

Mill Bay Waterworks District  
AGM Meeting Minutes  
April 28, 2022  
6:30 pm

The meeting was held at the Kerry Park Recreation Centre (Denis McLean Room), 1035 Shawnigan Lake-Mill Bay Rd.

**Trustees present:** Brian Young (Chairman), Brook Adams, David Crowe, Austin Tokarek

**Administration and Operators:** Paul Carver (District Manager), David Martin (Chief Operator), RaeAnn Reitor (Finance Assistant), Stacey Glover (Administrative Assistant)

**Guest :** Election Officer Doug Higginson, Travis Bryson (MNP)

1. **Land Acknowledgement:** MBWD acknowledges that for thousands of years the Coast Salish peoples have walked gently on the unceded territories where MBWD now operates.
2. **Meeting Called to Order at 6:32 pm**
3. **Agenda:** The Agenda was presented for approval.

**MOTION:** That the Agenda for the 2022 AGM for April 28, 2022, be approved.

Moved by Mary Margaret Amodeo, seconded by Brook Adams

**CARRIED**

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

Chairman Young introduced MBWD Trustees, staff, and guests.

5. **Minutes:** Meeting Minutes of August 25, 2021, were presented.

**MOTION:** That the minutes from the August 25, 2021, AGM meeting be accepted.

Moved by Reg Hall, seconded by Doug Higginson

**CARRIED**

6. **2020 Financial Statements**

Travis Bryson, MNP, presented the audited 2021 Financial Statements. An explanation of how the financial audit is conducted was given. It was a clean audit and the results have been posted to the MBWD website.

7. **Appointment of Auditor for 2022/2023**

Someone in the gallery asked if the annual audit can be put out to tender at a board meeting to obtain competitive pricing. Chair Brian Young stated that MNP has been doing the audit for several years and has been doing an exception job and would recommend remaining with MNP.

**MOTION:** THAT MNP be reappointed as Auditor for the year 2022 and 2023

Moved by Louise Patterson, seconded by Paul Morrow

**CARRIED**

8. **Chair Report**

Chairman Young presented his report and stated the report is available online.

**9. Parcel Tax & Tolls**

Chairman Young provided a detailed presentation for the increase in parcel taxes and user tolls. Questions were asked during and following the presentation, which were answered by the Chairman Young and District Manager Paul Carver.

**10. 2022 Bursaries**

It was stated that for the past several years MBWD has provided three (3) \$300 bursary awards to selected Frances Kelly graduating students in recognition of their community service. These bursaries have been presented in the names of Alf Carter, Clyde Ogilvie, and Archie Staats, all of whom have been significantly involved with MBWD over the years.

**MOTION:** THAT three (3) \$300.00 bursary awards be approved for the 2021-2022 school year for Frances Kelly graduating students, in names of Alf Carter, Clyde Ogilvie and Archie Staats, in recognition of community service.

Moved by Brian Harrison, seconded by Louise Patterson

**CARRIED**

**MOTION:** THAT a fourth bursary be approved for the 2022-2023 school year and beyond for a selected graduating student from Frances Kelly in the name of Gerald Patterson, who was one of the original founders of Mill Bay Waterworks District.

Moved by Louise Patterson, and seconded by Brian Harrison, with two (2) abstentions.

**CARRIED**

**11. Trustee Honoraria**

Chairman Brian Young stated the current honorarium is \$120 per meeting for the Chairperson and \$100 per meeting for the Trustees. There are no plans to change the honorariums. No concerns were expressed by the ratepayers in attendance at the meeting.

**12. Election**

The election for one Trustee for a three (3) year term was called to order by Doug Higginson, Election Officer. Mr. Higginson asked if there were any nominations from the floor for the vacant Trustee position. Brian Young was nominated by Paul Morrow and seconded by Gary Orton. Louise Patterson was nominated by Barton Greig and seconded by Brian Harrison.

An election immediately followed where Brian Young secured the most votes and was awarded the position of Trustee for a three (3) year term.

**13. Adjournment**

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

**MOTION:** THAT the 2022 Mill Bay Waterworks District AGM be adjourned.

Moved by Kevin Little

**CARRIED**

**Adjourned at 8:15pm**

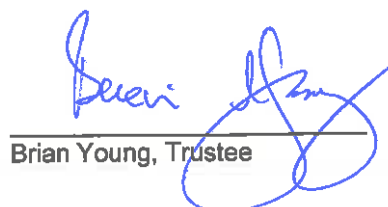
**13. Question Period**

An in-depth question and answer period followed adjournment.

**Recorded by Paul Carver, District Manager**



Paul Carver, District Manager



Brian Young, Trustee