interest Rate -	22.99%
Daily Interest Rate -	0.06%

PAYMENT INFORMATION	
New Balance	\$1,393.38
<b>Minimum Payment Due</b>	<b>\$40.00</b>
<b>Payment Due Date</b>	<b>11/04/2025</b>
Statement Period	20/02/2025 - 21/03/2025
Days this billing Cycle	30
Time to pay outstanding balance in full: If you make only the Minimum Payment each month, we estimate that it will take you 4 years and 5 months to pay the outstanding balance of your account in full. Our estimation is based on the amount of your New Balance shown on the present statement and the terms and conditions of your Cardholder Agreement.	
CONTACT US	
Cardholder Service / Lost or Stolen: Canada and U.S.: 1.855.341.4643	
Send notice of billing errors to: ISLAND SAVINGS C/O Collabria #450, 110-9th Ave SW Calgary, AB T2P 0T1	
Email: info@collabriafinancial.com	
Website: collabriacreditcards.ca	

New Balance	Payment Due Date	Amount Past Due	Minimum Payment Due
\$1,393.38	11/04/2025	\$0.00	\$40.00

An amount preceded by a minus sign (-) is a credit or credit balance.

See reverse side for important information.

1138 MDH 003 7 14 250321 0 PAGE 1 of 3 1 0 2586 1130 047N 01AB1138

Please detach this portion and return with your payment to ensure proper credit. Retain upper portion for your records.

ISLAND SAVINGS  
C/O Collabria  
#450, 110-9th Ave SW  
Calgary, AB T2P 0T1



New Balance \$1,393.38  
Payment Due Date 11/04/2025  
Minimum Payment Due \$40.00

**ACCOUNT NUMBER: 0202**

COLLABRIA  
PAYMENT PROCESSING  
CP 6300 SUCC CENTRE VILLE  
MONTREAL QC H3C 3L2

MILL BAY WATERWORKS  
BOX 58  
875 DELOUME RD  
MILL BAY BC V0R 2P0

511928113200020200000040000000139338

## INFORMATION ABOUT YOUR ACCOUNT

**Statement Period:** Your statement covers activity on your account from the day after your previous statement was prepared to the last day of this statement period (Your Statement Period). If the date falls on a date for which we do not process statements (e.g., certain holidays) we will prepare it on our next statement processing date. Your Payment Due Date will be adjusted accordingly.

**Errors in Your Statement:** Please review the statement carefully. If you believe there is an error or omission on any account statement, you must contact Cardholder Services at 1.855.341.4643 (or the number on the back of your card) or [info@collabriacreditcards.com](mailto:info@collabriacreditcards.com), within 20 days from the Statement Date. If you do not notify us within the 30-day period, we will treat the account statement as complete and accurate.

**Report Lost or Stolen Cards:** If your card is lost or stolen, please call Cardholder Service immediately at 1.855.341.4643 (Canada and U.S.) or 1.647.252.9651 (International Collect).

**Address Change:** If you would like to change the address on your account, please contact Cardholder Service at 1.855.341.4643 (or the number on the back of your card) or write to us at Collabria Financial Services Inc., Suite 450, 110-9th Ave SW, Calgary, AB T2P 0T1.

**Making Payments to a Canadian Dollar Account:** You may pay the New Balance in full or in part at any time. However, you must pay at least the Minimum Payment by the Payment Due Date as it appears on the front of the statement each month. You may make your payment at most financial institutions in Canada either through a teller, by online banking, telephone banking, or ATM banking, or via autopay at your financial institution. You may also pay by calling Cardholder Service at 1.855.341.4643 (or the number on the back of your card), accessing your online account information at [www.collabriacreditcards.ca/MyAccount](http://www.collabriacreditcards.ca/MyAccount), or mailing a cheque to Collabria, CP 6300 SUCC Centre Ville, Montréal, QC H3C 3L2. To ensure your payment is processed as quickly as possible, include the return portion of your statement. Please write your account number on the front of your cheque. Please remember to allow sufficient time for payments to reach us by the Payment Due Date. Payments sent to us by mail or made through another financial institution may take several days to reach us and are not credited to your account until we have processed them.

