



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

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Tuesday, June 24, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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

Alternatively, to hear the meeting via telephone:

Call: 1-877-567-6843 and enter the Participant Code 301 374 788#

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

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. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0724](#) Minutes of the Port Renfrew Utility Services Committee meeting of February 18, 2025

**Recommendation:** That the minutes of the Port Renfrew Utility Services Committee meeting of February 18, 2025 be adopted as circulated.

**Attachments:** [Minutes - February 18, 2025](#)

### 4. Chair's Remarks

### 5. 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.ca/address](http://www.crd.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).*

### 6. Commission Business

#### 6.1. [25-0650](#) Senior Manager's Verbal Update

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

- 6.2.      [25-0738](#)      Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd
- Recommendation:**      The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:  
         That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.
- Attachments:**      [Staff Report: Request for Modifications to Covenant CA9549685](#)  
         [Appendix A: Water Works Extension Agreement](#)  
         [Appendix B: Covenant CA9549685](#)  
         [Appendix C: Port Renfrew Water Service Area Boundary and Covenant Area](#)  
         [Appendix D: Request to Amend Covenant CA9549685](#)
- 6.3.      [25-0675](#)      2024 Annual Report
- Recommendation:**      There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: 2024 Annual Report - Cover Report](#)  
         [Appendix A: 2024 Annual Report](#)  
         [Appendix B: Statement of Operations and Reserve Balances](#)
- 6.4.      [25-0671](#)      Capital Projects and Operational Update - June 2025
- Recommendation:**      There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: Capital Projects and Operational Update – June 2025](#)

## 7. Notice(s) of Motion

## 8. New Business

## 9. Adjournment

The next meeting is Tuesday October 28, 2025 at 2:00 pm.

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

## Meeting Minutes

### 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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#### PRESENT:

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

Staff: J. Dales, Senior Manager, Wastewater Infrastructure Operations; R. Smith, Senior Manager, Environmental Resource Management (EP); A. Hilva, Manager, Wastewater Conveyance Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; D. Dionne, Manager, Infrastructure and Water Services (IWS) Business Support Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

The meeting was called to order at 2:01 pm.

#### 1. Territorial Acknowledgement

J. Dales provided a Territorial Acknowledgement.

#### 2. Election of Chair

J. Dales called for nominations for the position of Chair of the Port Renfrew Utility Services Commission for 2025.

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

J. Dales called for nominations a second and third time.

Hearing no further nominations, J. Dales declared Will Forsberg the Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Forsberg called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Commission for 2025.

Chair Forsberg nominated C. Wilkinson. C. Wilkinson accepted the nomination.

Chair Forsberg called for nominations a second and third time.

Hearing no further nominations, Chair Forsberg declared Carl Wilkinson the Vice Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 4. Approval of Agenda

**MOVED** by A. Wickheim, **SECONDED** by C. Wilkinson,  
That the agenda for the Port Renfrew Utility Services Commission meeting of  
February 18, 2025 be approved as amended with the addition of the following  
items:

- 10.1. Transfer Station
- 10.2. Taxes and Operating Budget
- 10.3. Street Lighting

**CARRIED**

#### 5. Adoption of Minutes

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

**MOVED** by A. Wickheim, **SECONDED** by C. Carlsen,  
That the minutes of the Port Renfrew Utility Services Committee meeting of  
November 1, 2024 be adopted as circulated.

**CARRIED**

#### 6. Chair's Remarks

There were no Chairs remarks.

#### 7. Presentations/Delegations

There were no presentations or delegations.

#### 8. Committee Business

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

J. Dales presented Item 8.1. for information and provided the following updates:

- CRD Evolves progress and related committee staff support changes
- new stage four water restriction bylaw implementation
- water conservation signage, which will be installed later this year

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

N. Tokgoz, A. Hilva and R. Smith presented Item 8.2. for information.

Discussion ensued regarding:

- drainage issue in the ditch on east side of sewage treatment plant
- water overflow from the ditch floods the highway during rain
- progress on the Official Community Plan (OCP), Water Master Plan and Sewer Master Plan
- alignment of the vision for all planning related documents
- future growth anticipated along with required water and sewer improvements
- refuse disposal facility improvements



## 9. Notice(s) of Motion

There were no notice(s) of motion.

## 10. New Business

### 10.1. Transfer Station

Chair Forsberg noted that this item had been discussed under Item 7.2. Capital Projects and Operational Update.

### 10.2. Taxes and Operating Budget

The Vice Chair noted that water billing in the Port Renfrew service area is a fixed service charge. This differs from the consumption based charges in other areas. Billing the flat rate means that the value provided for the cost may vary greatly between those who use a little water and those with significant water usage. Staff will provide the Chair and Vice Chair with budget related information.

### 10.3. Street Lighting

The Chair noted that the street lights have been converted to LED lights and inquired about potential cost savings. J. Dales will provide members with related financial information.

## 11. Adjournment

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,  
That the Port Renfrew Utility Services Commission meeting of February 18, 2025  
be adjourned at 3:38 pm.  
CARRIED**

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CHAIR

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RECORDER

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, JUNE 24, 2025**

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**SUBJECT**      **Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd.**

**ISSUE SUMMARY**

To update the covenant restriction on the number of Single Family Equivalents on Port Renfrew Management Ltd. (PRM) lands.

**BACKGROUND**

In 2019, a group of Developers entered into an Agreement with the Capital Regional District (CRD) to construct new water storage tanks to increase storage and water system capacity within the Port Renfrew Water Service Area. The Developers included PRM, Port Renfrew Business Park Ltd., and Pacific Gateway Marina and Sport Fishing Inc. Specific lands owned by these Developers were included into the Port Renfrew Water Service Area, contingent on the construction of the new water storage tanks. The Agreement between CRD and the Developers included the allocation of a total of 72 Single Family Equivalents (SFEs) which were allocated as follows:

- Port Renfrew Management Ltd. – 32 SFEs
- Port Renfrew Business Park Ltd. – 8 SFEs
- Pacific Gateway Marina and Sport Fishing Inc. – 32 SFEs

The Agreement is attached as Appendix A.

The water storage tanks construction was completed in 2020 and upon completion, provided additional theoretical capacity of 151 SFEs to the Port Renfrew Water Service Area. With 72 SFEs allocated to the contributing Developers, the remaining uncommitted 79 SFEs would be available to the community on a first-come, first-serve basis. As carried by the Port Renfrew Utility Services Committee (PRUSC) at the June 29, 2021, PRUSC meeting, the additional 79 SFE water connections should contribute \$10,000 per SFE to the PRUSC reserve fund. It should be noted that there is currently no formal way to receive these funds as there is no Development Cost Charge Bylaw within the Port Renfrew Water System. To date, developers have typically undertaken upgrades to the water system in lieu of \$10,000 per SFE.

In 2021, a covenant (CA9549685) was established between PRM and the CRD that assigned the limit of 40 SFEs to a specific land area within the Port Renfrew Water Service Area. This allocation included the 32 SFEs for PRM and 8 SFEs for Port Renfrew Business Park Ltd. This Covenant was requested by the PRUSC at the time to ensure PRM lands, newly included in the Water Service Area, did not exceed the capacity of the water system and to allow the remaining SFE's be available to the existing community. Any additional requested SFEs would require further review and approval by PRUSC to remove or alter the covenant. The covenant and boundary area are attached in Appendix B and C.

Since the construction of the water storage tanks, 15 SFEs have been added to the Port Renfrew Water Service Area, excluding the covenant CA9549685 area. This means that of the 79 non-allocated SFEs created by the additional water storage tanks, 15 SFEs have been used and a theoretical capacity for 64 SFEs remain within the Port Renfrew Water Service Area.

Based on the drawing applications reviewed by CRD Infrastructure and Water Services, 18 lots have been accepted for connection to the water system within the covenant CA9549685 area (specifically Beachview Rise Phase 1 and Phase 2). If all planned lots are connected at 1 SFE per lot, then there will be 22 SFEs remaining out of the 40 allocated SFEs in the covenant CA9549685 area.

In 2025, PRM requested to amend the existing water covenant CA9549685 and to remove the restriction of 40 SFEs. The formal request letter dated April 11, 2025, from PRM to PRUSC is attached in Appendix D. PRM's letter:

- includes proposed language to amend section 3 and 4 of covenant CA9549685 including the removal the 40 SFE restriction;
- recognizes that the changes do not entitle PRM or its affiliates to automatically access the full available capacity of the water system; and
- notes applications within the Water Service area must still be assessed based on available water system capacity and be in accordance with regulatory and planning requirements.

## **ALTERNATIVES**

### *Alternative 1*

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.

### *Alternative 2*

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be denied.

### *Alternative 3*

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

## **IMPLICATIONS**

### *Financial Implications*

If the covenant restricting PRM lands to 40 SFEs is removed, any additional SFEs sought above the allocated 40 should incur a fee of \$10,000 per SFE and will also contribute additional user

fees and parcel taxes that can be used to fund and offset operating and long-term capital costs. Requests for additional SFEs will require a system capacity assessment, and larger developments needing many SFEs will necessitate servicing plans to be submitted to the CRD to evaluate infrastructure needs and improve funding planning.

### *Service Delivery Implications*

Given that the Port Renfrew water system has a theoretical remaining capacity of 64 SFEs and that only 15 SFEs were added to the system over the last five years, excluding PRM lands under covenant CA9549685, there remains capacity for growth within the Water Service Area.

If the covenant restricting PRM lands to 40 SFEs is removed and PRM seeks additional SFEs within their lands, additional growth could occur on PRM lands. However, this may limit development opportunities for existing properties within the water system that are not part of PRM lands. If the covenant restricting PRM lands to 40 SFEs is not amended, growth will be restricted on PRM lands.

Removing the 40 SFE restriction on PRM lands will not guarantee allocation of the remaining system capacity to PRM, but it may limit development opportunities for other existing properties within the water system if PRM lands grow much faster than other areas. Any additional SFEs requested by PRM beyond the originally allocated 40 SFEs would undergo the same processes as any other development referral affecting the water system and would require a submittal of a detailed servicing plan to assess water system capacity.

Additionally, CRD staff are currently undertaking a Water and Sewer Master Plan to assess the existing water and sewer system capacity and identify the necessary upgrades to accommodate growth based on the Port Renfrew Official Community Plan. This project is expected to be completed by the end of 2025 and will provide insights into the current and future water system capacity, allowing for more confident allocation of additional SFEs to the water system in the near future.

### **CONCLUSION**

The construction of a new water storage tank in 2020 increased the theoretical capacity of the Port Renfrew Water Service Area, allowing for the allocation of 72 SFEs to contributing developers and 79 SFEs to the community. The covenant CA9549685 established in 2021 limited Port Renfrew Management Ltd. (PRM) lands to 40 SFEs and PRM has recently requested to amend this covenant to remove this restriction. If the amendment is approved, CRD will still require detailed servicing plans of future development to ensure adequate water system capacity.

### **RECOMMENDATION**

The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.

|               |   |
|---------------|---|
| Submitted by: | Natalie Tokgoz, P. Eng., Manager, Water Distribution Engineering and Planning |
| Concurrence:  | Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering              |
| Concurrence:  | Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services    |
| Concurrence:  | Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer                   |

**ATTACHMENT(S)**

- Appendix A: Water Works Extension Agreement between CRD and Developers for Water Storage Tank Construction in Port Renfrew.
- Appendix B: Covenant CA9549685
- Appendix C: Port Renfrew Water Service Area Boundary and Covenant CA9549685 Area
- Appendix D: Request letter to Amend Covenant CA9549685 to PRUSC from Port Renfrew Management Ltd.

**WATERWORKS EXTENSION AGREEMENT**

File No. PRENW-15-002  
Account No. BX.103.4001

THIS AGREEMENT made in triplicate

BETWEEN:

**CAPITAL REGIONAL DISTRICT**

479 Island Highway  
Victoria, BC V9B 1H7

(hereinafter called the "District")

AND:

**OWNERS**

Port Renfrew Business Park Ltd.  
C/O Port Renfrew Management  
PO Box 9 STN MAIN,  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Port Renfrew Management Ltd.  
C/O Port Renfrew Management  
PO Box 9 STN MAIN,  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Pacific Gateway Marina  
and Sport Fishing Inc.  
740 Handy Road  
Mill Bay, BC V0R 2P1

(hereinafter collectively called the "Owner")

0983327 B.C. Ltd.  
(Port Renfrew Management Ltd.)  
C/O Port Renfrew Management  
PO Box 9 STN MAIN  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

0983328 B.C. Ltd.  
(Port Renfrew Management Ltd.)  
C/O Port Renfrew Management  
PO Box 9 STN MAIN  
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

**WHEREAS:**

A. The Owner is the registered owner of, or the party empowered in writing by the registered owner to develop, the lands and premises situated in the Province of British Columbia more particularly known and described as:

Port Renfrew Business Park Ltd. – Parkinson Road – PID 009-565-787

Pacific Gateway Marina and Sport Fishing Inc.– 17110 Parkinson Road - PID 028-991-125, PID 009-592-342 & 6598 Baird Road PID 009-575-006

Port Renfrew Management Ltd. – Beachview Rise – 17013 Wickanninsh Road – PID 000468291

(hereinafter called the "said Lands") and such Owner proposes to develop the said Lands;

B. By Bylaw No. 1747, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989," as amended, the District established a local service (the "Service") for the supply, treatment, conveyance, storage and distribution of water within the service area described therein (the "Service Area");

As part of the development of the Lands, the Owner has agreed to gift to the District, for the benefit of the Service, the design, procurement, installation and commissioning of a 100,000 gallon bolted steel reservoir as detailed in the Port Renfrew Utility Services Committee's (the "Committee") August 4, 2015 report titled *Developers Proposal for Water System Improvements: Modified Proposal #1*, attached as Schedule "B" to this Agreement (the "Report"), and approved by resolution of the Committee. A revised cost estimate for engineering, construction and administration based on detailed design drawings of approximately \$576,000 for the Bolted Steel Tank was submitted November 11, 2018. As per the Port Renfrew Utility Services Committee's resolution of June 8, 2017 an amenity contribution of \$8,000 per Single Family Equivalent for upgrades equates to 72 Single Family Equivalents

C. The District has agreed that the Owner may expand the Service's water supply system capacity in accordance with the terms set out in this Agreement and the Owner has agreed to comply with the terms of this Agreement.

D. The Owner and the District have agreed that the water supply system improvements supplied and constructed under this Agreement shall become the property of the District upon Completion Date (as defined herein).

NOW THEREFORE BE IT KNOWN THAT in consideration of the premises and

the payment of ONE DOLLAR (\$1.00) by the District to the Owner and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

### **Agreement**

1. Subject to the terms and conditions of this Agreement, the District agrees that the Owner may expand the District's water supply system capacity for the purpose of servicing the said Lands in accordance with the Report and section 2 of this Agreement, provided the Owner shall design, procure and install all works related to the improvements of such water supply system described in Schedule "A" to this Agreement (hereinafter called the "Works") in accordance with specifications approved by the District.
2. Upon completion of the Works in accordance with the provisions of this Agreement, the District agrees to provide a Water Service Connection (as that term is defined in CRD Bylaw No. 3847) to the Lands and provide the Lands with a water flow to service 72 (seventy two) Single Family Equivalents (as that term is defined in CRD Bylaw No. 3847). The Owner will install a water meter(s) between the water main and the curb stop on the Lands to monitor the water consumption on the Lands to ensure that it remains under the maximum flow limit. Single Family Equivalents allocations are proposed as follows:
  - Port Renfrew Business Park Ltd. – 8 Single Family Equivalents
  - Pacific Gateway Marina – 32 Single Family Equivalents
  - Port Renfrew Management Ltd. – 32 Single Family Equivalents

Refer to Figure entitled "Port Renfrew Storage Tank – Agreement Lands" attached in Schedule "B" for reference. Allocations are an estimate and may be adjusted up or down subject to a review of supporting cost submission referenced in Clause 9. These allocations will not be released until confirmation is received by the District that the pump improvements referenced in the August 4, 2015 staff report (attached) have been completed to the District's satisfaction.

3. It is a condition precedent to the provision of water by the District under clause 2 that the Service Area be expanded to include the Lands, and it is acknowledged and agreed that the District is under no obligation to the Owner to provide water unless this condition precedent is met. If the condition precedent is not satisfied by the date for the completion of the Works set out in clause 11, then the District may terminate this Agreement. For clarity, nothing in this Agreement shall be construed so as to fetter the legislative discretion of the CRD Board or, without limiting the generality of the foregoing, to oblige the CRD Board to amend Bylaw 1747 to include the Lands (or any portion thereof) in the Service



## Area.

4. The Owner shall employ a professional engineer registered to carry on practice within the Province of British Columbia (the "Engineer") to design the Works and to carry out the survey, design, field inspection and preparation and certification of specifications, drawings, as constructed drawings and supplemental documents for the District's approval, and the Owner shall employ a contractor satisfactory to the District (hereinafter called the "contractor") who is a paid-up member of WorkSafe BC to construct the Works.
5. The Owner shall provide the contractor with a copy of this agreement together with a copy of the specifications and drawings for the Works completed by the Engineer and approved by the District in accordance with this Agreement. The Owner shall ensure that the contractor shall do likewise for all subcontractors engaged in the installation of the Works.
6. Design drawings signed and sealed by the Engineer shall be submitted by the Owner to the District for approval a minimum of one month prior to the Owner's intended date of commencement of installation of any of the Works, and the Owner shall not commence installation of any of the Works until the design drawings as well as specifications of Works set forth in documents prepared at the expense of the Owner have been approved by the District and by the District Engineer.
7. The Owner shall not commence installation of any of the Works until requirements of all approving authorities, including the applicable provincial ministries and municipal and regional governments have been satisfied and any required permits have been obtained.
8. The Owner at its own cost and expense shall construct, install, execute and perform in a good, substantial and workmanlike manner and with materials sufficient and proper, the Works. The Owner shall supply the District certification that the Works are fully completed and shall provide the District his statutory declaration declaring that all suppliers, contractors and subcontractors have been paid and that no builder's liens have been filed against the District in relation to the Works.
9. The Owner shall submit to the District hard copies of all invoices for the supply and services rendered that form Schedule B (f). Should the substantiated costs from those invoices be higher or lower than \$576,000, then the Single Family Equivalent Count will be adjusted accordingly on a pro-rata basis. Acceptance and consideration for variation of costs shall be at the sole discretion of the District, which shall not be unreasonably withheld.

10. Nothing contained in this agreement including the review of any plans or specifications of the constructed Works by any employee of the District shall relieve the Owner and its servants and agents from full liability for any faulty design, workmanship or materials, or any resulting damages.

**Requirement to Complete Works**

11. The Owner covenants and agrees to complete the Works on or before one year from date of agreement (hereinafter called the "Completion Date"), and subject to clauses 57, 58 and 59 below, such date shall be the final Completion Date.
12. The District may in its discretion upon good cause (including but without limiting the generality of the foregoing, strikes and lock-outs) being shown extend the time for completion of the Works.
13. Where the Owner fails to complete the Works by the Completion Date or if the Owner becomes bankrupt or insolvent with its creditors, or commits any act of insolvency or if this agreement or the Works are, in the judgement of the District Engineer, not being constructed, installed, executed or performed in a sound and workmanlike manner or to his satisfaction or in all respects in strict conformity with the specifications of the Works approved by the District, the District may upon giving notice in writing by registered mail to the Owner at its address complete the Works on behalf of the Owner.
14. Where the District completes the Works, the Owner shall pay the actual construction and installation costs required to complete the Works, including an administration or overhead charge where the work is done by the District's own crews, which shall be decided solely by the District Engineer.

**Bonding**

15. Prior to commencement of installation of any of the Works, the Owner shall provide to and lodge with the District security (hereinafter called the "Security") for the due and proper performance of this Agreement in the amount required by the District, as set out in Schedule A and in the form required by the District of one or more of the following:

- (a) cash;
- (b) certified cheque;
- (c) irrevocable Letter of Credit;
- (d) bond;

- (e) irrevocable Letter of Credit or bond carried by the Owner's contractor where the District is named to draw from such security in any of the events set out in clause 16 below.
- 16. The District shall have the right to draw from the Security until the completion date:
  - (a) to complete the Works in the event that the Works as approved by the District have not been properly and fully completed by the Completion Date; and/or
  - (b) to repair any damage to the existing infrastructure resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors, or to repair any other similar damage resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors that the District deems damage requiring emergency repair; and/or
  - (c) to repair any damage resulting from the installation of the Works, where the Owner has failed to repair the damage after receiving notification to do so from the District.
- 17. The District shall have the right to charge the Owner, and the Owner shall pay, in advance for any and all work that the District determines is required to upgrade the District's systems in order to prevent the Owner's development of the said Lands from adversely impacting on or resulting in a lower level of service to other customers of the District, and for any and all work that the District determines is required to allow the Owner's contractor to install the Works including enlargement and/or addition of pipelines, pumps, pumping plants, reservoirs and control systems.
- 18. The Owner shall engage the Engineer for supervision consisting of general and sufficient resident inspections to ensure that the Works are constructed and installed in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District;
- 19. On the completion date, the Security (less any drawings pursuant to clause 14 above) shall forthwith be returned to the Owner and the Owner shall provide to the District a bond (hereinafter called the "Warranty Bond"), for 10% (ten percent) of value as determined by the District in its sole discretion, for a period of one year from the completion date (hereinafter called the "warranty period");
- 20. The Warranty Bond shall be held by the District during the warranty period and if at the completion of the warranty period there are no outstanding claims or deficiencies, the Warranty Bond shall be returned to the Owner.

**Warranty Period**

21. The issuance of a Construction Completion Certificate by the Owner's Engineer establishes the commencement of the warranty period.
22. At the Owner's own cost and expense, he shall promptly upon receipt of notice in writing from the District, make all repairs arising out of defective materials, workmanship, and equipment during the warranty period.
23. The District may make such repairs if, ten business days after giving notice in writing by registered mail to the Owner at its address, the Owner has failed to make or undertake with due diligence the said repairs.
24. In the case of an emergency, where delay would cause serious loss or damage, or would affect supply to customers, repairs may be made without notice being sent to the Owner. The Owner will be informed as soon as practical of the work done.
25. All expenses incurred by the District in making any repairs shall be charged to the Owner and if the Owner fails to reimburse the District for any costs incurred during the warranty period, the District shall have the right to deduct such costs from the Warranty Bond.

