



Making a difference...together

MINUTES OF THE MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE
held Thursday, November 19, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

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

By WebEx: M. Tremblay (2:28 pm)

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, T. Watkins, Manager, Solid Waste Operations; S. Orr (recorder)

REGRETS: J. Wells

The meeting was called to order at 2:19 pm.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Port Renfrew Utility Services Committee for a one-year term. Director Hicks was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Director Hicks was elected Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF MEETING OF OCTOBER 23, 2019

MOVED by C. Welham, **SECONDED** by K. Ablack,
That the minutes of the meeting held October 23, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

Staff provided an update of the key factors affecting the 2021 budget by service.

Port Renfrew Street Lighting System Local Service

M. McCrank provided a summary of the Port Renfrew Street Lighting System Local Service budget as presented in the report.

Port Renfrew Refuse Disposal Local Service

M. McCrank provided a summary of the Port Renfrew Refuse Disposal Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Capital Reserve Fund
- Equipment Replacement Fund
- Appliance disposal
- Recycling and scrap metal

Port Renfrew Water Local Service

M. McCrank provided a summary of the Port Renfrew Water Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Amenity cost charges
- Fire hydrant locations
- Grant opportunities
- Tax increase

Port Renfrew Snuggery Cove Water Local Service

M. McCrank stated the debt for the Port Renfrew Snuggery Cover Water Local Service has been paid off and that the surplus had been returned back to the taxpayers as negative requisition in 2020, and the service budget will be discontinued from 2021 onwards.

Port Renfrew Sewer Local Service

M. McCrank provided a summary of the Port Renfrew sewer local service as presented in the report.

Staff answered questions from the Committee regarding:

- Treatment plant upgrades and life expectancy
- Sewer upgrade and expansion
- Projected funding model for new sewer system

1. **MOVED** by C. Welham, **SECONDED** by D. Quigley,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2020 actual surplus or deficit be carried forward to the 2021 operating budget.

CARRIED

2. **MOVED** by M. Hicks, **SECONDED** by K. Ablack,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Refuse Disposal Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund.

CARRIED

3. **MOVED** by M. Hicks, **SECONDED** by D. Quigley,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Water Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund.

CARRIED

4. **MOVED** by D. Quigley, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Sewer Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and Operating Reserve Fund.

CARRIED

5. **MOVED** by M. Hicks, **SECONDED** by K. Ablack,
That the Port Renfrew Utility Services Committee recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

5. **COMMITTEE BUSINESS**

5.1 **Wastewater Treatment Plant Odours (verbal update)**

M. McCrank stated that he received a complaint earlier in 2020 regarding odour from the wastewater treatment plant. He stated that staff investigated and could not confirm the origin of the odour but it was likely a result of low tide influences and exposed sea weed. The information was provided to the Committee and requested that they please forward on further complaints to M. McCrank. There was no discussion or concerns from the Committee.

6. **CORRESPONDENCE**

There was no correspondence.

7. **NEW BUSINESS**

There was no new business.

8. **ADJOURNMENT**

MOVED by K. Ablack, **SECONDED** by D. Quigley,
That the meeting be adjourned at 3:57 pm.

CARRIED

Chair

Secretary