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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held September 21, 2015 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: Malcolm Cowley, 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, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)
 Two members of the Public

ABSENT: J. Wells

The meeting was called to order at 7:30 pm.

1. Approval of Agenda

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

CARRIED

**2. Request for Water Service Area Inclusion – Port Renfrew Management Ltd.,
Parkinson Road Development**

S. Mason presented a written report. Discussion took place with staff, committee and Port Renfrew Management Ltd.

MOVED by Director Hicks, **SECONDED** by W. Smith,
That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

CARRIED

3. 2016 Operating and Capital Budget

M. Cowley presented a written report and the 2016 Operating and Capital Budgets for the following service areas:

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

The following changes were made to the sewer budget:

Delete from the Port Renfrew Sewer capital expenditure plan:

- 2016 – Wastewater Treatment Plant Grant Application \$5,000
- 2017 – WWTP Upgrade Detailed Design \$130,000
- 2018 – WWTP Upgrades \$800,000

Delete from the Port Renfrew Sewer Core 2016 budget the amounts of \$2,300 and \$1,920 for MFA Debt and adjust the User Fee and Parcel Tax accordingly.

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

1. The 2016 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Street Lighting Local Service be balanced on the 2016 contingency.

CARRIED

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

1. The 2016 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service be balanced on the 2016 Transfer to Capital Reserve fund.

CARRIED

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

1. The 2016 operating and capital budget for the Port Renfrew Water Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Water Local Service be balanced on the 2016 Transfer to Reserve fund.

CARRIED

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

1. The 2016 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
2. The property tax be increased to \$130.35 per average residential folio for the Snuggery Cove Water Local Service; and

3. The 2015 actual revenue and expense for the Snuggery Cove Water Local Service be balanced on the 2016 requisition.

CARRIED

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

1. The 2016 operating and capital budget for the Port Renfrew Sewer Local Service be approved as amended;
2. The annual user charge for the Port Renfrew Sewer Local Service be increased to \$425.19 and parcel tax be decreased to \$481.94; and
3. The 2015 actual revenue and expense for the Port Renfrew Sewer Local Service be balanced on the 2016 Contingency.

CARRIED

4. New Business

A discussion took place on the possibility of installing a fence around the sewage treatment plant and the removal of dead trees.

5. **MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 8:55 pm.

CARRIED