

Mill Bay Waterworks District
MBWD Regular Board Meeting Minutes
May 9, 2023
2:30 pm (at Mill Bay Community League Hall)

In attendance: Brian Young (Chairman), Brook Adams (Trustee), Austin Tokarek (Trustee), Gary Orton (Trustee), Paul Carver (District Manager), David Martin (MBWD Operator), Jonathan Musser (MBWD Engineer)

Absent: Johanna Morrow (Trustee)

The meeting was called to order at 2:32 pm by the District Manager who ran the meeting until the Chairperson was elected.

1. ACKNOWLEDGEMENT OF THE LAND

District Manager Paul Carver 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: R2023-20 Moved by Trustee Adams, seconded by Trustee Young

THAT the May 9, 2023, Agenda for the Regular Board Meeting be adopted.

CARRIED

3. ELECTION OF CHAIR

MOTION: R2023-21 Moved by Trustee Adams, seconded by Trustee Orton

THAT Brian Young be elected Chairperson for Mill Bay Waterworks District.

CARRIED

Trustees gave brief individual biographies.

4. DELEGATION(S) - None

5. MINUTES

5.1 Regular Board Meeting Minutes – April 11, 2023

MOTION: R2023-22 Moved by Trustee Adams, seconded by Trustee Tokarek

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

CARRIED

5.2 Special Board Meeting Minutes – April 18, 2023

MOTION: R2023-23 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT the minutes from the April 18, 2023, Special Board Meeting be adopted.

CARRIED

6. MATTERS ARISING FROM MINUTES

6.1 Environmental Operators Certification Program

District Manager spoke to the email thread between MBWD and EOCP. The District Manager is of the opinion that the concerns expressed by EOCP have been addressed as MBWD is working towards having certified staff in place to meet the certification level of our water treatment and distribution systems.

6.2 Water Source Protection Plan

MOTION: R2023-23 Moved by Trustee Adams, seconded by Trustee Tokarek

THAT Western Water Associates be awarded the contract in the amount of \$65,500 to prepare a Water Source Protection Plan for Mill Bay Waterworks District; **AND**

THAT the General Funds Term Deposit Reserve Fund be used to fund the project.

CARRIED

7. STAFF REPORTS

7.1 Operator's Report:

- a) Maintenance Report – April 2023
 - Water Operator presented his report in detail.
- b) Monthly Source Production – Data was presented for discussion.
- c) Well Monthly Meter Read Volume – Data was presented for discussion.

8. ENGINEERS REPORT

7.1 Associated Engineering Monthly Report

Jonathan Musser presented his report in detail.

9. DEVELOPMENT REPORT

9.1 Development Report – District Manager

District Manager spoke to his report in detail.

10. STRATEGIC PLAN 2023 – 2023

10.1 Strategic Plan Progress Report – District Manager

District Manager spoke to his strategic plan progress report.

11. NEW BUSINESS

11.1 Annual General Meeting 2023 – General Discussion

Trustees had a general discussion about the AGM which was held on April 25, 2023.

12. BYLAWS

12.1 Baranti Developments Ltd. - Memorandum of Agreement Bylaw No. 298, 2023

MOTION: R2023-24 Moved by Trustee Tokarek, seconded by Trustee Adams

THAT Brian Young, Chair of the Trustees, and Paul Carver, District Manager are hereby authorized to execute on behalf of the improvement district an agreement with **Baranti Developments Ltd. (Inc. No. BC0176422)** in terms of the agreement hereto attached; **AND**.

THAT Brian Young, Chair of the Trustees, and Paul Carver, District Manager are hereby authorized to execute on behalf of the improvement district all necessary instruments to give effect to the said agreement.

CARRIED

12.2 Hidden Creek Estates Phase Two - Statutory Right of way Agreement Bylaw No. 299, 2023.

MOTION: R2023-25 Moved by Trustee Orton, seconded by Trustee Tokarek

THAT Brian Young, Chair of the Trustees, and Paul Carver, District Manager are hereby authorized to execute on behalf of the improvement district an agreement with the **Baranti Developments Ltd. (Inc. No. BC 0176422)** in terms of the agreement hereto attached; **AND**

THAT Brian Young, Chair of the Trustees, and Paul Carver, District Manager are hereby authorized to execute on behalf of the improvement district all necessary instruments to give effect to the said agreement.

CARRIED

13. CORRESPONDENCE - None

Dave Martin left the meeting at 4:26pm.

14. Financial

14.1 Finance Report – District Manager

District Manager presented the Finance Report

14.2 Revenue Expense Report – District Manager

District Manager presented the Revenue Expense Report

14.3 Accounts Payable – April 2023

MOTION: R2023-26 Moved by Trustee Orton, seconded by Trustee Tokarek

THAT the accounts payable April 2023 in the amount of \$36,206.89 be approved.

CARRIED

CARRIED

9. Adjournment

MOTION: R2023-27 Moved by Trustee Adams

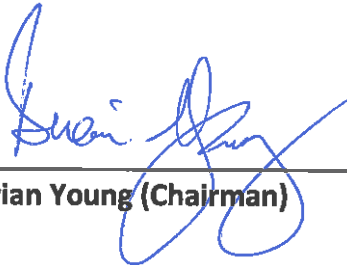
THAT the Regular Board Meeting for May 9, 2023, be adjourned.

CARRIED

Adjourned at 4:35 pm.

Next Regular Board Meeting July 11, 2023, at the Mill Bay Community Hall Board Room.

Recorded by Paul Carver, District Manager



Brian Young (Chairman)



Paul Carver (District Manager)