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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held September 23, 2014 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay
Staff: P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, Environmental Resource Management Policy and Planning, P. Dayton, Senior Financial Analyst, L. Siemens (recorder)

ABSENT: D. Peeler, C. Kuzman

The meeting was called to order at 7:10 pm.

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes of November 18, 2013

MOVED by Director Hicks, **SECONDED** by Anne Tremblay,
That the minutes of the Port Renfrew Utility Service Committee of November 18, 2013 be adopted as distributed.

CARRIED

3. 2015 Operating and Capital Budget

P. Sparanese presented a written report and the 2015 Operating and Capital Budgets for the following service areas:

- 1.232 Port Renfrew Street Lighting
- 2.650 Port Renfrew Water
- 2.655 Port Renfrew Snuggery Cove Water
- 3.850 Port Renfrew Sewer
- 1.523 Port Renfrew Refuse Disposal (presented by T. Watkins)

Schedule G for Service #3.850 – Port Renfrew Sewer was revised as follows:

- Increase Tree Removal at WW Treatment Plant to \$10,000.

Staff were directed to approach the property owner of the trees to request that the trees be removed and replaced with a cedar hedge.

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board:

1. That the 2015 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented;
2. An increase in the annual user charge to \$40.63 and an increase in the parcel tax to \$42.77 for the Port Renfrew Street Lighting Local Service;
3. That the 2015 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented;
4. That the 2015 operating and capital budget for the Port Renfrew Water Local Service be approved as presented;
5. An increase in the annual user charge to \$213.54 and an increase in the parcel tax to \$317.95 for the Port Renfrew Water Local Service;
6. That the 2015 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
7. That the 2015 operating and capital budget for the Port Renfrew Sewer Local Service be approved as presented;
8. An increase in the annual user charge to \$421.49 and an increase in the parcel tax to \$483.24 for the Port Renfrew Sewer Local Service;
9. To balance the 2014 actual revenue and expense for the Port Renfrew Street Lighting Local Service on the 2015 contingency.
10. To balance the 2014 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service on the 2014 Transfer to Capital Reserve Fund; and
11. To balance the 2014 actual revenue and expense for the Port Renfrew Water Local Service on the 2015 contingency.

4. New Business

There was no new business

5. Adjournment

The meeting was adjourned at 7:50pm.