



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE
Notice of Meeting on **Thursday, February 15, 2024 at 2p.m.**
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

C. Carlsen

W. Forsberg

C. Welham

A. Wickheim, Electoral Area
Director

AGENDA

1. ELECTION OF CHAIR

*Pursuant to Bylaw No. 3281
Election conducted by Senior Manager*

2. ELECTION OF VICE CHAIR

Conducted by the Chair

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES 3

Recommendation: That the minutes of the November 10, 2023 meeting be adopted.

5. CHAIR’S REMARKS

6. PRESENTATIONS/DELEGATIONS

Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Port Renfrew Utility Services Committee at iwsadministration@crd.bc.ca.

Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

7. SENIOR MANAGER’S REPORT

8. COMMITTEE BUSINESS

To ensure quorum, advise IWSadministration@crd.bc.ca if you cannot attend.

8.1. Port Renfrew Refuse Disposal – Local Service: 2024 Initiatives Update.....8

Recommendation: *That the Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:*

That staff be directed to:

1. *Continue implementing site upgrades with funding from the Growing Communities Fund.*
2. *Work with the business sector on alternative solutions for commercial packaging and printed products.*
3. *Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and*
4. *Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.*

8.2. Project and Operations Update14

There is no recommendation. This report is for information only.

9. PORT RENFREW UTILITY SERVICES COMMITTEE MEETING SCHEDULE

Regular meetings of the Port Renfrew Utility Services Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC in February, June, and in November to approve the Operating and Capital Budget.

10. CORRESPONDENCE

11. NEW BUSINESS

12. ADJOURNMENT

Next Meeting: At the call of the Chair

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 10, 2023 at 2 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: W. Forsberg (Chair); C. Welham (Vice Chair); C. Carlsen; A. Wickheim (EA Director)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Local Services and Corporate Grants; J. Kelly, Manager, Capital Projects; A. Hliva, Manager, Wastewater Conveyance Operations; L. Ferris, Manager, Environmental Resource Management Policy & Planning; N. Tokgoz, Manager, Water Distribution Engineering & Planning; D. Dionne, Administrative Coordinator (Recorder)

The meeting was called to order at 2 pm.

1. APPROVAL OF AGENDA

The following was added to the agenda under New Business:

- Street lighting discussion
- Employees in Port Renfrew
- Pacheedaht First Nation Solid Waste Transfer Station
- Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)

MOVED by A. Wickheim, **SECONDED** by C. Welham,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by C. Welham, **SECONDED** by A. Wickheim,
That the minutes of the June 12, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. SENIOR MANAGER'S REPORT

Private Property Winterizing

The Capital Regional District (CRD) social media platform has a poster-style sheet with winterization information for system users. It includes a link to a video on winterizing irrigation systems. It is also located on all the Electoral Area drinking water public web pages.

Staff responded to a question regarding leak detection devices and their ability to be used along a water line. Acoustic listening devices are sensitive to road traffic and would have to be used during early morning or late night.

They have worked with a lot of success for pinpointing in a certain area.

There are other listening devices that can be attached along the system for data logging.

Update on Grants

There were two successful grants, one for water and sewer master plan and one for refuse disposal.

The Chair thanked Director Wickheim for his Community Works funding contribution towards the master plan.

Staff responded to a question regarding development impact on the water system or impacting on current resident's taxes. Staff noted that new upgrades are at the cost of the developer, if residents want a pipe extended down the road, they would be responsible for the cost. Staff suggest putting the infrastructure on the capital plan in case there are future grant opportunities.

6. COMMITTEE BUSINESS

6.1. 2024 Operating and Capital Budget

Port Renfrew Street Lighting Service:

J. Marr introduced the item. There was a discussion regarding bulb replacement responsibility. The Capital Regional District (CRD) is responsible for the payment of the hydro bill, BC Hydro would be responsible for bulb replacement.

Port Renfrew Refuse Disposal Local Service:

L. Ferris introduced the item and spoke to service enhancements and the withdrawal of Recycle BC service. She spoke to the successful growing community grant to fund upgrades at the service such as increasing capacity and reducing the cost of transfer and an operating shed for future operator.

