



Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Thursday, February 15, 2024 at 2 p.m., In the Goldstream Meeting Room, 479 Island Highway Victoria, BC

PRESENT: Committee Members: W. Forsberg (Chair) (EP); C. Carlsen (Vice Chair) (EP); A. Wickheim (EA Director)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Infrastructure Wastewater Operations; J. Kelly, Manager, Capital Projects; A. Hliva, Manager, Wastewater Conveyance Operations; M. Risvold (Recorder)

REGRETS: C. Welham

EP = Electronic Participation

The meeting was called to order at 2:00 pm.

1. ELECTION OF CHAIR

The Senior Manager called for nominations for the position of Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2024.

A. Wickheim nominated W. Forsberg. W. Forsberg accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared W. Forsberg Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2024, by acclamation.

2. ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2024.

A. Wickheim nominated C. Carlsen. C. Carlsen accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared C. Carlsen Vice Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2024, by acclamation.

3. APPROVAL OF AGENDA

The following correspondence was added to the agenda:

- Question for Port Renfrew Utility Services Committee Meeting Thursday, February 15, 2024, at 2:00 pm.

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,
That the agenda be approved as amended.

CARRIED

4. ADOPTION OF MINUTES

MOVED by W. Forsberg, **SECONDED** by C. Carlsen,
That the minutes of the November 10, 2023 meeting be adopted.

CARRIED

5. CHAIR'S REMARKS

The Chair made no remarks.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

J. Marr wished the committee a happy new year and advised that he is looking forward to working with the committee in 2024. As a follow-up from the previous meeting regarding streetlighting, he advised there are approximately 24 streetlights in the Beach Camp area. The amount of power usage for the area will be reviewed and an update will be provided in due time.

8. COMMITTEE BUSINESS

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

L. Ferris spoke to item 8.1.

Discussion ensued with staff responding to the following questions:

- If there will be an opportunity for the community to participate in the Official Community Plan (OCP) process. Staff advised there is a consultation process, and more information will be provided to the committee in due time.
- Commercial garbage and Recycle BC suspending service. Staff advised Recycle BC will resume service to the depot if CRD can show that commercial recycling has been removed, or if there is a separate stream for recycling so they are not paying the disposal charge. The value that Recycle BC provides to the community is approximately \$100k per year, noting a large portion is for transporting from Port Renfrew to the end location facilities.
- If there is a layout or site plan for any upgrades. Staff advised they are seeking direction from the committee prior to formalizing a plan.
- The committee requested that staff provide a copy of the memo of understanding (MOU) between CRD and the Pacheedaht First Nation. Staff advised the MOU is available on the CRD website and will share the website link with the committee.

MOVED by W. Forsberg, **SECONDED** by A. Wickheim,
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.

CARRIED

8.2. Project and Operations Update

J. Marr spoke to item 8.2.

Staff responded to the following questions:

- Annual hydrant maintenance. Staff advised annual maintenance was completed last year and there were no clearing issues but noted the equipment is getting older. Staff are hesitant to replace all the hydrants as the master plan may have other requirements.
- If the old generator will be re-used. Staff advised they are unsure if the generators will be re-used. Alternative use will be considered if the generators are functional.
- If an alternative approval process (AAP) is the only option for future high-value capital programs. Staff advised there are other options such as a petition process or a referendum, noting a referendum can be more expensive and less timely than an AAP. There will be a final report and discussion with the committee to determine how to present the information to the public.
- If there was a tour of the wastewater treatment plant. Staff are in the process of planning multiple tours, including Port Renfrew, for late March.
- If there is a set date for the culvert repair. Staff advised after an assessment; it was determined that a full replacement is required. The community works fund (CWF) application was revised and successful. Further temporary repair work will be completed at the end of the month, but a full replacement is required and will be completed as part of the depot upgrades.

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. Additional meetings are at the call of the Chair.

10. CORRESPONDENCE

10.1. Question for Port Renfrew Utility Services Committee Meeting Thursday, February 15, 2024, at 2:00 pm.

Discussion ensued regarding:

- Cost effective solutions
- Public safety concerns
- Adequate streetlighting
- Increasing population

The correspondence was received for information.

11. NEW BUSINESS

The committee thanked the operators that were working on the water leak in Port Renfrew the previous week. Discussion ensued.

12. ADJOURNMENT

MOVED by W. Forsberg, **SECONDED** by C. Carlsen,
That the February 15, 2024 meeting be adjourned at 3:22 pm.

CARRIED

CHAIR

SECRETARY