



## Notice of Meeting and Meeting Agenda Port Renfrew Utility Services Committee

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Tuesday, February 18, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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Members of the public can watch the live meeting via MS Teams link: [Click here](#)

Audio and video is disabled.

C. Carlsen, W. Forsberg, A. Wickheim (EA Director), C. Wilkinson

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Election of Chair

### 3. Election of Vice Chair

### 4. Approval of Agenda

### 5. Adoption of Minutes

- 5.1. [25-0129](#) Minutes of the Port Renfrew Utility Services Committee of November 1, 2024

**Recommendation:** That the minutes of the Port Renfrew Utility Services Committee meeting of November 1, 2024 be adopted as circulated.

**Attachments:** [Minutes - November 1, 2024](#)

### 6. Chair's Remarks

### 7. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Committee at [legserv@crd.bc.ca](mailto:legserv@crd.bc.ca).*

### 8. Committee Business

8.1. [25-0171](#) Senior Manager's Verbal Update

**Recommendation:** There is no recommendation. This verbal update is for information only.

8.2. [25-0124](#) Capital Projects and Operational Update - February 2025

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: Capital Projects and Operational Update - February 2025](#)

**9. Notice(s) of Motion**

**10. New Business**

**11. Adjournment**

The next meeting is at the call of the Chair.

To ensure quorum, please advise Megan MacDonald ([mmmacdonald@crd.bc.ca](mailto:mmmacdonald@crd.bc.ca)) if you or your alternate cannot attend.



Making a difference...together

**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 1, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Infrastructure Wastewater Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Environmental Resource Management Policy & Planning; A. Hliva, Manager, Wastewater Conveyance Operations; L. Xu, Manager, Local Services & Corporate Grants; J. Oulton, Clean Demolition Permit Assistant, CRD (EP); M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 2 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by W. Forsberg, **SECONDED** by C. Welham,  
That the minutes of the July 2, 2024 Port Renfrew Utility Services Committee meeting be adopted as circulated.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair welcomed Jason Oulton, Clean Demolition Permit Assistant, to the Port Renfrew Transfer Station.

**5. PRESENTATIONS/DELEGATIONS**

There were none.

**6. SENIOR MANAGER'S REPORT**

J. Marr advised the Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

**7. COMMITTEE BUSINESS**

### 7.1. 2025 Operating and Capital Budget

#### **Port Renfrew Street Lighting Service:**

J. Marr presented the item, and a discussion ensued regarding the existence of a capital reserve fund (CRF) for the street lighting service. Staff confirmed that there is no CRF for the street lighting service, as it is owned by BC Hydro. It was also noted that any expansion of the streetlight service area or potential service upgrades would require a cost allocation calculation and the creation of a bylaw.

#### **Port Renfrew Refuse Disposal Local Service:**

T. Watkins introduced the item, and a discussion took place regarding refundable bottle recovery costs. Staff mentioned that a system is being considered to allow funds from refundable bottles to be retained. The total dollar value from refundable bottles is currently unknown.

A discussion took place regarding the recycling of high-value metals. It is expected that all such metals will be processed through the CRD, generating revenue based on a per-ton rate, with an anticipated increase in revenue. Concerning the collection of major appliances, the appliance industry has established a non-profit organization called the Major Appliance Recycling Roundtable, which provides funding for both the transportation and recycling of these materials. There is no cost to the service for this.

The Electoral Area Director provided a drawing for consideration of the future refuse disposal operation.

#### **Port Renfrew Water Local Service**

J. Marr introduced the item. Discussion took place regarding anticipated upcoming costs directly related to the water service. Staff have identified leaking service lines that need repair and have included the replacement in the budget. Staff are currently reviewing the project in alignment with the water master plan.

There was a discussion regarding the need for replacing the current fire hydrants. Staff confirmed that while immediate replacement is not necessary, they adhere to best practice guidelines and conduct biannual operations. Maintenance has been deferred due to the Master Plan, but regular checks are performed to ensure the hydrants are working properly.

#### **Port Renfrew Wastewater Local Service**

J. Marr introduced the item and gave an overview of the five-year capital plan. A discussion followed regarding the master planning study, highlighting that once the study is completed, the Service may encounter larger projects that could require debt financing for sewer improvements. An alternative approval process (AAP) or petition will be required to borrow funds, depending on the master plan.

Discussion ensued regarding:

- Expansion and funding of the streetlight service area.
- The possibility of exploring solar options for streetlights.
- Collection of non-ferrous metals.
- Organizing recycling efforts.

- Concerns about the Transfer Station's operating hours and waste being left outside when it's closed.
- Signage for the Transfer Station in the community.
- Issues with illegal dumping and bylaw enforcement in the area.
- The use of windshield stickers for taxpayers contributing to refuse disposal.
- The importance of listing projects in the capital plan for potential grant opportunities.

**MOVED** by C. Carlsen, **SECONDED** by C. Welham,

1. That the 2025 Operating and Capital Budget for Street Lighting System Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be carried forward to the 2025 operating budget;
2. That the 2025 Operating and Capital Budget for Refuse Disposal Local Service be approved as presented and recommend that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
3. That the 2025 Operating and Capital Budget for Water Local Service be approved as presented and recommend that the \$7,395 2024 deficit be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act (LGA) Section 374 (11); and any remaining deficit be balanced on the 2024 Reserve Funds transfers (Capital Reserve Fund and/or Operating Reserve Fund).
4. That the 2025 Operating and Capital Budget for Sewer Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
5. That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

## **7.2. PROJECT AND OPERATIONS UPDATE**

N. Tokgoz introduced item 7.2 and provided an update on capital projects.

J. Dales provided an operational update. The discussion focused on potential grants that could help offset expenses. Staff noted that having projects listed on the capital plan is beneficial for securing potential grants and advised while grants are available, the process is highly competitive.

