

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

December 09, 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: R2025-133 Moved by Trustee Mullan, seconded by Trustee Jorgensen.

THAT December 09, 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 – November 18, 2025

MOTION: R2025-134 Moved by Trustee Flynn, seconded by Trustee Little

THAT the minutes from the November 18, 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. Trustees requested management to investigate a new trial cam as well as dash cameras for both vehicles.

5.2 Operators Report

Trustees reviewed the reports, and all questions were answered.

6. ENGINEERS REPORT –

7. DEVELOPMENT REPORT –

7.1 Chairman Orton gave an update on the development plans affecting Mill Bay.

8. NEW BUSINESS-

8.1 Management presented the board with the Frances Kelsey Bursery Program information. It was a unanimous decision to continue being a part of this program and MBWD will offer five (5) \$300 bursaries for the 2026 graduating students.

8.2 Management presented the information for overdue parcel tax accounts. The board is in approval of moving forward with collecting the amounts due with guidance from the Province and has instructed management to research charging a daily interest rate on overdue amounts.

9. OLD BUSINESS –

10. BYLAWS –

10.1 Management presented the revised tolls bylaw for 2026. Trustees were all in agreement to approve Bylaw 324, 2026 Water Tolls and other Charges. Trustees did all three readings for Bylaw 324 as follows:

MOTION: R2025-135 Moved by Trustee Little, seconded by Trustee Jorgensen

THAT MBWD Toll Tax Bylaw No. 324, 2026, be **Introduced** and given first reading by the Trustees on the 9th day of December 2025.

AND THAT MBWD Toll Tax Bylaw No. 324, 2026, be **Reconsidered** and adopted by the Trustees on the 9th day of December 2025.

CARRIED

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

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

12.2 Accounts Payable

MOTION: R2025-136 Moved by Trustee Jorgensen, seconded by Trustee Mullan

THAT the accounts payable for November in the amount of \$103,586.16 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: R2025-137 Moved by Trustee Flynn

THAT the Regular Board Meeting for December 09, 2025, be adjourned.

CARRIED

Adjourned at 5:35 PM

Next Regular Board Meeting will be January 20, 2026, 4pm at Brentwood College, Field House Room, located in the Foote Athletic Hall.

Recorded by RaeAnn Reitor, District Manager

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal stroke at the bottom.

Gary Orton (Chairperson)

A handwritten signature in blue ink, appearing to read 'RaeAnn Reitor' in a cursive style.

RaeAnn Reitor (District Manager)