

# Mill Bay Waterworks District

## AGM Meeting Minutes

April 12, 2025

2:00 pm

**The meeting was held at the Foote Athletic Building Brentwood College, 2735 Mt. Baker Rd.**

**Trustees present:** Gary Orton (Chairperson), Brook Adams, Kevin Little, Dan Flynn

**Administration and Operators:** RaeAnn Reitor (District Manager), Keith Halper (Operators Manager), Stacey Glover (Finance Assistant), Lesley Richard (Administrative Assistant).

**Guest :** Graham Roberts (MNP).

**1. Meeting Called to Order at 2:08 pm**

- 2. Agenda:** The Agenda was presented for approval. It was presented to the public that nominations would take place after the introductions and the results would be announced at the end of the meeting where is states elections.

**MOTION:** That the Agenda for the 2025 AGM for April 12, 2025, be adopted.

Moved by Susan Harkness, seconded by Michael St. Clair.

**CARRIED**

- 3. Minutes:** Meeting Minutes of April 24, 2024, were presented.

**MOTION:** That the minutes from the April 24, 2024, AGM meeting be accepted.

Moved by Brian Mullan , seconded by Sally Emorey.

**CARRIED**

**4. Introduction of Trustees, Administration, Operator and Guest:**

Chairman Orton introduced MBWD Trustees, staff, and guests.

**5. Nominations**

Chairman Orton presented RaeAnn Reitor as the Elections Officer for 2025. The crowd was given the details and rules regarding electing a trustee in accordance with our Letters Patent. Once all the details were discussed the floor was opened for nominations. Kevin Little nominated Dan Flynn, Gary Orton seconded that nomination. Dan Flynn accepted the nomination. No other nominations were presented so Dan Flynn was elected for the 3-year term by acclamation.

**6. Chair Report**

Trustee Orton gave a detailed power point presentation to the patrons of MBWD. A list of improvements that MBWD has made over the past year was presented.

**MOTION:** To adopt the Chair's report.

Moved by Paul Chmielewski, seconded by Susan Harkness.

**CARRIED**

**7. 2024 Financial Statements**

Graham Roberts, MNP, presented the audited 2024 Financial Statements. An explanation on how the financial audit is conducted was given. It was a clean audit, and the results have been posted to the MBWD website.

**MOTION:** To move and accept the 2024 Financial Statements.

Moved by Brook Adams, seconded by Kevin Little.

**CARRIED**

**8. Election of Auditors for 2025-2027**

MBWD presented MNP to be re-elected for the next 3-year term. MNP accepted this nomination.

**MOTION:** That MNP be re-elected as the auditors for MBWD for a 3-year term.

Moved by Melanie Fugard, seconded by Paul Chmielewski.

**CARRIED**

**9. Parcel Tax**

As discussed in the chairs report, the parcel tax for 2025 was not increased. Chairman Orton informed customers that the goal of MBWD is to try to maintain or decrease the amount of taxes that MBWD patrons have to pay.

**10. Long Term Goals of MBWD and Infrastructure**

In the chairs report Trustee Orton presented some of MBWD's long-term goals, such as continuing to work with Island Health to ensure testing results meet the new standards. Also, Island Health has identified two of our existing wells may be at risk for pathogens. This situation will be monitored until the results are definitive. If these wells cannot be brought up to standard, they will be de-commissioned.

MBWD will also complete installing the smart meters by the end of the summer. MBWD will also be updating its 5-year strategic plan, the funds for which will be included in the 2026 budget. MBWD will redevelop its engineering standards to ensure that Developers install back up power, hook up to SCADA, and install smart meters and hydrant caps.

During the presentation it was stated that MBWD has tested the condition of our A/C pipe and the pipe is showing no signs of breakdown to date. MBWD will however, continue to monitor our A/C pipe's status. Another MBWD objective is to install back up power for the system. This will ensure continuous supply to customers in the event of power failure as well as provide continual supply for fighting residential, commercial or forest fires

**11. Infrastructure Planning**

Last year, MBWD's main goal was to repair and upgrade the water system so we could better supply sufficient potable water to our customers. This year, MBWD will be budgeting for the development of a 5-year strategic plan, in aid of infrastructure planning.

**12. Water Licencing**

New Water licences were discussed. MBWD has completed a Well Monitoring Plan as well as a Source Water Protection Plan. The intent of the monitoring plan is to address uncertainty regarding the long-term sustainability of the licence volume. Also, to look at impacts to the source aquifers, senior water rights holders, and indigenous interests in the area.

MBWD removed itself from the application for the Malahat Properties test well because testing demonstrated negative impacts on surrounding wells. MBWD is exploring options for the Malahat Property's development.

**13. New Developments**

Malahat Properties, Stonebridge, Mill Springs and Ocean Terrace developments were all discussed.

Malahat Properties will not be using their existing well due to impacts on existing wells near by and water quality. They will instead be bringing online MBWD Noowick Well and using that water to supply their development.

Stonebridge development will include improvements to MBWD with the addition of 3 water supply wells, upgrading a new reservoir that will provide storage for peak demands and ability to provide fire underwriters protection to the Mill Bay Community. 35% of the Stonebridge property is dedicated to greenspace.

Mill Springs will have 394 lots at completion, with phases 16 and 17 hopefully starting shortly.

Ocean Terrace was discussed, and the crowd was informed that their intend was to move forward with working with Malahat First Nations. Once MBWD has confirmation of this going ahead our intent is to change our boundaries to cut out that portion of land from our jurisdiction and Letters Patent.

**14. 2025 Bursaries**

MBWD is providing five (5) \$300 bursary awards to selected Frances Kelsey graduating students in recognition of their community service. These bursaries are presented in the names of Alf Carter, Clyde Ogilvie, Archie Staats, Gerald Patterson and Brian Young all of whom have been significantly involved with MBWD over the years.

**MOTION:** THAT five (5) \$300.00 bursary awards be approved for the 2024-2025 school year for Frances Kelsey graduating students, in names of Alf Carter, Clyde Ogilvie, Archie Staats, Gerald Patterson and Brian Young in recognition of community service.

Moved by Louise Patterson, seconded by Michael St. Clair

**CARRIED**

**15. Trustee Honoraria**

District Manager RaeAnn Reitor stated that the current honorarium is \$105 per meeting and \$125 for the chair per meeting. The board is requesting no increase in these amounts for this year.

**16. Election**

District Manager, RaeAnn Reitor was the election officer to fill one 3-year positions. As mentioned in line Item 5 Dan Flynn was the successful candidate to fill the vacant spot by acclimation.

**17. Question Period**

Questions were asked and answered regarding the presented materials.

**13. Adjournment**

Chairman Orton requested a motion from the floor to adjourn the meeting.

**MOTION:** THAT the 2025 Mill Bay Waterworks District AGM be adjourned.

Moved by Dan Flynn

**CARRIED**

**Adjourned at 4:15 pm**

**Recorded and transcribed by RaeAnn Reitor, District Manager**



District Manager



Gary Orton, Chairperson