

Mill Bay Waterworks District

MBWD Regular Board Meeting Minutes

February 8, 2022

2:00 pm (at Mill Bay Community League Hall)

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

Meeting was called to order at 2:05 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: 2022-11 Moved by Trustee Morrow, seconded by Trustee Tokarek
THAT the January 11, 2022, Agenda for the Regular Board Meeting be adopted as amended.

CARRIED

3. Minutes

3.1 Regular Meeting Minutes January 11, 2022

MOTION: 2022-12 Moved by Trustee Crowe, seconded by Trustee Adams
THAT the January 11, 2022, Regular Board Meeting Minutes be Adopted as presented.

CARRIED

3.2 Special Meeting Minutes January 27, 2022

MOTION: 2022-13 Moved by Trustee Morrow, seconded by Trustee Tokarek
THAT the January 27, 2022, Special Board Meeting Minutes be adopted as amended.

CARRIED

3.3 Matter Arising from Minutes

- a) Stonebridge development – Memo of Understanding will be forwarded to our lawyer for the preparation of an agreement with the developer.
- b) HR Handbook – A special board meeting will be scheduled to approve the Trustee and Employee Handbook.
- c) Water Quality Committee – In accordance with Section 94 of the Community Charter, our customers will be notified of the dissolution of the Water Quality Committee through a letter that will accompany the next utility bill.
- d) Staffing – District Manager gave a briefing on office staffing and what is being considered for the remaining vacant office position.
- e) Covid Protocol
 - Masks required when staff interacting with customers at the front door of the office.
 - Trustee discretion with wearing masks when entering the office.

- Staff not required to wear masks when seated at his/her workstation. Will be left to the discretion of individual staff members.

4. Reports

4.1 Operator's Report:

- a) Maintenance report for December 2021 – MBWD Water Operator David Martin presented and discussed his report.
 - Chairman Young requested a budget number for 2022 maintenance operations.
 - Shawnigan Lake weir- MBWD to assume responsibility of the weir for one more year.
 - Shawnigan Lake weir requires an assessment by a professional engineer. David Martin/Jonathan to determine frequency. If MBWD assumes responsibility for Shawnigan Lake weir, then a new group agreement should be required.
 - David Martin advised the MBWD has a storage licence on Shawnigan Lake as we built the dam.
 - With respect to Item #5, the District Manager will review annual backflow testing process.
 - Hidden Creek – Watermain pressure test was completed on Monday, February 7, 2022, and passed. Disinfection to occur the week of February 14.
 - Water restrictions virtual meeting with other water purveyors scheduled for Thursday, February 10, 2022.
 - Trustee Crowe asked if there was any interest to put on an irrigation/conservation workshop. Administration will review with Trustee Crowe.
- b) Well Monthly Meter Read Volumes – Report was presented for information.

4.2 Engineering Report:

- a) Associated Engineering Monthly Update
 - Jonathan Musser presented his report and discussed its contents.
 - Jonathan has been unsuccessful thus far in setting up a meeting with MoTi to discuss their plans to upgrade Mill Bay Road.
 - Associated Engineering has commenced their review of the Marine Village development. Report is expected by the end of February.

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

5. Developments

5.1 Benko/Butterfield (Malahat Properties)

- Remedy proposal has been submitted to FLNRO.

5.2 Ocean Terrace

- Project has been quiet.

5.3 Stonebridge (Limona Group)

- The Board of Trustees authorized the release of Western Water's (WWL) report titled "Review of Revised Assessment of Proposed New Supply Well WTN 107097 for Stonebridge Development", which was a review Lowen Hydrogeology Consulting Ltd.'s report dated January 5, 2022. WWL's report will be finalized and released to developer and their consultant Lowen Hydrogeology Consulting Ltd

5.4 Mill Springs (Gerald Hartwig)

- Nothing new to report.

5.5 Hidden Creek (Baranti Developments)

- Pressure testing of watermains occurred on Monday, February 7, 2022, with Dave Martin in attendance to witness results. The pressure testing passed.

5.6 Marina Village (The Purdey Group) – Developer has paid the invoice for Associated Engineering to commence their review of the development proposal. As mentioned earlier in these minutes, we can expect Associated Engineering report by the end of February.

