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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 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, L. Siemens (recorder)
 9 Members of the public

The meeting was called to order at 6:10 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 June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

- 1)
 - a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:
 1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
 2. RV development will be a non-year round operation and the sites will be

serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*" as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and

- i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

5. Water Service Application for 6504 Parkinson Road

Presented as part of Item 3

6. Water and Sewer Inclusion Request – Parkinson Road

Presented as part of Item 3

7. New Business

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. Adjournment

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED