

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

November 19, 2024

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), Paul Laraman (bystander)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-59 Moved by Trustee Little, seconded by Trustee Orton

THAT the November 19, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. ADOPTION OF MINUTES

2.1 Regular Board Meeting Minutes – October 08, 2024

MOTION: R2024-60 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the October 08, 2024, Regular Board Meeting be adopted.

CARRIED

3. DELEGATION(S) - None

4. MATTERS ARISING FROM MINUTES - None

5. STAFF REPORTS

5.1 Managers' Report

Trustee Adams inquired about what options we would be using going forward for payroll and if we had thought about a payroll service instead of QuickBooks. Administration will look into this option.

5.2 Operators Report

Trustees asked how this report works with our SCADA system as well as clarification on some of the Mill bay lab report our operator will clarify on next months report.

6. ENGINEERS REPORT – will be given by the Chairperson at the in-camera meeting.

7. DEVELOPMENT REPORT – To be given In-Camera for ongoing legal issues.

8. NEW BUSINESS

8.1 Frances Kelsey School Bursaries

The trustees decided that we will participate in the 2025 bursaries program through Frances Kelsey. It was decided to have just the Mill Bay residents be eligible to apply for the bursaries. Administration will reach out to Frances Kelsey stating we will be participating, and the details will be posted on our website. Trustees also presented a motion to have staff take care of choosing the candidates.

MOTION: R2024-61 Moved by Trustee Little, seconded by Trustee Flynn
THAT MBWD administration staff decide which applicants
within our boundaries will be awarded bursaries.

CARRIED

8.2 Security for MBWD

Cameras have been ordered for our office and will be installed.

*At approximately 5:20 pm Chairman Orton asked for Paul Laramen to leave after he was addressed multiple times to refrain from speaking out of order. It was recommended to have a place on the agenda stating when the public could ask questions or speak on a subject.

9. OLD BUSINESS

9.1 Land Acknowledgement

Trustee Bonstein updated the board that we would have to go through Chief and Council to receive permission and what the land acknowledgment should say. The board decided at this moment we will hold off on this topic for the time being.

9.2 Letter to delinquent payers

The board asked for an update on how many customers have paid, how many have asked to be put on a payment and how many have not reached out.

10. BYLAWS –

The bylaws and budget will be updated by the end of November so that the tax bylaw can be sent to the province and approved before December 31, 2024.

11. CORRESPONDENCE -None

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of October 2024 was presented.

12.2 Accounts Payable

MOTION: R2024-62 Moved by Trustee Flynn, seconded by Trustee Orton
THAT the accounts payable for September in the amount of
\$ 86,630.76 be approved.

CARRIED

13. IN CAMERA/ CLOSED SESSION

Recommendation:

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

- Employee Interviews
- Legal Update for Developers

14. ADJOURNMENT

MOTION: R2024-63 Moved by Trustee Little

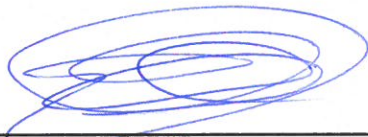
THAT the Regular Board Meeting for November 19, 2024, be adjourned.

CARRIED


Adjourned at 6:45 PM

Next Regular Board Meeting will be December 10, 2024, at the Field House Room at Brentwood College.

Recorded by Stacey Glover, Finance Assistant



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)