There was a discussion regarding the transfer station site, and it was noted that the land behind the transfer station is not CRD-owned. The land the transfer station is currently on is CRD-owned and is accessed by the service at zero cost. The growing community grant will allow staff to conduct a site evaluation.

There was discussion regarding concerns with high volume transient waste users (summer visitors, rentals etc.) and what the new site operator model will look like, without the 24/7 onsite caretaker. Staff noted that the facility will be transitioning away from the 24/7 onsite caretaker, there will be a site operator on site for all open hours and there will be locked gates for the closed hours. Illegal dumping will be addressed through the bylaw. Staff noted that the primary expense for this service is transportation, and staff will look to review ways to reduce the transportation expenses, for instance by using compacting equipment.

There was a question regarding which department within the CRD is responsible for the property and staff would look into that.

Port Renfrew Water Local Service

J. Marr introduced the item and noted some unexpected maintenance repairs and reviewed the five-year capital plan.

Port Renfrew Wastewater Local Service

J. Marr introduced the item speaking to the master planning study, noting that once the study is complete the Service will see bigger projects that may require debt to fund those sewer improvements.

There was a discussion regarding type of processing the at the wastewater treatment plant, whether it is a membrane or goes through ultraviolet (UV), or chlorine. Staff to confirm UV or chlorine treatment.

MOVED by C. Carlson, **SECONDED** by A. Wickheim,
That the Port Renfrew Utility Services Committee:

1. Approve the 2024 Operating and Capital Budget for the:
 - a) Street Lighting System Local Service as presented and recommend that the 2023 actual surplus or deficit be carried forward to the 2024 operating budget;
 - b) Refuse Disposal Local Service as presented and recommend that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
 - c) Water Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
 - d) Sewer Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

6.2. Project and Operations Update

J. Marr introduced the report. J. Kelly advised that Project 23-05, Replace Watermain on Wickannish Road, is complete.

J. Dales provided an operations update and noted that he will be coordinating a tour early next year of facilities and asked that if Committee members are interested to let him know and he will include them on the invite.

L. Ferris provided some additional updates to the refuse disposal update, noting the following:

Staff are working with Interchange Recycling to obtain a grant for site infrastructure for the collection of used motor oil.

Staff have obtained community works funds to repair a failing culvert at the entrance to the site. An assessment of the culvert has indicated that it will need to be fully replaced. Waiting to hear back from engineering staff regarding temporary repairs to get through the winter and then combine the replacement with the broader site upgrades next year.

Director Wickheim, Chair Forsberg and Liz Ferris did a site visit to the Pender Island recycling depot to get ideas for the Port Renfrew site upgrades. They liked the established community feel of the facility.

Due to depot capacity issues this past summer, staff did a pilot to increase the frequency of the bin pulls to reduce the times when residents would show and the bins would be full and they would be turned away. Feedback indicated that the pilot was very successful.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

8.1. Street lighting discussion

Director led the discussion by noting that BC Hydro is willing to install more street lighting which would be a great benefit to the community. He will be meeting with BC Hydro to learn more about this.

Staff suggested assessing how many streetlights there are currently and determine what the average electricity is estimated at. Staff will provide the Director with some questions to ask.

L. Xu noted that this service does not have any reserves as it is just the electricity bill that is paid. Staff would need to understand if there would be any capital investment or financial implications beyond the Hydro bill payment.

8.2. Employees in Port Renfrew

Staff responded to a question from the Chair regarding succession planning for current staff in Port Renfrew. Staff advised a report will be presented to the committee in February with options for the transfer station. Staff have been working with Pacheedaht First Nation and the Indigenous Zero Waste Technical Advisory Group (IZWTAG) to look at training Pacheedaht First Nation Members for work on refuse disposal site on the Pacheedaht First Nation. The position will be advertised throughout the community.

8.3. Pacheedaht First Nation Solid Waste Transfer Station

The Chair stated that he did a tour of the Pacheedaht First Nation, advising they have established their own transfer station and were excited to learn a grant was being considered to upgrade the Port Renfrew transfer station. Discussion ensued.

