

# Mill Bay Waterworks District

## AGM Meeting Minutes

April 18, 2026

2:00 pm

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

**Trustees present:** Gary Orton (Chairperson), Kevin Little, Dan Flynn, Brian Mullan, Alex Jorgensen

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

**Guest :** Corey Vanderhorst (MNP).

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

**2. Agenda:** The Agenda was presented for approval.

**MOTION:** That the Agenda for the 2026 AGM for April 18, 2026, be adopted.

Moved by Joyce Little, seconded by Michael St. Clair.

**CARRIED**

**3. Minutes:** Meeting Minutes of April 12, 2025, were presented.

**MOTION:** That the minutes from the April 12, 2025, AGM meeting be accepted.

Moved by Louise Patterson, seconded by Angela Mackay.

**CARRIED**

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

Trustee Flynn introduced MBWD Trustees, staff, and guests.

**5. Nominations**

Trustee Flynn presented RaeAnn Reitor as the Elections Officer for 2026. The rate payers were 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 for the two vacant positions. Michael St. Clair nominated Gary Orton, Louise Patterson seconded that nomination. Gary Orton accepted the nomination. Kevin Little nominated Alex Jorgensen, Gary Orton seconded that nomination. Alex Jorgensen accepted the nomination. No other nominations were presented so both Gary Orton and Alex Jorgensen were elected for the 3-year terms by acclamation.

**6. Chair Report**

Trustee Flynn invited Gary Orton to give a detailed presentation to the customers of MBWD. A list of improvements that MBWD has made over the past year was presented. MBWD also presented that funding for future improvements was a top priority.

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

Moved by Laverne Granvois, seconded by Tom McGregor.

**CARRIED**

**7. 2025 Financial Statements**

Corey Vanderhorst, MNP, presented the audited 2025 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 2025 Financial Statements.

Moved by Tom McGregor, seconded by Dan Flynn.

**CARRIED**

**8. Election of Auditors - None**

**9. Parcel Tax**

As discussed in the chairs report, the parcel tax for 2026 was increased by 5%. Trustees explained that they went up due to the capital projects that MBWD completed during the 2025 year as well as future capital planning.

**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. In 2025, Island Health identified two of our existing wells may be at risk for pathogens (GARP) the customers were advised that one of the two wells has been decommissioned.

MBWD will also complete installing the smart meters by the end of this summer. MBWD will be updating its 5-year strategic plan this summer and the funds for which will be included in the 2027 budget. MBWD will be looking at all sources of revenue in order to properly plan for the future of MBWD. Engineering standards are being updated to ensure that Developers install back up power, hook wells up to SCADA, and install smart meters and hydrant caps for all new developments.

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.

MBWD updated the public that the back up power project for the system has almost been completed. 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**

Over the last two years, 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**

The status of our new water licences was discussed. MBWD has completed a Well Monitoring Plan, Operations Plan, as well as a Source Water Protection Plan. These plans have been approved by the Province and we are about to start the implementation stage of the Well Monitoring 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.

**13. New Developments**

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

It was mentioned again that 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's Noowick Well and using that water to supply their development. They are also responsible for bringing on all the new infrastructure to supply water to 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.

Mill Springs will be bringing on two new wells and have 394 lots at completion, with phases 16 and 17 hopefully starting shortly.

**14. 2026 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 2025-2026 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 Tom Shadlock

**CARRIED**

**15. Trustee Honoraria**

District Manager RaeAnn Reitor stated that the current trustee 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 two (2) 3-year positions. As mentioned in line Item 5, Gary Orton and Alex Jorgensen were the successful candidates to fill the vacant spots by acclamation.

**17. Question Period**

Questions were asked and answered regarding the presented materials.

**13. Adjournment**

Trustee Flynn requested a motion from the floor to adjourn the meeting.

**MOTION:** THAT the 2026 Mill Bay Waterworks District AGM be adjourned.

Moved by Randy Grandville

**CARRIED**

**Adjourned at 3:14 pm**

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

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District Manager

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Gary Orton, Trustee