



Making a difference...together

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

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**PRESENT: Committee Members:** Director M. Hicks (Chair), K. Ablack, D. Quigley, C. Welham

**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:** M. Tremblay, J. Wells

The meeting was called to order at 2 pm.

**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.

**MOVED** by K. Ablack, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee adopt the resolution as presented.

**CARRIED**

## 2. APPROVAL OF AGENDA

The following item was added:

- 5. Committee Appointments

**MOVED** by K. Ablack, **SECONDED** by C. Welham,  
That the agenda be approved as amended.

**CARRIED**

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

**MOVED** by K. Ablack, **SECONDED** by D. Quigley,  
That the minutes of the Annual General Meeting of October 23, 2019 be adopted.

**CARRIED**

## 4. CHAIR'S REPORT

The Chair did not have a report.

## 5. COMMITTEE APPOINTMENTS

The Chair provided an update of the Committee representation stating that at its meeting held November 18, 2020, the Capital Regional District Board approved Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 3, 2020 which removes representation of Snuggery Cove from the Committee reducing the number of the members on the committee from seven to five. The Chair stated that the terms for existing members representing Snuggery Cove will expire on December 31, 2020.

The Chair thanked outgoing members for their service and appointed the following people to the Committee for a two year term beginning January 1, 2021:

- Chris Welham
- Dan Quigley

**MOVED** by C. Welham, **SECONDED** by D. Quigley,  
That the Port Renfrew Utility Services Committee forward the following names to the Capital Regional District Board for appointment:

- Chris Welham
- Dan Quigley

**CARRIED**

## 6. CORRESPONDENCE

There was no correspondence.

## 7. NEW BUSINESS

Discussions took place and staff answered questions regarding:

- Expansion of the water service boundary.
- Water tank update.

**8. ADJOURNMENT**

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the meeting be adjourned at 2:18 pm.

**CARRIED**

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Chair

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Secretary



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**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**

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**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 Cove 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**

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Chair

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Secretary