5.7 Frayne Centre – Project has been quiet.

5.8 Others (in-fill, east of Francis Kelsey) – Nothing new to report.

6. **Bylaws**

6.1 MBWD Noowick Road Watermain Replacement Amendment Bylaw No. 291, 2022

MOTION: 2022-14

Moved by Trustee Adams, seconded by Trustee Crowe

THAT the Noowick Road Watermain Replacement Project be cancelled and that the previously allocated \$700,000 be returned to the Capital Renewal Reserve Fund, less \$70,000 for the design costs incurred to date;

*AND THAT MBWD Noowick Road Watermain Replacement Amendment Bylaw No. 291, 2022, be **INTRODUCED** and given first reading by the Trustees on the 8th day of February 2022;*

*AND FURTHER THAT MBWD Noowick Watermain Replacement Amendment Bylaw No. 291, 2022, be **RECONSIDERED** and adopted by the Trustees on the 8th day of February 2022.*

CARRIED

6.2 Mill Bay Waterworks District Mill Bay Watermain Replacement Design Services Bylaw No. 292, 2022.

MOTION: 2022-15

Moved by Trustee Morrow, seconded by Trustee Tokarek

*THAT MBWD Mill Bay Watermain Replacement Design Services Bylaw No. 292, 2022, be **INTRODUCED** and given first reading by the Trustees on the 8th day of February 2022;*

*AND THAT MBWD Mill Bay Watermain Replacement Design Services Bylaw No. 292, 2022 be **RECONSIDERED** and adopted by the Trustees on the 8th day of February 2022.*

CARRIED

7. **Other Business**

7.1 Brentwood College

Chairman Young and District Manager met with Tom Shadlock on February 3, 2022.

- Mr. Shadlock advised the college bought Deer Lake Lodge for the land. Building is currently being used for student Covid housing. Daycare project is on hold.

- Mr. Shadlock advised Brentwood College is going through the rezoning process with CVRD for their property(s) on Lodgepole Road.
- Lodgepole properties are being charged institutional rates. Staff to review.
- District Manager to review agreement with Brentwood College.
- When asked, Mr. Shadlock advised they are waiting for MoTi to legally close Lashburn Road prior to them securing statutory rights of way for the utilities, including the MBWD's water system.
- District Manager to review agreement with Brentwood College school population baselines.

7.2 Strategic Planning

- A date needs to be established for strategic planning session.
- Strategic planning session to follow AGM, which will be held in April following completion of the annual audit.
- Use an outside facilitator for the planning session. Cost likely in the \$5,000 to \$7,000 range.

7.3 Emails

- Trustee Tokarek advised his work email is still not receiving and sending email addresses. District Manager will contact 3 tech and have them look into this issue.

7.4 CVRD Official Community Plan (OCP)

- Trustee Tokarek advised that the CVRD is reevaluating its OCP. MWDD needs to have communication with the CVRD on land use changes that may impact MBWD's water system.

Jonathan Musser left the meeting at 3:50 pm.

Dave Martin left the meeting at 3:56 pm.

8. Financials

8.1 Accounts Payable

MOTION: 2022-16 Moved by Trustee Morrow, seconded by Trustee Adams
THAT the Accounts Payable in the amount of \$107,636.56 for the Months of October, November and December 2021 be received.
CARRIED

MOTION: 2022-17 Moved by Trustee Tokarek, seconded by Trustee Adams
THAT the Accounts Payable in the amount of \$36,501.49 for January 2022 be approved.
CARRIED

8.2 MasterCard Signatory Authorization

MOTION: 2022-18 Moved by Trustee Tokarek, seconded by Trustee Morrow
THAT the Board of Trustees approved the update of the Island Savings MasterCard Account to have Paul Carver, District Manager, as the authorized representative and signing authority for the Mill Bay Waterworks District and to remove all other past employees from the account.

MOTION: 2022-19 Moved by Trustee Morrow, seconded by Trustee Crowe
THAT the Board of Trustees authorize Paul Carver, District Manager, to be the as the authorized business representative and signing authority for the Mill Bay Waterworks District for our WorkSafe BC account and to remove all other past employees from the account.

CARRIED

MOTION: 2022-20 Moved by Trustee Crowe, seconded by Trustee Tokarek
THAT the Board of Trustees authorize Paul Carver, District Manager, to be the as the authorized business representative and signing authority for the Mill Bay Waterworks District for our Canada Revenue Agency account and to remove all other past employees from the account.

CARRIED

9. Adjournment

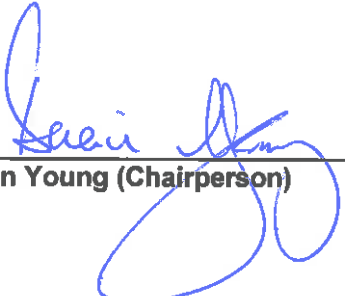
MOTION: 2022-21 Moved by Trustee Crowe, seconded by Trustee Tokarek
THAT the regular Board meeting for February 8, 2022, be adjourned.

CARRIED

Adjourned 4:08 pm.

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

Recorded by Paul Carver, District Manager



Brian Young (Chairperson)



Paul Carver (District Manager)