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**Minutes of the Annual General Meeting of the Port Renfrew Utility Services Committee  
Held October 22, 2012 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** M. Conlin (Chair), C. Kuzman, CRD Regional Director, M. Hicks, A. Tremblay, R. Wilson, T. Wyton  
**Staff:** T. Tanton, Senior Manager, Infrastructure Engineering; L. Siemens (recorder)  
8 Members of the Public

**ABSENT:** D. Hunt

The meeting was called to order at 4:35 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by C. Kuzman,  
That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of Annual General Meeting of March 8, 2012**

**MOVED** by Director Hicks, **SECONDED** by T. Wyton,  
That the minutes of the Annual General Meeting of March 8, 2012 be adopted as previously distributed.

**CARRIED**

**3. Chair's Report**

Chair Conlin presented a verbal report and commented on the following topics:

- It was a busy year in Port Renfrew.
- The water pumps ran at their maximum in August.
- Effects of development on the Port Renfrew water system, fire department and solid waste.
- Need to update the Official Community Plan in the near future.

**4. Annual Report**

T. Tanton presented a written report. The following topics were addressed:

- Port Renfrew Utility Services Committee structure
- Street Lighting Service
- Drinking Water Service
- Water Supply and Demand
- Average Annual Water Use per Connection
- Drinking Water Quality
- Sewer Service - Operations

- Treated Effluent Discharge
- Refuse Disposal Service
- Annual Budget and Financial Report

**MOVED** by Director Hicks, **SECONDED** by C. Kuzman,  
That the Port Renfrew Utility Services Committee receive the Annual Report for information.

**CARRIED**

**5. Election of Officers**

The following nominations were received in writing by the October 10, 2012 deadline for a term beginning January 1, 2013 and expiring on December 31, 2015:

Representatives for the Water, Sewer and Street Lighting Service Areas.

- Chelsea Kuzman
- Anne Tremblay

There were no nominations for the Snuggery Cove water area.

Chelsea Kuzman and Anne Tremblay were elected by acclamation. Their names will be forwarded to the CRD Board for appointment.

**6. New Business**

T. Tanton provided an update on the negotiations with Three Point Properties. Discussions took place and comments were received.

**MOVED** by Director Hicks, **SECONDED** by R. Wilson,  
That staff be directed to require developers to provide water system improvements that will accommodate double the number of housing units being proposed by the developer.

**CARRIED**

**7. Adjournment**

The meeting was adjourned at 6:40 pm.