Discussion ensued regarding:

- Current location of the outfall and its impact on the Master Plan.
- Holding an on-site meeting for staff and the committee at the Transfer Station.

The report was received for information.

## 8. NOTICE(S) OF MOTION

There were none.

## 9. NEW BUSINESS

A discussion followed regarding public transit in Port Renfrew. Staff clarified that CRD does not have authority over public transit.

## 10. ADJOURNMENT

The Chair expressed gratitude to the staff for the discussions during the meeting.

**MOVED** by W. Forsberg, **SECONDED** by A. Wickheim,  
That the November 1, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 4:01 pm.

**CARRIED**

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**CHAIR**

\_\_\_\_\_  
**SECRETARY**

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, FEBRUARY 18, 2025**

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**SUBJECT**     **Capital Projects and Operational Update – February 2025**

**ISSUE SUMMARY**

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

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) Infrastructure and 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, Planning and Engineering and Infrastructure Operations divisions. The quality of drinking water provided to customers in the Port Renfrew Water System is overseen by the CRD Water Quality division.

The Port Renfrew Refuse Disposal Service is a local service funded by the Pacheedaht First Nation, local property owners, the broader CRD Solid Waste Service and the sale of recyclable materials. The service's primary function is to provide local garbage collection through the Port Renfrew Garbage and Recycling Transfer Station.

**CAPITAL PROJECT UPDATE**

**Port Renfrew Water**

**24-01 | Water Master Planning Study**

**Project Description:** Master Planning study for the Port Renfrew Service Area to be delivered in conjunction with the 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:**

<b>Milestone</b>	<b>Completion Date</b>
Project Kickoff Meeting	First quarter (Q1) 2025
Notice of Award	Q4 2024
Request for Proposal	Q4 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:

<b>Milestone</b>	<b>Completion Date</b>
Work on hold to determine alignment with Master Plan	On Hold

## **Port Renfrew Sewer**

### **24-01 | Sewer Master Planning Study**

Project Description: Master Planning study for the Port Renfrew Service Area to be delivered in conjunction with the water master planning study.

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

Project Update and Milestones:

<b>Milestone</b>	<b>Completion Date</b>
Project Kickoff Meeting	Q1 2025
Notice of Award	Q4 2024
Request for Proposal	Q4 2024
Budget and Grant Approval	End of 2023 (Budget has received early approval)

### **22-02 | Alternative Approval Process (AAP)**

Project Description: Based on information received from the Master Plan (24-01), carry out an AAP or petition 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 or petition process is proposed to be delayed to 2025/26 so that the Master Plan results can be captured and incorporated.

Project Update and Milestones:

<b>Milestone</b>	<b>Completion Date</b>
Project on hold pending Master Plan completion.	Hold



## **OPERATIONAL UPDATE**

### **Port Renfrew Water**

Water operational update for the reporting period from October 2024 through January 2025.

- Operations responded to numerous call outs due to stormy weather and power outages.
- Operations responded to a service shut-off on Parkinson Road.
- Planning is underway for cleaning of both reservoirs in late spring/fall.
- Hydrant tear-downs/re-builds and air valve maintenance is being planned for late spring/summer.

### **Port Renfrew Sewer**

Wastewater operational update for the reporting period from October 2024 through January 2025.

- Operations assisted with the install and commissioning of the new backup emergency generator. There were some initial communication issues which have since been resolved.
- The site's snowplough has been repaired and is ready for the winter season.
- Operations continues to look for ways to optimize and improve the overall treatment plant process.
- Annual fire extinguisher inspections were completed.
- A minor leak was repaired on our Return Activated Sludge line at the wastewater treatment plant (WWTP).

### **Port Renfrew Refuse Disposal**

The Port Renfrew facility has been operating since early November 2024 under new hours of 10am to 2pm Friday to Tuesday, with very few issues thus far both from a community service and an operating standpoint.

The facility will be open from 8am to 5pm from February 14 to 21 in anticipation of increased business from the Song and Surf Music Festival. This will also provide opportunity to get a good customer count at peak times and catch any deficiencies before spring/summer.

At the Port Renfrew Depot, an operator shack has been installed with power, heat and air conditioning. The culvert has been repaired and the front gate is scheduled to be repaired. Staff are in the process of collecting contractor bids for the electrical install for the compactor bins and preparing to tender the work. BC Hydro is designing the site upgrade to three-phase power.

Staff have diverted refrigerated units straight into the metal bins and are utilizing The Bottle Depot to take refundable containers and electronics. A 40-yard bin is on site for bulky materials such as couches, etc. These measures are to reduce shipping costs and ease the workload for the site operator. Staff will also get a firm count on the number of refundable containers and electronics the facility is generating and may yet see some revenue from these streams.

Interchange Oil has provided a shipping container, at no cost, to collect and manage motor oil, antifreeze, oil filters and containers in an environmentally safe manner. There will also be some revenue from the collection of these materials as we are now a part of their stewardship program.

Staff are in regular contact with Recycle BC, Canadian Battery Association and Product Care to further reduce costs and expand upon the recycling services available to the community. Once final costs on the electrical and compactor bins are known, work on this will continue.

The Depot will be expanding recycling in the community in some areas, however, there are some stewardship programs that are unable to be joined such as programs for household batteries and thermostats.

There is no update on additional revenues at this time aside from the amount expected from Interchange for one pickup in the last half of 2024, which was approximately \$330.

### **RECOMMENDATION**

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Submitted by:	Adam Hliva, Manager, Core Area Wastewater Conveyance Operations
Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Planning and Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure and Water Services