**Making Payments to a US Dollar Account:** You may pay the New Balance in full or in part at any time. However, you must pay at least the Minimum Payment by the Payment Due Date as it appears on the front of the statement each month. You may make your payment by calling Cardholder Service at 1.855.341.4643 (or the number on the back of your card) or accessing your online account information at [www.collabriacreditcards.ca/MyAccount](http://www.collabriacreditcards.ca/MyAccount).

**Applying Your Payments:** We will apply your any payments you make in this order, to any of the following billed amounts that have appeared on your statement: (1) unpaid interests on Cash Advances, (2) Unpaid interests on Purchases,

(3) Unpaid Cash Advances made before the period covered by the Account statement, (4) Annual fees, (5) All other fees, (6) Foreign currency fees, (7) Unpaid Purchases recorded before the period covered by the Account statement, (8) Cash Advances during the period covered by the Account statement; and (9) Purchases recorded during the Account statement period. In any of the above categories, the amount with the lowest interest rate(s) are paid first before those with higher interest rate(s).

**Missed Payments:** Missing payments (which means not making at least the Minimum Payment by the next Statement Date) will affect your Annual Interest Rates as follows:

After we have provided you with a minimum of 30 days written notice (except as otherwise required by applicable law), all your Annual Interest Rates may increase if you default under any Card Agreement that you have with us because your payment to us is 90 days, or more days, past due. In this circumstance, we may automatically increase your Annual Interest Rates (including any promotional Annual Interest Rate) on all balances to the Delinquency Annual Interest Rate. Factors considered in determining your Delinquency Annual Interest Rate may include how long your account has been open, the timing or seriousness of a default under any Card Agreement that you have with us, or other indications of account performance. The Delinquency Annual Interest Rate takes effect as of the first day of the billing period in which you are 90 days delinquent. We may lower the Annual Interest Rate for new purchases and/or cash advances if you meet the terms of all Card Agreements that you have with us for twelve consecutive billing periods.

**How We Charge Interest:** You will avoid paying interest charges on Purchases listed on the front of this statement provided you pay in full the total balance indicated, at the latest, by the Payment Due Date as it appears on the front of the statement. Otherwise, interest charges will be calculated based on the average daily balance from the date of entry of the transactions on the statement of account, until they are paid in full, at the prevailing annual interest rate indicated on the statement of account. Interest charges on cash advances or balance transfers are calculated on the average daily balance from the date on which the transaction was made until receipt of full payment, at the prevailing annual interest rate indicated on the statement of account.

**Foreign Currency Conversion:** Transactions in a foreign currency (any currency other than your Card currency, as specified on the statement of account) are converted to the currency of your Card no later than the date we post the transaction to your credit card account at our exchange rate which is the benchmark rate that Collabria must pay on the date of conversion, plus an additional percentage described in the Card Carrier. We make the conversion on the date the transaction or refund is posted to your account.

O1AQ1138 - 11/02/23

**TRANSACTIONS**

Tran Date	Post Date	Description	Reference Number	Amount
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**FEES**

<b>TOTAL FEES FOR THIS PERIOD</b>				<b>\$0.00</b>
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**INTEREST**

21/03	21/03	Interest Charge on Purchases		\$0.00
21/03	21/03	Interest Charge on Cash Advances		\$0.00

<b>TOTAL INTEREST FOR THIS PERIOD</b>				<b>\$0.00</b>
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19/02	19/02	PAYMENT - THANK YOU CALGARY XA	85119281LEHRHDG18	\$2,766.91-
MILL BAY WATERWORKS				
TOTAL XX XXXXXXXXXXXX 0202 \$2,766.91-				

07/03	09/03	GRAINGER CANADA WINNIPEG MB	552595623M8FWY86A	\$789.54
12/03	13/03	RONA COBBLE HILL 61040 COBBLE HILL BC	551813627B2GS1T0L	\$33.50

