
**REPORT TO PORT RENFREW LOCAL COMMUNITY SERVICES COMMITTEE
MEETING OF THURSDAY, 12 JANUARY 2006**

**SUBJECT TERMS OF REFERENCE – PORT RENFREW LOCAL COMMUNITY SERVICES
COMMITTEE**

PURPOSE

To seek the committee's endorsement of the terms of reference for the Port Renfrew Local Community Services committee.

BACKGROUND

The Port Renfrew Local Services committee was originally established by Bylaw in 1991. The original committee bylaw was repealed and replaced in 1997 and again in 2003 as new services or responsibilities were added to the committee. The committee administered utility and general services for the residents of Port Renfrew.

Over the past years, the committee identified the need for the community to voice their opinions and concerns on community services which did not fall under the responsibility of the committee as set out in the bylaw. After considerable deliberation, it was agreed that establishing two separate committees would better serve the community. One committee would administer utilities such as; water, sewer and street lighting, and a separate committee would administer general community services such as; solid waste, recreation and parks, fire protection and participate in the various development, operating and planning commissions in the Juan de Fuca Electoral Area.

After consultation with the community a new bylaw focusing on solid waste, recreation and parks and fire protection was developed. The Board, at the meeting of 14 September 2005, adopted the new Port Renfrew Local Community Services Committee Bylaw No. 3280. Members were elected to the new committee on 29 October 2005 by the residents of Port Renfrew. The Board on 9 November 2005 ratified the appointments.

DISCUSSION

The purpose of the terms of reference is to clearly define the committee's role and responsibilities, including a summary of outstanding and new issues. While the bylaw provides an overview of the duties and scope of the committee, the terms of reference will provide more details and the flexibility to update the list of issues as required.

A copy of the terms of reference is attached.

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION(S)

That the Port Renfrew Local Community Services committee endorse the proposed terms of reference as outlined in Appendix A.


Report Writer/Manager


General Manager Concurrency

COMMENTS

**CAPITAL REGIONAL DISTRICT
PORT RENFREW LOCAL COMMUNITY SERVICES COMMITTEE
TERMS OF REFERENCE
DECEMBER 2005**

1. **PURPOSE**

To define the roles, responsibilities and composition of the Port Renfrew Local Community Services committee.

2. **BACKGROUND**

The Port Renfrew Local Services committee was originally established by Bylaw in 1991. The original committee bylaw was repealed and replaced in 1997 and again in 2003 as new services or responsibilities were added to the committee. The committee administered utilities and general services for the residents of Port Renfrew.

3. **NEED**

Over the past years, the committee has identified the need for the community to voice their opinions and concerns on community services which do not presently fall under the responsibility of the committee as set out in the Capital Regional District (CRD) Bylaws. The Electoral Area Director for Juan de Fuca and CRD staff met to consider options to enhance the powers of the committee and agreed that perhaps the issues are too diverse to easily be dealt with by one single committee, and that creation of a separate general community services committee might offer a solution.

Two bylaws were prepared for the consideration of the committee and ultimately the community. One bylaw created the Port Renfrew Utility Services committee which would continue to have responsibility for Port Renfrew water, Port Renfrew sewer, Port Renfrew street lighting and Snuggery Cove water.

The second bylaw established the continuation of the Port Renfrew Local Community Services committee to undertake responsibility for the greater Port Renfrew services such as solid waste, recreation, parks and fire protection. As this committee would be established as the general community services committee, it would also assume a leadership role and a liaison role between the residents of Port Renfrew and the various operating and planning committees in the electoral area. This committee would recommend or send members to attend the various committee functions and would offer a forum to pass information from the committees to the community via Port Renfrew meetings.

After consultation with the community a new bylaw focusing on solid waste, recreation and parks and fire protection was developed. The Board, at the meeting of 14 September 2005, adopted the Bylaw No. 3280, the "Port Renfrew Local Community Services Committee Bylaw, No. 1, 2005". Members were elected to the new committee on 29 October 2005 by the residents of Port Renfrew. The Board on 9 November 2005, ratified the appointments.

4. **ROLE AND RESPONSIBILITIES**

The role of Port Renfrew Local Community Services committee is to:

- (a) Provide Fire and Protection Emergency Response under Bylaw No. 1743.
- (b) Provide Solid Waste Removal and Disposal under Bylaw No. 1743.

- (c) Operate the recreation facilities owned by the Regional District in Port Renfrew.
- (d) Deliberate and make recommendations to the Juan de Fuca Electoral Area Director and the Board on the following matters:
 - i) appoint representatives for the Port Renfrew Area to the following committees:
 - Sooke and Electoral Area Recreation Committee
 - Juan de Fuca Parks Committee
 - Juan de Fuca Emergency Preparedness Committee
 - Juan de Fuca Economic Development Committee
 - ii) other such community matters as forwarded to the Juan de Fuca Electoral Area Director of the Board
- (e) Establish policies governing the provision and operation of the services including the recommendation of user charges to be established by bylaw of the Board.
- (f) Prepare an annual budget for services outlined in (a), (b) and (c) above for approval to the CRD Board.

5. **COMPOSITION AND CHAIR**

- 1 - Juan de Fuca Electoral Area Director
- 3 - Individuals who are owners of real property within the Fire Protection and Emergency Response Local Service Area
- 2 - Individuals who may be owners of real property, or residents within the Fire Protection and Emergency Response Local Service Area

Members will be appointed for a two year period with three members being appointed in one calendar year, and two members appointed in the following calendar year.

6. **SUMMARY OF ISSUES**

A summary of issues is listed on Appendix A.

7. **RULES OF CONDUCT**

The CRD Board rules of procedures will apply.

8. **ADMINISTRATION**

Administrative support to Port Renfrew Local Community Services Committee will be provided by CRD Solid Waste staff.

APPENDIX A

PORT RENFREW LOCAL COMMUNITY SERVICES COMMITTEE

OUTSTANDING AND NEW ISSUES

1. Outstanding Issues

(a) Fire Protection Local Service Area

- i) renew agreement for service with Padcheedaht First Nation
- ii) addition of properties not included in the fire protection Area
- iii) fire hall and equipment
- iv) tax base

(b) Solid Waste

- i) addition of properties not included in the service area
- ii) upgrades to present solid waste transfer station
- iii) potential relocation of solid waste transfer station
- iv) operation of solid waste transfer station

(c) Recreation Centre

- i) upgrades to recreation centre

(d) General Issues

- i) appoint representatives to the SEAPARC committee, Juan de Fuca Parks committee, Juan de Fuca Emergency Preparedness committee and Juan de Fuca Economic Development committee

2. New Issues

(a) Official Community Plan

- i) amendments
- ii) review

(d) Emergency Preparedness

- i) tsunami funds

(e) Section 64

- i) status
- ii) asset