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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held June 8, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** CRD Regional Director, M. Hicks, (Chair), A. Tremblay, K. Pearson, J. Wells, C. Welham, K. Ablack
 Staff: M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, David Parker, Manager, Systems Maintenance, M. Cowley, Manager, Wastewater Engineering and Planning, L. Siemens (recorder)
 Three members of the Public

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

1. Approval of Agenda

The agenda was amended to add the following items under New Business:

- Development Cost Charge
- Water Service Area
- Meeting Schedule

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

CARRIED

2. Adoption of Minutes of November 7, 2016

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the minutes of November 7, 2016 be adopted as previously circulated.

CARRIED

3. Pacheedaht First Nation Fuel Service Station Agreement

Director Hicks advised that Kristine Pearson is in Conflict of Interest and should not participate in a decision or any discussion leading up to the decision.

M. McCrank presented a written report.

MOVED by K. Ablack, **SECONDED** by C. Welham,

1. That the Port Renfrew Utility Services Committee accept the agreement in principle as written, and direct the Capital Regional District to present the agreement to the Pacheedaht First Nation. If the agreement is acceptable to the Pacheedaht First Nation, the Port Renfrew Utility Services Committee direct CRD to execute the agreement; and

2. That the draft agreement be amended to reflect that the amenity charge will be waived for this service connection at no net loss to the Port Renfrew Utility Services as an equal value upgrade to the service will be covered through the Community Works Fund.

4. Verbal Report

M. Cowley presented a verbal report and provided a hand-out to the committee members. The verbal report provided information on the following topics:

Port Renfrew Water Service

- Water System Improvements – Phase 1 – Increase Capacity of Water Supply
- Powder Main Road Water Main
- Water System Improvements – Phase 2 – Increase Capacity of Water Storage
- Supply Main Replacement – Disinfection Facility to Parkinson Road

Port Renfrew Wastewater Service

- Outfall Inspection

MOVED by A. Tremblay, **SECONDED** by K. Pearson,

That the construction of a fence around the Port Renfrew wastewater treatment plant be added to the capital plan and brought to the budget meeting for approval.

CARRIED

A concern was raised regarding old sewer pipes that may be safety concerns. M. Cowley will work with A. Tremblay to identify potential concerns.

5. Correspondence

Application for Connection -17086 Parkinson Road

An official rezoning application to CRD Planning is required before further action can be taken by CRD Integrated Water Services.

Inquiry for Construction of Potential School

CRD has requested further information and the item will be brought to a future meeting when received.

6. New Business

Development Cost Charge

Staff advised that a DCC is not feasible for small services.

MOVED by A. Tremblay, **SECONDED** by K. Ablack,

That a rate of \$8,000 / SFE be established as an amenity contribution for future system upgrades.

CARRIED

Water Service Area

A discussion took place regarding a request to expand the water service area under a new bylaw to encompass the entire OCP lands. Director Hicks advised that the existing process of applying to be part of the water service area on a case by case basis is required.

Meeting Schedule

A suggestion was made that the committee meet on a quarterly basis. It was agreed that meetings will remain "at the call of the chair".

7. Adjournment

MOVED by K. Ablack, **SECONDED** by J. Wells,
That the meeting be adjourned at 7:55 p.m.

CARRIED