KEITH HALPER

TOTAL XX XXXXXXXXXXXX 3876 \$823.04

19/02	20/02	SEASIDE COMPUTER CENTR DUNCAN BC	55134421JP97AD0W6	\$31.95
19/02	20/02	ACE COURIER COURTENAY BC	55503801K03PJ654H	\$55.22
21/02	23/02	AMZN MKTP CA*X45G42EA3 WWW.AMAZON.CA ON	55490531L62N82HLL	\$235.19
02/03	03/03	INTUIT *QBOOKS ONLINE 888-829-8589 AB	55490531X5W5YFWVM	\$45.08
04/03	04/03	AMZN MKTP CA*P02FJ7WQ3 WWW.AMAZON.CA ON	55490531Z5WPZ2VWJ	\$17.47
06/03	07/03	STAPLES STORE #210 DUNCAN BC	551344221P97PR508	\$63.81
11/03	11/03	AMZN MKTP CA*SF20F38Z3 WWW.AMAZON.CA ON	5549053265YX2HJ0R	\$72.86
16/03	16/03	AMZN MKTP US*2B7IU08V3 AMZN.COM/BILL ON	55490532B60BGDPD4	\$48.76

RAE ANN REITOR

TOTAL XX XXXXXXXXXXXX 3182 \$570.34

**2025 TOTALS YEAR-TO-DATE**

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

TOTAL \*FINANCE CHARGE\* PAID IN 2024 \$42.72

**INTEREST CHARGED**

The total dollar amount of interest charged on purchases and fees and cash advances is indicated below. Any purchases made during a specified time period under promotional rates are broken out in the section below.

Type of Balance	Annual Interest Rate	Interest Rate Expiration Date	INTEREST CHARGED
Purchases	19.99%		\$0.00
Cash Advances	22.99%		\$0.00

**REWARDS**

POINTS PRIOR TO THIS STATEMENT	39,464
POINTS EARNED FOR THIS STATEMENT	697
POINTS ADJUSTED FOR THIS STATEMENT	0
POINTS REDEEMED DURING THIS STATEMENT	0
TOTAL POINTS AVAILABLE	40,161



Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
0103202	001	01/03/2025	00082	PITNEY BOWES	153.00	
0103202	001	01/03/2025	179	PACIFIC BLUE CROSS	1,447.23	
0503020	001	05/03/2025	155	Maxxam Insurance S	55.48	
0503202	001	05/03/2025	154	GM Financial Canad	1,063.18	
1103202	001	11/03/2025	00089	RECEIVER GENERAL	15,578.42	
1303202	001	13/03/2025	00101	TELUS	45.81	
1303202	001	13/03/2025	00101	TELUS	138.49	
1303202	001	13/03/2025	00127	TELUS MOBILITY	100.43	
101978	001	17/03/2025	196	PENINSULA CONSUMER	452.38	
015753	001	17/03/2025	00114	WHITE PACIFIC	863.93	
015752	001	17/03/2025	166	VORTECH PLUMBING &	1,402.80	
015751	001	17/03/2025	212	VEN-TECH SUBSEA IN	12,055.31	
015750	001	17/03/2025	206	METERCOR INC	139,884.60	
015749	001	17/03/2025	00026	ICONIX WATERWORKS	774.27	
015748	001	17/03/2025	00032	DUNCAN CHAMBER OF	194.25	
015747	001	17/03/2025	00003	BUNZL CLEANING & H	2,352.30	
015746	001	17/03/2025	00001	ACCESS RECORDS & M	48.07	
015745	001	17/03/2025	00100	3 TEC INFORMATION	532.63	
000022	001	17/03/2025	209	SELINA LOWES	297.69	
000021	001	17/03/2025	197	KEITH HALPER	100.00	
000020	001	17/03/2025	00122	REITOR, RAEANN	100.00	
000019	001	17/03/2025	00110	WESTERN WATER ASSO	7,081.63	
266157	001	17/03/2025	00096	SHAW CABLESYSTEMS	222.83	
336457	001	17/03/2025	00096	SHAW CABLESYSTEMS	128.80	
526834	001	17/03/2025	00101	TELUS	46.73	
660377	001	17/03/2025	00096	SHAW CABLESYSTEMS	138.88	
690783	001	17/03/2025	00101	TELUS	141.26	
687829	001	31/03/2025	00066	MASTERCARD	1,393.38	
7DH8A73	001	31/03/2025	00117	WORK SAFE BC	2,587.18	
887979	001	31/03/2025	00011	BC HYDRO	1,658.76	
Total:					191,039.72	

Payment Summary		
Description	Qty	Amount
Cheque	9	158,108.16
EFT	17	25,352.24
Direct Deposit	4	7,579.32
Credit Card	0	0.00
Void	0	0.00
Total:	30	191,039.72

\*\*\* End of Report \*\*\*