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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held June 22, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
 Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, C. Gottfred, Manager Wastewater Engineering and Planning, L. Siemens (recorder)
 12 Members of the public

The meeting was called to order at 6 pm.

1. Approval of Agenda

The order of the agenda items was changed as follows:

- Item #5 moved to Item #6
- Item #6 moved to Item #5

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

CARRIED

2. Election of Chair

Nominations were called for election of chair for 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.

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

3. Adoption of Minutes of September 23, 2014

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Service Committee meeting of September 23, 2014 be adopted as distributed.

CARRIED

4. Presentations and Delegations

Presentation by Mike Seymour, MSR Solutions

M. Seymour provided details on a proposed development of 55 recreational vehicle sites and loft buildings and future subdivision on Powder Main Road.

5. Port Renfrew Wastewater System Capacity and Reliability

C. Gottfred presented a written report and a PowerPoint presentation that was presented to developers in Port Renfrew on March 9, 2015.

A question and answer period followed.

MOVED by Director Hicks, **SECONDED** by R. Wilson,
That the Port Renfrew Utility Services Committee:

- a. Receive the report for information; and
- b. Utilizing the budget of \$3,500 from Capital Reserves, direct staff to further develop the conceptual plan for the short term upgrades and a Class C cost estimate.

CARRIED
M. Tremblay Opposed

6. Existing Port Renfrew Water System Capacity and Reliability

S. Mason presented a written report and a PowerPoint presentation presented to developers in Port Renfrew on March 9, 2015.

A question and answer period followed.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee receive the staff report for information.

CARRIED

7. Proposed Water Infrastructure Improvement Funding Options

S. Mason presented a written report. A question and answer period followed.

A discussion was regarding a suggested motion stating:

That the Port Renfrew Utility Services Committee direct CRD staff to create a Development Cost Charge Bylaw and request funding from interested developers in the amount of up to \$15,000, with the following conditions:

- All new development to be joined to Snugger Cove water.
- Snuggery area to be polled for approval for funding of extra water storage.
- No more connections to be added until storage issues resolved.
- CRD can borrow on behalf of Snuggery.

Further discussion took place. Staff advised that the proposed motion was not implementable due to Snuggery Cove being part of the entire service area.

The suggestion did not result in a motion.

MOVED by Director Hicks, **SECONDED** by W. Smith,
That the Port Renfrew Utility Services Committee:

1. Direct staff to continue to discuss development plans and potential developer funded water system upgrades on a component by component basis and report back to the committee for decisions as required; and
2. Direct staff to create a Water Development Cost Charge Bylaw with funding from the Port Renfrew Water Capital Reserve fund in the amount of up to \$15,000 and report back to the committee with a DCC report and draft bylaw.

DEFEATED
M. Tremblay Opposed
A. Tremblay Opposed
Wilson Opposed

A lengthy discussion took place on proposed development in Port Renfrew.

Staff were directed to prepare a report, working with potential developers addressing water storage capacity and present it to the committee as soon as possible.

8. Proposed Subdivision – 6649 Godman Road

Deferred

9. Water Service Application for 6504 Parkinson Road

Deferred

10. Water and Sewer Inclusion Request – Parkinson Road

Deferred

11. New Business

Deferred

12. Adjournment

The meeting was adjourned at 9:50 pm.