**Insurance**

26. During this agreement, the Owner shall insure and keep insured at the Owner's expense, Comprehensive General Liability insurance coverage covering the minimum amount of \$3,000,000.00.
27. The District shall be named as an additional insured under the Comprehensive General Liability Insurance.
28. A Cross Liability clause shall be made part of the Comprehensive General Liability Insurance.
29. Prior to the commencement of any construction or installation of the Works, the Owner shall file with the District a copy of any insurance policy and other required certificates. Until filed, the Owner shall have no right to expand or improve the District's water supply system or its capacity under this agreement.

30. Any such insurance shall be maintained until final completion of the Works, including the making good of faulty work or materials, except that coverage of completed operations liability shall in any event be maintained during the warranty period as hereinafter defined.
31. The Owner may file with the District, prior to the start of construction, copies of the Insurance policies of the Owner's contractor and the District may accept these in place of the Owner's insurance policies.

**Construct Works**

32. The Owner shall construct and install the Works in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District.
33. No deviation shall be made from the approved design drawings and specifications except with the written permission of the District Engineer.
34. Where the Owner fails to repair any damage resulting from the installation of the Works, the District, after notification to the Owner, may do any required repairs and charge the cost to the Owner and for this purpose may draw down on the Security.

**Protection of the Public**

35. The Owner shall effectively warn and protect the public from any damage as a result of Work being done, to the standards required by the Workers' Compensation Board, the B.C. Building Code and any other applicable code, regulation or law.

**General - Existing Utilities and Services**

36. The Owner shall investigate the presence of, locate and protect existing pipes or ducts forming part of any sewer, water, drainage or other utility system, including any other underground or above ground structures which his forces may encounter during the course of construction.
37. The Owner acknowledges that any plans or descriptions, verbal or otherwise, of existing pipes or structures that may be given to the Owner by the District are intended only as an aid to their location.

38. The Owner acknowledges that measurement and locations of the existing underground pipes and structures shown on drawings of the District are compiled from the most reliable information available, but are not guaranteed to be accurate or complete, and must be verified by the Owner prior to proceeding with construction.
39. The Owner shall exercise care when carrying out any Works adjacent to any existing privately or publicly owned utilities and services so as not to damage any such utilities and services.
40. The Owner shall notify the user of any utility or service sufficiently in advance of any potential or planned disruptions or interruptions that shall occur to these services as a result of the Works.
41. Where it is necessary to cut, move or alter any utility or service, the Owner shall make arrangements with the proper authorities for the carrying out of such work.
42. The Owner shall at his own expense ensure the uninterrupted flow of any existing water mains, sewers, drains or conduits which may be met within the course of construction and shall let none of these flow into the trench or pipes being constructed under this agreement without the permission of the District Engineer.
43. Temporary support, adequate protection and maintenance of all buildings, utility structures, including power and telephone poles, drains, cables, pipes, conduits and other obstructions encountered in the progress of the Work shall be furnished by the Owner under the direction of the Owner's Engineer and to the satisfaction of the District Engineer or other private or public owner.
44. Where the grade and location of the Works to be installed are obstructed by any existing underground or above-ground utilities, the Owner shall inform the Owner's Engineer who shall in turn advise the District and the appropriate utility owner.

**Quality of Materials**

45. All materials required for the Works shall be supplied by the Owner and shall conform to District specifications.
46. Where the Owner is required to furnish materials or manufactured articles or do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from suppliers

of established good reputation or, if not ordinarily carried in stock, shall conform to the usual standards for first-class materials or articles of the kind required, with due consideration to the use to which they are to be put. All materials must be approved by the District Engineer prior to use.

47. Where, in the opinion of the District Engineer, any materials do not conform to District specifications, or are unsuitable for the purposes for which they are intended, they shall be rejected.
48. Rejected materials shall not be used for the purposes of the Works and if incorrectly used they shall be removed from the site forthwith and shall be replaced by the Owner, at his own expense, with materials approved by the District Engineer.

### **Inspections and Testing**

49. If the Owner covers or permits to be covered any Works which have been designated for special tests, inspections or approvals by the District Engineer before such special tests, inspections or approvals are made, given or completed, the Owner shall, if so directed, uncover the Works, have the inspections or tests satisfactorily completed and make good the Works at his own expense.
50. The District Engineer may order any part of the Works to be specifically examined or tested at the expense of the Owner should he believe that any Works are not in accordance with the requirements of the drawings approved by the District or the District's standards and specifications.
51. If, upon examination, Works are found to be non-conforming, the Owner shall correct the Works and pay the cost of examination and correction.

### **Indemnification and Relationship**

52. The Owner shall be responsible for and shall release, indemnify and save harmless the District against any claims and demands, loss, costs, liens, damages, actions, suits or other proceedings based upon, occasioned by, or attributable to the execution or performance of this agreement or failure to perform this agreement.
53. The parties hereto acknowledge and agree that the Owner's provision of the Works under this Agreement is voluntary and that nothing in this Agreement shall be construed so as to make the District liable, for any reason, to pay the Owner or the Owner's contractor or

Engineer for any of the Works. The parties hereto agree that nothing in this Agreement will be construed as creating a partnership, employment or agency relationship between them.

### **Quality and Quantity of the Works**

54. The District Engineer shall determine the engineering quality and engineering quantity of the Works to be constructed, installed and supplied by the Owner and his decision on all engineering questions in dispute shall be final.

### **Damage to the Works**

55. The Works shall be under the Owner's responsible care and charge until the completion date.
56. (a) The Owner shall bear all loss and damage which may occur on or to the Works during the fulfillment of this agreement;
- (b) If any such loss or damage occurs, the Owner shall immediately make good any such loss or damage, and in the event of the Owner refusing or neglecting so to do, the District may make good such loss or damage, and the expense of so doing shall be paid by the Owner.

### **As Constructed Drawings**

57. Prior to the Completion Date, the Owner shall cause the Engineer to deliver to the District Engineer as constructed drawings bearing the seal of the Owner's Engineer.
58. The drawings shall include the following statement, signed by the Owner's Engineer:

"I certify that I supervised and inspected the installation of the following Works more particularly defined on this drawing and to the best of my knowledge these Works were installed to the specifications and standards of the District's Water Department.

### **Completion of Works**

59. The District will not accept the Works as complete until:
- (a) the Works have been certified by the Owner's Engineer in accordance with the



- preceding section;
- (b) the Owner's Engineer has deposited with the District a complete set of certified "as constructed" drawings on mylar transparencies satisfactory to the District;
  - (c) the District Engineer has inspected the Works and issued a Construction Completion Certificate to the Owner;
  - (d) the Owner has deposited the Warranty Bond required by the District;
  - (e) the Owner has entered into a warranty agreement in the form required by the District;
  - (f) the builder's lien period has expired and the Owner has provided to the District a Statutory Declaration setting out the date of substantial completion and setting out that all contractors and subcontractors and all accounts for work and materials in respect of the Works have been paid in full.

**Acceptance of the Works**

- 60. At the end of the warranty period, the Owner shall request, in writing, an inspection from the District Engineer and the District Engineer shall perform an inspection within 7 days of receipt of the request.
- 61. The District Engineer shall notify the Owner in writing of any required remedial work and the Owner shall complete this work within a reasonable time, failing which the District may complete the Work on behalf of the Owner.
- 62. On satisfactory completion of the remedial work the District Engineer shall notify the Owner accordingly and shall return the Warranty Bond, less any costs that have been incurred by the District due to emergencies or the failure of the Owner to complete any remedial work as required and at this stage the Works are deemed to have been fully accepted by the District, and the District will assume responsibility for the Works.
- 63. The Owner covenants and agrees that any Works constructed and installed pursuant to this agreement shall, at the completion date, become and be deemed to be the property of the District whether constructed in a street, District land or in any land over which the District has an easement or right of way except those works and services owned by any public utility company.

**Approval of Contractor**

64. The Owner may employ only such contractors as the District may approve, which approval may not be unreasonably withheld, but the Owner shall be fully responsible for all the acts and omissions of the contractors.

**Assignment of Agreement**

65. This agreement shall not be assignable by any party without the consent of the other, such consent not to be unreasonably withheld.

**District Engineer Designates**

66. A power or discretion exercisable by the District Engineer may be exercised by the Deputy District Engineer or their designate.

**Official Notification**

67. Any notice, approval or request given under this agreement may be given if served personally upon an officer of the party for whom it is intended or mailed by prepaid registered mail addressed to the parties as follows:  
to the District:

District Engineer  
Capital Regional District Water Services  
479 Island Highway  
Victoria, BC V9B 1H7

to the Owner:

Port Renfrew Management Ltd.  
96 Gleneagles View  
Cochrane AB T4C 1P2

or at such other address as a party may advise by notice in writing.

68. (1) The date of receipt of any notice, approval or request shall be deemed to be the date of delivery of the notice, approval or request if served personally, or on the third business day following the date of mailing.

- (2) Where there is a mail strike, slow down or other labour dispute which might affect mail delivery of any notice, approval or request, then the notice, approval or request shall only be effective if actually delivered to an officer of the party for whom it is intended or to the specified address of such party.

**Enforceability of Agreement**

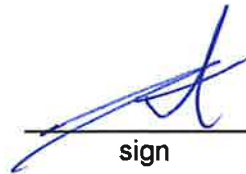

69. If any portion of this agreement is held or declared by a Court of competent jurisdiction to be void or unenforceable, that portion shall be severed from the balance of this agreement and the balance of this agreement shall survive and be enforceable.
70. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement.

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 19  
in the presence of:

Port Renfrew Business Park Ltd # BC1166057

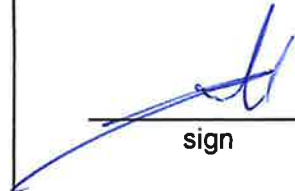
C/O Port Renfrew Management Ltd.  
PO Box Stn Main Cochrane, AB T4A 1A4

  
\_\_\_\_\_  
sign  
  
\_\_\_\_\_  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 19  
in the presence of:

Port Renfrew Management Ltd # A0085412


PO Box Stn Main Cochrane, AB T4A 1A4

  
\_\_\_\_\_  
sign  
\_\_\_\_\_  
print

The Common Seal of  
was hereunto affixed on the \_\_\_\_ day of  
\_\_\_\_, 20 \_\_\_\_  
in the presence of:

Pacific Gateway Marina and Sports Fishing Inc.  
#

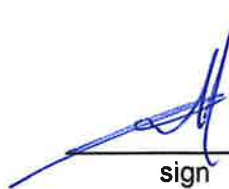
740 Handy Road Mill Bay, BC V0R 291

  
\_\_\_\_\_  
sign  
\_\_\_\_\_  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 14  
in the presence of:

0983327 B.C. LTD. # BC0983328

PO Box Stn Main Cochrane, AB T4A 1A4

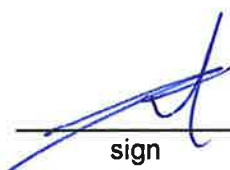
  
sign  
  
print

The Common Seal of  
was hereunto affixed on the 14 day of  
MAY, 20 14  
in the presence of:

0983328 B.C. LTD. # BC 0983328

PO Box Stn Main Cochrane, AB T4A 1A4

CRD Authorized Signatory

  
sign  
  
print

CAPITAL REGIONAL DISTRICT

Per: 

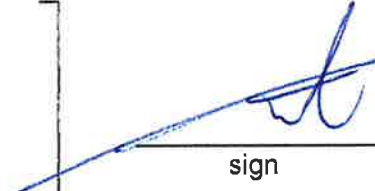
Ted Robbins

General Manager, Integrated Water Services

IN WITNESS WHEREOF the parties hereto have executed this agreement.

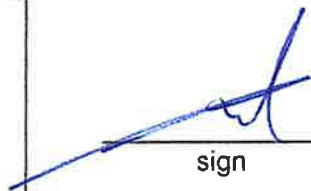
The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

  
sign  
KARL ABLACK / Andrew Purdey  
print

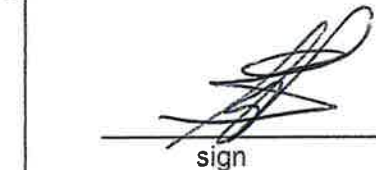
The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

  
sign  
KARL ABLACK  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

  
sign  
Andrew Purdey  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
APRIL, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

sign  
\_\_\_\_\_  
KARL ABLACK  
print

The Common Seal of  
was hereunto affixed on the 4 day of  
April, 2019  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

CRD Authorized Signatory

sign  
\_\_\_\_\_  
KARL ABLACK  
print

CAPITAL REGIONAL DISTRICT

Per: \_\_\_\_\_  
Ted Robbins  
General Manager, Integrated Water Services

**SCHEDULE "A"****The Works**

**PHASE 2** – refer to PRUSC report of August 4, 2015 entitled Proposal for Water System Improvements

Turn-key delivery to the Capital Regional District water supply works to increase water system storage volume by erecting a bolted steel potable tank adjacent to the existing storage tank and within the existing statutory right-of-way, including the supply and installation of all related electrical, mechanical, civil, structural and instrumentation and control works for a functioning storage tank.

The works shall include, but not be limited to:

- Demolition of the existing and abandoned tank foundation (if required)
- Installation of yard piping and valving (fill, discharge, drain, etc.)
- Installation of tank foundation and erection of a bolted steel tank with an approximate volume of 454 cubic metres (100,000 lgal)
- Level control
- Materials and performance testing
- Commissioning
- Engineering
- Construction contract administration and inspection
- Obtaining of all applicable regulatory approvals
- Provision of record information including drawings, operation and maintenance manual, etc.
- Security in the amount of \$242,178 defined as fifty percent (50%) of the construction value (\$484,356) of the works for fulfillment of the Owner to perform the works and services outlined in this Agreement.

One-year warranty and an associated letter of credit valued at ten percent of the construction value of the works for the warranty period



**SCHEDULE "B"**

## Contents

- a) PRUSC staff report "Proposal for Water System Improvements" dated August 4, 2015
- b) PRUSC draft Minutes of Meeting of August 4, 2015
- c) PRUSC staff report "Request for Water Service Area Inclusion – Port Renfrew Management Ltd., Parkinson road Development" dated September 21, 2015
- d) PRUSC draft Minutes of Meeting of September 21, 2015.
- e) PRUSC Minutes of Meeting of June 8, 2017.
- f) MSR Solutions Inc. Cost Estimate of November 11, 2018.
- g) Port Renfrew Storage Tank – Agreement Lands – December 2018



Making a difference...together

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, AUGUST 4, 2015**

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**SUBJECT     PROPOSAL FOR WATER SYSTEM IMPROVEMENTS**

**ISSUE**

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

**BACKGROUND**

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

**MSR's Proposal**

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
  - Port Renfrew RV Resort - \$140,000 for 15 SFE's
  - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
  - Port Renfrew RV Resort - \$160,000 for 20 SFE's
  - Port Renfrew Management - \$120,000 for 15 SFE's
  - 6649 Godman Road - \$40,000 for 5 SFE's

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
  - Port Renfrew Management - \$350,000 for 30 SFE's
  - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
  - Port Renfrew RV Resort - \$60,000 for 10 SFE's
  - Port Renfrew Management - \$180,000 for 36 SFE's
  - Pacific Gateway Marina - \$160,000 for 25 SFE's
  - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

#### **CRD's Modified Proposals**

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

## **ALTERNATIVES**

### **Alternative 1**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
    - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
    - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

### **Alternative 2**

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;
  - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer*

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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*Inclusion Request – Parkinson Road” and*

- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
- iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

**Alternative 3**

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

**IMPLICATIONS**

**Alternative 1** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

**Alternative 2** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from **both** the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Alternative 3** – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

**CONCLUSION**

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

### RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in "principle";

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

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Joseph Marr, P.Eng.  
Project Engineer, Infrastructure Engineering  
and Operations

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Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning



**Port Renfrew Utility Services Committee – August 4, 2015  
Developers Proposal for Water System Improvements**

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8

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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence

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Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services  
Concurrence

JM:ls  
Attachments: MSR letter of July 10, 2015

**MSR SOLUTIONS INC.**

July 10, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

| Works Proposed                        | Estimated Cost | Completion Date | Partners                | Contribution | SFE Provided |
|---------------------------------------|----------------|-----------------|-------------------------|--------------|--------------|
| Well Pump and Booster Pump            | \$ 180,000     | November 2016   | Port Renfrew RV Resort  | \$ 140,000   | 15           |
|                                       |                |                 | Port Renfrew Management | \$ 40,000    | 5            |
| 100,000 Gallon Bolted Steel Reservoir | \$ 320,000     | May 2016        | Port Renfrew RV Resort  | \$ 160,000   | 20           |
|                                       |                |                 | Port Renfrew Management | \$ 120,000   | 15           |
|                                       |                |                 | 6649 Godman Road        | \$ 40,000    | 5            |
| Booster Station and Main Upgrades     | \$ 430,000     | May 2017        | Port Renfrew RV Resort  |              | 0            |
|                                       |                |                 | Port Renfrew Management | \$ 350,000   | 30           |
|                                       |                |                 | Pacific Gateway Marina  | \$ 80,000    | 5            |
| Supply Line Replacement from WTP      | \$ 800,000     | May 2020        | Port Renfrew RV Resort  | \$ 60,000    | 10           |
|                                       |                |                 | Port Renfrew Management | \$ 180,000   | 36           |
|                                       |                |                 | Pacific Gateway Marina  | \$ 160,000   | 25           |
|                                       |                |                 | CRD/PRUSC Cost Share    | \$ 400,000   | 121          |
|                                       | \$ 1,730,000   |                 |                         | \$ 1,730,000 | 287          |

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,  
**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig  
Port Renfrew Management Ltd., Mr. Karl Ablack, and Mr. Jason Brown  
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

6649 Godman Road, Mr. James Lum  
Juan de Fuca Local Area Director, Mr. Mike Hicks  
Port Renfrew Utility Services Committee, Mr. Rob Wilson

**Port Renfrew Water System Proposed Works and Cost Share**

| <b>Description</b>                           | <b>Item</b> | <b>Unit</b> | <b>Rate</b> | <b>SubTotal</b> | <b>Totals</b>     |
|--|-------------|-------------|-------------|-----------------|-------------------|
| <b>Main Reservoir</b>                        |             |             |             |                 | \$ 234,000        |
| Reservoir Pad Preparation                    | 1           | LS          | \$ 10,000   | \$ 10,000       |                   |
| STT Bolted Steel Reservoir (100,000 g)       | 1           | LS          | \$ 189,000  | \$ 189,000      |                   |
| Interconnecting Piping                       | 1           | LS          | \$ 35,000   | \$ 35,000       |                   |
| <b>Well Pump</b>                             |             |             |             |                 | \$ 19,000         |
| Pump RE and RE                               | 1           | LS          | \$ 16,000   | \$ 16,000       |                   |
| Electrical Field Wiring                      | 1           | LS          | \$ 3,000    | \$ 3,000        |                   |
| <b>Booster Pump at WTP</b>                   |             |             |             |                 | \$ 52,125         |
| Equipment Supply                             | 1           | LS          | \$ 18,625   | \$ 18,625       |                   |
| Valves and Piping                            | 1           | LS          | \$ 8,500    | \$ 8,500        |                   |
| Electrical and Mechanical Install            | 1           | LS          | \$ 25,000   | \$ 25,000       |                   |
| <b>CRD Engineering and Admin Costs</b>       |             |             |             |                 | \$ 30,000         |
| Removal of Covenants and MoU                 | 1           | LS          | \$ 10,000   | \$ 10,000       |                   |
| Administration                               | 1           | LS          | \$ 20,000   | \$ 20,000       |                   |
| <b>Engineering and Construction Services</b> |             |             |             |                 | \$ 62,500         |
| Project Planning and Discussions             | 1           | LS          | \$ 10,000   | \$ 10,000       |                   |
| Electrical Design                            | 1           | LS          | \$ 5,000    | \$ 5,000        |                   |
| Design of Improvements                       | 1           | LS          | \$ 15,000   | \$ 15,000       |                   |
| Approvals from VIHA and CRD                  | 1           | LS          | \$ 5,000    | \$ 5,000        |                   |
| Tendering of Works                           | 1           | LS          | \$ 2,500    | \$ 2,500        |                   |
| Services During Construction                 | 1           | LS          | \$ 20,000   | \$ 20,000       |                   |
| Commissioning and Record Dwg                 | 1           | LS          | \$ 5,000    | \$ 5,000        |                   |
| <b>Subtotal</b>                              |             |             |             |                 | \$ 397,625        |
| Contingency (15%)                            |             |             |             |                 | \$ 59,644         |
| PST on Equipment                             |             |             |             |                 | \$ 16,249         |
| GST (5%)                                     |             |             |             |                 | \$ 22,863         |
| <b>Total Estimated Costs</b>                 |             |             |             |                 | <b>\$ 500,000</b> |

**Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML**

|  |            |    |        |    |         |
|--|------------|----|--------|----|---------|
| <b>Booster Station</b>                       |            |    |        | \$ | 122,000 |
| Building for Booster 12'x12'                 | 144 sq.ft. | \$ | 150    | \$ | 22,000  |
| Booster Station                              | 1 LS       | \$ | 75,000 | \$ | 75,000  |
| Electrical and Mechanical Install            | 1 LS       | \$ | 25,000 | \$ | 25,000  |
| <b>Supply Piping to Parkinson Road</b>       |            |    |        | \$ | 171,000 |
| 200 mm PVC Watermain                         | 220 lm     | \$ | 300    | \$ | 66,000  |
| 75 mm Poly Supply Line in PRML lands         | 500 lm     | \$ | 100    | \$ | 50,000  |
| Valves                                       | 4 Ea       | \$ | 1,300  | \$ | 5,200   |
| AC Pipe Interconnect                         | 1 LS       | \$ | 20,000 | \$ | 20,000  |
| Rock Excavation                              | 50 m3      | \$ | 200    | \$ | 10,000  |
| Asphalt Reinstatement                        | 220 m2     | \$ | 90     | \$ | 19,800  |
| <b>Engineering and Construction Services</b> |            |    |        | \$ | 62,000  |
| Project Planning and Discussions             | 1 LS       | \$ | 2,000  | \$ | 2,000   |
| Structural Design                            | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Electrical Design                            | 1 LS       | \$ | 10,000 | \$ | 10,000  |
| Design of Improvements                       | 1 LS       | \$ | 15,000 | \$ | 15,000  |
| Approvals from VIHA and CRD                  | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Tendering of Works                           | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Services During Construction                 | 1 LS       | \$ | 15,000 | \$ | 15,000  |
| Commissioning and Record Dwg                 | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| <b>Subtotal</b>                              |            |    |        | \$ | 355,000 |
| Contingency (15%)                            |            |    |        | \$ | 53,250  |
| PST on Equipment                             |            |    |        | \$ | 5,250   |
| GST (5%)                                     |            |    |        | \$ | 20,413  |
| <b>Total Estimated Costs</b>                 |            |    |        | \$ | 430,000 |

**Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)**

|  |         |    |        |    |         |
|--|---------|----|--------|----|---------|
| <b>Water Supply Line Upgrade</b>             |         |    |        | \$ | 447,000 |
| 75 mm from Well site to Deering Road         | 1600 lm | \$ | 150    | \$ | 240,000 |
| Rock Excavation Allowance                    | 150 m3  | \$ | 200    | \$ | 30,000  |
| Flagging Crew                                | 21 days | \$ | 2,000  | \$ | 42,000  |
| Paving Reinstatement                         | 1500 m2 | \$ | 90     | \$ | 135,000 |
| <b>Engineering and Construction Services</b> |         |    |        | \$ | 117,000 |
| Project Planning and Discussions             | 1 LS    | \$ | 2,000  | \$ | 2,000   |
| Design of Improvements                       | 1 LS    | \$ | 40,000 | \$ | 40,000  |
| Approvals from VIHA and CRD                  | 1 LS    | \$ | 5,000  | \$ | 5,000   |
| Tendering of Works                           | 1 LS    | \$ | 5,000  | \$ | 5,000   |
| Services During Construction                 | 1 LS    | \$ | 60,000 | \$ | 60,000  |
| Commissioning and Record Dwg                 | 1 LS    | \$ | 5,000  | \$ | 5,000   |
| <b>Subtotal</b>                              |         |    |        | \$ | 564,000 |
| <b>Contingency (35%)</b>                     |         |    |        | \$ | 197,400 |
| <b>GST (5%)</b>                              |         |    |        | \$ | 38,070  |
| <b>Total Estimated Costs</b>                 |         |    |        | \$ | 800,000 |



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**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay  
**Staff:** T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)  
9 Members of the public

The meeting was called to order at 6:10 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of June 22, 2015**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

**CARRIED**

**3. Proposal for Water System Improvements**

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

**MOVED** by Director Hicks, **SECONDED** by J. Wells,  
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:

- 1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
- 2. RV development will be a non-year round operation and the sites will be



served for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

#### **CARRIED**

#### **4. Proposed Subdivision – 6649 Godman Road**

Presented as part of Item 3

**Port Renfrew Utility Services Committee Minutes  
August 4, 2015**

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4

**5. Water Service Application for 6504 Parkinson Road**

Presented as part of Item 3

**6. Water and Sewer Inclusion Request – Parkinson Road**

Presented as part of Item 3

**7. New Business**

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

**8. Adjournment**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 6:50 pm.

**CARRIED**



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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, SEPTEMBER 21, 2015**

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**SUBJECT**     **REQUEST FOR WATER SERVICE AREA INCLUSION – PORT RENFREW  
MANAGEMENT LTD., PARKINSON ROAD DEVELOPMENT**

**ISSUE**

A request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

**BACKGROUND**

Subsequent to the latest Port Renfrew Utility Service Committee (committee) meeting of August 4, 2015, Port Renfrew Management Ltd. (representing the ownership of the parcel ID No. 000-468-291) submitted a letter dated September 11, 2015 (attached), requesting inclusion of the proposed 20 lot single family subdivision (PID 000-468-291) in the Port Renfrew water service area. No. 1. The proposed 20 lot subdivision is located south of Parkinson Road (refer to map appended to the letter) and an Application for Connection to Sewer/Water Utility dated April 24, 2015 was received for the same development (copy is attached).

In addition, the letter also requests one immediate water service connection to the lot identified as No. 26 (highlighted in blue) on the map attached to the letter.

The same subject parcel and water service request was addressed in the June 22, 2015, staff report entitled *Water and Sewer Inclusion Request – Parkinson Road* and again at the August 4, 2015 committee meeting, staff report entitled *Proposal for Water System Improvements*.

During the recent meetings of the Committee, several staff reports were presented to the Committee regarding the issues of the water system capacity and reliability. The Capital Regional District (CRD) and the developers worked together and the Committee adopted a phased plan to address the water system issues at its meeting of August 4, 2015.

To reiterate what was presented at the June 22 and August 4 meetings, the subject 20 lot development proposal within the parent 69 acre parcel is not within the existing water service area and therefore, it is not currently eligible for water service. However, the committee may consider a water service establishment area revision subject to the fulfillment of the conditions that were approved by the committee at its August 4, 2015 meeting. For clarity, the conditions related to this development are itemized below along with additional commentary to help explain what is required.

With respect to the one water service request, as noted in both the June 22 and August 4 staff reports, the water system is at capacity and staff have recommended that additional connections should only be made once improvements are completed to increase system capacity.

Summary of conditions and commentary:

***"1. Developer to provide a conceptual plan of the proposed future development related to the water system. "***

Comments: The developer is expected to provide engineering plans, details and a report outlining in detail how the proposed development will be serviced by the existing water system including, but not limited to, design criteria, proposed materials, sizes, alignments, services, valves, hydrants, standpipes, etc. It is expected that water services for the future lots of this development would be provided from a water main located along the proposed roads within the proposed development.

It should be noted that there is an existing right-of-way, water storage tank, buried water mains, access road and plans for a second tank to be constructed within the subject development site. It is expected that the developer will adjust the subdivision layout to accommodate the existing right-of-way and infrastructure. These details are required so that the CRD can assess the impacts and implications of the development and prepare a staff report for the Committee at a future meeting.

***"2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.)."***

Comments: The proposed water main extension along the future road within the development would have to comply with all relevant bylaws and applicable codes.

Further, all costs to extend the water system to service any new development including application fees, administration costs, etc. shall be borne by the developer.

***"3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw ), and the applicant addresses the sewer issue separately (private sewer system)."***

Comments: A DCC Bylaw is no longer contemplated as the current approach of gifting water system improvements has been adopted by the Committee at its meeting of August 4, 2015. The following summarizes the proposed phasing, component improvements, estimated value (as estimated by the developer's consultant), and SFE allocation per specified development as approved by the Committee:

Phase 1 – Port Renfrew RV Resort: estimated contribution of \$140,000 towards well pump and booster pump for 20 SFE's.

Phase 1 – 6649 Godman Road: estimated contribution of \$40,000 towards well pump and booster pump for 5 SFE's.

Phase 2 – Port Renfrew RV Resort: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

Phase 2 – Port Renfrew Management: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

The individual development capacity improvements and contributions have been negotiated by the developer's consultant and have not been verified by the CRD. The proposed improvements are each part of a turnkey improvement and must be completed by the developers at no cost to the Port Renfrew water service, prior to allowing any additional connections to the existing water system regardless of the actual costs.

However in order to expedite the process, it would be acceptable for the developers to proceed with Phase 1 and Phase 2 improvements concurrently.

***"4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associate costs."***

Comments: The land owner(s) formally requested that the covenants be removed and the CRD confirms that the two covenants (related to water service area No. 3 and sewer service area No. 2) have been discharged from the four property titles and the land owner has agreed to pay the expenses and has provided a deposit. A CRD letter dated September 17, 2015 was provided to Port Renfrew Development confirming the discharge of the covenants.

***"5. That the MoTI approves the subdivision."***

Comments: The Ministry of Transportation and Infrastructure is the statutory decision maker for subdivision approval. The developer will need to provide MOTI with documentation that satisfies MOTI's requirements to create the subdivision. The CRD by means of this report, subject to approval of the committee, may provide approval in principle of water service for the 20 lots (20 SFE's).

***"6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs."***

Comments: Any revision in the water service area boundary bylaw would have to be defined by land parcel(s). Currently, the parent parcel is 69 acres and in order to service any pending future lots, the lots would have to be subdivided in order to define a revised water service area boundary.

***"7. That the applicant provides suitable water storage tanks to the CRD engineering standards."***

Comment: See the comments under condition 3 of this staff report.

***"8. That the developer pay all applicable fees, application, process review, including parcel taxes and/or user fees as required."***

Comment: The developer will have to pay the fees as noted.

The foregoing summary the conditions, next steps and status of the issues related to providing water service to the subject subdivision development.

## **ALTERNATIVES**

### **Alternative 1**

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

### **Alternative 2**

That the Port Renfrew Utility Services Committee receive this report for information and request that the CRD staff provide further information at a future meeting.

## **IMPLICATIONS**

**Alternative 1** – By approving in principle the inclusion of the 20-lot subdivision in the Port Renfrew water service area No. 1, this enables the developer to proceed with completing the conditions including the design and construction of the water system improvements and he can advance his MOTI subdivision application. There is no cost implication to the water service for this alternative. Once the final subdivision plan is approved by MOTI, staff will bring a proposed service area bylaw amendment report for the committee's consideration. If approved, staff will prepare a water service extension agreement to set the terms and conditions of the system capacity improvements with each developer for each development.

**Alternative 2-** By receiving this report and requesting further information the CRD staff will prepare supplementary information for the Committee's consideration at a future meeting.

## **CONCLUSION**

In conclusion, a request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

The subject 20 lot development proposal within the parent 69 acre parcel is not included in the existing water service area and therefore, it is not currently eligible for water service. However, the water service area boundary can be extended to include the 20 lots (20 SFE's) when the developer meets the stated conditions and the Committee approves the bylaw to extend the service area and forwards it to the CRD Board for adoption.

## **RECOMMENDATION**

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

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Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning

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Malcolm Cowley, P.Eng.  
Senior Manager, Infrastructure Engineering  
Concurrence

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Ted Robbins, B.Sc., C. Tech  
General Manager, Integrated Water Services  
Concurrence

SM:ls

**Attachments:**

1. Letter and email of September 11, 2015
2. Staff reports of June 22, 2015 and August 4, 2015
3. Draft minutes of August 4, 2015





Making a difference....together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee**  
**Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay  
**Staff:** T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)  
 9 Members of the public

The meeting was called to order at 6:10 pm.

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
 That the agenda be approved as distributed.

**CARRIED**

**2. Adoption of Minutes of June 22, 2015**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
 That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

**CARRIED**

**3. Proposal for Water System Improvements**

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

**MOVED** by Director Hicks, **SECONDED** by J. Wells,  
 That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "Water Service Application for 6504 Parkinson Road." as follows:

1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*" as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and

- i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
  - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
  - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
  - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

**CARRIED**

#### **4. Proposed Subdivision – 6649 Godman Road**

Presented as part of Item 3

**Port Renfrew Utility Services Committee Minutes  
August 4, 2015**

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4

**5. Water Service Application for 6504 Parkinson Road**

Presented as part of Item 3

**6. Water and Sewer Inclusion Request – Parkinson Road**

Presented as part of Item 3

**7. New Business**

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

**8. Adjournment**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 6:50 pm.

**CARRIED**

**From:** Karl Ablack [<mailto:dkarlablack@gmail.com>]  
**Sent:** Friday, September 11, 2015 11:00 AM  
**To:** Ted Robbins  
**Subject:** Port Renfrew Management Subdivision Plan  
**Importance:** High

Hi Ted,

Further to our discussion on Tuesday evening, attached as requested is the original 42 lot subdivision originally plan put forth by Three Point Properties. Also attached is the revised 20 lot plan now being put forth by Port Renfrew Management Ltd. The 20 lots are outlined in black.

MOTI has extended our approval to Oct 15<sup>th</sup>, 2015. We, therefore, need to get this moving as quickly as possible. Support for the bylaw amendment for extension of the water service area in conjunction with the water upgrades as approved on Aug 14<sup>th</sup> will be required at the meeting on the 21<sup>st</sup> in order to maintain the timelines to complete the upgrades by May 2016. I trust the committee will move forward the required inclusion as agreed upon at the last committee meeting. Please let me know if you have questions or require further information. Thank you for your consideration and support.

Sincerely,

Karl Ablack  
Port Renfrew Management Ltd.  
Victoria Office: (250) 388-0268  
Mobile: (250) 744-9799  
email: [dkarlablack@gmail.com](mailto:dkarlablack@gmail.com)

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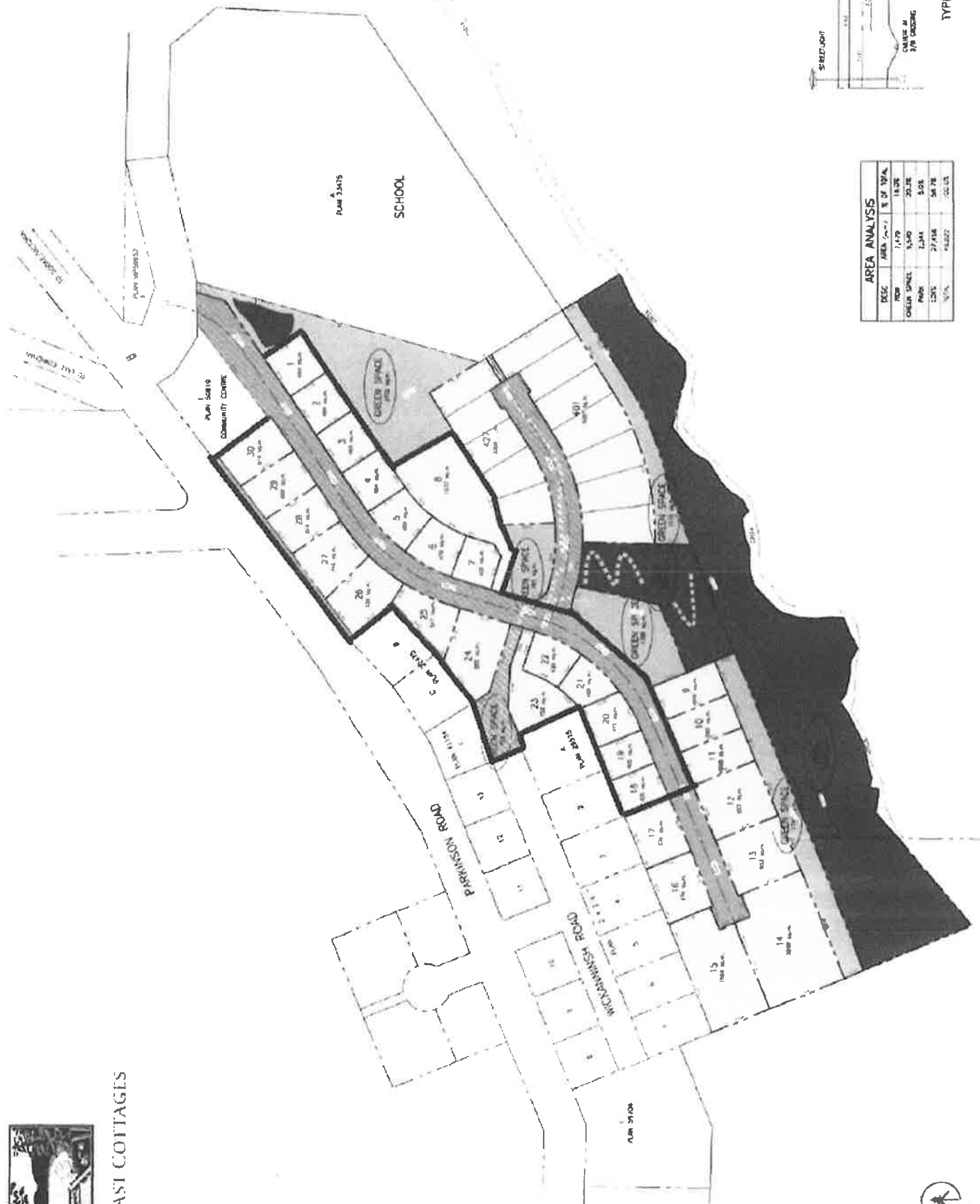
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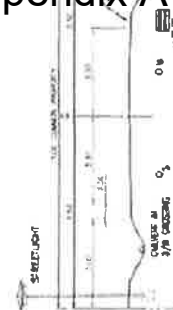
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COAST COTTAGES



| AREA ANALYSIS |                |            |
|---------------|----------------|------------|
| DESC          | AREA (sq. ft.) | % OF TOTAL |
| TOTAL         | 7,479          | 100%       |
| GREEN SPACE   | 1,340          | 17.9%      |
| PAVED         | 2,341          | 31.2%      |
| LOT           | 27,148         | 363.7%     |
| TOTAL         | 48,868         | 653.8%     |



TYPICAL SECTION

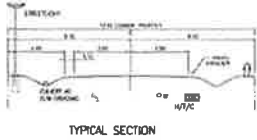




WILD COAST COTTAGES



| AREA ANALYSIS |                        |            |  |
|---------------|------------------------|------------|--|
| USE           | AREA (m <sup>2</sup> ) | % OF TOTAL |  |
| TOTAL         | 17,270                 | 100%       |  |
| GREEN SPACE   | 8,540                  | 49.4%      |  |
| ROAD          | 2,345                  | 13.6%      |  |
| OTHER         | 6,385                  | 37.0%      |  |
| TOTAL         | 17,270                 | 100%       |  |



**From:** Karl Ablack [<mailto:dkarlblack@gmail.com>]  
**Sent:** Friday, September 11, 2015 11:12 AM  
**To:** Ted Robbins  
**Subject:** Port Renfrew single sfe  
**Importance:** High

Hi Ted,

Further to our discussion on Tuesday, attached as requested is the letter to the committee requesting one immediate connection into the water service area. I would like to have this placed on the agenda for the 21<sup>st</sup>. Should you have questions or require further information, please contact me at your earliest convenience. Thanks very much for your prompt consideration.

Sincerely,

Karl Ablack  
Port Renfrew Management Ltd.  
Victoria Office: (250) 388-0268  
Mobile: (250) 744-9799  
email: [dkarlblack@gmail.com](mailto:dkarlblack@gmail.com)

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Port Renfrew Management Ltd.

September 11, 2015

Attn: Ted Robbins, CRD Integrated Water Service  
Rob Wilson, Chair Port Renfrew Utility Services Committee  
CC: Mike Hicks, Juan de Fuca Electoral Area Director

Dear Mr. Robbins,

Subsequent to the PRUSC meeting held August 14, 2015 in which staged improvements have been approved for upgrades to the Port Renfrew water utility in lieu of expansion of the water service area, we respectfully request one immediate connection to the lot outlined in blue on the lot plan identified below. This lot request comes on behalf of a long time Port Renfrew resident looking to build her home. This connection poses no burden on the existing system and the water line exists on the proposed lot. This lot falls within the proposed inclusion area which has been approved in principle by the committee to include 20 new single family equivalents, in accordance with proposed and approved water utility upgrades. I trust the committee will act in good faith and add this request to the agenda for the PRUSC meeting to be held on September 21, 2015 and as well, provide the requested connection approval during the meeting and subsequently allow this long time resident to begin building. Thank you for your prompt attention and consideration.

Sincerely,

KARL ABLACK (Director)  
Port Renfrew Management Ltd  
PO Box 9, Station Main  
Cochrane, Alberta  
T4C 1A4

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PORT RENFREW MANAGEMENT LTD. PO BOX 9, STATION MAIN, COCHRANE, ALBERTA T4C 1A4  
VICTORIA OFFICE: 250-388-0268 CELL: 250-744-9799

Single lot for immediate connection outlined above in blue



Making a difference...together

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF MONDAY, JUNE 22, 2015**

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**SUBJECT     WATER AND SEWER INCLUSION REQUEST - PARKINSON ROAD**

**ISSUE**

An application for water and sewer service connections and an inclusion request for a potential 42 lot phased subdivision into the Beach Camp Water Service Area was received by the Capital Regional District (CRD) and is brought forward for consideration by the Port Renfrew Utility Services Committee. In addition, it has been requested that covenants be removed from specific land titles that were created in 2009.

**BACKGROUND**

An application for a water service connection was received by the CRD for a future parcel fronting Parkinson Road to the east and adjacent to 16967 Parkinson Road (refer to Figure 1 for the location). The application was supplemented with a letter from MSR Solutions (MSR) agent to the applicant and further details were identified at meetings held between MSR and the CRD staff. In addition, WealthTerra Capital Management Inc. has requested that covenants related to a Memorandum of Understand (MoU) and development strategy be removed from the land titles (refer to MSR letter of March 11, 2015).

Generally, the applicant is making the following requests:

1. That Covenant #FB320966 be removed from the land titles for PID's 000-468-291, 009-565-787, 009-592-423 and 009-565-752 and Covenant #FB320964 be removed from PID's 000-468-291 and 009-565-787,
2. That the water service area be revised to include a proposed 42 lot subdivision for a location south of Parkinson Road (between Deering Road and Wichanninish Road on PID's 000-468-291 and 009-565-787), and that the sewer service area be revised to include one future lot fronting Parkinson Road, and
3. That approval of water and sewer service connections for the future lot (not yet subdivided), be included in the requested service area revision noted above.

Further, the MSR letter offers on the behalf of the developer financial contributions for off-site water and sewer system improvements (refer to MSR for details).

This potential subdivision is the similar as that referred to the CRD IWS in 2011 from the Ministry of Transportation and Infrastructure (MoTI) the subdivision approval authority. In the CRD's response letter to the MoTI approving officer of February 24, 2011, it was noted that the parcels were not included in the water and sewer services areas and therefore not eligible for service.

These existing parcels were the subject of the proposed development plans of the former owners Three Point Properties (TPP). In 2009, TPP and the CRD created a MoU whereby the developer would make contributions to have the water and sewer systems improved in order to provide service to the proposed development. No action was taken on the MOU and the borrowing bylaws have expired. At the request of the land owner the CRD is working on the

**PRUSC – June 22, 2015**  
**Water and Sewer Inclusion Request**

2

removal of the covenant and related MOU from each land title. The CRD staff and the land owner will pursue the removal of the covenant and related MOU from land titles. There is no involvement or resolution required from the PRUSC on this matter.

Review and Discussion of Developer's Request

The CRD staff have reviewed the application for service and inclusion request and the following information identifies the issues and potential way forward specifically related to the water and sewer systems of Port Renfrew Committee.

Other issues related to land use, subdivision approval, building permits, building codes, etc. have not been considered in this report, and must be considered by the appropriate regulatory authority having jurisdiction.

Water and Sewer Service Connection (one lot) – The applicant desires to create one residential lot by subdividing parcel 000-468-291. This future lot is not within either the Port Renfrew Water and Sewer Service Areas and therefore, it is not eligible for water nor sewer service.

In order to include the lot(s) within the service areas, it would have to be first subdivided and then application made to have the Port Renfrew water and sewer service establishment bylaws revised to include the lot(s). The CRD IWS is not aware of any current subdivision referral from MoTI. Further, it is understood that subdivision can't occur until the MOU and covenants are removed from the land titles.

