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MINUTES OF A SPECIAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE Held Friday, November 27, 2020 in the Main Conference Meeting Room, 479 Island Highway Victoria, BC

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

Staff: T. Robbins, General Manager; S. Orr (recorder)

REGRETS: D. Quigley

The meeting was called to order at 2:04 pm.

1. APPROVAL OF AGENDA

MOVED by K. Ablack, **SECONDED** by M. Tremblay,
That the agenda be approved.

CARRIED

2. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

3. SPECIAL MEETING BUSINESS

3.1 PRUSC 2020-02 PORT RENFREW WATER – PROPOSED 2020 CAPITAL PLAN AMENDMENT

T. Robbins stated that the Port Renfrew Utility Service requires a truck mounted snow plow and truck to maintain access to water and wastewater facilities in the event of a snow fall. He stated the cost would be \$25,000 with funds coming from the 2020 Water Capital Reserve Fund. He stated the 2021 Operating and Capital Budget would require an amendment to reflect the change to the 2020 Capital Reserve Fund. He stated that the Electoral Area Director has offered to contribute \$25,000 from the Community Works Fund for the Hydrant Replacement Program to replenish the Capital Reserve Fund.

MOVED by M. Hicks, **SECONDED** by K. Ablack,
That the Port Renfrew Utility Services Committee recommends to the Capital Regional District Board that:

1. The 2020 Port Renfrew Capital Plan be amended to allocate \$25,000 from the Water Capital Reserve Fund towards the purchase of a truck mounted snow plow and truck; and,
2. The 2021 Port Renfrew Water Capital Reserve Fund schedule be updated to reflect the \$25,000 reserve fund allocation amendment in 2020; and,
3. The 2021-2025 Port Renfrew Water Capital Plan Project 20-01 Hydrant Replacement Program be amended as follows:
 - A. 2021 Project budget will be \$25,000, rather than \$10,000, and funding source will be grant, through the Community Works Fund, rather than the Capital Reserve Fund; and,
 - B. Amend the 2021 Port Renfrew Water Capital Reserve Schedule accordingly.

CARRIED

4. **ADJOURNMENT**

MOVED by K. Ablack, **SECONDED** by K. Ablack,
That the meeting be adjourned at 2:12 pm.

CARRIED

Chair

Secretary