



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held November 18, 2013 at the Port Renfrew Fire Hall, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** R. Wilson (Chair), C. Kuzman, CRD Regional Director, M. Hicks, W. Smith, A. Tremblay  
**Staff:** T. Tanton, Senior Manager, Infrastructure Engineering; T. Watkins, Manager, Environmental Resource Management Policy and Planning, J. Poncelet, Senior Financial Analyst, L. Siemens (recorder)

**ABSENT:** D. Hunt

The meeting was called to order at 6:30 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of March 5, 2013**

**MOVED** by Director Hicks, **SECONDED** by Anne Tremblay,  
That the minutes of the Port Renfrew Utility Service Committee of March 5, 2013 be adopted as distributed.

**CARRIED**

**3. 2014 Operating and Capital Budgets**

T. Tanton presented a staff report and the 2014 Operating and Capital Budgets for the following budgets:

3.850 Port Renfrew Sewer  
2.655 Port Renfrew Snuggery Cove Water  
2.650 Port Renfrew Water  
1.523 Port Renfrew Refuse Disposal  
1.232 Port Renfrew Street Lighting

The following changes were made to the 1.523 Port Renfrew Refuse Budget:

- Change 2014 Internal Recoveries (Core Budget) to (\$15,000) – unchanged from 2013.

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,

1. That the Port Renfrew Utility Services Committee recommend to the CRD Board that the 2014 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented;

2. That the Port Renfrew Utility Services Committee recommend to the CRD Board an increase in the parcel tax to \$35.98 and an increase in the user fee to \$34.18 for the Port Renfrew Street Lighting Local Service;
3. That the Port Renfrew Utility Services Committee recommend to the CRD Board that the 2014 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as amended;
4. That the Port Renfrew Utility Services Committee recommend to the CRD Board that the 2014 operating and capital budget for the Port Renfrew Water Local Service be approved as presented;
5. That the Port Renfrew Utility Services Committee recommend to the CRD Board a decrease in the annual user charge to \$210.71 and a increase in the parcel tax to 313.74 for the Port Renfrew Water Local Service as required to balance the 2013 budget;
6. That the Port Renfrew Utility Services Committee recommend to the CRD Board that the 2014 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
7. That the Port Renfrew Utility Services Committee recommend to the CRD Board that the 2014 operating and capital budget for the Port Renfrew Sewer Local Service be approved as presented;
8. That the Port Renfrew Utility Services Committee recommend to the CRD Board to balance the 2013 actual revenue and expense for the Port Renfrew Street Lighting Local Service on the 2014 contingency;
9. That the Port Renfrew Utility Services Committee recommend to the CRD Board to balance the 2013 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service on the 2013 Transfer to Reserve;
10. That the Port Renfrew Utility Services Committee recommend to the CRD Board to balance the 2013 actual revenue and expense for the Port Renfrew Water Local Service on the 2013 Transfer to Reserve; and
11. Balance the 2013 actual revenue and expense for the Snuggery Cove Water Local Service on the 2014 Contingency.

**CARRIED**

**4. New Business**

A discussion took place regarding low water pressure issues in the Snuggery Cove area.

**MOVED** by Director Hicks, **SECONDED** by C. Kuzman,  
That \$3,000 of the water capital reserve be set aside in 2013 for design and cost estimates to increase water pressure on Osprey Place.

**CARRIED**

**5. Adjournment**

The meeting was adjourned at 7:25 pm.