In order to revise the service establishment bylaws the applicant will have to pay for the administration costs to prepare the draft bylaws and related reports, presentation to the PRUSC, EASC and CRD for initial bylaw reading, submission to the Inspector of Municipalities and return to the CRD for final reading and adoption.

The applicant has noted that water and sewer services (distribution and collection mains) were installed along Parkinson Road and a water service pipe extends to the property line. Although the mains and water service was installed with foresight, again, the future lot(s) is not within either of the service areas and therefore, is not eligible for water nor sewer service.

It has been recognized for years and in essence was the reason for the MOU, that the Port Renfrew water and sewer services had issues related to capacity. Until such time that water and sewer system improvements are completed then additional services should not be considered. The CRD is working on a strategy for consideration of the PRUSC to potentially address the capacity issues. This may include short-term contributions and in the long-term the implementation of a legislative means to impose charges on development to fund the infrastructure associated with growth.

Future Subdivision/Revision of Water and Sewer Service Areas

Although the summited application form does not include the proposed 42 lot subdivision (strata) the letter and subsequent discussions with MSR indicate that there is a desire to have the subdivision serviced with water only from the Port Renfrew water system and requested that the proposed 42 lot subdivision be included in the water service area. The developer plans to service the development with a private sewer system. As part of the subdivision or 42 lots, the developer proposes to remove the existing storage tank to allow for the creation of two lots. The developer plans to create a new storage tank at another location to be determined.

Again, there is no current subdivision referral before the CRD IWS and although there was a similar response in 2011, indicating that the parcel is not within either the water or sewer services areas and therefore, ineligible to receive sewer and water service.

Developer/Applicant Offering:

The MSR letter identifies a proposed phased contribution of \$150,000 in exchange for water and sewer service as summarized below for the 20 lot subdivision:

- A contribution of \$30,000 to future reservoir improvements to be held by the PRUSC and contributed back to the developer when the works are undertaken, as the proposed development would see the demolition of the existing storage tank to facilitate two lots of the subdivision.
- Installation of additional tankage at the existing reservoir site consisting of two 55,000 litre "poly tanks" and related works for \$120,000 although polyethylene is not an appropriate material for this application in accordance with CRD engineering standards.
- To support the fee simple one lot subdivision a contribution of \$10,000 plus costs associated with a sewer connection although the sewer system is at its theoretical capacity.
- In addition the developer would contribute by preparing supporting documentation including reports and sketches related to future planning of the water utility.

The applicant is suggesting "an approximate valuation of \$7,500 per SFE", however, the CRD is in the process of determining the actual proposed water development cost charges.

**ALTERNATIVES**

**Alternative 1**

That the Port Renfrew Utility Services Committee:

- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
  4. That the MoTI approves the subdivision.
  5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.

- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
  2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
  5. That the MoTI approves the subdivision.
  6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
  7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

### **Alternative 2**

That the Port Renfrew Utility Services Committee direct the CRD staff to respond to the water and sewer service requests stating that neither the future one lot subdivision nor the 42 lot subdivision are within either of the established water or sewer services areas and therefore are not eligible for service.

### **IMPLICATIONS**

**Alternative 1** – By approving a water service connection in principle subject to the conditions as noted, the one lot could be serviced with water only, provided that improvements are made to increase the capacity of the system for which the applicant is offering.

In addition, by approving a water main extension in principle subject to the conditions as noted, the first phase of the subdivision could be serviced with water provided that improvements are made to increase the capacity of the system for which the applicant is offering.

**Alternative 2** – By not approving a water and sewer service connections, the water and sewer services will not be burdened with an increase in demand.

### **CONCLUSION**

The proposed future lot and 42 lot subdivision neither exist and are required to be approved through the MoTI subdivision approval process. Further, for Port Renfrew to provide services the existing service establishment bylaws would have to be revised.

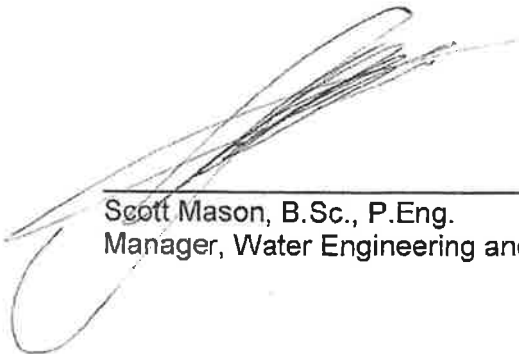
Both of the water and sewer systems are at theoretical capacity and until tangible improvements are completed to both services, additional services should not be approved for connection.

At the request of the land owner, the covenants and MOU are in the process of being removed from land titles with the associated costs to be paid by the land owner.

**RECOMMENDATION**


That the Port Renfrew Utility Services Committee:

- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
  4. That the MoTI approves the subdivision.
  5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.
- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
  2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
  3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
  4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
  5. That the MoTI approves the subdivision.
  6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
  7. That the applicant provides suitable water storage tanks to the CRD engineering standards.




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Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning



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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence

  
Ted Robbins, B.Sc., C. Tech  
General Manager, Integrated Water Services  
Concurrence

JM/SM:ls

**Attachments –**

- Figure 1 – Subject Property
- MSR letter of March 11, 2015
- MSR letter of April 24, 2015





## MSR SOLUTIONS INC.

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March 11, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)

**Attention:** Peter Sparanese, P.Eng., Senior Manager

**Reference:** Port Renfrew Sewer and Water Systems – Discharge of Covenants

---

Thank you for the opportunity to meet with you and the CRD Integrated Water Services on October 24, 2014 and again most recently on March 9, 2015 with respect to developments in the Port Renfrew area, and the potential impact to the Beach Camp sewer service area, and the Beach Camp and Snuggery Cove water service area. MSR Solutions Inc. has been retained by WealthTerra Capital Management Inc. (WealthTerra) to assist in addressing their sewer and water needs for the phased development of their proposed 42 lot subdivision which has previously received Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure (MoT).

The property along Parkinson Road and Wickanninish Road is generally identified as PID: 000-468-291, The Easterly 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District, and PID: 009-565-787, The West 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District.

Proceeding with the subdivision will require approval from the CRD Integrated Water Services for connection to the Port Renfrew sewer and water systems. The CRD are unable to provide connection at this time, as they believe works and services are required to meet regulatory objectives, before additional connections can be successfully accommodated. There are also existing covenants on the property, which stipulate borrowing, works and services on the part of the Owner, and the CRD, which have not been implemented, effectively precluding an approval. We have been directed by WealthTerra to seek removal of the covenants with the CRD. Based on this, we note the following.

### **Covenant (Charge #FB320964)**

A loan authorization bylaw was established for the service. But as of this date the loan authorization has expired. In order to comply with the agreement the CRD would need to adopt a new loan authorization bylaw. Subject to 2.13 of the Covenant, the Owner does not

**WealthTerra Capital Management Inc.**

MSR Solutions File: 14-190

**Port Renfrew Sewer and Water**

March 2015

want the CRD to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

**Covenant (Charge #FB320966)**

The CRD has not adopted a Security Issuing Bylaw nor obtained Temporary Borrowing necessary to construct as per Section 2.14 of the Covenant. Although a Loan Authorization Bylaw was adopted with no borrowings initiated and the bylaw has expired, the Owner is abandoning its intent to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

We trust this is sufficient to meet requirements of the CRD to proceed with the administrative issues related to cancelling of the covenants and the opportunity to seek alternative means to accommodate sewer and water needs for existing and future development in Port Renfrew.

If you have any questions, or require additional information, please contact the undersigned, or Mr. Karl Ablack directly.

Sincerely,

**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.

Manager, Water & Wastewater Systems

cc      WealthTerra Capital Management Inc., Mr. Karl Ablack (CSC)  
CRD Juan de Fuca Electoral Area Planning Services, Ms. June Klassen

## MSR SOLUTIONS INC.

April 24, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)

**Attention:** Peter Sparanese, P.Eng., Senior Manager

**Reference:** Port Renfrew Management Ltd. – Request for Water Services

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### INTRODUCTION

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, we are requesting on behalf of Port Renfrew Management Ltd., to apply to the Port Renfrew Utility Services Committee to be included within the Beach Camp Water Service Area. The property is part of a potential 42 lot subdivision along Parkinson Road and Wickanninish Road identified as PID: 000-468-291, and PID: 009-565-787. It is currently outside of the Beach Camp Water Service Area.

We are also requesting an opportunity to allow one fee simple lot into both the water and sewer service to permit the early construction of a home for the long-time Port Renfrew resident, Deanna Blake.



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201-4475 Viewmont Avenue, Victoria, BC V8Z 5K8  
Main 250.479.5164  
Fax 1.888.277.2816

[www.msrsolutions.ca](http://www.msrsolutions.ca)

**MSR Solutions Inc.**

### **CRD COSTS AND DESIGN FLOW CHARACTERIZATION**

The CRD establishes water consumption based on a single family home typical usage or Single Family Equivalent (SFE). The CRD references their Bylaw No. 3847 (*A Bylaw to Provide for Fees and Charges Payable for Utilities and Street Lighting within the Southern Gulf Islands and Juan de Fuca Electoral Areas*). The Bylaw establishes service connection fees as costs of engineering design, approvals and inspections; construction costs to complete the works; and administration costs of an additional 15%. The minimum connection charge is noted at \$400, and an annual user charge of \$203.38, per single family home.

### **WORKS REQUIRED FOR CONNECTION TO WATER SYSTEM**

#### **ONSITE WORKS APPROVED**

No onsite works have yet been approved or constructed on the property, as it is still subject to the conditions of the Preliminary Layout Approval (PLA) File 01-001-25599 issued by the Ministry of Transportation and Infrastructure (MoT) in 2008, and any updated requirements. These works require inclusion of the property into the Port Renfrew water system and approval by Island Health of the water system extension. Sewer works would be by an onsite system.

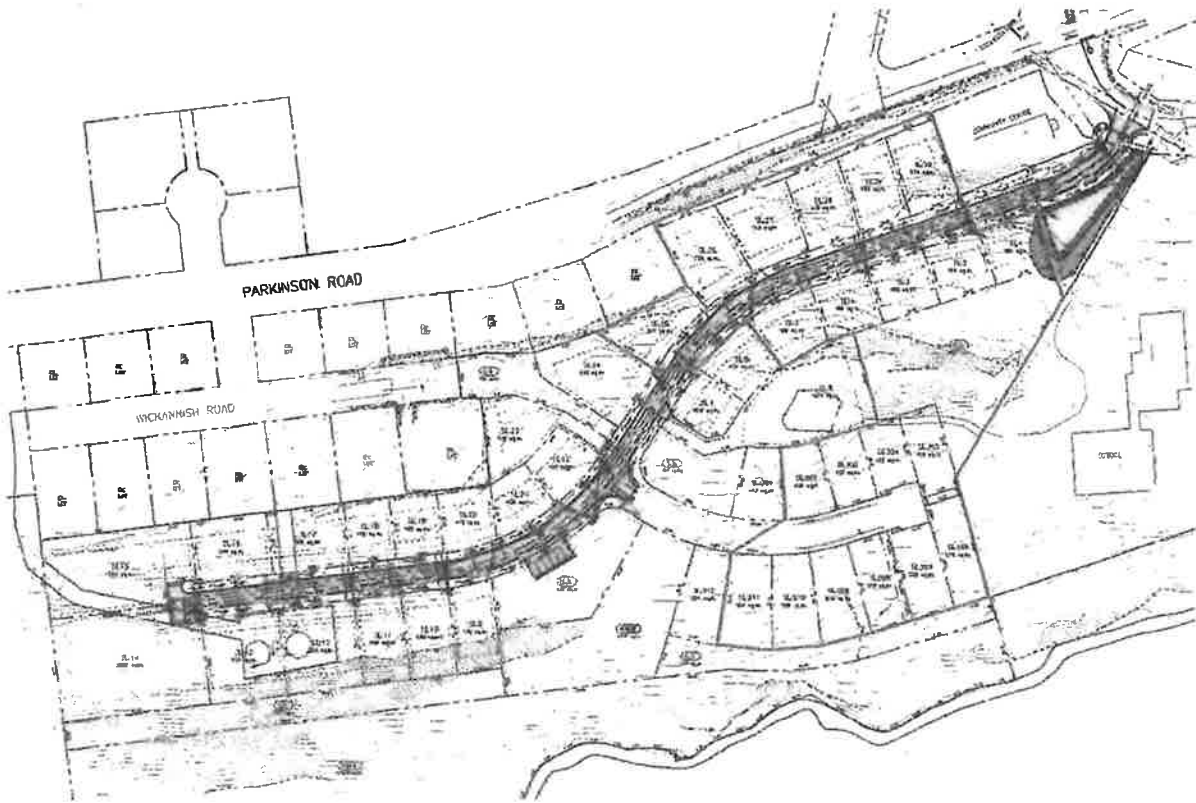
Port Renfrew Management Ltd. is considering the following development stages for the property, subject to compliance with the Preliminary Layout Approval (PLA) from the Ministry of Transportation (MoT)

- Submission of a building permit to allow construction of one home on the property to meet the needs of existing Port Renfrew resident, Ms Deanne Blake, and would consider the existing water connection provided to the property, as well as one sewer connection.
- A phased subdivision of 20 lots with access off Deering Road. These parcels are all within the hydraulic gradient for fire protection from the existing water reservoir site as noted in the original subdivision below and delineated by the red outline.
- The internal servicing would negate replacement of the Asbestos Cement (AC) water system along the frontage of Parkinson Road. This is cause for concern due to the pipe condition, as well as both traffic interruptions and water interruptions required to support this work during the busy summer tourism season.
- Works would include improvements at the intersection of Parkinson Road and Deering Road, at West Coast Road. This will benefit traffic flow and sight lines in the area on behalf of existing residents and visiting guests.

**CRD Integrated Water Services and Port Renfrew Developments**

MSR Solutions File: 14-190

April 2015



- A separate discussion will be held with the CRD for lands beyond this subdivision of the parcel, including potential for a separate reservoir and water supply system, which could be turned over to the CRD at a future date if desired.

**CRD OFFSITE WORKS**

In discussions with CRD Integrated Water Services, they have noted the ability to provide water to the site subject to various upgrading requirements. The water system is currently considered to be operating at capacity due to restrictions at the groundwater well (\$20,000 to upgrade) and the booster pump (\$40,000 to upgrade), which with improvements, would provide additional water supply for upwards of 287 SFE. With additional water, other improvements would be required at the water treatment plant for associated controls (\$20,000) to better regulate flows at the reservoir. The proposed works if completed, would increase the water supply from the current 4.5 L/s (70 USgpm) to the capacity of the H2S scrubber at 7.3 L/s (115 USgpm). This is more than sufficient for development within the hydraulic service limits of the existing reservoir.

The CRD has recommended an additional storage capacity requirement of 85,000 Litres (22,500 US gallons). They have suggested costs at about \$385,000, which would include for a new reservoir. However, there is no allowance for a new reservoir location or additional piping in this cost, or impacts to pressure changes on the AC pipe infrastructure.

### **PROPOSAL FOR CONSIDERATION BY UTILITY COMMISSION**

The Port Renfrew Utility Commission has extended the Beach Camp Water Service Area around the Port Renfrew Developments property, and has sited the reservoir on the property. It is a reasonable extension to consider the portion of the property which could be serviced by the existing reservoir into the water service area.

The Beach Camp sewers extend past the subject property, which as a result, contributes to calculations of flows based on inflow and infiltration, and would have negligible impact with one service connection for an existing resident to allow for a new home.

With the additional 20 lots added to the Beach Camp Water Service Area, Port Renfrew Management Ltd. is proposing a phased contribution of \$150,000 towards water system improvements as follows:

- A contribution of \$30,000 to future reservoir improvements to be held by the Utility Commission for contribution back when the works are undertaken.
- Installation of additional tankage at the existing reservoir site consisting of two – 55,000 Litre (15,000 US gallon) poly tanks (NSF 61 rated), including associated piping interconnects at an estimated cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.
- To support the fee simple lot for Ms. Deanne Blake, Port Renfrew Developments would provide a \$10,000 sewer connection contribution, plus costs associated with a subsequent sewer connection to the property. The contribution would support further studies on longer term sewer improvements for the Beach Camp system.

In addition to the above, Port Renfrew Management Ltd. will prepare supporting documentation including reports and sketches in accordance with CRD Integrated Water Services requirements for a new reservoir site and supply/distribution system. This will include potential interconnects at a pressure reducing station to allow removal of the existing reservoir and completion of the subdivision of that area.

Port Renfrew Management Ltd. will be responsible for all costs associated with the supply of potable water to the internal subdivision including servicing of the properties fronting Parkinson Road from the internal strata road to negate replacement of that section of AC pipe across the Parkinson Road property frontage.

In return, the PRUC will agree to provide Port Renfrew Management Ltd. with one fee simple lot on Parkinson Road including sewer and water connections subject to an interim Service Area adjustment. PRUC will expand the Beach Camp Service Area to allow the strata subdivision off Deering Road, with completion of the reservoir addition. This equates to an approximate valuation of \$7,500 for a SFE connection to the PRUC, in addition to servicing costs associated with extending of service to the site.

**CRD Integrated Water Services and Port Renfrew Developments**

MSR Solutions File: 14-190

April 2015

**SUMMARY**

The proposed reservoir expansion on the Port Renfrew Management Ltd. site will provide a long term resolution of capacity requirements for the Snuggery Cove and Beach Camp Water Service Areas and amended boundaries including the proposed 20 lot development.

The agreement of using the existing water connection and allowing one additional sewer connection will support a long time Port Renfrew resident in meeting their desire for a new home, which has been on hold for more than a year, while solutions have been sought by all parties.

The ability to complete the subdivision with connection to the Beach Camp Water Service Area will allow for required improvements at the main town intersection, benefiting all residents and visitors.

There is an opportunity for the both parties to accept the above noted solutions which will provide long term benefits to the Port Renfrew water system at no additional expense to the existing water users. The developments, will provide an immediate boost to the community and lifestyle, which will help in the longer term of creating a vibrant and sustainable Port Renfrew.

We believe the above is a workable solution, and request the CRD to support the Port Renfrew Utility Commission and Local Area Director in allowing the contributions to be provided by Port Renfrew Developments Ltd., as noted above, and the improvements to be installed.

We would be pleased to meet with you at your convenience to discuss and finalize an interim agreement with the various parties, such that the temporary water service can be provided now, and the remaining works pursued through the regulatory approval channels.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

cc Port Renfrew Management Ltd., Mr. Karl Ablack (CSC)  
Juan de Fuca Local Area Director, Mr. Mike Hicks



## Capital Regional District

## Application for Connection to Sewer/Water Utility

PLEASE PRESS HARD YOU ARE MAKING FOUR (4) COPIES

Pursuant to the regulations applicable to the Utility Indicated below

I, Miko Seymour (P&E Solutions Inc.), being the owner or acting with the owner's consent hereby make application for a utility connection to the property indicated below.

I agree to be subject to all Bylaws, Rules and Regulations and to pay such rates as are thereby specified.

Name of Owner Port Renfrew Management Ltd  
 M A Street 96 Glenroyles View  
 A D City Cochrane  
 I D Prov. AB Postal Code T4C 1P2  
 L R Phone No. 250-288-0269  
 I N S

Name of Contractor Tray Danner  
 Street Baird Road  
 City, Village Port Renfrew  
 Prov. BC Postal Code \_\_\_\_\_  
 Phone No. \_\_\_\_\_

Utility/Utilities to which a connection is requested.

## SEWER UTILITIES

- ☐ Magic Lake Estates  
☐ Ganges  
☐ Mallview Estates  
☐ Port Renfrew  
☐ Other (specify) \_\_\_\_\_

## WATER UTILITIES

- ☐ Magic Lake Estates  
☐ Fernwood  
☐ Highland  
☒ Port Renfrew  
☐ Lyall Harbour/Boot Cove  
☐ Other (specify) \_\_\_\_\_

Description of Property to which a connection is requested.

Street Address (if applicable) Parkinson Road and Deering Road  
 Legal Description - Lot Number NW 1/4 Section 36 Plan No. \_\_\_\_\_  
 Tax Assessment Follo Number 000-468-291 and 009-565-787  
 INTENDED USE OF PROPERTY Single Family

Date April 24 2015 Signature of applicant \_\_\_\_\_

## FOR OFFICE USE ONLY

Date application received \_\_\_\_\_ Drawings received: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Application reviewed by \_\_\_\_\_ Date payment received \_\_\_\_\_  
 Date work order issued \_\_\_\_\_ Date installation complete \_\_\_\_\_

Your application for a utility connection has been approved as detailed below. This connection will be installed upon receipt of the connection fee and necessary approvals. The fee for this connection is: \$ \_\_\_\_\_

Details of Connection: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Making a difference...together

## REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, AUGUST 4, 2015

### **SUBJECT**      PROPOSAL FOR WATER SYSTEM IMPROVEMENTS

### **ISSUE**

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

### **BACKGROUND**

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

### **MSR's Proposal**

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
  - Port Renfrew RV Resort - \$140,000 for 15 SFE's
  - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
  - Port Renfrew RV Resort - \$160,000 for 20 SFE's
  - Port Renfrew Management - \$120,000 for 15 SFE's
  - 6649 Godman Road - \$40,000 for 5 SFE's

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
  - Port Renfrew Management - \$350,000 for 30 SFE's
  - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
  - Port Renfrew RV Resort - \$60,000 for 10 SFE's
  - Port Renfrew Management - \$180,000 for 36 SFE's
  - Pacific Gateway Marina - \$160,000 for 25 SFE's
  - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

#### **CRD's Modified Proposals**

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

**Modified Proposal #1 (Recommended)**

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system; until the improvements described above are completed.

