

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

March 10, 2026

4:00 pm (Brentwood College, Fieldhouse Room)

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

Tom Shadlock (Brentwood College), David Burton (Brentwood College)

The meeting was called to order at 3:59pm by Chair Orton.

1. ADOPTION OF THE AGENDA

MOTION: R2026-146 Moved by Trustee Jorgensen, seconded by Trustee Little.

THAT March 10, 2026, 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 – February 17, 2026

MOTION: R2026-147 Moved by Trustee Flynn, seconded by Trustee Mullan

THAT the minutes from the February 17, 2026, Regular Board Meeting be adopted.

CARRIED

4. DELEGATION(S) – None

5. DEPUTATION

5.1 Tom Shadlock and David Burton requested to speak to the board regarding the proposed irrigation agreement. They were allotted 10 minutes to speak and then left so the board could discuss in detail.

Tom and David left the meeting at 4:08pm.

6. STAFF REPORTS

6.1 Managers' Report

Trustees reviewed the management report and all questions were answered.

6.2 Operators Report

Trustees reviewed the operations report and all questions were answered.

7. ENGINEERS REPORT – None

8. DEVELOPMENT REPORT –

8.1 Chair Orton gave an update on the developments in Mill Bay

8. NEW BUSINESS-

- 8.1 The trustees all agreed that the honorarium for 2026 would remain at \$105 for meetings and \$125 for the chair. Trustee Dan Flynn will present the chair’s report and District Manager RaeAnn Reitor will act as the elections official again.
- 8.2 Trustees were presented with a quote from Well Master for the Windsong Well. It was decided that MBWD will hold off on replacing the motor and pump and keep the well as a monitoring well for now.
- 8.3 A quote from Williams Trucking was presented to the trustees for eight (8) bollards to be placed at the Deer Park Pumphouse once the generators were installed. Trustees were all in agreement and this was approved for processing.
- 8.4 Two (2) leak applications were presented to the board and after reviewing the trustees approved both.
- 8.5 A quote from Victoria Pro Siding was presented to the trustees for flashing on the part of office building. This is a part of the Fire Smart Program requirements. Trustees all agreed to approve of the work to proceed.

9. OLD BUSINESS –

10. BYLAWS –

- 10.1 Management presented Bylaw 325- Deloume Treatment Plant PLC Upgrade. Trustees were all in agreement to approve Bylaw 325, 2026. Trustees did all three readings for Bylaw 325 as follows:

MOTION: R2026-148 Moved by Trustee Flynn, seconded by Trustee Jorgensen
THAT MBWD Deloume Treatment Plant PLC Upgrade Bylaw No. 325, 2026, be **Introduced** and given first, second and third readings by the Trustees on the 10th day of March 2026.

CARRIED

11. CORRESPONDENCE – None

12. FINANCIAL

12.1 Finance Report – Memorandum

Finance Report for the month of February 2026 was presented and all questions answered.

12.2 Accounts Payable

MOTION: R2026-149 Moved by Trustee Mullan, seconded by Trustee Flynn
THAT the accounts payable for February in the amount of \$138,223.75 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: R2026-150 Moved by Trustee Jorgensen

THAT the Regular Board Meeting for March 10, 2026, be adjourned.

CARRIED

Adjourned at 5:35 PM

Next Regular Board Meeting will be April 14, 2026, 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)