8.4. Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)

This item was not discussed in detail.

9. ADJOURNMENT

MOVED by A. Wickheim, **SECONDED** by C. Carlsen,
That the November 10, 2023 meeting be adjourned at 3:53 PM.

CARRIED

CHAIR

SECRETARY

DRAFT

ERM 24-09

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF THURSDAY, FEBRUARY 15, 2024**

SUBJECT Port Renfrew Refuse Disposal – Local Service: 2024 Initiatives Update

ISSUE SUMMARY

To provide an update on the continued operation of the Port Renfrew Garbage and Recycling Depot and to present both short and long-term planning options for the local refuse service.

BACKGROUND

The Port Renfrew Refuse Disposal Local Service is administered by the Capital Regional District (CRD) and delivered through a depot collection service model. Funded by the local community through tax requisition, the Pacheedaht First Nation and the CRD's solid waste function under the authority of Bylaw No. 1745, the 2024 budget for the service is \$110,631.

As described in staff reports presented to this committee in 2023, a number of issues are arising for the service, including garbage collection capacity and transportation costs, the pending retirement of the site's long-time caretaker and withdrawal of Recycle BC's support for residential packaging and printed products in relation to site concerns and collection infrastructure. Appendix A contains a complete list of issues and opportunities that have arisen to date or have been identified for future consideration.

Growing activity in this community is putting demands on the existing solid waste system. Increased volumes of waste material being generated, especially seasonally, are taxing the existing depot capacity and funding model for this service. In addition, illegal dumping activity, particularly of construction material and bulky items, has increased.

The current depot attendant is a caretaker who resides on the property as part of his compensation package. This is a longstanding arrangement that has proven mutually beneficial to both the caretaker and the community; however, it is not supported by site zoning, and the practice poses some liability risk to the CRD. Given this, and with the depot caretaker retiring in November 2024, a new approach will be required for operating this depot in the future.

To address these issues and to mitigate impacts associated with increasing expenses, funding through the Growing Communities Fund was pursued, and \$262,500 (75%) has been secured. To access the grant funds, the service is required to supply the remaining 25% of the project costs (\$87,500), of which \$30,000 will be provided through a Community Works Fund Grant. This has been added to the 2024-2028 capital plan. It is expected that this \$350,000 will address the imminent concerns for the service around collection capacity and transportation, the transition of depot management from caretaker to operator model, Recycle BC's concerns and provide opportunity to conduct a study for the future of the service.

ALTERNATIVES

Alternative 1

The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:

That staff be directed to:

1. Continue implementing site upgrades with funding from the Growing Communities Fund.
2. Work with the business sector on alternative solutions for commercial packaging and printed products.
3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The 2021 CRD Solid Waste Management Plan (SWMP) identifies roles in the solid waste system, including the responsibility of producers, consumers (generators), industry and local governments. Working with local generators of waste material to develop and deliver an efficient service for this community supports goals associated in the SWMP, including having informed citizens who effectively participate in proper waste management practices and reducing the per/capita disposal rate for the region.

The Port Renfrew Official Community Plan update, scheduled to take place in 2024, provides an opportunity to engage with the community, including the Pacheedaht First Nation about a longer-term vision for the service. It is expected that this project will begin in February 2024, once a Citizens Committee representing various interests in Port Renfrew is formed.

Financial Implications

The primary function of the service is to provide local collection of garbage from both residents and businesses. Favourable recycling markets for items like scrap metal and cardboard, as well as collection agreements for regulated items such as paint, tires and batteries, have allowed the serviced to expand and provide a local option for the community to manage its recyclables. Given the withdrawal of Recycle BC support, the downturn in commodity markets and increase in both volumes and costs associated with transportation, there are limits to what the current funding model can support regarding continuing this broad-spectrum service.

