

**Mill Bay Waterworks District**  
MBWD Regular Board Meeting Minutes  
May 13, 2025  
5:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Kevin Little (Trustee), Ron Bronstein (Trustee), Dan Flynn (Trustee), RaeAnn Reitor (District Manager)

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

**1. ADOPTION OF THE AGENDA**

**MOTION: R2025-92** Moved by Trustee Flynn, seconded by Trustee Little  
**THAT** May 13, 2025, 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 – April 08, 2024**

**MOTION: R2025-93** Moved by Trustee Flynn, seconded by Trustee Orton  
**THAT** the minutes from the April 08, 2025, Regular Board Meeting be adopted.

**CARRIED**

**3.2 Special Inaugural Board Meeting – April 25, 2025**

**MOTION: R2025-94** Moved by Trustee Little, seconded by Trustee Orton  
**THAT** the minutes from the April 25, 2025, Special Board meeting be adopted.

**CARRIED**

**4. DELEGATION(S) – None**

**5. STAFF REPORTS**

**5.1 Managers' Report**

Trustees reviewed the management report. Trustees would like administration to reach out to the province to find out if any further steps are needed for the monitoring and operations plan.

**5.2 Operators Report**

Trustees reviewed the operator's report. A topic of discussion was water restrictions. The board decided that for the 2025 summer season no water restrictions would be set unless directed by the Operations Manager. With MBWD wells finally being hooked up to SCADA the board thought it would be best to get as much functional data as possible. The board will follow the direction of the Operations Manager and implement restrictions as needed.

## **6. ENGINEERS REPORT –**

## **7. DEVELOPMENT REPORT –**

- 7.1 Chairman Orton updated the board that Stonebridge has finally be approved by highways to move ahead with their development. Chairman Orton also updated the board that Ocean Terrace is moving forward with Malahat First Nations for their water supply. Once we have been given confirmation that this is a for sure thing Mill Bay Waterworks will then start the process of removing the area from our jurisdiction.

## **8. NEW BUSINESS-**

- 8.1 The agenda for the By-Election was presented to the board for review. It was approved and will be handed out at the meeting.
- 8.2 Trustees reviewed the outstanding utility and parcel tax report. In accordance with our bylaw the board issued a resolution to shut down any account with amounts owing past the 90 days. Notice of this resolution will be sent out in the June newsletter as well as posted to the MBWD website.

**RESOLUTION:** Moved by Trustee Little, seconded by Trustee Flynn.

A registered letter will be sent to any account holder who has an unpaid bill 90 days and older. The account must be paid in full or put on a payment plan within seven (7) days from the date the registered letter was received. Failure to comply will result in the water being shut off to the residence.

**CARRIED**

## **9. OLD BUSINESS – None**

## **10. BYLAWS –**

- 10.1 Bylaw 318 was reviewed, a spelling mistake was noted, administration will fix before signing.

**First, Second and Third Readings: Approved on May 13, 2025.**

**MOTION: R2025-95** Moved by Trustee Flynn, Seconded by Trustee Bronstein  
**THAT** Bylaw 318 be signed and submitted to the province.

**CARRIED**

## **11. CORRESPONDENCE – None**

## **12. FINANCIAL**

### **12.1 Finance Report – Memorandum**

Finance Report for the month of April 2025 was presented and all questions answered.

### **12.2 Accounts Payable**

**MOTION: R2025-96** Moved by Trustee Orton, seconded by Trustee Flynn  
**THAT** the accounts payable for April in the amount of \$ 217,011.81 be approved.

**CARRIED**

**13. IN CAMERA/ CLOSED SESSION**

Recommendation:

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

**14. ADJOURNMENT**

**MOTION: R2025-97** Moved by Trustee Flynn

**THAT** the Regular Board Meeting for May 13, 2025, be adjourned.

**CARRIED**

**Adjourned at 6:54 PM**

Next Regular Board Meeting will be June 10, 2025, at Crooke Hall Boardroom at Brentwood College.

**Recorded by RaeAnn Reitor, District Manager**

  
\_\_\_\_\_  
Gary Orton (Chairperson)  
\_\_\_\_\_  
RaeAnn Reitor (District Manager)