**Modified Proposal #2**

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

## **ALTERNATIVES**

### **Alternative 1**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
    - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
    - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

## **Alternative 2**

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;
  - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
  - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
    - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer*

*Inclusion Request – Parkinson Road" and*

- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
- iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

**Alternative 3**

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

**IMPLICATIONS**

**Alternative 1** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

**Alternative 2** – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from *both* the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

**Alternative 3** – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

**CONCLUSION**

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

**RECOMMENDATION**

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*"

and;


- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*"

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and  
i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and  
i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and  
ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and  
iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

  
Joseph Marr, P.Eng.  
Project Engineer, Infrastructure Engineering  
and Operations

  
Scott Mason, B.Sc., P.Eng.  
Manager, Water Engineering and Planning



**Port Renfrew Utility Services Committee – August 4, 2015**  
**Developers Proposal for Water System Improvements**

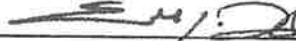
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Peter Sparanese, P.Eng.  
Senior Manager, Infrastructure Engineering  
and Operations  
Concurrence



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Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services  
Concurrence

JM:ls

Attachments: MSR letter of July 10, 2015

**MSR SOLUTIONS INC.**

July 10, 2015

File: 14-190

Capital Regional District  
Integrated Water Services  
479 Island Highway  
Victoria, BC, V9B 1H7

By email: [sparanese@crd.bc.ca](mailto:sparanese@crd.bc.ca)**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

| Works Proposed                        | Estimated Cost | Completion Date | Partners                | Contribution | SFE Provided |
|---------------------------------------|----------------|-----------------|-------------------------|--------------|--------------|
| Well Pump and Booster Pump            | \$ 180,000     | November 2016   | Port Renfrew RV Resort  | \$ 140,000   | 15           |
|                                       |                |                 | Port Renfrew Management | \$ 40,000    | 5            |
| 100,000 Gallon Bolted Steel Reservoir | \$ 320,000     | May 2016        | Port Renfrew RV Resort  | \$ 160,000   | 20           |
|                                       |                |                 | Port Renfrew Management | \$ 120,000   | 15           |
|                                       |                |                 | 6649 Godman Road        | \$ 40,000    | 5            |
| Booster Station and Main Upgrades     | \$ 430,000     | May 2017        | Port Renfrew RV Resort  |              | 0            |
|                                       |                |                 | Port Renfrew Management | \$ 350,000   | 30           |
|                                       |                |                 | Pacific Gateway Marina  | \$ 80,000    | 5            |
| Supply Line Replacement from WTP      | \$ 800,000     | May 2020        | Port Renfrew RV Resort  | \$ 60,000    | 10           |
|                                       |                |                 | Port Renfrew Management | \$ 180,000   | 36           |
|                                       |                |                 | Pacific Gateway Marina  | \$ 160,000   | 25           |
|                                       |                |                 | CRD/PRUSC Cost Share    | \$ 400,000   | 121          |
|                                       | \$ 1,730,000   |                 |                         | \$ 1,730,000 | 287          |

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

201-4475 Viewmont Avenue, Victoria, BC V8Z 5K8

Main 250.479.5164

Fax 1.888.277.2816

[www.msrsolutions.ca](http://www.msrsolutions.ca)**MSR Solutions Inc.**

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,  
**MSR SOLUTIONS INC.**



Mike Seymour, ASCT, Eng. L.  
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig  
Port Renfrew Management Ltd., Mr. Karl Ablack, and Mr. Jason Brown  
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

**CRD Integrated Water Services and Port Renfrew Utility Services Committee**

**MSR Solutions File: 14-190**

**July 2015**

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**6649 Godman Road, Mr. James Lum**

**Juan de Fuca Local Area Director, Mr. Mike Hicks**

**Port Renfrew Utility Services Committee, Mr. Rob Wilson**

**Port Renfrew Water System Proposed Works and Cost Share**

| <b>Description</b>                           | <b>Item</b> | <b>Unit</b> | <b>Rate</b> | <b>SubTotal</b> | <b>Totals</b> |
|--|-------------|-------------|-------------|-----------------|---------------|
| <b>Main Reservoir</b>                        |             |             |             |                 | \$ 234,000    |
| Reservoir Pad Preparation                    | 1           | LS          | \$ 10,000   | \$ 10,000       |               |
| STT Bolted Steel Reservoir (100,000 g)       | 1           | LS          | \$ 189,000  | \$ 189,000      |               |
| Interconnecting Piping                       | 1           | LS          | \$ 35,000   | \$ 35,000       |               |
| <b>Well Pump</b>                             |             |             |             |                 | \$ 19,000     |
| Pump RE and RE                               | 1           | LS          | \$ 16,000   | \$ 16,000       |               |
| Electrical Field Wiring                      | 1           | LS          | \$ 3,000    | \$ 3,000        |               |
| <b>Booster Pump at WTP</b>                   |             |             |             |                 | \$ 52,125     |
| Equipment Supply                             | 1           | LS          | \$ 18,625   | \$ 18,625       |               |
| Valves and Piping                            | 1           | LS          | \$ 8,500    | \$ 8,500        |               |
| Electrical and Mechanical Install            | 1           | LS          | \$ 25,000   | \$ 25,000       |               |
| <b>CRD Engineering and Admin Costs</b>       |             |             |             |                 | \$ 30,000     |
| Removal of Covenants and MoU                 | 1           | LS          | \$ 10,000   | \$ 10,000       |               |
| Administration                               | 1           | LS          | \$ 20,000   | \$ 20,000       |               |
| <b>Engineering and Construction Services</b> |             |             |             |                 | \$ 62,500     |
| Project Planning and Discussions             | 1           | LS          | \$ 10,000   | \$ 10,000       |               |
| Electrical Design                            | 1           | LS          | \$ 5,000    | \$ 5,000        |               |
| Design of Improvements                       | 1           | LS          | \$ 15,000   | \$ 15,000       |               |
| Approvals from VIHA and CRD                  | 1           | LS          | \$ 5,000    | \$ 5,000        |               |
| Tendering of Works                           | 1           | LS          | \$ 2,500    | \$ 2,500        |               |
| Services During Construction                 | 1           | LS          | \$ 20,000   | \$ 20,000       |               |
| Commissioning and Record Dwg                 | 1           | LS          | \$ 5,000    | \$ 5,000        |               |
| <b>Subtotal</b>                              |             |             |             |                 | \$ 397,625    |
| Contingency (15%)                            |             |             |             |                 | \$ 59,644     |
| PST on Equipment                             |             |             |             |                 | \$ 16,249     |
| GST (5%)                                     |             |             |             |                 | \$ 22,863     |
| <b>Total Estimated Costs</b>                 |             |             |             |                 | \$ 500,000    |

**Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML**

|  |            |    |        |    |         |
|--|------------|----|--------|----|---------|
| <b>Booster Station</b>                       |            |    |        | \$ | 122,000 |
| Building for Booster 12'x12'                 | 144 sq.ft. | \$ | 150    | \$ | 22,000  |
| Booster Station                              | 1 LS       | \$ | 75,000 | \$ | 75,000  |
| Electrical and Mechanical Install            | 1 LS       | \$ | 25,000 | \$ | 25,000  |
| <b>Supply Piping to Parkinson Road</b>       |            |    |        | \$ | 171,000 |
| 200 mm PVC Watermain                         | 220 lm     | \$ | 300    | \$ | 66,000  |
| 75 mm Poly Supply Line in PRML lands         | 500 lm     | \$ | 100    | \$ | 50,000  |
| Valves                                       | 4 Ea       | \$ | 1,300  | \$ | 5,200   |
| AC Pipe Interconnect                         | 1 LS       | \$ | 20,000 | \$ | 20,000  |
| Rock Excavation                              | 50 m3      | \$ | 200    | \$ | 10,000  |
| Asphalt Reinstatement                        | 220 m2     | \$ | 90     | \$ | 19,800  |
| <b>Engineering and Construction Services</b> |            |    |        | \$ | 62,000  |
| Project Planning and Discussions             | 1 LS       | \$ | 2,000  | \$ | 2,000   |
| Structural Design                            | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Electrical Design                            | 1 LS       | \$ | 10,000 | \$ | 10,000  |
| Design of Improvements                       | 1 LS       | \$ | 15,000 | \$ | 15,000  |
| Approvals from VIHA and CRD                  | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Tendering of Works                           | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| Services During Construction                 | 1 LS       | \$ | 15,000 | \$ | 15,000  |
| Commissioning and Record Dwg                 | 1 LS       | \$ | 5,000  | \$ | 5,000   |
| <b>Subtotal</b>                              |            |    |        | \$ | 355,000 |
| <b>Contingency (15%)</b>                     |            |    |        | \$ | 53,250  |
| <b>PST on Equipment</b>                      |            |    |        | \$ | 5,250   |
| <b>GST (5%)</b>                              |            |    |        | \$ | 20,413  |
| <b>Total Estimated Costs</b>                 |            |    |        | \$ | 430,000 |

**Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)****Water Supply Line Upgrade**

|                                      |         |    |       |    |         |         |
|--------------------------------------|---------|----|-------|----|---------|---------|
|                                      |         |    |       |    | \$      | 447,000 |
| 75 mm from Well site to Deering Road | 1600 lm | \$ | 150   | \$ | 240,000 |         |
| Rock Excavation Allowance            | 150 m3  | \$ | 200   | \$ | 30,000  |         |
| Flagging Crew                        | 21 days | \$ | 2,000 | \$ | 42,000  |         |
| Paving Reinstatement                 | 1500 m2 | \$ | 90    | \$ | 135,000 |         |

**Engineering and Construction Services**

|                                  |      |    |        |    |        |         |
|----------------------------------|------|----|--------|----|--------|---------|
|                                  |      |    |        |    | \$     | 117,000 |
| Project Planning and Discussions | 1 LS | \$ | 2,000  | \$ | 2,000  |         |
| Design of Improvements           | 1 LS | \$ | 40,000 | \$ | 40,000 |         |
| Approvals from VIHA and CRD      | 1 LS | \$ | 5,000  | \$ | 5,000  |         |
| Tendering of Works               | 1 LS | \$ | 5,000  | \$ | 5,000  |         |
| Services During Construction     | 1 LS | \$ | 60,000 | \$ | 60,000 |         |
| Commissioning and Record Dwg     | 1 LS | \$ | 5,000  | \$ | 5,000  |         |

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|                              |  |  |  |  |           |                |
|------------------------------|--|--|--|--|-----------|----------------|
| Subtotal                     |  |  |  |  | \$        | 564,000        |
| Contingency (35%)            |  |  |  |  | \$        | 197,400        |
| GST (5%)                     |  |  |  |  | \$        | 38,070         |
| <b>Total Estimated Costs</b> |  |  |  |  | <b>\$</b> | <b>800,000</b> |

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Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held September 21, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:**    **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, A. Tremblay, W. Smith  
                   **Staff:** Malcolm Cowley, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, ERM Policy and Planning, P. Dayton, Senior Financial Analyst, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)  
                   Two members of the Public

**ABSENT:**     J. Wells

The meeting was called to order at 7:30 pm.

**1.     Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the agenda be approved as distributed.

**CARRIED**

**2.     Request for Water Service Area Inclusion – Port Renfrew Management Ltd.,  
Parkinson Road Development**

S. Mason presented a written report. Discussion took place with staff, committee and Port Renfrew Management Ltd.

**MOVED** by Director Hicks, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

**CARRIED**

**3.     2016 Operating and Capital Budget**

M. Cowley presented a written report and the 2016 Operating and Capital Budgets for the following service areas:

- 1.232 Port Renfrew Street Lighting
- 2.650 Port Renfrew Sewer
- 2.655 Port Renfrew Snuggery Cove Water
- 3.850 Port Renfrew Sewer
- 1.532 Port Renfrew Refuse Disposal



**Port Renfrew Utility Services Committee Budget Minutes  
September 21, 2015**

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The following changes were made to the sewer budget:

Delete from the Port Renfrew Sewer capital expenditure plan:

- 2016 – Wastewater Treatment Plant Grant Application \$5,000
- 2017 – WWTP Upgrade Detailed Design \$130,000
- 2018 – WWTP Upgrades \$800,000

Delete from the Port Renfrew Sewer Core 2016 budget the amounts of \$2,300 and \$1,920 for MFA Debt and adjust the User Fee and Parcel Tax accordingly.

**MOVED** by A. Tremblay, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Street Lighting Local Service be balanced on the 2016 contingency.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service be balanced on the 2016 Transfer to Capital Reserve fund.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Water Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Water Local Service be balanced on the 2016 Transfer to Reserve fund.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by W. Smith,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
2. The property tax be increased to \$130.35 per average residential folio for the Snuggery Cove Water Local Service; and

**Port Renfrew Utility Services Committee Budget Minutes  
September 21, 2015**

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3. The 2015 actual revenue and expense for the Snuggery Cove Water Local Service be balanced on the 2016 requisition.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by M. Tremblay,  
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Sewer Local Service be approved as amended;
2. The annual user charge for the Port Renfrew Sewer Local Service be increased to \$425.19 and parcel tax be decreased to \$481.94; and
3. The 2015 actual revenue and expense for the Port Renfrew Sewer Local Service be balanced on the 2016 Contingency.

**CARRIED**

4. **New Business**

A discussion took place on the possibility of installing a fence around the sewage treatment plant and the removal of dead trees.

5. **MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,  
That the meeting be adjourned at 8:55 pm.

**CARRIED**



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee  
Held June 8, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

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**PRESENT:** **Committee Members:** CRD Regional Director, M. Hicks, (Chair), A. Tremblay, K. Pearson, J. Wells, C. Welham, K. Ablack  
**Staff:** M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, David Parker, Manager, Systems Maintenance, M. Cowley, Manager, Wastewater Engineering and Planning, L. Siemens (recorder)  
**Three members of the Public**

The meeting was called to order at 6 p.m.

**1. Approval of Agenda**

The agenda was amended to add the following items under New Business:

- Development Cost Charge
- Water Service Area
- Meeting Schedule

**MOVED** by K. Ablack, **SECONDED** by A. Tremblay,  
That the agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes of November 7, 2016**

**MOVED** by K. Ablack, **SECONDED** by C. Welham,  
That the minutes of November 7, 2016 be adopted as previously circulated.

**CARRIED**

**3. Pacheedaht First Nation Fuel Service Station Agreement**

Director Hicks advised that Kristine Pearson is in Conflict of Interest and should not participate in a decision or any discussion leading up to the decision.

M. McCrank presented a written report.

**MOVED** by K. Ablack, **SECONDED** by C. Welham,

1. That the Port Renfrew Utility Services Committee accept the agreement in principle as written, and direct the Capital Regional District to present the agreement to the Pacheedaht First Nation. If the agreement is acceptable to the Pacheedaht First Nation, the Port Renfrew Utility Services Committee direct CRD to execute the agreement; and

**Port Renfrew Utility Services Committee Minutes  
June 8, 2017**

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2. That the draft agreement be amended to reflect that the amenity charge will be waived for this service connection at no net loss to the Port Renfrew Utility Services as an equal value upgrade to the service will be covered through the Community Works Fund.

**4. Verbal Report**

M. Cowley presented a verbal report and provided a hand-out to the committee members. The verbal report provided information on the following topics:

Port Renfrew Water Service

- Water System Improvements – Phase 1 – Increase Capacity of Water Supply
- Powder Main Road Water Main
- Water System Improvements – Phase 2 – Increase Capacity of Water Storage
- Supply Main Replacement – Disinfection Facility to Parkinson Road

Port Renfrew Wastewater Service

- Outfall Inspection

**MOVED** by A. Tremblay, **SECONDED** by K. Pearson,  
That the construction of a fence around the Port Renfrew wastewater treatment plant be added to the capital plan and brought to the budget meeting for approval.

**CARRIED**

A concern was raised regarding old sewer pipes that may be safety concerns. M. Cowley will work with A. Tremblay to identify potential concerns.

**5. Correspondence**

Application for Connection -17086 Parkinson Road

An official rezoning application to CRD Planning is required before further action can be taken by CRD Integrated Water Services.

Inquiry for Construction of Potential School

CRD has requested further information and the item will be brought to a future meeting when received.

**6. New Business**

Development Cost Charge

Staff advised that a DCC is not feasible for small services.

**MOVED** by A. Tremblay, **SECONDED** by K. Ablack,  
That a rate of \$8,000 / SFE be established as an amenity contribution for future system upgrades.

**CARRIED**

**Port Renfrew Utility Services Committee Minutes  
June 8, 2017**

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3

Water Service Area

A discussion took place regarding a request to expand the water service area under a new bylaw to encompass the entire OCP lands. Director Hicks advised that the existing process of applying to be part of the water service area on a case by case basis is required.

Meeting Schedule

A suggestion was made that the committee meet on a quarterly basis. It was agreed that meetings will remain "at the call of the chair".

**7. Adjournment**

**MOVED** by K. Ablack, **SECONDED** by J. Wells,  
That the meeting be adjourned at 7:55 p.m.

**CARRIED**

**MSR SOLUTIONS INC.**

**To:** Mr. Ian Jesney, P.Eng., Senior Manager at the CRD, Infrastructure Engineering, and  
Mr. Joseph Marr, P.Eng., Manager at the CRD, Water Distribution Engineering and Planning  
Infrastructure Engineering  
**From:** MSR Solutions Inc. (MSRS)  
**Subject:** Cost Estimate Summary for Port Renfrew Reservoir Twinning  
**Date:** November 11, 2018

MSRS is pleased to provide the following summary for the reservoir twinning at Port Renfrew based on supply and installation of piping and concrete foundation by Don Mann Excavating (DME) and supply and installation of the reservoir and the pertinent elements by Titan Environmental for the reservoir twinning works at Port Renfrew. The quotes by DME and Titan Environmental are presented in Appendix A and B, respectively.

**Scope of Work by Don Mann**

- a) Clearing, grubbing, and excavation to bearing soil around existing pad
- b) Supply, placement, and compaction of base gravel
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve)
- f) Reservoir and valve box drainage
- g) Clean-up (topsoil and grass seed)
- h) Chlorination and testing of pipework installed by DME
- i) Crew standby during reservoir filling (30hr period)

**Scope of Work by Titan Environmental**

- a) Supply of Tank and Accessories
- b) Installation of Tank & Accessories
- c) Freight (Tank Materials)
- d) Supply of Drawings & Calculations Sealed by a BC registered P.Eng.



ENGINEERING|PLANNING  
DESIGN|SOLUTION

Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

## MSR SOLUTIONS INC.

### Cost Estimate

|   |                      |             |
|---|----------------------|-------------|
| MSR Initial Design Fee                              | \$ 62,200.00         | -no bonding |
| Titan (previous payments)                           | \$ 27,096.00         |             |
| Well House Improvement + Flow Control Alarm         | \$ 20,000.00         |             |
| Price for services by Don Mann Excavating           | \$ 233,000.00        |             |
| Tank supply and installation by Titan Environmental | \$ 118,000.00        |             |
| US Tariff on steel and contingencies (10%)          | \$ 37,000.00         |             |
| Engineering services during construction            | \$ 28,000.00         |             |
| CRD Admin   | \$ 5,000.00          |             |
| CRD Connection                                      | \$ 8,000.00          |             |
| Subs total  | \$ 538,296.00        |             |
| PST (Titan Environmental (7%))                      | \$ 8,260.00          |             |
| GST (5%)  | \$ 26,914.80         | -no bonding |
|   |                      |             |
| <b>Total</b>  | <b>\$ 573,470.80</b> |             |
| <b>SFE Equivalent (\$8,000 / SFE)</b>               | <b>71.7 SFE</b>      |             |

**Bonding at 100 percent = \$484,356**

**Required bonding at 50 percent = \$242,178**

Should you have any questions or need any further information, please contact the undersigned.

**Prepared by:**

**Reviewed by:**

*A. Kanani*

Arash Kanani, Ph.D., P.Eng.  
Project Engineer

Mike Seymour, ASCT, Eng.L.  
Principal



ENGINEERING|PLANNING  
DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

MSR SOLUTIONS INC.

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## Appendix A: Quote by Don Mann Excavating



**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



July 26, 2018

**Attn: Mike Seymour**  
MSR Solutions Inc.  
250-479-5164  
mike@msrsolutions.ca

**Port Renfrew Water Reservoir Quote**

Dear Mike,

We are pleased to provide a bid for the above-mentioned project. Our bid is based on the items listed in the scope of work and the reference documents provided, in conjunction with all other services, exclusions, terms and conditions as outlined in this document.

**1) Scope of Work**

- a) Clearing, grubbing, and excavation to bearing soil around existing pad.
- b) Supply, placement, and compaction of base gravel.
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete.
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad.
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve).
- f) Reservoir and valve box drainage.
- g) Clean-up (topsoil and grass seed).
- h) Chlorination and testing of pipework installed by DME.
- i) Crew standby during reservoir filling (30hr period).

**2) Reference Documents:**

- a) MSR Project 18-367, Drawing C01, Version No. 4, dated July 2018
- b) MSR Project 18-367, Drawing C02, Version No. 4, dated July 2018
- c) MSR Project 18-367, Drawing C03, Version No. 3, dated July 2018
- d) Skyline Engineering Project No. 10166.05, Drawings No. SK01r1 to SK03r1, dated Sept 29, 2016
- e) Ryzuk Geotechnical report/memo, File No. 8-6434-11, dated June 21, 2017

**3) Services Provided by Don Mann Excavating Ltd.**

- a) Mobilization.
- b) Labour, equipment, and materials to complete the Scope of Work.
- c) Project management/quality control
- d) Survey layout.
- e) Environmental/Sediment Control Plan
- f) Concrete testing.

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



- g) Compaction testing.
- h) Geotechnical subgrade inspection.
- i) Toilet facilities
- j) Crew living out expenses

**4) Services Provided by Others**

- a) All permits, approvals, and their respective fees.
- b) All environmental approvals, monitoring, and mitigation, if required.
- c) Lay down area for equipment and materials.

**5) Working Schedule**

- a) Pricing is based on one production crew working eight-hour days, five days per week.
- b) Pricing is based on Don Mann Excavating crew having complete and exclusive access to site (no other trades or deliveries in the location of active civil works).

**6) Exclusions**

- a) Any work beyond the proposed air release valve. See attached sketch.
- b) Due to the remote location, landscape clean-up includes supply and placement of topsoil and grass seed only; it does not include efforts to ensure germination (i.e. watering schedule).
- c) This bid assumes all excavated soils can be kept onsite within 200m; any offsite soil disposal will be at extra cost.
- d) This bid assumes access is available for concrete trucks, etc., based on the presence of the existing infrastructure. Any required clearing/access road building is not included in this bid.

**7) Offer Conditions**

- a) By accepting this letter, the owner/Contract administrator acknowledges that the pricing includes only the services and materials outlined in this letter.
- b) Please note that this bid includes materials (custom stainless steel pipe spools; rebar) that may be subject to forthcoming tariff increases. The below price includes material pricing available at the time of this bid; DME reserves the right to claim extra costs to cover material price increases that occur after this bid submission.

**8) Clarifications**

- c) Don Mann Excavating will not act as Prime Contractor for any trades not subcontracted to DME (i.e. Titan). Any Worksafe BC Notice of Project submitted by DME will only cover our scope of work and our subcontractors.
- d) This price includes concrete from the nearest ready-mix supplier, Butler Brothers in Sooke, who uses GUL cement. We do not note anything in the structural specs prohibiting GUL cement, but there are currently issues with MoTI not accepting the mix design change at this point. If the CRD requires GU cement, there will be added cost for travel time from a supplier further from the project

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid



**9) Terms**

- a) Payment in full will be due within 30 calendar days for work completed during the previous calendar month.
- b) Interest charges of 2% per month above the Canada's prime lending rate will be applied to overdue accounts.

