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**Minutes of the Annual General Meeting of the Port Renfrew Utility Services Committee
Held November 7, 2016 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** K. Ablack, CRD Regional Director, M. Hicks, A. Tremblay, W. Smith, M. Tremblay, K. Pearson
Staff: T. Robbins, General Manager, Integrated Water Services, M. McCrank, Senior Manager, Infrastructure Operations, M. Cowley, Manager, Wastewater Engineering and Planning, S. Mason, Manager, Water Engineering and Planning, P. Dayton, Senior Financial Analyst, T. Watkins, Manager, Policy and Planning, Environmental Resource Management, L. Siemens (recorder)
28 members of the Public

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

1. Approval of Agenda

The following change was made to the agenda:

- Move Item 5 to Item 4 to follow Chair's Report.

MOVED by A. Tremblay, **SECONDED** by K. Ablack,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of Annual General Meeting of September 21, 2015

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the minutes of the Annual General Meeting of September 21, 2015 be adopted as previously circulated.

CARRIED

3. Chair's Report

Chair Hicks provided an update on infrastructure grant opportunities.

4. Election of Committee Members

Nominations were received by the Juan de Fuca Electoral Area Director for appointment by the Capital Regional District Board to the Port Renfrew Utility Services Committee by written notice as follows:

Port Renfrew Water, Sewer and Street Lighting Area:

- Dan Quigley
- Anne Tremblay
- Maurice Tremblay
- Chris Welham

Snuggery Cove Water Area:

- Mike Conlin

It was noted that two (2) terms are expiring for the Port Renfrew water, sewer and street lighting area and one (1) term expiring for the Snuggery Cove water area on December 31, 2016. Voting will take place by secret ballot to fill the positions.

One nomination received for the Snuggery Cove water area and Mike Conlin was elected by acclamation.

Four nominations were received for the Water, Sewer and Street Lighting area and an election was held by secret ballot.

Anne Tremblay was elected by a majority vote. The election resulted in a tie vote between Dan Quigley and Chris Welham. Dan Quigley withdrew his nomination and Chris Welham was elected.

Their names will be forwarded to the CRD Board for appointment.

MOVED by W. Smith, **SECONDED** by A. Tremblay,
That the ballots be destroyed.

CARRIED

5. 2015 Annual Report

M. McCrank presented a written report. The following topics were addressed:

- Purpose of Annual General Meeting
- Water Supply and Demand
- Drinking Water Quality
- Operations
- Capital Expenditures
- Sewer Collection Flows
- Treated Effluent Discharge Quality
- Street Lighting Service
- Refuse Disposal Service
- 2015 Year-End Budget and Financial Report

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the report be received for information.

CARRIED

A question and answer period followed.

6. New Business

There was no new business.

7. **Adjournment**

MOVED by M. Tremblay, **SECONDED** by K. Pearson,
That the meeting be adjourned at 6:35 p.m.

CARRIED