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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, June 28, 2022 at 3:00 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** C. Welham (Chair); M. Hicks (Electoral Area Director) (EP); D. Quigley (EP)

**Staff:** T. Robbins, General Manager; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; T. Watkins, Manager, Solid Waste Operations, Environmental Resource Management (EP); M. Risvold (Recorder)

**REGRETS:** Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 3:02 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the minutes of the February 22, 2022 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair had no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4451 – A Bylaw to Amend Appointment for the Port Renfrew Utility Services Committee (Bylaw No. 3281)**

M. McCrank provided an overview of Bylaw 4451, advising there is no more requirement for annual general meetings. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted in September for 30 days. Nominations will be recommended to the Board by the Electoral Area Director. The term will be for two years, beginning January 1 of the subsequent year until December 31 of the following year. An overview was provided to the committee of the authority and expectations of committees.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted in Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

Staff responded to concern from the committee regarding Port Renfrew being grouped with other Local Services. Staff advised that each service would be reviewed on a case by case basis in terms of stage of water conservation applied, and acknowledged Port Renfrew is unique in terms of its source and supply. Comments will be considered for revisions to the draft bylaw.

## **6. COMMITTEE BUSINESS**

### **6.1. Project and Operations Update**

M. McCrank introduced the project and operations update.

I. Jesney provided the capital projects update.

Discussion ensued regarding:

- Alternative Approval Process (AAP)
- Community Works Funds (CWF)
- Sewage Plant Upgrade

M. McCrank provided the operational update.

Staff responded to a question from the committee regarding the damaged pipe from a contractor. Staff advised there was no compensation for CRD's emergency response to the damage as the pipe is in the Province's right-of-way.

T. Watkins provided the refuse disposal update advising garbage quantity has increased likely due to high economic activity. The current transfer station operator plans to retire within two years, staff advised replacing the operator will be costly.

Discussion ensued regarding:

- Curbside garbage pickup
- Risk of illegal dumping
- Annual bulk items collection
- Community clean-up

### **6.2. 2021 Annual Report**

M. McCrank introduced the 2021 Annual Report, advising it will be available online by the end of June.

**7. CORRESPONDENCE**

There was none.

**8. NEW BUSINESS**

I. Jesney advised M. McCrank will be leaving the Capital Regional District effective September 2022.

The committee thanked M. McCrank for his service.

**9. ADJOURNMENT**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the June 28, 2022 meeting be adjourned at 3:35.

**CARRIED**

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**CHAIR**

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**SECRETARY**