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**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held April 25, 2016 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** K. Ablack, CRD Regional Director, M. Hicks, A. Tremblay, W. Smith, M. Tremblay, K. Pearson  
**Staff:** Malcolm Cowley, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations, S. Mason, Manager, Water Engineering and Planning, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)  
**Eight members of the Public**

The meeting was called to order at 6 p.m.

**1. Approval of Agenda**

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

**CARRIED**

**2. Election of Chair**

M. Cowley called for nominations for Chair of the Port Renfrew Utility Services Committee for a one year term. Director Hicks was nominated and agreed to stand. Nominations were called for two more times, and hearing none, Director Hicks 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.

Director Hicks then assumed the chair.

**3. Adoption of Minutes of August 4, 2015**

**MOVED** by A. Tremblay, **SECONDED** by K. Ablack,  
That the minutes of August 4, 2015 be adopted as distributed.

**CARRIED**

**4. Adoption of Minutes of September 21, 2015**

**MOVED** by A. Tremblay, **SECONDED** by W. Smith,  
That the minutes of September 21, 2015 be adopted as distributed.

**CARRIED**

**5. Water System Improvement Update**

S. Mason presented a written report.

**MOVED** by W. Smith, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee receive the report for information.

**CARRIED**

**6. Amendment of Bylaw No. 1747 to Include a 20 Lot Subdivision into the Port Renfrew Water Local Service Area**

K. Ablack excused himself from the meeting citing a conflict of interest as the report is referring to a development proposal in which he has an interest.

M. Cowley presented a written report.

**MOVED** by M. Tremblay, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee recommend to the Electoral Area Services Committee and the Capital Regional District Board that Bylaw No. 4055, "Port Renfrew Water Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2016" be introduced and read a first and second time, and read a third time.

**CARRIED**

**MOVED** by A. Tremblay, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee direct staff to investigate the technical merits of having a dedicated supply pipe to the storage reservoir.

**CARRIED**

K. Ablack re-joined the meeting.

**7. Water and Wastewater Operations Report – Fall/Winter 2015-2016**

M. McCrank presented a written report.

**MOVED** by K. Ablack, **SECONDED** by A. Tremblay,  
That the Port Renfrew Utility Services Committee receive the report for information.

**CARRIED**

**8. Port Renfrew Wastewater Treatment Plant Update**

M. Cowley presented a written report.

Staff were requested to investigate if high flows correspond with tides.

K. Pearson joined the meeting at 7 p.m.

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee receive the report for information and direct staff to monitor flows during the summer taking into consideration the tides and revisit the issue next Fall.

**CARRIED**

**9. New Business**

A discussion took place on a recent request to obtain a list of Single Family Equivalents in the Port Renfrew service area. It was noted that the CRD Information Services staff response advised that through the Freedom of Information process, the information could not be released.

**MOVED** by A. Tremblay, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee direct staff to provide a list of Single Family Equivalents in the Port Renfrew service area.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee direct staff to prepare a report on the options and implications for boosting system pressure, either through a booster station on Osprey Place or at the storage tank or other location.

**CARRIED**

**MOVED** by A. Tremblay, **SECONDED** by K. Ablack,  
That the Port Renfrew Utility Services Committee direct staff to amend the Port Renfrew Utility Services Committee bylaw to remove the solid waste service and that it be moved to the Port Renfrew Fire Protection and Emergency Response Service Commission.

**CARRIED**

**10. Adjournment**

**MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 7:25 p.m.