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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held Monday, October 30, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** K. Ablack, M. Hicks, CRD Regional Director
A. Tremblay, C. Welham

ABSENT: K. Pearson, J. Wells

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)

The meeting was called to order at 7:12 p.m.

1. Approval of Agenda

MOVED by A. Tremblay, **SECONDED** by C. Welham,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 8, 2017

MOVED by C. Welham, **SECONDED** by A. Tremblay,
That the minutes of June 8, 2017 be adopted as previously circulated.

CARRIED

3. Advanced Integrated Resource Management – Next Steps

A report to the Integrated Resource Management Advisory Committee was provided for information.

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

CARRIED

4. 2018 Operating and Capital Budget

M. McCrank presented a written report and the 2018 Operating and Capital budget documents.

The following changes were made:

1. Update funding source for Project 17-02 (Supply Main Replacement)
 - \$8,000 CWF (Community Works Fund)
 - \$12,000 Capital Fund
2. Carry forward on approved project from 2017 to 2018: SFE Allocation Review
 - Funding Source: Capital Fund

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

That the Port Renfrew Utility Services Committee approve the 2018 Operating and Capital Budget for the:

- Street Lighting System Local Service as presented and recommend that the 2017 actual surplus or deficit be carried forward to the 2018 operating budget;
- Refuse Disposal Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund;
- Water Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund;
- Snuggery Cove Water Local Service as presented;
- Sewer Local Service as presented and recommend that the 2017 actual surplus or deficit be balanced on the 2017 transfer to the Capital Reserve Fund;

and;

That the Port Renfrew Utility Services Committee recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as amended.

CARRIED

5. Correspondence

There was no correspondence.

6. New Business

There was no new business.

7. Adjournment

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

That the meeting be adjourned at 7:57 p.m.

CARRIED