

Mill Bay Waterworks District  
MBWD Regular Board Meeting Minutes  
January 11, 2022  
2:00 pm (at Mill Bay Community League Hall)

In Attendance: Brian Young (Chairperson); Brook Adams, Johanna Morrow (Trustees); Paul Carver (District Manager), David Martin (Chief Operator), and Jonathan Musser (Associated Engineering).

Absent: David Crowe – Trustee  
Austin Tokarek - Trustee

Meeting was called to order at 2:30 p.m.

**1. Land Acknowledgement**

Chairperson Young acknowledged that we are meeting on the unceded lands of the Hul'q'umi'num speaking peoples and do so with gratitude for their care and sustenance of the land for centuries.

**2. Adoption of Agenda**

**MOTION: 2022-01** Moved by Trustee Morrow, seconded by Trustee Adams  
*THAT the January 11, 2022, Agenda for the Regular Board Meeting be adopted as amended.*

**CARRIED**

**3. Minutes**

**3.1 Regular Meeting Minutes December 14, 2021**

**MOTION: 2022-02** Moved by Trustee Adams, seconded by Trustee Morrow  
*THAT the December 14, 2021, Regular Board Meeting Minutes be Adopted as presented.*

**CARRIED**

**3.2 Special Meeting Minutes December 29, 2021**

**MOTION: 2022-03** Moved by Trustee Morrow, seconded by Trustee Adams  
*THAT the December 29, 2021, Special Board Meeting Minutes be adopted as amended.*

**CARRIED**

**4. Reports**

**4.1 Operator's Report:**

- a) Maintenance report for December 2021 – Presented and discussed.
- b) Well Monthly Meter Read Volumes - Presented and discussed.

**4.2 Engineering Report:**

- a) Associated Engineering Monthly Update - Presented and discussed.
- b) Associated Engineering Work Program and Fee Estimate Design (Construction of Mill Bay Road Watermain Replacement – Report was presented for discussion.

**MOTION: 2022-04** Moved by Trustee Morrow, seconded by Trustee Adams  
*THAT Task 1 (Data Collection) and Task 2 (Detailed Design) of the proposed work plan be implemented;*

*AND THAT a Bylaw be prepared to withdraw renewal and capital funds to complete Task 1 and Task 2 of the proposed work plan.*

**CARRIED**

4.3 District Manager's Report – Report was presented and discussed.

## 5. Developments

- 5.1 Benko/Butterfield (Malahat Properties) – Project has been quiet.
- 5.2 Ocean Terrace – Project has been quiet.
- 5.3 Stonebridge (Limona Group) – MBWD has co-signed Well 107097 License application. MOU in place with developer. Agreement with developer needs to be negotiated through our lawyer.
- 5.4 Mill Springs (Gerald Hartwig) – Nothing new to report.
- 5.5 Hidden Creek (Baranti Developments) – Project has been quiet.
- 5.6 Marina Village (The Purdey Group) – Developer still has not paid the cost for our consultant to commence their development review.
- 5.7 Frayne Centre – Project has been quiet.
- 5.8 Others (in-fill, east of Francis Kelsey) – Nothing new to report.

*Dave Martin and Jonathan Musser left the meeting at 3:55 pm.*

## 6. Other Business

- 6.1 HR Policy Manual & Trustee Handbook  
Manual will be brought back to the Board for approval at a special meeting.
- 6.2 Water Quality Committee  
Paul Carver will implement the required notification to dissolve the Water Quality Committee.
- 6.3 Staffing update  
Paul Carver provided a brief staffing update and advised the Board that RaeAnn Powell will not be commencing her employment until January 17, 2022.
- 6.4 Late Fees

**MOTION: 2022-05** Moved by Trustee Morrow, seconded by Trustee Adams  
*THAT the Board waive late fees for payments received after January 31, 2022, for the billing period covering October and November 2021.*

**CARRIED**

- 6.5 COVID Protocol  
Staff will amend our COVID Safety Plan to satisfy the new provincial health order.
- 6.6 Annual AGM  
Planning to be initiated for the 2022 Annual AGM. Plans must consider current COVID protocols. District Manager to follow up with auditor to ensure annual audit will be completed in time for AGM.

**7. Financials**

- 7.1 Financial Bank Reconciliation Statements – Not available at this meeting.
- 7.2 Accounts Payable – Johanna Morrow advised to the best of her knowledge the accounts payable appears in order.
- 7.3 YTD Monthly Comparative Income Statement – Not available at this meeting.
- 7.4 Trustee remuneration for extra work performed.

**MOTION: 2021-06**      Moved by Trustee Morrow, seconded by Trustee Adams  
*THAT in consideration of the emergency that arose with the sudden departure of the MBWD administrative staff, be it resolved that MBWD trustees may be remunerated \$100 (the normal financial recognition for each MBWD Trustee meeting) for every three hours of administrative work required to maintain essential services until new staff has been hired and trained.*  
**CARRIED**

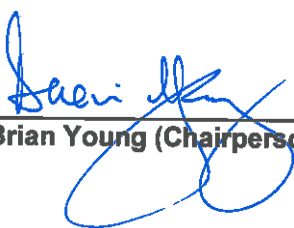
**8. Adjournment**

**MOTION: 2022-07**      Moved by Trustee Adams, seconded by Trustee Morrow  
*THAT the regular Board meeting for January 11, 2022, be adjourned.*  
**CARRIED**

**Adjourned 4:10p.m.**

Next Regular Board Meeting February 8, 2022, at the Mill Bay Community League Board Room.

**Recorded by Paul Carver, District Manager**

  
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**Brian Young (Chairperson)**

  
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**Paul Carver (District Manager)**