



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE

Notice of Annual General Meeting on **Thursday, November 19, 2020 at 2 pm**
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the public who wish to listen to the meeting via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

Director Mike Hicks (Chair)
Maurice Tremblay

Karl Ablack
Chris Welham

Dan Quigley
John Wells

AGENDA

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Port Renfrew Utility Services Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Port Renfrew Utility Services Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Port Renfrew Utility Services Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Port Renfrew Utility Services Committee and the public in sufficient numbers; and
3. That the Port Renfrew Utility Services Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

Recommendation: *That the Port Renfrew Utility Services Committee adopt the resolution as presented.*

2. APPROVAL OF AGENDA

Recommendation: *That the agenda be approved.*

3. ADOPTION OF MINUTES OF THE ANNUAL GENERAL MEETING OF OCTOBER 23, 2019

Recommendation: *That the minutes of the Annual General Meeting of October 23, 2019 be adopted.*

4. CHAIRS REPORT

- Committee Membership Update

5. CORRESPONDENCE

6. NEW BUSINESS

7. ADJOURNMENT

Inquires arising from this meeting may be sent to IWSAdmin@crd.bc.ca for direct response.



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE Held Wednesday, October 23, 2019 at the Port Renfrew Recreation Centre, 6638 Deering Road, Port Renfrew BC

PRESENT: **Committee Members:** Director M. Hicks, K. Ablack, M. Tremblay, C. Welham, J. Wells

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; L. Xu, Manager, Financial Services; S. Orr (recorder)

Public: 10

The meeting was called to order at 6:07 p.m.

1. APPROVAL OF AGENDA

MOVED by M. Tremblay, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 30, 2018

MOVED by K. Ablack, **SECONDED** by M. Tremblay,
That the minutes of the Annual General Meeting of October 30, 2018 be adopted.

CARRIED

3. CHAIR'S REPORT

The Chair stated Port Renfrew was successful in removing payments towards the Sooke and Electoral Area Parks and Recreation Commission service which will have a positive impact on property taxes in Port Renfrew.

4. 2018 ANNUAL REPORT

M. McCrank spoke to the 2018 Annual Report and provided a brief summary of operations, maintenance, capital upgrades and finance for the water, sewer, street lighting and refuse disposal services.

Staff answered questions from the committee and public about maintenance and operation of the service.

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

CARRIED

5. APPOINTMENT OF COMMITTEE MEMBERS

The Chair stated that committee member E. Peterson has moved out of the service area and is no longer eligible to serve on the committee. He stated that there are three positions to be filled:

- One position in the Snuggery Cove Water Area for a two-year term beginning January 1, 2020.
- One position in the Port Renfrew Water, Sewer and Street Lighting Local Service Areas for a two-year term beginning January 1, 2020.
- One position in the Port Renfrew Water, Sewer and Street Lighting Local Service Areas to begin immediately and expire December 31, 2020.

Snuggery Cove Water Area

The following nomination was received by the Juan de Fuca Electoral Area Director for appointment to the Snuggery Cove Water Area:

- Karl Ablack (re-appointment)

K. Ablack agreed to stand and was re-appointed by acclamation. His name will be forwarded to the Capital Regional District Board for appointment.

Port Renfrew Water, Sewer and Street Lighting Local Service Areas

The following nominations were received by the Juan de Fuca Electoral Area Director for appointment to the Port Renfrew Water, Sewer and Street Lighting Local Service Areas:

- Dan Quigley (to the vacant position)
- Maurice Tremblay (re-appointment)

D. Quigley and M. Tremblay agreed to stand and were appointed by acclamation. Their names will be forwarded to the Capital Regional District Board for appointment.

A discussion took place about voting and area representation. Director Hicks stated he will clarify with staff if residents may only vote for nominees in the area they reside.

6. NEW BUSINESS

T. Watkins stated the Capital Regional District is in the process of developing a new solid waste master plan for the region and the information is available on the website.

Staff answered questions from the public about appliance recycling.

7. ADJOURNMENT

MOVED by M. Tremblay, **SECONDED** by C. Welham,
That the meeting be adjourned at 6:14 p.m.

CARRIED

Chair

Secretary