

**Mill Bay Waterworks District**  
MBWD Regular Board Meeting Minutes  
August 8, 2023  
2:30 pm (MBCL Hall Board Room)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Johanna Morrow (Trustee), Austin Tokarek (Trustee), Gary Orton (Trustee), Paul Carver via phone (District Manager) RaeAnn Reitor (Finance Assistant), Kevin Little (Community Member/ Observer)

Absent: Jonathan Musser (Associated Engineering)

The meeting was called to order at 2:32 pm by chairperson Brian Young.

**1. ACKNOWLEDGEMENT OF THE LAND**

Chairperson Brian Young acknowledged that we are meeting on the unceded lands of the Hul'q'umi'num speaking peoples and do so with gratitude for their care and sustenance of the land for centuries.

**2. ADOPTION OF THE AGENDA**

**MOTION: R2023-37** Moved by Trustee Morrow, seconded by Trustee Adams

**THAT** the August 8, 2023, Agenda for the Regular Board Meeting be adopted.

**CARRIED**

**3. DELEGATION(S) – None**

**4. MINUTES**

**4.1 Regular Board Meeting Minutes – July 11, 2023**

**MOTION: R2023-38** Moved by Trustee Tokarek, seconded by Trustee Adams

**THAT** the minutes from the July 11, 2023, Regular Board Meeting be adopted.

**CARRIED**

**5. MATTERS ARISING FROM MINUTES**

**5.1 Annual General Meeting 2023**

The board was updated that the minutes and requested information has been sent to the Ministry of Municipal Affairs & Housing.

**5.2 Office Space**

The board was updated on the situation that management is currently looking into all options.

**6. STAFF REPORTS**

**6.1 Operator's Report - CVRD**

Chairman Young presented the report from the CVRD outlining the events of the past month and a half. There was discussion of eventually obtaining an online chlorine analyzer in the future.

## 6.2 Management Report-

Chairman Young presented the report. Watering restrictions were discussed, and the board decided that provided the water supply is in good standing, Mill Bay Waterworks will remain in stage 3 instead of moving to stage 4.

The board was informed that Mill Bay's relief operator will be going weekly to clear any blockage that may occur at the pumphouse. The condition of the SCPH prompted discussion on the real value of the licenses to extract water from Shawnigan Creek. This matter will be deferred to a future meeting.

A leak allowance application was submitted to the Board for review. Following discussion, Trustees agreed that an allowance was applicable.

**MOTION: R2023-39** Moved by Trustee Orton, seconded by Trustee Morrow  
THAT the leak allowance be granted for the property, 2319  
Cooper's Hawk Road.

**CARRIED**

## 7. ENGINEERS REPORT

### 7.1 Associated Engineering Monthly Report

Chairman Young presented the engineering report. Jonathan will give an update on ongoing investigations related to replacement of AC pipe at the next board meeting.

## 8. DEVELOPMENT REPORT

### 8.1 Development Report – Shawnigan Creek Pumphouse

The proposal from Associated Engineering (AE) was presented for discussion. Trustees sought greater clarification on the scope of work, and this will be referred back to AE. It was suggested that MBWD approaches Brentwood School with regard to cost sharing given that the school wants to operate the pump station for twelve months out of the year.

**MOTION: R2023-40** Moved by Trustee Morrow, seconded by Trustee Tokarek  
THAT the Associated Engineering proposal be accepted subject to  
further clarification on the scope of work.

**CARRIED**

### 8.2 2530 Mill Bay Road

The board was updated that we are waiting on payment from the developer to continue.

## 9. STRATEGIC PLAN 2023 – 2023

### 9.1 Strategic Plan Progress Report

Management is working on catching up on this project and will report updates at next meeting.

## 10. NEW BUSINESS

### 10.1 Chief Operator

It was decided not to go ahead with advertising in the newspaper and instead go ahead with Vertical Bridge's proposal for direct recruiting.

**MOTION: R2023-41** Moved by Trustee Morrow, seconded by Trustee Orton  
**THAT** Vertical Bridge's project proposal be approved for the hiring  
of a new Chief Operator.

**CARRIED**

**10.2** Master Plan

Concern was raised on aspects of the plan needing clarification, and it was decided that one more group discussion would be held with board members to clear up any questions they might have before completing the document.

**10.3** Operations Tour

Members of the board requested a tour of Mill Bay Waterworks Operations. Chairman Young will be reaching out to the CVRD and the relief operator to arrange a tour of MBWD facilities.

**11. CORRESPONDENCE - None**

**12. FINANCIAL**

**12.1** Finance Report – Memorandum

Chairperson Brian Young presented the Finance Report

**12.2** Accounts Payable – July 2023

**MOTION: R2023-42** Moved by Trustee Morrow, seconded by Trustee Adams  
**THAT** the accounts payable in July 2023 for the amount of  
\$34,293.76 be approved.

**CARRIED**

**13. ADJOURNMENT**

**MOTION: R2023-43** Moved by Trustee Orton  
**THAT** the Regular Board Meeting for August 8, 2023, be adjourned.

**CARRIED**

**Adjourned at 4:20 pm.**

Next Regular Board Meeting September 12, 2023, at the Mill Bay Community Hall Board Room.

**Recorded by RaeAnn Reitor, Finance Assistant.**

  
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**Brian Young (Chairman)**

  
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**RaeAnn Reitor (Finance Assistant)**