The current caretaker arrangement includes residential access to the site and provision of utilities (hydro, water, telephone and septic services), as well as a stipend of \$1,148/month. In addition, as part of the compensation package, the caretaker has access to profitable scrap metal material and beverage containers dropped off at the site, returning and retaining the deposit refund. The revenue generated from this salvaging activity will be better understood in 2025 as site management transitions to an operator and those revenues are returned to the service. Staff

estimate this revenue potential at approximately \$40,000-\$60,000 per year when compared to similar-sized depots in other communities.

In addition, with the caretaker's retirement in 2024, and the transition to having the site managed by an operator, there will be a financial impact on the service in 2025. Options include having the site managed by a CRD employee through a new position (2025) or contracting the work out to a non-profit community organization, as is done with residential recycling services on Salt Spring Island and the Southern Gulf Islands. Staff recommend posting for a 12-month term position in the summer of 2024, with an extended term or permanent position considered in the 2025 budget. Preliminary estimates for a part-time position are \$50,000 annually. If recruitment is unsuccessful, contracting the work out could be explored, particularly if the community signals an interest in establishing a non-profit community organization model.

Site utilities, including hydro, water and portable toilet service are funded by the service and will need to be maintained for continued operation of the site.

First Nations Reconciliation

The Pacheedaht First Nation has indicated interest in operating its own waste and recycling transfer station, potentially for the entire Port Renfrew community. Timing for these discussions could progress as improvements at the existing site progress this year.

Social Implications

An adjustment to the hours the depot is open will need to be explored and right-sized for this community, and the funding available for the service. The recycling depots located in the Southern Gulf Island Electoral Area are open 4-10 hours/week. In comparison, the Port Renfrew caretaker has been opening the depot 56-70 hours/week, depending on the season. In addition, the agreement with Recycle BC requires that an attendant be present during all hours the depot is open. The inability to provide this under the caretaker model is one of the reasons the Recycle BC agreement and associated support is currently suspended.

When the adjustment to hours is made, strategies will need to be considered to address illegal dumping outside of the facility's gate and potentially in the community.

CONCLUSION

There are a number of challenges and opportunities for the Port Renfrew Refuse Disposal Services arising. It is expected that short-term issues such as garbage collection and transportation efficiencies, transitioning site management to an operator model, and addressing site infrastructure concerns can be addressed through funding secured through the Growing Communities Grant. In addition, the hours and services provided at site will need to be reviewed and right-sized for the community and funding available. There is an opportunity to investigate long-term planning for the service through the Port Renfrew Official Community Plan update scheduled to be conducted in 2024.

RECOMMENDATION

The Port Renfrew Utility Services Committee recommends to the Electoral Areas Committee:
That staff be directed to:

1. Continue implementing site upgrades with funding from the Growing Communities Fund.
2. Work with the business sector on alternative solutions for commercial packaging and printed products.
3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Issues and Opportunities Summary

