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**Minutes of the Annual General 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, A. Tremblay, W. Smith
 Staff: P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, ERM Policy and Planning, P. Dayton, Senior Financial Analyst, L. Siemens (recorder)
 5 Members of the Public

ABSENT: D. Peeler, C. Kuzman

The meeting was called to order at 5:40 pm.

1. Approval of Agenda

The following item was added to the agenda under New Business

- Future Development in the Water Service Area
- Solid Waste Update

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

CARRIED

2. Adoption of Minutes of Annual General Meeting of November 18, 2013

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Annual General Meeting of November 18, 2013 be adopted as previously distributed.

CARRIED

3. Chair's Report

Chair Wilson reported that there are new staff members responsible for the Port Renfrew Utility Services Committee and that he would appreciate better communication to committee on Port Renfrew issues.

4. Annual Report

P. Sparanese presented a written report. The following topics were addressed:

- Purpose of Annual General Meeting
- Port Renfrew Utility Services Committee
- Street Lighting Service
- Drinking Water Service

- Water Supply and Demand
- Drinking Water Quality
- Operations
- Sewer Service
- Sewer Collection Flows
- Treated Effluent Discharge Quality
- Refuse Disposal Service (presented by T. Watkins)
- 2013 Year-End Budget and Financial Report

5. Election of Officers

Total membership on the committee is seven (7), including the electoral area director and the Pacheedaht representative. Three terms are expiring on December 31, 2014 as follows:

- Two (2) individuals who shall represent the Port Renfrew Water Local Service Area, Port Renfrew Sewer and the Port Renfrew Street Lighting Service Areas.
- One (1) individual who shall represent the Port Renfrew Snuggery Cove Water Local Service Area.

In addition, one term remains vacant for a term expiring on December 31, 2015 representing the Snuggery Cove Water Local Service Area.

Appointments to fill the positions were received in writing by the September 8, 2014 deadline for a term beginning January 1, 2015 and expiring on December 31, 2016:

Representatives for the Water, Sewer and Street Lighting Service Areas

- Anne Tremblay
- Maurice Tremblay
- Chelsea Kuzman

Representatives for the Snuggery Cove Water Area

- Wayne Smith

As there was one nomination only for representation on the Snuggery Cove Water Area, Wayne Smith was elected by acclamation.

As there were three nominations for representation on the Water, Sewer and Street Lighting areas, an election was held by secret ballot.

Anne Tremblay and Maurice Tremblay were elected. Wayne Smith, Anne Tremblay and Maurice Tremblay's names will be forwarded to the CRD Board for appointment.

MOVED by A. Tremblay, **SECONDED** by Director Hicks,
That the ballots be destroyed.

CARRIED

6. New Business

Future Development in the Water Service Area

Three developers were in attendance. Staff and committee representatives responded to several questions.

Staff were directed to prepare a report to the committee to consider establishing a Development Cost Charge for the Port Renfrew service area.

Solid Waste Update

T. Watkins reported that starting January 1, 2015, the CRD will no longer be accepting kitchen scraps within household garbage. CRD is proposing new bins at the transfer station to accommodate the ban.

7. Adjournment

The meeting was adjourned at 7:05 pm.