**10) Price**

**\$233,015.00**

(GST not included)

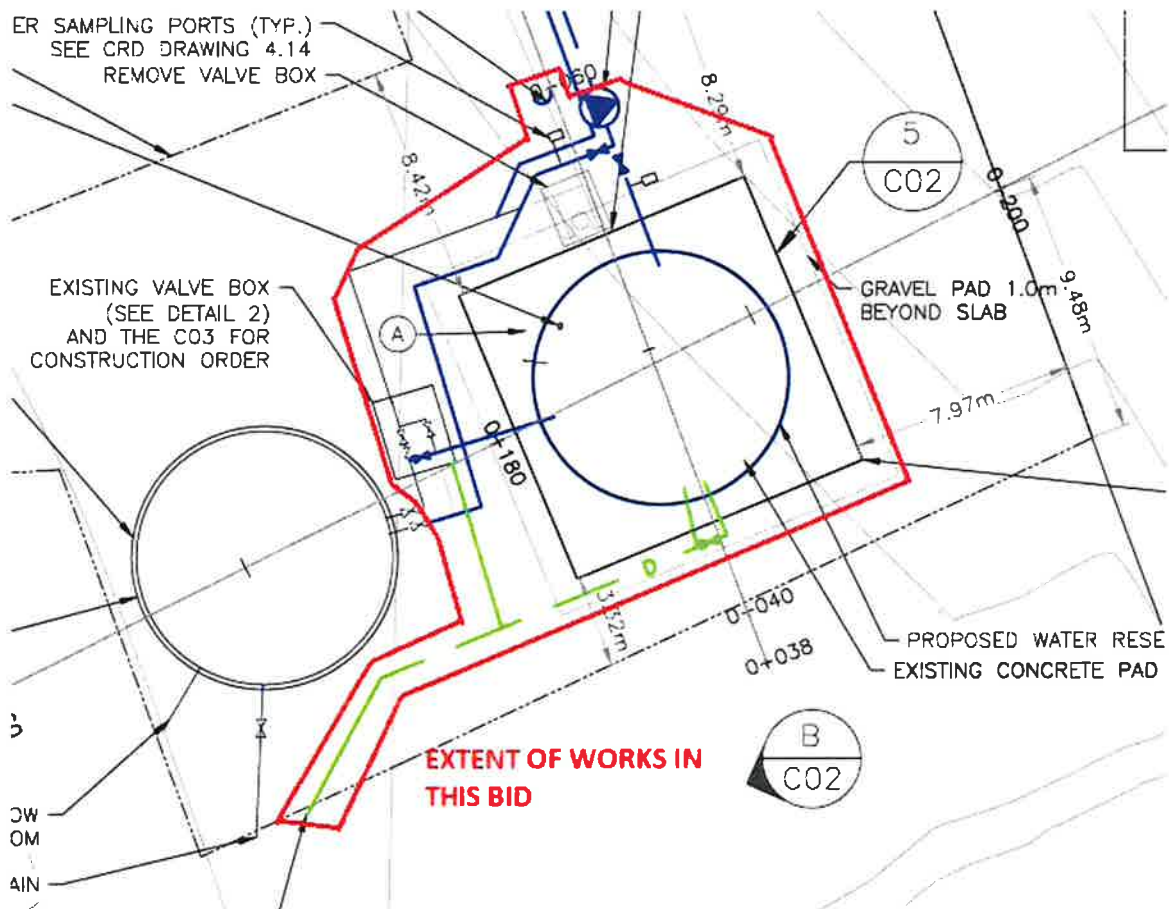
Thank you for the opportunity to provide a bid for this project. Should any of the information provided in this letter require any clarification, please contact the undersigned at your earliest convenience.

Respectfully,



Art Goodwin  
**DON MANN EXCAVATING LTD.**

**Don Mann Excavating Ltd.**  
Port Renfrew Water Reservoir Bid





ENGINEERING|PLANNING  
DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew  
Reservoir Twinning  
Project #: 18-367

MSR SOLUTIONS INC.

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## Appendix B: Quote by Titan Environmental



April 12, 2018

Karl Ablack  
Port Renfrew Management Inc.  
p. 250.38830268  
e. [dkarlablack@gmail.com](mailto:dkarlablack@gmail.com)

**Re: Port Renfrew, British Columbia Potable Water Storage Reservoir, Supply and Install**

Dear Mr. Ablack,

Titan Environmental Containment is pleased to provide you with a quotation for storage tank supply and installation requirements related to the above noted project. In bolted tank fabrication, Titan supplies and installs the top product lines worldwide. Some of our advantages include:

- Selection of the highest grade of finished milled steel available on the market.
- Factory applied, electrostatically and thermally cured epoxy coatings.
- Standardized, Manufacturer certified installation utilizing a synchronized mechanical jacking process recognized as the top field construction process based on field safety and installed quality.
- A full Tank Division support team with a wealth of storage tank experience.

The following includes additional information and pricing for your review.



## BOLTED STEEL TANK SUMMARY

|   |  |
|---|--|
| Tank Quantity:  | 1  |
| Construction Method:  | Rolled Tapered Panel (RTP) Bolted Design   |
| Materials of Construction:  | Carbon steel   |
| Nominal Inside Diameter:  | 29.65 feet   |
| Nominal Eave Height:  | 28.08 feet   |
| <i>Note: Nominal eave height is measured from bottom of base angle to top of eave angle</i> |  |
| Bottom Style:   | Flat steel floor   |
| Tank Supported By:  | Concrete foundation designed, supplied, and installed by others meeting the requirements of AWWA D103-09 |
| Roof Style:   | Steel cone, self-supported with internal rafters   |
| Nominal Capacity:   | 145,632 US gallons   |

### DESIGN CRITERIA

|                              |  |
|------------------------------|--|
| Design Specifications:       | AWWA D103-09 & NBC 2010  |
| Seismic Design:              | Per AWWA D103-09 & NBC 2010: SS=1.003, S1=0.489, Site Class=D, Use Group=3, I=1.50 |
| Wind Design:                 | Per AWWA D103-09 & NBC 2010: 100mph  |
| Deck Live / Snow Load:       | 30 pounds per square foot  |
| Product Stored:              | Potable Water  |
| Specific Gravity:            | 1.0  |
| Product pH Range:            | 4 to 9   |
| Design Pressure / Vacuum:    | Atmospheric  |
| Operating Pressure / Vacuum: | Atmospheric  |
| Design Temperature:          | Ambient  |
| Operating Temperature:       | Ambient  |
| Tank Empty Weight:           | 33,158 pounds  |

### SEALANTS/GASKETS/HARDWARE/COATINGS

|                    |  |
|--------------------|--|
| Roof Sealant:      | White EPDM   |
| Sealants:          | High performance moisture-cured  |
| Hardware:          | Plastic encapsulated JS1000 coated grade 8 bolts with JS1000 coated flat washers & hex nuts. Plastic pushcaps to cover nuts on interior floor. |
| Interior Coating:  | 5-7 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)   |
| Exterior Base:     | 4-6 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)   |
| Exterior Top Coat: | 3-4 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)   |
|                    | color: Forest Green, Enviro Green, Cobalt Blue, Carribean Blue, Tan)   |



TRUST. QUALITY. VALUE

**TANK ACCESSORIES**

|                               |     |
|-------------------------------|-----|
| Heating System:               | NIC |
| Mixing System:                | NIC |
| Fill/Float Valve:             | NIC |
| Fall Arrest/Restraint System: | NIC |

**INSULATION & CLADDING**

|                       |     |
|-----------------------|-----|
| Wall Insulation:      | NIC |
| Dome/Roof Insulation: | NIC |
| Cladding System:      | NIC |

**TANK - COMPONENTS**

- 1 Titan Environmental logo (installed on top ring)
- 1 Liquid tank nameplate
- Anchor Bolts (Drilled & Epoxied)

th lockable hinged cover

- 3 Tank floor pipe support brackets for Tideflex mixing manifold pipe

- 1 Full travel Level Indicator (See Pricing Summary Item #1e for Options)

- 1 External caged ladder with

- 1 Partial deck perimeter guardrail,

between tank bottom & concrete foundation

- 1 Lot of 4 mil polyethylene sheeting between foundation & fiberboard / tank bottom

- Set of Engineered shop drawings & design calculations

, complete with 316SS retaining rings for valves

chedule 10S flanged manifold pipe

- 1 316L Stainless steel schedule 10S blind flange

- 316L Stainless steel schedule 10S flanged saddled inlet ports

- 1 316L Stainless steel schedule 10S reducer

including 316 stainless steel bolts, nuts, washers and NSF-61 gaskets

- Complete system submittal drawings and detailed installation drawings for approval and construction

**PROJECT CONDITIONS****LOCATION**

Quotation is based on the project being located in Port Renfrew, British Columbia.

Shipping is included in quote.



**SCHEDULE**

- Tank Approval drawings: 2-3 Weeks after order placement
- Tideflex Submittal Drawings: 2-3 Weeks after order placement
- Tank Delivery: 12-14 Weeks after acceptance of approval drawings
- Tideflex System Delivery: 8-10 Weeks after acceptance of submittal drawings
- Erection of Tank: 2 Weeks upon crew arrival to site
- 

**CLARIFICATIONS**

- Tideflex mixing system to be a horizontal manifold with
- Supply, pumping, connections, removal/disposal of water by others.
- Supply and installation of underground piping penetrating the tank floor by others.
- Adequate laydown area adjacent to the work area for proper staging of materials.
- All equipment that is to be attached to the tank to be installed by the customer. This includes alarms, gauges, controls, and any necessary electrical wiring.
- The customer is responsible for ensuring proper ventilation/pressurization of the tank.
- No allowance has been made within this quotation for permits, licenses, fees, bonds, usage tax etc.
- Responsible for their negligence only.
- Quotation is based on spring/summer/fall working conditions, if a winter installation is required please advise and a revised estimate will be prepared for your review.
- This quotation is valid for 30 days.

**TERMS OF PAYMENT:**

- 30% of material due upon order placement, **COMPLETED MINUS MISSING GST AMOUNT- SEE BELOW**
- 30% of material due upon customer notification
- 40% of material due upon shipment (or upon manufacture of tank(s), if shipment is delayed by customer)
- Installation is billed progressively every 14 days based on percentage of comp
- 
- All terms of payment are subject to approval by our credit department.
- Titan Environmental Containment reserves the right to delay tank erection if invoices are not paid in accordance to stated terms
- All funds are in Canadian Dollars.
- PST & GST or HST extra
- Any payments or benefits under this agreement that are not received as they become due under the terms of this purchase order, interest at three per cent (3%) above the current prime rate per annum as of the date of payment became due on such unpaid amounts shall also become due and payable until payment.



TRUST. QUALITY. VALUE

**TANK PAYMENT SUMMARY (Since January 12<sup>th</sup>, 2017)**

|   |                 |
|---|-----------------|
| Supply of Tank and Accessories (From February 1, 2016 Quote)  | \$90,320        |
| Invoice #1 for Supply of Sealed Tank Drawings and Calculations (PAID, GST was Included & Paid in Invoice #T6002_01)                         | (\$14,200)      |
| Invoice #2 for Remainder to Complete First 30% Milestone for Tank Order (PAID, Short Payment of \$644.80 for GST, See Invoice #T6002_02)    | (\$12,896)      |
| Add Increase in Steel Costs, Changes in Forex and addition of \$644.80 for Missing GST on Invoice T6002_02 Since January 16, 2017 Quotation | \$14,636        |
| Remaining 70% for Fulfillment of Tank Order (less GST, GST will be added to all future invoices)  | <b>\$77,860</b> |

**PRICING SUMMARY**

|  |                  |
|--|------------------|
|  |                  |
| 1A. Supply of Tank and Accessories:  | <b>\$77,860</b>  |
| 1B. Installation of Tank & Accessories:  | \$39,980         |
| 1C. Freight (Tank Materials) (1 Load):   | Inc.             |
| 1D. Supply of Drawings & Calculations Sealed by a BC registered P.Eng.   | Inc.             |
| 1E. Supply and Installation of Interior Overflow and Outlet Tank Piping with Tideflex Mixing System Manifold for Inlet Piping: | \$96,465         |
| <b>Total for Titan Scope of Work (w full travel level indicator):</b>  | <b>\$214,305</b> |

**PRICING VALIDITY AND STEEL COSTS:**

Due to current volatility in the carbon steel market, material escalation (if any) will be based on AMM (American Metals index). Any increase in steel costs between date of proposal and material procurement above this benchmark will be to I increases \$.03/per pound, this would increase the cost of a 30,000 lb. tank as follows: 30,000 lbs. x 3¢ = \$900). Note: Steel is typically procured anywhere from 2 weeks after returned approval drawings to approx. 6 weeks prior to shipment).

We appreciate the opportunity to provide a quote for your project. Please know that Titan is committed to providing the highest quality products and it is our goal to provide excellent customer service at every stage of project review.

If you would like to move forward with this proposal or if we can assist you with any other requirements, please let me know. I can be reached at 204-878-3955 or [stephane@titanenviro.ca](mailto:stephane@titanenviro.ca) and would be happy to discuss things further with you.

Thank you and I look forward to hearing from you at your earliest convenience.

Sincerely,

Stephane Trudeau  
Specialty Projects Manager





TRUST. QUALITY. VALUE

TO PLACE AN ORDER:

SIMPLY FILL OUT THE INFORMATION BELOW, SIGN & RETURN

The undersigned is authorized to purchase products on behalf of the company they represent.

PRINTED NAME:

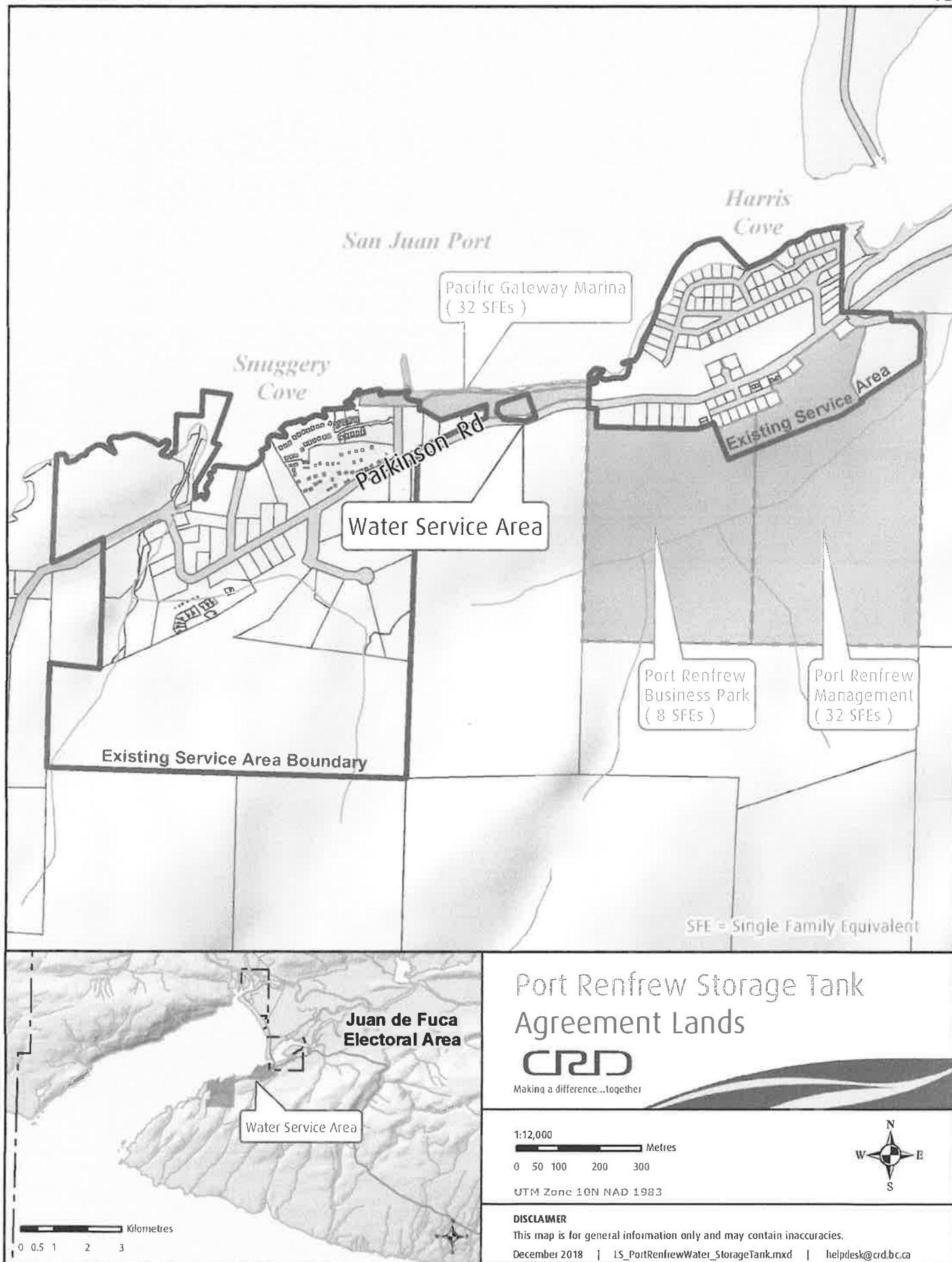
SIGNATURE

TITLE:

DATE:

PURCHASE ORDER #:

REQUESTED DELVIERY DATE:



## DECLARATION(S) ATTACHED



Land Title Act  
**Charge**  
General Instrument – Part 1

VICTORIA LAND TITLE OFFICE  
DEC 01 2021 13:01:29.001  
**CA9549685**

## 1. Application

**Stewart McDannold Stuart**  
**837 Burdett Avenue**  
**2nd Floor**  
**Victoria BC V8W 1B3**  
**12503807744**

File No.: 111 1908 HB-ce

## 2. Description of Land

| PID/Plan Number    | Legal Description  |
|--------------------|--|
| <b>009-592-423</b> | <b>PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972</b>   |
| <b>009-565-787</b> | <b>THE WEST 1/2 OF THE NORTH WEST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 5109, 24267 AND 24755</b>   |
| <b>000-468-291</b> | <b>THE EASTERLY 1/2 OF THE NORTH WEST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967</b> |
| <b>009-565-752</b> | <b>THE NORTH EAST 1/4 OF SECTION 36 TOWNSHIP 13 RENFREW DISTRICT</b>   |

## 3. Nature of Interest

| Type            | Number | Additional Information |
|-----------------|--------|------------------------|
| <b>COVENANT</b> |        |                        |

## 4. Terms

Part 2 of this instrument consists of:

**(b) Express Charge Terms Annexed as Part 2**

## 5. Transferor(s)

**PORT RENFREW MANAGEMENT LTD., NO.A0085412, AS TO 009-592-423****0983327 B.C. LTD., NO.BC0983327, AS TO 009-565-787****0983328 B.C. LTD., NO.BC0983328, AS TO 000-468-291****0983329 B.C. LTD., NO.BC0983329, AS TO 009-565-752**

## 6. Transferee(s)

**CAPITAL REGIONAL DISTRICT**  
**625 FISGARD STREET**  
**VICTORIA BC V8W 1R7**

## 7. Additional or Modified Terms



Land Title Act

**Charge**

General Instrument – Part 1

## 8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

---

**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****Port Renfrew Management Ltd.**

As to 009-592-423

By their Authorized Signatory

---

**Jason Brown****Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

---

**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983327 B.C. LTD.**

As to 009-565-787

By their Authorized Signatory

---

**Jason Brown****Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Land Title Act

**Charge**

General Instrument – Part 1

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983328 B.C. LTD.**

As to 000-468-291

By their Authorized Signatory

\_\_\_\_\_  
**Jason Brown**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**See Affidavit of Execution**

YYYY-MM-DD

**2021-10-24****0983329 B.C. LTD.**

As to 009-565-752

By their Authorized Signatory

\_\_\_\_\_  
**Jason Brown**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**Jessica D.B. Arnet**  
**Commissioner for Taking Affidavits**  
**for British Columbia**  
 625 Fisgard Street  
 Victoria BC V8W 1R7

YYYY-MM-DD

**2021-11-26****Capital Regional District**

By their Authorized Signatory

\_\_\_\_\_  
**Ted Robbins**

Expiry: February 28, 2023

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Land Title Act

**Charge**

General Instrument – Part 1

**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

**Heidi Eileen  
Boudreau 5LNHAR****Digitally signed by  
Heidi Eileen Boudreau  
5LNHAR****Date: 2021-11-30  
20:00:35 -08:00**



**TERMS OF INSTRUMENT - PART 2**

---

**WHEREAS:**

- A. The Transferor is the registered owner in fee simple of those lands and premises more particularly described as:
- PID: 009-592-423  
PARCEL A (DD 143426I) OF SECTION 97, RENFREW DISTRICT, EXCEPT THAT PART IN PLANS 15462, VIP77871 AND EPP24972
- PID: 009-565-787  
THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THOSE PARTS IN PLANS 519, 24267 AND 24755
- PID: 000-468-291  
THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 29515, 41154, 50819 AND VIP59967
- PID: 009-565-752  
THE NORTH EAST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT
- (the “**Lands**”).
- B. The Transferee is the Capital Regional District.
- C. The Transferor wishes that the Transferee extend the Water Service to include the Lands with the intention of developing the Lands to supply Single Family Equivalents located on the Lands with water.
- D. The Transferor acknowledges that it is in the public interest that the development and use of the Lands be limited and wishes to grant this covenant to the Transferee.
- E. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature, in respect of the use of land or the use of a building on or to be erected on land may be granted in favour of a regional district and may be registered as a charge against the title to that land.

**NOW THEREFORE** in consideration of the premises and covenants contained herein and for the other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree as follows:

1. In this Agreement, the following words have the following meanings:
- “**Parent Parcel**” means the entirety of the lands as described in Recital A whether or not such Lands are subsequently subdivided or consolidated.

**“Single Family Equivalent”** means any building, improvement or structure on the Lands that are supplied with water by the Water Service.

**“Single Family Equivalent Unit”** means a residential dwelling unit or combination of dwelling units or other uses where the water usage for such unit does not exceed 1450 liters per day as specified in the latest Sewage System Standard Practice Manual prepared by the BC Onsite Sewage Association, to be verified by the installation of a water meter at the property line for each parcel serviced by the Water Service.

