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**Minutes of the Meeting of the Port Renfrew Utility Services Committee  
Held October 30, 2018 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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

**Staff:** M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Solid Waste Services; P. Dayton, Senior Financial Advisor; S. Orr (recorder)

**Public:** 6

**REGRETS:** J. Wells

The meeting was called to order at 6:15 p.m.

**1. APPROVAL OF AGENDA**

The following addition was made to the agenda:

New Business:

- K. Ablack added discussion item for next meeting,
- A. Tremblay added discussion about changing chlorine to salt water,

**MOVED** by C. Welham, **SECONDED** by K. Ablack,  
That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 30, 2017**

**MOVED** by K. Ablack, **SECONDED** by C. Welham,  
That the minutes of the Annual General Meeting of October 30, 2017 be adopted.

**CARRIED**

**3. 2019 OPERATING AND CAPITAL BUDGET**

M. McCrank spoke to the report and provided an overview of the key budget factors influencing the 2019 Operating and Capital Budget.

Staff answered questions from the committee and public about capital projects.

**MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,  
That the Port Renfrew Utility Services Committee:

1. Approve the 2019 Operating and Capital Budget for the:
  - Street Lighting System Local Service as presented and recommend that the 2018 actual surplus or deficit be carried forward to the 2019 operating budget;
  - Refuse Disposal Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund;

- Water Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund;
  - Snuggery Cove Water Local Service as presented;
  - Sewer Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and
2. Approve the Water Local Service Capital Reserve Funding in the amount of \$25,000 for emergency replacement of two hydro poles, an air break switch, grounding grid, and grounding wire for high voltage safety at the Water Treatment Plant; and,
  3. For the Water Local Service, approve the installation of a level indicator in the water storage tank at a cost of \$8,000 of which \$4,000 to be funded by the Capital Reserve Fund and \$4,000 from Community Works Fund; and,
  4. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

**4. PORT RENFREW SINGLE FAMILY EQUIVALENT (SFE) ALLOCATION**

I. Jesney introduced the report and summarized key factors in the report.

Staff answered questions from the committee and the public.

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

**CARRIED**

**5. BYLAW 3281 UPDATE DISCUSSION**

M. McCrank stated that the CRD will be considering procedural amendments to all establishing committee bylaws to ensure consistency with the effective dates of appointments, budget approval dates and the nomination process.

A discussion took place and staff answered questions from the committee about the nomination process and the different service areas.

**6. MARINE ENVIRONMENT PROGRAM - GULF ISLANDS AND PORT RENFREW 2017 ANNUAL REPORT**

M. McCrank introduced the report and stated that the report summarizes the waste water effluent from the waste water treatment plant specific to Port Renfrew and Southern Gulf Islands.

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

**CARRIED**

**7. CORRESPONDENCE**

There was no correspondence.

**8. NEW BUSINESS**

- K. Ablack stated that he would like to have a discussion about the expanding the water service area below the 44 metre mark at the next scheduled meeting to move forward with community development plan in 2019 for future planning.
- A discussion took place about water conservation.
- A. Tremblay proposed switching to a salt chlorination system instead of a sodium hypochlorite chlorination system. Staff answered questions about the process and stated it that could be reviewed as part of the asset management plan.
- A. Tremblay requested that Wi-Fi be implemented at the wastewater treatment plant for safety pre-cautions. The Chair stated that he has applied for a grant for a Wi-Fi hot spot.

**9. ADJOURNMENT**

**MOVED** by K. Ablack, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 7:59 p.m.

**CARRIED**

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Chair

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Recording Secretary