

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

October 14, 2025

4:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Dan Flynn (Trustee), Brian Mullan (Trustee), Kevin Little via phone (Trustee), RaeAnn Reitor (District Manager), Keith Halper (Operations Manager)

The meeting was called to order at 4:05pm by Trustee Gary Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2025-123 Moved by Trustee Little, seconded by Trustee Mullan.

THAT October 14, 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 – September 14, 2025

MOTION: R2025-124 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the September 14, 2025, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report all questions were answered.

5.2 Operators Report

Trustees reviewed the reports and directed any questions they had to the Operations Manager.

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

8. NEW BUSINESS-

8.1 Management presented the board with the DRAFT 2026 Budget. All Trustees approved of the budget and gave the go ahead to create the parcel tax bylaw and utility tolls bylaw for the November meeting.

8.2 The board presented a motion to increase the water shut off and water turn on charge from \$80 to \$110 in Bylaw 308 when management is updating the water tolls for 2026. The last time this cost increased was 2019.

MOTION: R2025-125 Moved by Trustee Flynn, Seconded by Trustee Mullan

THAT when Bylaw 308 is updated to reflect the tolls for 2026 MBWD also increase the cost for meter shut off and turn on to \$110.00

CARRIED

8.3 The board discussed the option of going paperless for utility billing and would like management to create a policy for the office to go paperless by April 2026. A motion was presented by the board, and management will work on this policy to present.

MOTION: R2025-125 Moved by Trustee Little, seconded by Trustee Flynn

THAT the board approve of MBWD creating a policy for paperless billing for utility billings starting April 2026.

CARRIED

9. OLD BUSINESS –

10. BYLAWS –

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-126 Moved by Trustee Mullan, seconded by Trustee Little

THAT the accounts payable for September in the amount of \$104,766.93 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: R2025-127 Moved by Trustee Flynn

THAT the Regular Board Meeting for September 16, 2025, be adjourned.

CARRIED

Adjourned at 5:15 PM

Next Regular Board Meeting will be November 18, 2025, 4pm at Brentwood College, Field House Room, located in the Foote Athletic Hall.

Recorded by RaeAnn Reitor, District Manager



Gary Orton (Chairperson)



RaeAnn Reitor (District Manager)