

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

December 18, 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), Tannis Liviniuk (bystander)

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

1. ADOPTION OF THE AGENDA

MOTION: R2024-64 Moved by Trustee Little, seconded by Trustee Flynn

THAT the December 18, 2024, Agenda for the Regular Board Meeting be adopted.

CARRIED

2. MATTERS ARISING FROM MINUTES - None

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting Minutes – November 19, 2024

MOTION: R2024-65 Moved by Trustee Little, seconded by Trustee Orton

THAT the minutes from the November 19, 2024, Regular Board Meeting be adopted.

CARRIED

3.2 Special Board Meeting Minutes - November 25, 2024

MOTION: R2024-66 Moved by Trustee Little, seconded by Trustee Flynn

THAT the Bylaw 307 name be added to the minutes from the November 25, 2024, Special Board Meeting and adopted.

CARRIED

4. DELEGATION(S) - None

5. STAFF REPORTS

5.1 Managers' Report

The board was given a detailed report regarding our new payroll processing starting January 2025.

5.2 Operators Report

Trustees reviewed the operations reports and Chairman Orton informed the board that MBWD water loss went from 40% to 13.6%.

6. ENGINEERS REPORT – Detailed report to be given by the Chairperson at the in-camera meeting.

6.1 An updated was given by Chairman Orton that the Operations Plan would be completed by Mid-January 2025. Another update was also given that the Source Water Protection Plan Draft was completed and that the trustees would receive a copy of this document.

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

8. **NEW BUSINESS**

8.1 Smart Meter and Bylaw

The smart meter bylaw was moved from the in-camera meeting to the regular meeting. A detailed discussion between the trustees was had regarding installation of smart meters. It was decided that for right now the board will go ahead with the trial package from Metercor and will hold off on signing Bylaw 313- Smart Meter until we have additional data from the trial package.

MOTION: R2024-67 Moved by Trustee Flynn, seconded by Trustee Little
THAT MBWD approve the trial period for smart meters from Metercor.

CARRIED BY MAJORITY

9. **OLD BUSINESS**

9.1 Small Development and Single Family Hookups

The board was in agreement that single family and multifamily hook ups will be approved

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. Administration informed the board that there are 17 delinquent accounts for parcel tax and eight in utility accounts.

Resolution was made that any Parcel Tax accounts that are delinquent will be subject to a tax sale in September. It was carried unanimously.

10. **BYLAWS –**

10.1 Bylaw 312- Operations Work Bylaw

This was presented to the board as an addition to Bylaw 307.

First, Second and third Reading: Approved on December 18, 2024

MOTION: R2024-68 Moved by Trustee Flynn, Seconded Trustee Bronstein
THAT Bylaw 312 be approved, signed and sent to the province.

CARRIED

Bylaw 307- Capital Works Bylaw

A revised version was presented to the board. After a discussion the board decided to reduce the amount requested from \$100,000 to \$50,000. The change was made, and the board approved the revised 307 bylaw on December 18, 2024.

MOTION: R2024-69 Moved by Trustee Flynn, Seconded by Trustee Orton.
THAT the revised Bylaw 307 be approved, signed and sent to the province.

CARRIED

11. **CORRESPONDENCE -None**

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of November 2024 was presented.

12.2 Accounts Payable

MOTION: R2024-70 Moved by Trustee Flynn, seconded by Trustee Orton
THAT the accounts payable for November in the amount of
\$ 51,969.79 be approved.

CARRIED

13. IN CAMERA/ CLOSED SESSION

Recommendation:

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

- Legal Update for Developers

14. ADJOURNMENT

MOTION: R2024-71 Moved by Trustee Little

THAT the Regular Board Meeting for December 18, 2024, be adjourned.

CARRIED

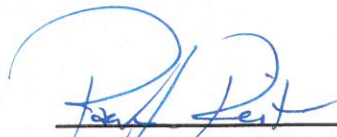
Adjourned at 6:38 PM

Next Regular Board Meeting will be January 14, 2025, at the Field House Room at Brentwood College.

Recorded by RaeAnn Reitor, District Administrator



Gary Orton (Chairperson)



RaeAnn Reitor (District Administrator)

