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**Minutes of the Port Renfrew Utility Services Committee
Held Tuesday 25 January 2011
Port Renfrew Recreation Centre, Port Renfrew, BC**

Present: Rob Wilson (C), Mike Conlin, Tom Wyton, Dorothy Hunt
CRD Electoral Area Director: Mike Hicks
CRD: Ted Robbins, Senior Manager, Water Management, Tim Tanton, Senior Manager, Infrastructure Engineering, Janice Poncelet, Senior Financial Analyst, Colwyn Sunderland, Local Services Engineering Coordinator, Lorrie Siemens, Recording Secretary

Five Members of the Public

1. Call to Order

Chair Wilson called the meeting to order at 5:40 p.m.

2. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by Mike Conlin that the agenda of the Port Renfrew Utility Services Committee meeting of 25 January 2011 be approved as circulated.

CARRIED

3. Election of Chair

Director Hicks called for nominations for Chair of the Port Renfrew Utility Services Committee for a one-year term. Rob Wilson was nominated and agreed to stand. Nominations were called for two more times, and hearing none, Rob Wilson was elected as Chair.

Chair Wilson called for nominations for Vice-chair of the Port Renfrew Utility Services Committee for a one-year term. Mike Conlin was nominated and agreed to stand. Nominations were called for two more times, and hearing none, Mike Conlin was elected as Vice-chair.

4. Adoption of Minutes of 17 June 2010

MOVED by Director Hicks, **SECONDED** by Mike Conlin that the minutes of the Port Renfrew Utility Services Committee meeting of 17 June 2010 be adopted as circulated.

CARRIED

5. Adoption of Minutes of Annual General Meeting – 21 October 2010

MOVED by Director Hicks, **SECONDED** by Tom Wyton that the minutes of the Port Renfrew Utility Services Committee Annual General Meeting of 21 October 2010 be adopted as circulated.

CARRIED

6. Request for Inclusion of a Property in the Port Renfrew Sewer Local Service Area

Staff presented a written report regarding the recently completed Port Renfrew fire station at 6637 Deering Road that has been serviced with sewer connection and requires inclusion in the Port Renfrew Sewer local service area.

MOVED by Director Hicks, **SECONDED** by Mike Conlin that the Port Renfrew Utility Services Committee recommend to the CRD Board that Bylaw No. 3739, "Port Renfrew Sewer Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 2, 2010" be introduced, and read a first time, read a second time and read a third time.

CARRIED

7. 2011 Operating and Capital Budget

Staff presented a written report and the 2011 operating and capital budget documents.

1.232 Port Renfrew Street Lighting

There were no changes to the budget.

Staff were requested to investigate removing labour and administration by requesting a committee member to phone BC Hydro when there is an issue with the street lights.

1.523 Port Renfrew Refuse Disposal

The following changes were made to the budget.

- Core – added \$2,145 as surplus c/f and reduced Requisition by \$2,145 to \$29,973

Staff were requested to look into telephone and electricity line items in the budget, as they appear high.

Pacheedaht representative, Dorothy Hunt noted that the fiscal year of CRD is different than the Pacheedaht which causes discrepancies in payments to CRD. She reported that Pacheedaht can only pay what the agreement states, regardless if the commission changes the budget for the three months that the agreement and budget do not correspond.

2.650 Port Renfrew Water

The following changes were made to the budget:

- Core – Increased surplus c/f by \$11,258 to \$14,183; increased Contingency by \$11,258

2.655 Port Renfrew Snuggery Cove Water

There were no changes to the budget.

Staff were requested to investigate why the number of taxable folios have decreased by 2.

3.850 Port Renfrew Sewer

The following changes were made to the budget:

- Core – Added \$2,926 as surplus c/f; increased Contingency by \$2,926

MOVED by Director Hicks, **SECONDED** by Mike Conlin:

1. That the Capital Regional District Board approve the 2011 operating and capital budget for the Port Renfrew Street Lighting Local Service as presented; and
2. That the Capital Regional District Board authorize decreases in the annual user charge and parcel tax for the Port Renfrew Street Lighting Local Service as required to balance the 2011 budget; and
3. That the Port Renfrew Street Lighting Local Service 2010 actual revenue and expense be balanced on 2011 contingency; and
4. That the Capital Regional District Board approve the 2011 operating and capital budget for the Port Renfrew Refuse Disposal Local Service as amended; and
5. That the Capital Regional District Board authorize an increase in the property tax levy for the Port Renfrew Refuse Disposal Local Service as required to balance the 2011 budget; and
6. That the Port Renfrew Refuse Disposal Local Service 2010 actual revenue and expense be balanced on 2010 transfer to reserve; and
7. That the Capital Regional District Board approve the 2011 operating and capital budget for the Port Renfrew Water Local Service as amended; and
8. That the Capital Regional District Board authorize increases in the annual user charge and parcel tax for the Port Renfrew Water Local Service as required to balance the 2011 budget; and
9. That the Port Renfrew Water Local Service 2010 actual revenue and expense be balanced on 2011 contingency; and
10. That the Capital Regional District Board approve the 2011 operating and capital budget for the Snuggery Cove Water Local Service as presented; and
11. That the Capital Regional District Board authorize an increase in the property tax levy for the Snuggery Cove Water Local Service as required to balance the 2011 budget; and
12. That the Snuggery Cove Water Local Service 2010 actual revenue and expense be balanced on the 2011 property tax levy; and
13. That the Capital Regional District Board approve the 2011 operating and capital budget for the Port Renfrew Sewer Local Service as amended; and
14. That the Capital Regional District Board authorize increases in the annual user charge and parcel tax for the Port Renfrew Sewer Local Service as required to balance the 2011 budget; and
15. That the Port Renfrew Sewer Local Service 2010 actual revenue and expense be balanced on the 2011 Contingency.

CARRIED

8. Adjournment

The meeting was adjourned at 7:15 p.m.