

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

November 18, 2025

4:00 pm (Brentwood College, Fieldhouse Room)

In attendance: Gary Orton (Chair), Dan Flynn (Trustee), Brian Mullan (Trustee), Kevin Little (Trustee), Alex Jorgensen (Trustee) RaeAnn Reitor (District Manager).

The meeting was called to order at 4:00pm by Trustee Gary Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2025-128 Moved by Trustee Flynn, seconded by Trustee Jorgensen.

THAT November 18, 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 – October 14, 2025

MOTION: R2025-129 Moved by Trustee Mullan, seconded by Trustee Little

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

CARRIED

4. DELEGATION(S) – None

5. STAFF REPORTS

5.1 Managers' Report

Trustees reviewed the management report and had all questions answered. A verbal update was given regarding the utility overdue accounts; management informed the trustees that the overdue amounts were brought down from \$40,000.00 to just over \$10,000.00 and the accounts owing are all on a payment plan to have their accounts cleared up by spring 2026.

5.2 Operators Report

Trustees reviewed the reports, and all questions were answered.

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

7.1 Chair Orton gave an update on the development plans affecting Mill Bay. An update was given to trustees that MBWD will be having a meeting with WLRS this week to discuss the pending water license application.

8. NEW BUSINESS-

- 8.1 Management presented the board with the three leak allowance applications. They reviewed and approved two of the applications but advised management that the one application that did not repair the leak would not be approved until they completed the repair work. Management will let the customers know.

9. OLD BUSINESS –

10. BYLAWS –

- 10.1 Management presented both the parcel tax and tolls bylaw for 2026. Trustees were all in agreement to approve Bylaw 323, 2026 Parcel Tax. Trustees would like to discuss the tolls bylaw in more detail before approving. Trustee Flynn and Trustee Little will meet with management next week to review the tolls for 2026 so that management can submit the bylaw in the December regular board meeting.

Trustees did all three readings for Bylaw 323 as follows:

MOTION: R2025-130 Moved by Trustee Little, seconded by Trustee Flynn

THAT MBWD Parcel Tax Bylaw No. 323, 2025, be **Introduced** and given first reading by the Trustees on the 18th day of November 2025.

AND THAT MBWD Parcel Tax Bylaw No. 323, 2025, be **Reconsidered** and adopted by the Trustees on the 18th day of November 2025.

CARRIED

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-131 Moved by Trustee Jorgensen, seconded by Trustee Flynn

THAT the accounts payable for September in the amount of \$93,212.19 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: R2025-132 Moved by Trustee Mullan

THAT the Regular Board Meeting for November 18, 2025, be adjourned.

CARRIED

Adjourned at 5:55 PM

Next Regular Board Meeting will be December 09, 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)