

# Mill Bay Waterworks District

AGM Meeting Minutes

April 25, 2023

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

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

**Guest :** Election Officer Norm Wills, Cory Vanderhorst (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 6:37 pm**

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

**MOTION:** That the Agenda for the 2023 AGM for April 25, 2023, be approved.

Moved by Brook Adams, seconded by Bob Bennett.

**CARRIED**

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

Chairman Young introduced MBWD Trustees, staff, and guests.

5. **Minutes:** Meeting Minutes of April 28, 2022, were presented.

**MOTION:** That the minutes from the April 28, 2022, AGM meeting be accepted.

Moved by Gary Orton, seconded by Kevin Little.

**CARRIED**

6. **Chair Report**

Chairman Young stated that his report was sent out and everyone should have a copy.

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

Moved by Sally Emory seconded by Brook Adams

**CARRIED**

7. **2022 Financial Statements**

Cory Vanderhorst, MNP, presented the audited 2022 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.

**MOTION:** To move and accept the 2022 Financial Statements.

Moved by Bob Bennett seconded by Bill Langdon

**CARRIED**

**8. Appointment of Auditor for 2023/2024**

A question was asked how many years MNP had been doing the audit as well as what the price increase would be like for the following year. Chair Brian Young recommend remaining with MNP for the next audit year.

**MOTION:** THAT MNP be reappointed as Auditor for the year 2023 and 2024

Moved by Tom McGregor, seconded by Sally Emory

**CARRIED**

**9. Parcel Tax & Tolls**

Chairman Young stated the increase in parcel taxes was 7% based on the inflation rate. He also stated that the water user tolls remained the same as last years rate because of a surplus in 2022. Questions were asked during and following the presentation, which were answered by the Chairman Young.

**10. Water Conservation**

Chairman Young stated May 1, 2023 starts the water restriction program. The new schedule with the rules and regulations was available for attendees to take home. This new schedule has introduced stage 4 for Mill Bay residents. Chairman Young congratulated the residents on doing a good job conserving water with an average of just below 400 L/cap/day in 2022, compared to approximately 500 L/cap/day in recent years. There were a few questions asked regarding irrigating parks which were answered by Chairman Young. It was suggested that the District Manager have a conversation with the Cowichan Valley Regional District regarding adding parks to the category of fields. Members of the audience also asked about how moving to the next stage of watering restriction was determined.

**11. Strategic Pan**

The three-year strategic plan was presented to the attendees by Chairman Young. Reasons for the push for a strategic plan was the pressure on housing, replacement of asbestos pipe, climatization, manganese contamination limits with Health Canada, which affects two of our wells, and moving up a level of classification by the EOCP for operating system. The Mill Bay Waterworks realizes that eventually we may become a part of a Municipality or part of the CVRD so the vision is limited by those outcomes but the vision will remain to provide the best quality of water possible. A copy of the strategic plan can be found on our website. Chairman Young stated that the website is to be updated and that Mill Bay Waterworks will be on Facebook. Chairman Young answered questions that the attendees had with the help of Kate Segal and Blaise Salmon. It was asked that the district manager follow up with the engineers regarding the testing of asbestos pipe.

## **12. 2023 Bursaries**

It was stated that for the past several years MBWD has provided four (4) \$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, Archie Staats, and Gerald Patterson all of whom have been significantly involved with MBWD over the years.

**MOTION:** THAT four (4) \$300.00 bursary awards be approved for the 2022-2023 school year for Frances Kelly graduating students, in names of Alf Carter, Clyde Ogilvie, Archie Staats, and Gerald Patterson in recognition of community service.

Moved by Gary Orton, seconded by Brook Adams

**CARRIED**

**MOTION:** THAT we expand the eligibility area for the Mill Bay Waterworks Bursary's to include Electoral Areas A, B and C.

Moved by Sally Emory, and seconded by Bill Langford

**CARRIED**

## **13. Trustee Honoraria**

Chairman Brian Young asked for the new honorarium to be \$125 per meeting for the Chairperson and \$105 per meeting for the Trustees. No concerns were expressed by the ratepayers in attendance at the meeting.

**MOTION:** THAT the new honorarium to set to \$105 for board members and \$125 for the chair.

Moved by Gary Orton seconded by Kevin Little

**CARRIED**

## **14. Election**

The election for two Trustee for a three (3) year term was called to order by Norm Wills, Election Officer. Mr. Wills asked if there were any nominations from the floor for the vacant Trustee position. Brook Adams was nominated for another term by Bob Bennett and seconded by Don Thorpe. Brook Adams accepted this nomination. Gary Orton was nominated by Kevin Little seconded by Michael Murry. Gary Orton accepted this nomination. David Crowe was nominated by Louise Patterson but David Crowe declined. Murray Peterson was nominated by Tannis Liviniuk but Murray Peterson declined.

No election was needed as only two nominees accepted the position. Brook Adams secured another term and Gary Orton was added to the board as a new Trustee both for a three (3) year term.

## **13. Adjournment**

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

**MOTION:** THAT the 2023 Mill Bay Waterworks District AGM be adjourned.

Moved by Kevin Little

**CARRIED**

**Adjourned at 8:20pm**

## **15. Question Period**

An in-depth question and answer period followed adjournment.

**Recorded by Paul Carver, District Manager**

**Transcribed by RaeAnn Reitor, Finance Assistant**

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Paul Carver, District Manager

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Brian Young, Trustee

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