

Mill Bay Waterworks District

AGM Meeting Minutes

April 23, 2024

7:00 pm

The meeting was held at the Kerry Park Recreation Centre (Denis McLean Room), 1035 Shawnigan Lake-Mill Bay Rd.

Trustees present: Johanna Morrow (Chairperson), Brook Adams, Austin Tokarek, Gary Orton

Administration and Operators: Paul Carver (District Manager), Keith Halper (Chief Operator), Stacey Glover (Finance Assistant), Lesley Richard (Administrative Assistant), Lindsay Jordan (Administrative Assistant)

Guest : Graham Roberts (MNP), Jonathan Musser (Associated Engineering), Chad Petersmeyer (Western Water Associates)

1. **Land Acknowledgement:** MBWD acknowledges that for thousands of years the Coast Salish peoples have walked gently on the unceded territories where MBWD now operates.

2. **Meeting Called to Order at 7:05 pm**

3. **Remembering Brian Young**

Brian was a long-standing trustee with MBWD, and most recently as chair of the board. Brian recently passed away, his service to MBWD was appreciated and he will be missed.

4. **Agenda:** The Agenda was presented for approval. There was a motion to amend the Agenda to allow the public to ask questions.

MOTION: That the Agenda for the 2024 AGM for April 23, 2024, be amended to allow for questions to be asked by the public throughout the meeting.

Moved by Dan Flynn, seconded by Chad Wormington.

CARRIED

MOTION: That the amended Agenda for the 2024 AGM for April 23, 2024, be adopted.

Moved by Gary Orton, seconded by Susan Harkness.

CARRIED

5. **Minutes:** Meeting Minutes of April 25, 2023, were presented.

MOTION: That the minutes from the April 28, 2023, AGM meeting be accepted.

Moved by Sally Emery, seconded by Paul Morrow.

CARRIED

6. **Introduction of Trustees, Administration, Operator and Guest:**

Trustee Brook Adams introduced MBWD Trustees, staff, and guests.

7. **Chair Report**

Trustee Adams referred to the report by Chairperson Morrow that was sent out by mail, copies were handed out at the meeting as well.

MOTION: To adopt the Chair's report.

Moved by Gary Orton seconded by Austin Tokarek

CARRIED

8. 2023 Financial Statements

Graham Roberts, MNP, presented the audited 2023 Financial Statements. An explanation on how the financial audit is conducted was given. It was a clean audit and the results have been posted to the MBWD website.

MOTION: To move and accept the 2023 Financial Statements.

Moved by Gary Orton seconded by Austin Tokarek

CARRIED

9. Parcel Tax

Trustee Adams stated the increase in parcel taxes was 5% based on the inflation rate and need to grow our capital reserves for future infrastructure upgrades.

10. Long Term Goals of MBWD and Infrastructure

Trustee Adams stated that in our Strategic Plan we recognize that MBWD will eventually be converted either into the Cowichan Valley Regional District or a new municipality. The MBWD board of trustees believes that dissolution of the Mill Bay Water District into the Cowichan Valley Regional District will occur at some point and is in the best interests of our ratepayers. As an improvement district we cannot access provincial infrastructure grants available to municipal and regional governments. The full cost to replace and upgrade our aging infrastructure falls upon our ratepayers. MBWD infrastructure is aging. Landowners must approve both the project and proposed method(s) used to finance it. The board cannot and will not undertake any major infrastructure project without the support and approval of the community.

11. Infrastructure Planning

Jonathan Musser, Associated Engineering spoke about the Condition Assessment that Associated Engineering has undertaken for MBWD. The Condition Assessment and Asset Management Plan (likely to follow) are both tools to support financial planning to avoid large unexpected expenditures. Questions were asked and answered.

12. Water Licencing

New Water licences were discussed. The province has issued a water licence (50280) for four new ground water licence applications for the waterworks purposes within two aquifers in the Mill Bay area for which MBWD is either the co-applicant or the sole applicant. Of those applications, one is for MBWD, and three are to support proposed development with MBWD service area.

Chad Petersmeyer, Western Water Associates, spoke about MBWD Well Monitoring Plan. The intent of the monitoring plan is to address uncertainty and the long-term sustainability licence volume, also to look at impacts to the source aquifers, senior water rights holders, and indigenous interests in the area. Western Water Associates is also providing a remedy plan required by the province for residents in the area of the Benko Butterfield area. Questions were asked and answered.

13. New Developments

Malahat Properties, Stonebridge, and Mill Springs developments were all discussed. Stonebridge development will be phased over many years.

Malahat Properties will put in a reservoir off Benko Road. This will tremendously add to water source for fire protection.

Stonebridge development will include improvements to MBWD with the addition of 3 water supply wells, upgrading a new reservoir that will provide storage for peak demands and ability

to provide fire underwriters protection to the Mill Bay Community. 35% of the Stonebridge property is dedicated to greenspace.

Mill Springs will have 394 lots at completion, with phases 16 and 17 hopefully starting in the fall.

14. 2024 Bursaries

For the past several years MBWD has provided four (4) \$300 bursary awards to selected Frances Kelsey graduating students in recognition of their community service. These bursaries have been presented in the names of Alf Carter, Clyde Ogilvie, Archie Staats, and Gerald Patterson all of whom have been significantly involved with MBWD over the years.

MOTION: THAT four (4) \$300.00 bursary awards be approved for the 2023-2024 school year for Frances Kelsey graduating students, in names of Alf Carter, Clyde Ogilvie, Archie Staats, and Gerald Patterson in recognition of community service.

Moved by Gary Orton, seconded by Sally Emery

CARRIED

MOTION: THAT a new \$300.00 bursary be offered in Brian Young's name in recognition of his service to MBWD.

Moved by Kevin Little, and seconded by Gary Orton

CARRIED

15. Trustee Honoraria

Trustee Adams stated that the current honorarium is \$105 per meeting and \$125 for the chair per meeting. The board is not requesting an increase in these amounts.

16. Election

District Administrator, Paul Carver was the election officer to fill three trustee positions; two for a 3-year term, one for a 1-year term). The election officer asked if there were any nominations from the floor for the vacant trustee positions. Kevin Little was nominated and accepted this nomination. Allen Moxam was nominated and accepted this nomination. Murray Peterson was nominated and accepted this nomination. Ron Bronstein was nominated and accepted this nomination. Dan Flynn was nominated and accepted this nomination. Johanna Morrow was nominated and accepted this nomination. Austin Tokarek was nominated and accepted this nomination. Kevin Little had the most votes and will serve a 3-year term, Ron Bronstein was the candidate with second most votes and will also serve a 3-year term. Dan Flynn was the third successful candidate and will serve a 1-year term.

13. Adjournment

Trustee Adams requested a motion from the floor to adjourn the meeting.

MOTION: THAT the 2024 Mill Bay Waterworks District AGM be adjourned.

Moved by Chad Wormington

CARRIED

Adjourned at 9:21pm

Recorded and transcribed by Stacey Glover,

District Manager

Gary Orton, Chairperson