**“Water Service”** means the local area service for the supply, treatment, conveyance, storage and distribution of water to a portion of the Juan de Fuca Electoral Area by Capital Regional District Integrated Water Services as established by the *“Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989”*, as amended, from time to time.

2. The Transferor covenants and agrees with the Transferee that it shall not use or permit the use of the Lands or any building on the Lands for any purpose, or construct any building on the Lands, except in strict accordance with this Agreement.
3. If the Lands are included in the Water Service, the Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands if such construction, installation, use or occupation results in there being more than 40 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, including any subdivided part of the Lands unless the Transferor has obtained the approval of the Transferee, which approval may be withheld in the Transferee's sole discretion, acting reasonably, should there be insufficient water system capacity availability in the Water Service.
4. The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands that will result in greater than 40 Single Family Equivalent Units connected to the Water Service on the Parent Parcel, unless the Transferee is, in its sole discretion, acting reasonably, satisfied that there is sufficient water system capacity availability in the Water Service.
5. The Transferor shall, at its sole expense, do all that is necessary to ensure that this Agreement is registered against the Lands at the Victoria Land Title Office.
6. The Transferor shall reimburse the Transferee for any expense that may be incurred by the Transferee as a result of a breach of a covenant under this Agreement.
7. The Transferee may, at any time, without the consent of the Transferor or anyone, release or cause to be released, this Agreement as a charge against title to the Lands or any portion thereof and, upon such release, this Agreement shall be discharged and of no further force and effect.
8. The Transferor and the Transferee agree that the enforcement of this Agreement shall be entirely within the discretion of the Transferee and that the execution and registration of this Agreement against the title to the Lands shall not be interpreted as creating any duty on the part of the Transferee to the Transferor or to any other person to enforce any provision or the breach of any provision of this Agreement.
9. The Transferor shall indemnify and save harmless the Transferee from any and all

claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which anyone has or may have against the Transferee or which the Transferee incurs as a result of any loss or damage or injury, including economic loss, arising out of or connected with:

- a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
10. The Transferor hereby releases and forever discharges the Transferee of and from any claims, causes of action, suits, demands, fines, penalties, costs or expenses or legal fees whatsoever which the Transferor can or may have against the Transferee for any loss or damage or injury, including economic loss, that the Transferor may sustain or suffer arising out of or connected with:
  - a. the breach of any covenant in this Agreement;
  - b. the use of the Lands contemplated under this Agreement;
  - c. restrictions or requirements under this Agreement.
11. At the Transferor's expense, the Transferor must do everything necessary to secure priority of registration and interest for this Agreement and the Section 219 Covenant it creates over all registered and pending charges and encumbrances of a financial nature against the Lands.
12. Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Transferee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if the Agreement had not been executed and delivered by the Transferor.
13. Nothing in this Agreement shall relieve the Transferor from any obligation or requirement arising under any applicable statute, bylaw or regulation in respect of the development of the Lands.
14. Time is of the essence of this Agreement.
15. The Transferor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions set out in this Agreement and they shall be binding upon the Transferor as personal covenants only during the period of its respective ownership of any interest in the Lands.
16. It is mutually understood, acknowledged and agreed by the parties hereto that the Transferee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Transferor other than those contained in this Agreement.
17. The Transferor shall pay the legal fees of the Transferee in connection with the preparation and registration of this Agreement. This is a personal covenant between the parties.

18. The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
19. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
20. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
21. This Agreement shall run with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Transferee as a first charge against the Lands.
22. The Transferor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
23. If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and severable and the remaining parts will not be affected thereby and will be enforceable to the fullest extent permitted by law.
24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
25. This Agreement may be executed in counterpart with the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. This Agreement may be delivered by electronic means.

**IN WITNESS WHEREOF** the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1-4) attached hereto.



I, Heidi Boudreau, a solicitor with Stewart McDannold Stuart, declare as follows:

Please find attached a copy of a true copy of the affidavit of John van Cuylenborg which was executed in accordance with s. 49 of the Land Title Act.

#### Electronic Signature

Your electronic signature is a representation that

- (a) You are a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act, or
- (b) You are a designate authorized to certify this application under section 168.4 of the *Land Title Act*, RSBC 1996, c.250, that you certify this application under section 168.43(3) of the act, and that the supporting document or a true copy of the supporting document, if a true copy is allowed under an e-filing direction, is in your possession, or
- (c) If the purpose of this declaration is to bring to the attention of the registrar an error, omission or misdescription in a previously submitted document under section 168.55 of the act, you certify that, based on your personal knowledge or reasonable belief, this declaration sets out the material facts accurately.

**Heidi Eileen  
Boudreau 5LNHAR**

**Digitally signed by  
Heidi Eileen Boudreau  
5LNHAR  
Date: 2021-11-30  
20:00:58 -08:00**

Note: A Declaration cannot be used to submit a request to the Registrar for the withdrawal of a document.

**AFFIDAVIT OF EXECUTION**

I, JOHN VAN CUYLENBORG, Barrister & Solicitor, of 7<sup>th</sup> Floor, 1175 Douglas Street, Victoria, BC, V8W 2E1, in the Province of British Columbia, MAKE OATH AND SAY:

1. I am 16 years of age or older and am acquainted with the person named Jason Brown, who executed the Form C Covenant (the "instrument") for Port Renfrew Management Ltd., 0983327 B.C. Ltd., 0983328 B.C. Ltd. and 0983329 B.C. Ltd. (the "Transferors") who is authorized to do so by the Transferors.
2. I am acquainted with the signature of Jason Brown, through the use of video conferencing technology and believe that the signature subscribed to the instrument is the signature of the authorized signatory of the Transferors.
3. The Transferors existed at the time the instrument was executed and are legally entitled to hold and Dispose of land in British Columbia.
4. The signature of Jason Brown was not certified by an officer under Part 5 of the *Land Title Act*, R.S.B.C. 1996, c. 250 because due to the COVID-19 Pandemic, Jason Brown was not able to appear in person before an officer.
5. Jason Brown, the authorized signatory of the Transferors, was not physically present before me because it is medically unsafe to meet in person due to Covid-19 but was linked with me using video technology. I followed the process described in Practice Bulletin 01-20 Process for Remote Witnessing of Affidavits for use in Land Title Applications and complied with the Law Society of British Columbia best practices for using video-conferencing when providing legal advice or services.

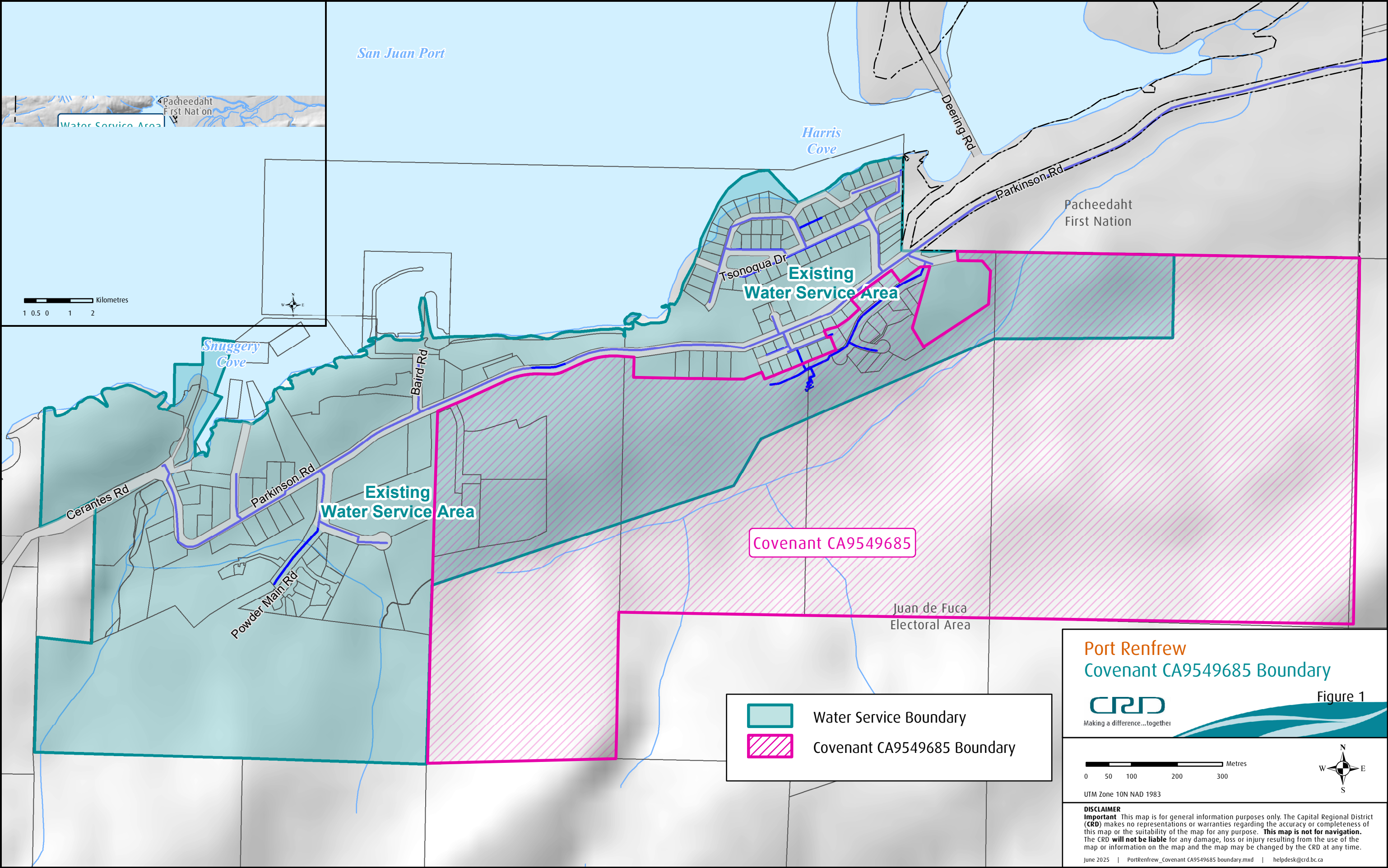
And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME at Victoria,  
Province of British Columbia on the 29<sup>th</sup> day of  
October, 2021

A Commissioner for taking  
Affidavits for British Columbia

RALSTON S. ALEXANDER, QC  
Solicitor  
7<sup>th</sup> Floor, 1175 Douglas Street  
Victoria BC Canada V8W 2E1  
Phone: 250-385-1411

John van Cuylenborg







April 11, 2025

Port Renfrew Utility Services Committee

Port Renfrew, BC V0S 1K0

**Re: Request for Amendment to Water Covenant – Port Renfrew Management Ltd.**

Dear Committee Members,

Port Renfrew Management Ltd. (PRM), along with affiliated landholding entities 0983327 B.C. LTD, 0983328 B.C. LTD, and 0983329 B.C. LTD respectfully requests the Utility Services Committee's review and support for an amendment to the existing water covenant registered on our lands.

In 2020, PRM and Pacific Gateway Marina (PGM) jointly funded and constructed a new water reservoir for the community of Port Renfrew, significantly increasing the town's water storage capacity. This project was carried out under a Waterworks Extension Agreement, with the understanding that PRM would receive 40 Single Family Equivalents (SFEs) as a credit toward future development in recognition of the infrastructure investment.

At the time, the intent of the covenant was to allocate 40 SFEs to PRM at no additional cost, not to impose a cap on future development or limit the availability of additional SFEs as the water system continues to expand. However, upon registration, the legal language of the covenant created an unintended constraint by restricting development on over 400 acres of PRM-owned lands — all of which fall within the Regional Growth Strategy and are zoned for residential use under the Official Community Plan.

To align the covenant with the original intent of the agreement and ensure fair, future-oriented planning, PRM proposes the following amendments:





### **1. Amendment to Section 3:**

*“If the Lands are included in the Water Service, the Transferor shall not, nor shall it allow any person to construct, install, place, use, or occupy any building, structure or improvement on the Lands that results in a Single Family Equivalent Unit, including any subdivided part of the Lands, unless the Transferor has obtained the approval of the Transferee for such Single Family Equivalent Unit, which approval may be withheld in the Transferee’s sole discretion, acting reasonably, should there be insufficient water system capacity available in the Water Service.”*

### **2. Amendment to Section 4:**

*“The Transferee shall not be obliged to issue a building permit or an occupancy permit with respect to any building or structure on the Lands that is connected to, or proposed to be connected to, the Water Service on the Parent Parcel, unless the Transferee is, in its sole discretion, acting reasonably, satisfied there is sufficient water system capacity available in the Water Service.”*

These changes reflect both the intent of the original reservoir agreement and a reasonable, flexible approach to future development. They preserve the CRD’s ability to manage water capacity responsibly while enabling landowners to build in accordance with zoning and regional planning goals when capacity exists.

It is important to note that these amendments do not entitle Port Renfrew Management or its affiliates to automatic access to the full available capacity of the water system. Rather, they ensure that the lands included within the Water Service Area may apply for water service on a case-by-case basis through the standard subdivision and development approval process administered by the Ministry of Transportation and Infrastructure (MoTI). These applications will continue to be assessed based on the available system capacity at the time of application and in accordance with all regulatory and planning requirements.



Port Renfrew Management will, of course, retain access to the 40 SFEs originally granted under the Waterworks Extension Agreement. These SFEs are monitored jointly by PRM and the CRD, and no additional covenant is required for their use. Any future development proposals beyond the original 40 SFEs will follow the established process used in the past — including the potential for a new Waterworks Extension Agreement between PRM and the CRD. These agreements typically include negotiations regarding amenity contributions or infrastructure upgrades where applicable, with input from the Utility Services Committee. This structure ensures that future development aligns with both system capacity and the broader interests of the Port Renfrew community.

The CRD has indicated support for these revisions and has asked that we submit this letter and the proposed covenant language to the Utility Services Committee for review and approval.

We appreciate your consideration of this request and welcome the opportunity to discuss further if needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Karl Ablack", written over a horizontal line.

**Karl Ablack**

Managing Director

Port Renfrew Management Ltd.

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, JUNE 24, 2025**

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**SUBJECT**     **2024 Annual Report - Cover Report**

**ISSUE SUMMARY**

Per the *Drinking Water Protection Act*, a water supplier must prepare and make public, within 6 months of the end of the calendar year, an annual report. The Annual Report provides a summary of the Port Renfrew Utility Services for 2024.

**BACKGROUND**

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area. The water service consists of approximately 231 parcels, encompassing a total area of approximately 98.3 hectares. Of the 231 parcels, 335 Single Family Equivalents (SFE) were customers to the water system in 2024. Capital Regional District (CRD) is responsible for the operation and maintenance of the system and the overall quality of the drinking water provided to customers in the Port Renfrew Water System.

The Port Renfrew sewer system serves 88 properties in the Beach Camp and localized residential area.

The Port Renfrew streetlighting service is provided in the area of Port Renfrew known as Beach Camp. The streetlights are operated and maintained by BC Hydro, and costs are recovered through a parcel tax and user charge on parcels in the area where the service is provided.

The Port Renfrew Refuse Disposal service serves 379 taxable folios including 330 residential folios within the service area.

**RECOMMENDATION**

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

|               |   |
|---------------|---|
| Submitted by: | Jason Dales, B. SC., WD IV, Senior Manager, Wastewater Infrastructure Operations                    |
| Submitted by: | Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering & Planning                         |
| Submitted by: | Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy CFO                          |
| Concurrence:  | Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation and Environmental Services |
| Concurrence:  | Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services                          |

**ATTACHMENT(S)**

Appendix A: 2024 Annual Report

Appendix B: 2024 Statement of Operations and Reserve Balances

# Port Renfrew Utility System

2024 Annual Report



**Drinking Water, Wastewater, Street Lighting and Refuse**

## Introduction

This report provides a summary of the Port Renfrew Utility Services for the year 2024 and includes a description of services and a summary of the water, sewer, street lighting, and refuse disposal services in terms of operations, maintenance, capital upgrades, and finances for each service.

## Port Renfrew Utility Services Committee

The Port Renfrew Utility Services Committee (PRUSC) has authority delegated by the Capital Regional District (CRD) Board for provision of water, sewer, street lighting and refuse disposal for the Port Renfrew community. Refuse disposal service is also provided to the Pacheedaht First Nation under a service delivery agreement. This Annual Report relates to the services provided under the authority of the PRUSC. Snuggery Cove Water Local Service (Debt Servicing) was created for the sole purpose of servicing debt relating to the expansion of the Port Renfrew water system to the Snuggery Cove area. The debt was paid off and the service budget was discontinued from 2021 onwards.

## WATER SERVICE

### Service Description

The community of Port Renfrew, located in the Juan de Fuca Electoral Area of the CRD, is comprised of rural residential and commercial and institutional development. The Port Renfrew water service was originally owned by a forestry company and was transferred to the CRD in 1989 to service the Beach Camp area. In 2002, the water service area was extended to include the Snuggery Cove area and again in 2016 to include the lands to the south of Beach Camp. The water service consists of approximately 300 parcels, encompassing a total area of approximately 135 hectares. Of the 300 parcels, 335 Single Family Equivalents (SFE) were customers to the water system in 2024.



**Figure 1: Map of the Water Service Area**

The Port Renfrew water system is primarily comprised of:

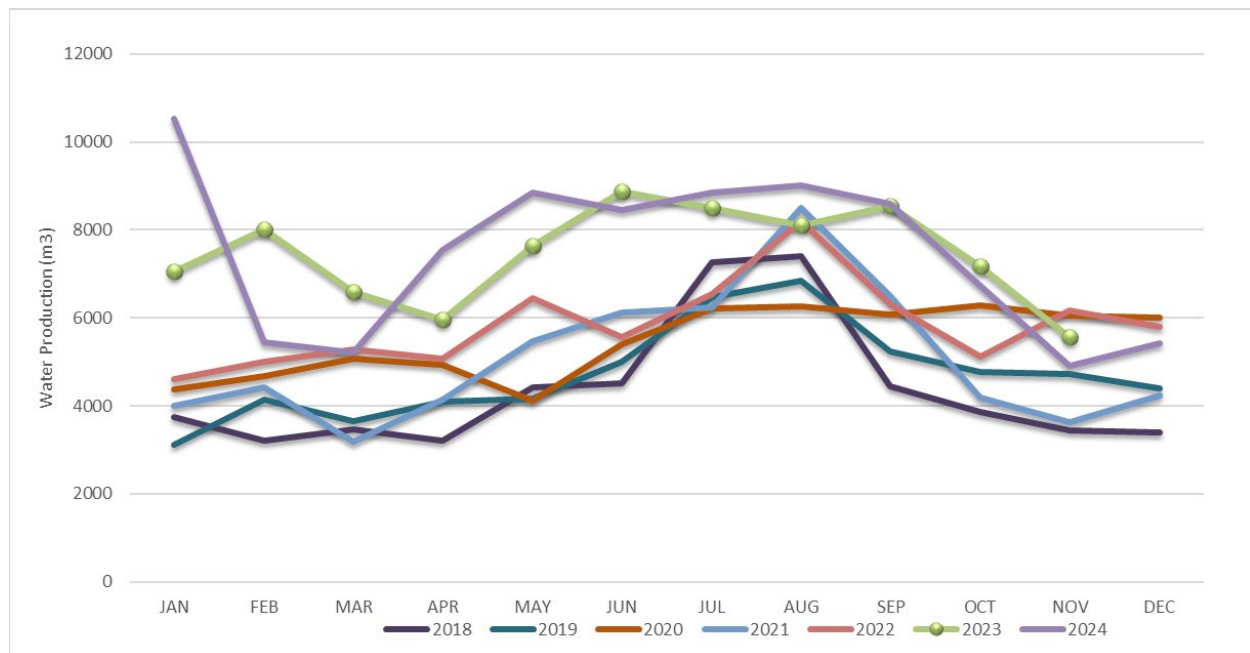
- One groundwater well, related pumping and control equipment, and building.
- Disinfection process equipment (chlorine) and an aeration tower/scrubber for hydrogen sulfide reduction to improve water taste and odour.
- Two steel storage tanks total combined volume is 888 cubic meters (or 235,000 US gallons).
- 7.4 kilometers of watermains. Other water system assets: 210 service connections (entities billed), 29 hydrants and an auxiliary generator.

## Water Supply

2024 data shows that the water level in the winter, when at its highest, was 24 meters above the well pump, and in the summer at its lowest point was 14 meters above the pump.

## Water Production and Demand

Referring to Figure 2, 89,543 cubic meters of water was extracted (water production) from the well in 2024; an increase of 9% over the previous year and 25% above the five-year average. The monthly comparison of treated water volumes, produced for the years 2019 to 2024 inclusive, shows that there continues to be a very high demand in August which is typically the peak of drought like conditions and tourism in the area, before trending lower for the rest of the year.



**Figure 2: Water Service Monthly Water Production**

## Drinking Water Quality

The analytical results (biological, chemical, and physical parameters) of water samples collected in 2024 from the Port Renfrew water system indicate that the drinking water was of good quality and within Guidelines for Canadian Drinking Water Quality (GCDWQ) health-related regulatory and aesthetic limits, including disinfection by-products. While the treated water temperature did exceed the aesthetic limit of 15°C during the summer months, this had no other negative impact on the drinking water quality.

Typical Port Renfrew drinking water quality characteristics for 2024 are summarized as follows:

## Raw Water

- The source water from the well was free of *E. coli* and total coliform bacteria throughout 2024.
- The well water was low in iron and manganese concentrations, slightly hard (mean hardness 43.3 mg/L). pH was not tested in 2024.
- The median raw water turbidity was 0.10 Nephelometric Turbidity Units (NTU).
- The source water has consistently high concentrations of hydrogen sulfide, well above the GCDWQ aesthetic objective. This is removed successfully at the well and treatment site.

## Treated Water

- The water delivered to the customers was safe to drink throughout the year. No sample out of 85 compliance samples in the distribution system tested positive for *E. coli* or total coliform bacteria in 2024.
- The mean annual free chlorine concentration in the distribution system was an acceptable 0.48 mg/L.
- The average annual disinfection by-product total concentrations for trihalomethanes (TTHM) were well below the Guidelines for Canadian Drinking Water Quality (GCDWQ) limit. Haloacetic acids (HAA) were not tested in 2024. HAA concentrations are typically low when THM concentrations are low.
- In November, iron and manganese concentrations were above the Health Canada aesthetic objectives at the end of the distribution system at Osprey Place. This is likely due to accumulation and should be addressed by regular spot flushing.

Table 1 and 2 included as attachments provide a summary of the 2024 raw and treated water test results.