**ISSUES AND OPPORTUNITIES SUMMARY
PORT RENFREW REFUSE DISPOSAL – LOCAL SERVICE
February 2024**

ISSUE/OPPORTUNITY	COMMENTS
Port Renfrew Garbage and Recycling (Depot) Operation	
Caretaker arrangement – not supported by site zoning	<ul style="list-style-type: none"> • Caretaker's retirement in November 2024 provides an opportunity to transition site management to an operator model.
Depot hours	<ul style="list-style-type: none"> • Hours of operation will need to be right-sized (reduced) to better align with size of community and budget for service.
Depot Infrastructure	
Culvert repair	<ul style="list-style-type: none"> • Community works grant funding has been secured to fund repair of the failing culvert, which is scheduled to take place in the late spring of 2024.
Capacity issues related to increased demand and seasonal activity in the community	<ul style="list-style-type: none"> • Pilot was conducted in the summer of 2023, where bins were serviced regularly (twice weekly). • Compaction bins budgeted for with the Growing Communities Fund work will provide the ability to collect and store a larger volume of garbage onsite and improve hauling efficiencies.
Partnership with Pacheedaht First Nation	
Increased volume of material generated from both residential and commercial activity	<ul style="list-style-type: none"> • Expanded capacity at the Depot and scope of recyclables accepted provides safe, secure collection of waste materials, while long-term alternatives for the community are pursued. • Reestablishing practice of directing Pacheedaht First Nation garbage and recycling to the Depot should increase diversion and reduce confusion and illegal dumping activity with all material generated in the community being accepted at one central location.
Expenses and Funding	
Increasing costs	<ul style="list-style-type: none"> • Operating efficiencies in association with transportation costs will be realized with the purchase of compaction bins with Growing Communities Fund. • Bylaw No. 2583 allows for a per bag fee to be charged to those not contributing to the service (Note: not currently implemented). This is something that with limiting the depot hours an operator could implement and manage.
Lower commodity markets and beverage container deposit revenue	<ul style="list-style-type: none"> • With the departure of the site caretaker, there is the opportunity to redirect the beverage container deposit and scrap metal revenue, currently included in the caretaker's compensation package, directly towards a funding source for the service
Withdrawal of Recycle BC support for residential packaging and paper	<ul style="list-style-type: none"> • Site improvements and development of an alternative option for commercial packaging and printed products is expected to address Recycle BC's concerns. Reinstatement of Recycle BC's support for the

Appendix A
Issues and Opportunities Summary – Port Renfrew Refuse Disposal

ISSUE/OPPORTUNITY	COMMENTS
	<p>community will reduce expenses that have been required to maintain the service in the interim.</p> <ul style="list-style-type: none"> Recycle BC's five-year plan is currently with the Province for approval. The draft plan introduced proposed criteria for communities to qualify for services, it is unclear at this time what impact this may have on existing service areas such as Port Renfrew and the Southern Gulf Islands.
Long-Term Planning	
Growing Communities Fund - \$350,000	<ul style="list-style-type: none"> Funds secured through the Growing Communities Fund will be directed to site improvements, as well as a business case study for the service.
Port Renfrew Official Community Plan 2024 Update	<ul style="list-style-type: none"> This provides the opportunity to consult with the Port Renfrew community on the refuse service, including current service model (depot), location, scope of items accepted and associated financial contributions.



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF THURSDAY, FEBRUARY 15, 2024**

SUBJECT Capital Project Status Reports and Operational Updates – February 2024

ISSUE SUMMARY

To provide the Port Renfrew Utility Services Committee with capital project status reports and operational updates.

BACKGROUND

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 317 Single Family Equivalents (SFE) in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. The Port Renfrew sewer system serves approximately 98 SFE’s in the Beach Camp localized residential area. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water and sewer systems with day-to-day operation, maintenance, design and construction of water and sewer system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Port Renfrew Water System is overseen by the CRD Water Quality Section.

The Port Renfrew Refuse Disposal Service is a local service funded by the Pacheedaht First Nation, local property owners and the broader CRD Solid Waste Service. The service’s primary function is to provide local garbage collection through the Port Renfrew Garbage and Recycling Depot. Historically the service has also been able to support the collection of recyclables with revenue generated from favourable commodity markets and third party extended producer responsibility service agreements.

CAPITAL PROJECT UPDATE

Port Renfrew Water

24-01 | Water Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with wastewater master planning study.

Project Rationale: To provide water servicing requirement to the growing Port Renfrew Community as well as the Pacheedaht First Nation. Capacity of the existing and future systems will be assessed as well as the potential to combine Pacheedaht First Nation’s and CRD water system into one system.

Project Update and Milestones:

Milestone	Completion Date
Request for Proposal	Q1 2024
Budget and Grant Approval	End of 2023 (Budget has received early approval)

20-01 | Hydrant Replacement Program

Project Description: Hydrants are reaching their end of life and require replacement.

Project Rationale: The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required on an annual basis. Priority is based on Operator and community input.

Project Update and Milestones:

Milestone	Completion Date
2024 works not yet progressed due to other priority work.	On Hold

23-05 | Replace Watermain on Wickanninish Road (Complete)

Project Description: Required replacement of watermain determined based on deteriorated condition noticed in the field.

