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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, October 25, 2021 at 9:30 a.m., in the Goldstream Conference room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** Director M. Hicks (Chair); D. Quigley; C. Welham  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations (EP) (3 pm); L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** M. Tremblay

EP = Electronic Participation

The meeting was called to order at 1:31 pm.

The Chair provided the Territorial Acknowledgement.

**1. APPROVAL OF AGENDA**

Correspondence was added to the agenda as Item 6.1 under New Business.

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

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the minutes of the following meetings be adopted:

- November 19, 2020 Annual General Meeting
- November 19, 2020 Budget Meeting
- June 29, 2021 Special Meeting

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair inquired about the number of members on the Committee. Staff clarified that there were four members plus the Electoral Area (EA) Director previously. When the Snuggery Cove service was finished, that membership was removed from the Commission and the membership went down to three plus the EA Director. Further discussion around member nominations and Annual General Meetings ensued.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. COMMITTEE BUSINESS**

**5.1. Port Renfrew Utility Services 2022 Operating and Capital Budget**

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

- Refuse Disposal Local Service - The possibility to have both the Equipment Reserve Fund and Capital Reserve Fund merged together. Staff advised that the Capital Reserve Fund was established through bylaw. Staff will follow up and advise whether this can be done.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to apply for the community works funds in the amount of \$60,000 for the purchase of a new generator for the Wastewater Treatment Plant under project 20-21.

**CARRIED**

- Staff to initiate discussion with Pacheedaht First Nation about potential water service.
- Staff to consider the additional water service area expansion request upon completion of current expansion request.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee:

1. Approve the 2022 Operating and Capital Budget for the:
  - (a) Street Lighting System Local Service as presented and recommend that the 2021 actual surplus or deficit be carried forward to the 2022 operating budget;
  - (b) Refuse Disposal Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund;
  - (c) Water Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
  - (d) Sewer Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

## **6. NEW BUSINESS**

The Commission discussed future planning of water and wastewater services in Port Renfrew.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That staff be directed to initiate a discussion with Pacheedaht First Nation about potential water service from their system.

**CARRIED**

**6.1. Correspondence**

The Commission discussed a request from Mr. Ablack regarding water service area expansion. The Commission noted that Mr. Ablack has an expansion request underway currently and that they are awaiting receipt of a covenant.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to consider the additional water service area expansion request from K. Ablack upon completion of the current expansion request.

**CARRIED**

**7. ADJOURNMENT**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the October 25, 2021 meeting be adjourned at 3:39 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**