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**Minutes of the Annual General Meeting of the Port Renfrew Utility Services Committee  
Held October 30, 2017 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, J. Wells, C. Welham  
**ABSENT:** K. Pearson  
**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, D. Parker, Manager, Systems Maintenance, K. Jo, Financial Analyst, L. Siemens (recorder)  
**16 members of the Public**

The meeting was called to order at 6:07 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 November 7, 2016**

**MOVED** by J. Wells, **SECONDED** by C. Welham,  
That the minutes of the Annual General Meeting of November 7, 2016 be adopted as previously circulated.

**CARRIED**

**3. Chair's Report**

There was no Chair's Report.

**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:

- Kristine Pearson
- Maurice Tremblay

Snuggery Cove Water Area:

- Karl Ablack

It was noted that one (1) term was 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, 2017. Voting will take place by secret ballot to fill the positions.

One nomination was received for the Snuggery Cove water area and Karl Ablack was elected by acclamation.

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

Voting took place by secret ballot and Maurice Tremblay was elected by a majority vote. His name will be forwarded to the CRD Board for appointment for a term beginning January 1, 2018 and expiring on December 31, 2019.

**MOVED** by A. Tremblay, **SECONDED** by C. Welham,  
That the ballots be destroyed.

**CARRIED**

**5. 2016 Annual Report**

M. McCrank presented a written report. The report is posted on the CRD website.

**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**

Staff provided an update on the request for a review of the current SFE allocations.

**7. Adjournment**

**MOVED** by A. Tremblay, **SECONDED** by J. Wells,  
That the meeting be adjourned at 7 p.m.

**CARRIED**