Project Rationale: Operations staff noted the poor pipe condition in 2022 after a call out to site. It was determined that this project had to be prioritized and moved forward.

Project Update and Milestones:

Milestone	Completion Date
Construction completion	October, 2023
Design drawing complete for IH and MOTI approval	Nov 17, 2022
Design Consultant Onboarded	October 6, 2022

Port Renfrew Sewer

24-01 | Sewer Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with water master planning study.

Project Rationale: To provide wastewater servicing requirement to the growing Port Renfrew Community as well as the Pacheedaht First Nation. Capacity of the existing and future systems will be assessed.

Project Update and Milestones:

Milestone	Completion Date
Request for Proposal	Q1 2024
Budget and Grant Approval	End of 2023 (Budget has received early approval)

22-01 | Genset Upgrade

Project Description: A new genset is required to provide standby power for the whole Wastewater Treatment Plant (WWTP).

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Project Rationale: The existing genset only provides standby power for the influent pumps. During a power outage, the blowers do not operate, and this puts the WWTP out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Project Update and Milestones:

Milestone	Completion Date
Generator supply contract awarded to Cummins. Delivery not expected until Q1 of 2024 with installation to occur into Q2, 2024.	Ongoing
Submitted a Community Works Fund application followed by procurement through a quotation process..	Complete

22-02 | Alternative Approval Process (AAP) – Project Has Been Deferred To 2025

Project Description: Based on information received from the Master Plan (24-01), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale: Following approval of Growing Communities Fund (GCF) grant for Master Plan studies to be completed in 2024, this AAP process is proposed to be delayed to 2025/26 so that Master Plan results can be captured and incorporated.

Project Update and Milestones:

Milestone	Completion Date
Project on hold pending Master Plan completion.	Hold

OPERATIONAL UPDATE

Port Renfrew Water

This is an operational update for the reporting period from September 2023 through January 2024.

- A previous CRD employee was brought back on a part time basis to assist the regular Local Operator and provide some staffing redundancy/relief.
- Operations responded to numerous water leaks that were the result of the frigid temperatures in January. One of the leaks discovered was on a cracked two-inch polyvinyl chloride (PVC) fire line inside a private subdivision. Another one was in the Osprey Road area.
- Annual maintenance was completed on all system isolation valves (that could be located) and system air valves.
- Operational teams responded to numerous Power Outages related to stormy weather and snowfall during this operational period.

Port Renfrew Sewer

This is an operational update for the reporting period from September 2023 through January 2024.

- A previous CRD employee was brought back on a part time basis to assist the regular Local Operator and provide some staffing redundancy/relief.
- Operations completed some preliminary improvements to the drainage around the Treatment Plant. We believe these improvements will help mitigate pooling water around the facility. Further improvements are being looked at/considered.

Operations responded to numerous power outages related to stormy weather and snowfall.

- Failed Victaulic fittings on the discharge piping were replaced within the WWTP.
- Operations continues to look for ways to optimize and improve the overall treatment Plant process.

Port Renfrew Refuse Disposal

This is an operational update for the reporting period from September 2023 through December 2023.

Collection continues at the Port Renfrew Garbage and Recycling Depot for the following material streams:

- Garbage
- Plastic, metal, and paper containers
- Cardboard and mixed paper
- Paint
- Motor oil
- Scrap metal
- Appliances
- Tires
- Beverage containers
- Propane tanks and canisters

An assessment of a failing culvert at the entrance to the site identified that full replacement of the culvert is required. A temporary repair has been enacted, and the culvert replacement will be completed in conjunction with other planned site upgrades in 2024. Staff will revise the application for funds through the Community Works Fund to complete this work.

The refuse service is experiencing several emerging issues and opportunities including the retirement of the site’s long-time caretaker, operating funding constraints and grant funding secured for site upgrades and efficiencies for collection and transportation as well as long term planning. Details are included in an update and options report also being presented at this meeting.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Liz Ferris, M.Sc., PMP, Manager, Policy and Planning, Environmental Resource Management
Submitted by:	Adam Hliva, Manager, Core Area Wastewater Conveyance Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services