Water Quality data collected from this drinking water system can also be reviewed on the CRD website:

<https://www.crd.bc.ca/about/data/drinking-water-quality-reports>

## Water Service Operational Highlights

The following is a summary of the major operational issues that were addressed by CRD Infrastructure and Water Services staff:

- Multiple water leaks were responded to and repaired throughout the system.
- The backup generator was serviced, and repairs were made to the fuel system.
- Repairs were made to the deep well level logger. Corroded wires were replaced.
- Annual maintenance was completed on all hydrants, standpipes, and system valves. A failed standpipe was replaced.

## Water Service Capital Projects Update

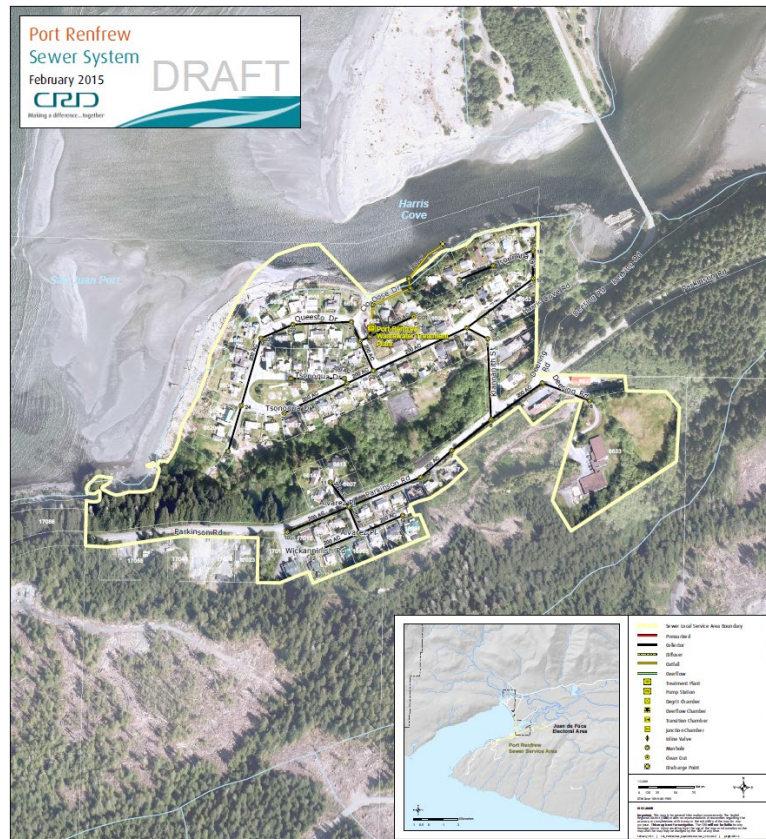
The Capital Projects in progress or completed in 2024 include the initiation of the Water Master Plan Study.



## SEWER SERVICE

## Service Description

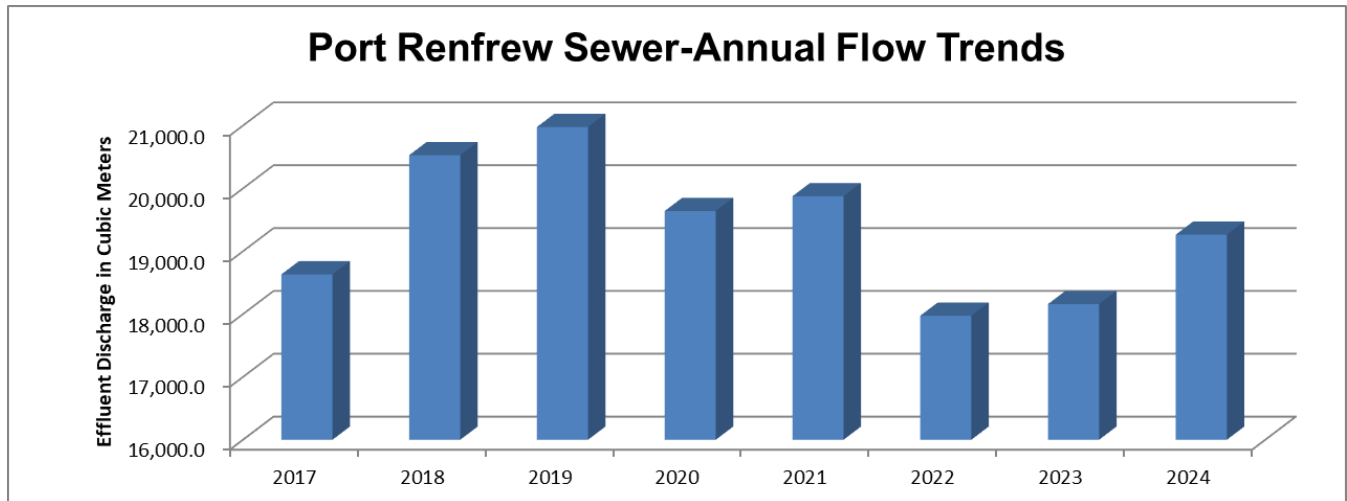
The Port Renfrew sewer system serves 88 properties in the Beach Camp and localized residential area below and has continued to operate reliably in the past year, although the wastewater treatment plant (WWTP) occasionally had difficulty processing peak flow events. The treatment process consists of an extended aeration facility and a steel outfall which discharges treated effluent to the San Juan River estuary under a Ministry of Environment permit. The 88 properties are comprised of 97.77 SFE's.



**Figure 3: Map of the Sewer Service Area**

A sewage volume of 17,816 cubic meters was treated and discharged in 2024 which equates to an average of 182 cubic meters/SFE. Sewage flows in Port Renfrew went up by 24% from 2023 which can be influenced by annual rainfall and tourist numbers. This annual total is closer to the average of previous years. During the rainy season, inflow and infiltration water enters the sewer system through cracks and defects in the pipes and manholes that were installed in the 1960's.

Figure 4 shows Port Renfrew sewer flow trends over the last 10 years.



**Figure 4: Port Renfrew Sewer Flow Trends**

## Treated Effluent Discharge Quality

### Regulatory Compliance – Wastewater

Flow and effluent quality are assessed for compliance with the provincial discharge permit on a daily and monthly basis, respectively. Mean daily flows in 2023 were similar to flow rates recorded since 2007; flow exceeded the permitted daily maximum one time in December 2023, due to heavy rains. There was one total suspended solids (TSS) exceedance in September of the permitted effluent quality limits, as a result of a blockage in the Return Activated Sludge (RAS) line.

### Receiving Water

Routine receiving water monitoring was last required for the Port Renfrew Wastewater Treatment Plant in 2020 (delayed until 2021) and will be next required in 2024 unless there are planned bypasses, plant failures/overflows, or wet weather overflows that exceed three days duration in the winter or one day duration in the summer. Bypass or overflow sampling is only required once per season for events that are similar in nature as long as the first seasonal sampling confirms results were within guidelines set to protect human primary contact for recreation.

There was no overflow/emergency receiving water sampling conducted in 2024.

## Sewer Service Operational Highlights

The following is a summary of the major operational issues that were addressed by CRD Infrastructure and Water Services staff:

- Annual maintenance was completed on both lift pumps with some minor corrective maintenance performed.
- Repairs were made to a leaking RAS line.
- The entire plant was cleaned with the majority of solids removed via a vac truck back in July due to a compliance issue.
- The site's small hot water tank was replaced due to failure.
- Minor repairs were made by operations on the outfall pipe.



## Sewer Service Capital Projects Update

The Capital Projects that were in progress or completed in 2024 included:

- Generator Upgrade – replacement generator installed and commissioned in 2024.
- Sewer Master Plan initiated.

## Street Lighting Service

Street lighting service is provided in the area of Port Renfrew known as Beach Camp. The streetlights are operated and maintained by BC Hydro, and costs are recovered through a parcel tax and user charge on parcels in the area where the service is provided. There were no significant issues with this service in 2024.

## Refuse Disposal Service

The Port Renfrew Refuse Disposal service serves 379 taxable folios including 330 residential folios within the service area and is funded through direct tax requisition based on the value of each property. The Pacheedaht First Nation also utilizes the service through a fee-for-service agreement. The tonnages of materials received and transferred from the Port Renfrew Garbage and Recycling Depot in 2024 are as follows:

**Port Renfrew Garbage & Recycling Depot**  
(tonnes)

|   | 2024 | 2023 |
|---|------|------|
| Garbage   | 245  | 201  |
| Recyclables   |      |      |
| • Scrap metal and large appliances  | 60   | 66   |
| • Packaging and printed paper   | 30   | 32   |
| • Tires/electronics   | 4    | 3    |
| Note: Beverage containers, paint, used motor oil and used cooking oil are also accepted at the depot – quantities are not available due to the hauling and processing arrangements in place for these products. |      |      |

In 2024, the facility transitioned from being operated by an on-site caretaker to a staff operator model under set hours. In conjunction with this transition upgrades to the facility were begun that are continuing in 2025. This included repairing the site entrance and cleaning the site of debris left by the former caretaker. Design work to upgrade the power supply to the site to allow waste compactor bins to be installed was begun and is expected to be completed in 2025.

## Financial Report

Please refer to the attached 2024 Statement of Operations and Reserve Balances for Port Renfrew Water, Sewer, Street Lighting and Refuse Disposal services.

Revenue includes taxes (Transfers from Government), fixed user fees (User Charges), Water Sales, interest on savings (Interest earnings), and miscellaneous revenue such as late payment charges (Other revenue).

Expenses include all costs for providing the services. General Government Services include budget preparation, financial management, utility billing and risk management services. CRD Labour and Operating Costs include CRD staff time as well as the cost of equipment, tools, and vehicles. Debt servicing costs are interest and principal payments on long term debt. Other Expenses include all other costs to administer and operate the services, for example, insurance, supplies, water testing and electricity etc.

The difference between Revenue and Expenses is reported as Net revenue (expenses). Any transfers to or from capital or reserve funds for the service (Transfers to own funds) are deducted from this amount and it is then added to any surplus or deficit carry forward from the prior year, yielding an Accumulated Surplus (or deficit). In alignment with *Local Government Act* Section 374 (11), any deficit must be carried forward and included in next year's financial plan.

For questions related to this Annual Report please email [IWSAdministration@crd.bc.ca](mailto:IWSAdministration@crd.bc.ca)

Table 1

| Table 1: 2024 Summary of Raw Water Test Results, Port Renfrew Water System |                  |                         |                  |         |         |                         |                                |                  |         |         |
|--|------------------|-------------------------|------------------|---------|---------|-------------------------|--------------------------------|------------------|---------|---------|
| PARAMETER  |                  | 2024 ANALYTICAL RESULTS |                  |         |         | CANADIAN GUIDELINES     | 2014 - 2023 ANALYTICAL RESULTS |                  |         |         |
| Parameter Name   | Units of Measure | Annual Median           | Samples Analyzed | Range   |         | ≤ Less than or equal to | Median                         | Samples Analyzed | Range   |         |
|  |                  |                         |                  | Minimum | Maximum |                         |                                |                  | Minimum | Maximum |
| ND means Not Detected by analytical method used                            |                  |                         |                  |         |         |                         |                                |                  |         |         |
| <b>Physical Parameters/Non-Metallic Inorganics</b>                         |                  |                         |                  |         |         |                         |                                |                  |         |         |
| Carbon, Total Organic  | mg/L             | 2.55                    | 4                | 0.8     | 5.3     |                         | 1.28                           | 30               | 0.2     | 43      |
| Hydrogen Sulfide   | mg/L             | 0.32                    | 4                | 0.19    | 0.36    | <0.05 AO                | 0.3                            | 9                | 0.21    | 0.47    |
| Hardness as CaCO <sub>3</sub>  | mg/L             | 43.3                    | 4                | 41      | 44.7    | No Guideline Required   | 42.1                           | 31               | 36.3    | 47.8    |
| pH   | pH units         | Not tested in 2024      |                  |         |         | 6.5 - 8.5 AO            | 7.3                            | 50               | 6.6     | 8.48    |
| Turbidity  | NTU              | 0.1                     | 9                | 0.05    | < 0.14  |                         | < 0.14                         | 48               | 0.05    | < 1.4   |
| Water Temperature  | C                | 8.75                    | 10               | 5.2     | 10.2    | >15 AO                  | 8.6                            | 118              | 5       | 12.1    |
| <b>Microbial Parameters</b>  |                  |                         |                  |         |         |                         |                                |                  |         |         |
| <b>Indicator Bacteria and Turbidity</b>                                    |                  |                         |                  |         |         |                         |                                |                  |         |         |
| Coliform, Total  | CFU/100 mL       | < 1                     | 12               | < 1     | < 1     |                         | < 1                            | 121              | < 1     | 2       |
| <i>E. coli</i>   | CFU/100 mL       | < 1                     | 12               | < 1     | < 1     |                         | < 1                            | 121              | < 1     | < 2     |
| <b>Metals</b>  |                  |                         |                  |         |         |                         |                                |                  |         |         |
| Aluminum   | ug/L as Al       | 6.55                    | 4                | 6.3     | 7.4     | 2900 MAC / 100 OG       | 7                              | 31               | 5.4     | 13.5    |
| Antimony   | ug/L as Sb       | < 0.5                   | 4                | < 0.5   | < 0.5   | 6 MAC                   | < 0.5                          | 31               | < 0.5   | < 0.5   |
| Arsenic  | ug/L as As       | 0.11                    | 4                | < 0.1   | 0.13    | 10 MAC                  | 0.12                           | 31               | < 0.1   | < 0.5   |
| Barium   | ug/L as Ba       | 1.2                     | 4                | 1.2     | 1.4     | 1000 MAC                | 1.2                            | 31               | < 1     | < 9     |
| Beryllium  | ug/L as Be       | < 0.1                   | 4                | < 0.1   | < 0.1   |                         | < 0.1                          | 31               | < 0.1   | < 3     |
| Bismuth  | ug/L as Bi       | < 1                     | 4                | < 1     | < 1     |                         | < 1                            | 30               | < 1     | < 1     |
| Boron  | ug/L as B        | 115                     | 4                | 101     | 148     | 5000 MAC                | 111                            | 31               | < 50    | 131     |
| Cadmium  | ug/L as Cd       | < 0.01                  | 4                | < 0.01  | < 0.01  | 7 MAC                   | < 0.01                         | 31               | < 0.01  | 0.19    |
| Calcium  | mg/L as Ca       | 7.64                    | 4                | 7.3     | 7.99    | No Guideline Required   | 7.54                           | 31               | 6.3     | 8.73    |
| Chromium   | ug/L as Cr       | < 1                     | 4                | < 1     | < 1     | 50 MAC                  | < 1                            | 31               | < 1     | < 10    |
| Cobalt   | ug/L as Co       | < 0.2                   | 4                | < 0.2   | < 0.2   |                         | < 0.2                          | 31               | < 0.2   | < 20    |
| Copper   | ug/L as Cu       | 0.295                   | 4                | < 0.2   | 2.8     | 2000 MAC / ≤ 1000 AO    | < 0.2                          | 31               | < 0.2   | < 8     |
| Iron   | ug/L as Fe       | < 5                     | 4                | < 5     | 6.2     | ≤ 100 AO                | < 5                            | 31               | < 5     | 24.4    |
| Lead   | ug/L as Pb       | < 0.2                   | 4                | < 0.2   | < 0.2   | 5 MAC                   | < 0.2                          | 31               | < 0.2   | < 0.5   |
| Lithium  | ug/L as Li       | < 2                     | 4                | < 2     | < 2     |                         | < 2                            | 16               | < 2     | < 5     |
| Magnesium  | mg/L as Mg       | 5.875                   | 4                | 5.53    | 6       | No Guideline Required   | 5.64                           | 31               | 4.94    | 6.62    |
| Manganese  | ug/L as Mn       | 9.55                    | 4                | 9.2     | 9.9     | 120 MAC / ≤ 20 AO       | 9.9                            | 31               | < 4     | 12.1    |
| Molybdenum   | ug/L as Mo       | < 1                     | 4                | < 1     | < 1     |                         | < 1                            | 31               | < 1     | < 20    |
| Nickel   | ug/L as Ni       | < 1                     | 4                | < 1     | < 1     |                         | < 1                            | 31               | < 1     | < 50    |
| Potassium  | mg/L as K        | 3.33                    | 4                | 3.24    | 3.36    |                         | 3.39                           | 31               | 2.81    | 3.73    |
| Sulphur  | mg/L as S        | 3.15                    | 4                | < 3     | 4.1     |                         | < 3                            | 30               | < 3     | 5.8     |
| Selenium   | ug/L as Se       | 0.835                   | 4                | 0.31    | 4.64    | 50 MAC                  | 0.13                           | 31               | < 0.1   | 3.04    |
| Silicon  | mg/L             | 4660                    | 4                | 4340    | 5170    |                         | 4460                           | 31               | 1400    | 5400    |
| Silver   | ug/L as Ag       | < 0.02                  | 4                | < 0.02  | < 0.02  | No Guideline Required   | < 0.02                         | 31               | < 0.02  | < 10    |
| Sodium   | mg/L as Na       | 27.5                    | 4                | 26.8    | 30.3    | ≤ 200 AO                | 28.2                           | 31               | 23.5    | 32.2    |
| Strontium  | ug/L as Sr       | 52.45                   | 4                | 51.9    | 56.9    | 7000 MAC                | 55.6                           | 31               | 43      | 66.4    |
| Tin  | ug/L as Sn       | < 5                     | 4                | < 5     | < 5     |                         | < 5                            | 31               | < 5     | < 20    |
| Titanium   | ug/L as Ti       | < 5                     | 4                | < 5     | < 5     |                         | < 5                            | 31               | < 5     | < 10    |
| Thallium   | ug/L as Tl       | < 0.01                  | 4                | < 0.01  | < 0.01  |                         | < 0.01                         | 30               | < 0.01  | < 0.05  |
| Uranium  | ug/L as U        | < 0.1                   | 4                | < 0.1   | < 0.1   | 20 MAC                  | < 0.1                          | 30               | < 0.1   | < 0.1   |
| Vanadium   | ug/L as V        | < 5                     | 4                | < 5     | < 5     |                         | < 5                            | 31               | < 5     | < 10    |
| Zinc   | ug/L as Zn       | < 5                     | 4                | < 5     | 23.7    | ≤ 5000 AO               | < 5                            | 31               | < 5     | 136     |
| Zirconium  | ug/L as Zr       | < 0.1                   | 4                | < 0.1   | < 0.1   |                         | < 0.1                          | 30               | < 0.1   | < 0.5   |

Table 2

| Table 2: 2024 Summary of Treated Water Test Results, Port Renfrew Water System |             |                         |          |         |         |                           |                                |                  |         |         |
|--|-------------|-------------------------|----------|---------|---------|---------------------------|--------------------------------|------------------|---------|---------|
| PARAMETER  |             | 2024 ANALYTICAL RESULTS |          |         |         | CANADIAN GUIDELINES       | 2014 - 2023 ANALYTICAL RESULTS |                  |         |         |
| Parameter  | Units of    | Annual                  | Samples  | Range   |         | ≤ = Less than or equal to | Median                         | Samples Analyzed | Range   |         |
| Name   | Measure     | Median                  | Analyzed | Minimum | Maximum |                           |                                |                  | Minimum | Maximum |
| ND means Not Detected by analytical method used                                |             |                         |          |         |         |                           |                                |                  |         |         |
| Physical Parameters/Non-Metallic Inorganics                                    |             |                         |          |         |         |                           |                                |                  |         |         |
| Carbon, Total Organic  | mg/L as C   | 0.77                    | 4        | 0.67    | 0.95    | <0.05 AO                  | 0.65                           | 34               | < 0.3   | 15      |
| Hydrogen Sulfide   | mg/L        | < 0.002                 | 4        | < 0.002 | 0.003   |                           | < 0.002                        | 9                | < 0.002 | 0.0069  |
| Hardness as CaCO3  | mg/L        | 43.85                   | 4        | 41.9    | 44.6    | No Guideline Required     | 42.35                          | 28               | 37.1    | 48      |
| pH   | pH units    | 7.2                     | 3        | 7.1     | 7.6     | 6.5 - 8.5 AO              | 7.2                            | 39               | 6.9     | 7.96    |
| Turbidity  | NTU         | Not tested in 2024      |          |         |         |                           | 0.15                           | 13               | 0.1     | 0.25    |
| Water Temperature  | degrees C   | 9.55                    | 92       | 0.3     | 16.2    |                           | 10.4                           | 1753             | 0.7     | 24.1    |
| Microbial Parameters   |             |                         |          |         |         |                           |                                |                  |         |         |
| Microbial Parameters   |             |                         |          |         |         |                           |                                |                  |         |         |
| Coliform, Total  | CFU/100 mL  | < 1                     | 85       | < 1     | < 1     | 0 MAC                     | < 1                            | 554              | <1      | 26      |
| E. coli  | CFU/100 mL  | < 1                     | 85       | < 1     | < 1     | 0 MAC                     | < 1                            | 554              | <1      | 2       |
| Hetero. Plate Count, 7 day   | CFU/1 mL    | 50                      | 1        | 50      | 50      | No Guideline Required     | 50                             | 17               | < 10    | 450     |
| Disinfectants  |             |                         |          |         |         |                           |                                |                  |         |         |
| Chlorine, Free Residual  | mg/L as Cl2 | 0.475                   | 368      | 0.06    | 1.4     | No Guideline Required     | 0.41                           | 2137             | < 0.02  | 68      |
| Chlorine, Total Residual   | mg/L as Cl2 | Not tested in 2024      |          |         |         | No Guideline Required     | 0.51                           | 641              | 0.05    | 2.14    |
| Disinfection By-Products   |             |                         |          |         |         |                           |                                |                  |         |         |
|  |             |                         |          |         |         |                           |                                |                  |         |         |
| Trihalomethanes (THMs)   |             |                         |          |         |         |                           |                                |                  |         |         |
| Bromodichloromethane   | ug/L        | 13.5                    | 4        | 9.9     | 18      |                           | 16                             | 32               | 7.9     | 26.7    |
| Bromoform  | ug/L        | 8.45                    | 4        | 7.5     | 13      |                           | 9.3                            | 32               | < 0.1   | 20.7    |
| Chloroform   | ug/L        | 8.15                    | 4        | 6.4     | 11      |                           | 9.05                           | 32               | 1.84    | 16.7    |
| Chlorodibromomethane   | ug/L        | 19.5                    | 4        | 18      | 23      |                           | 22                             | 32               | <0.1    | 40.3    |
| Total Trihalomethanes  | ug/L        | 50.5                    | 4        | 46      | 59      | 100 MAC                   | 56.5                           | 32               | 3.78    | 98.8    |
| Haloacetic Acids (HAAs)  |             |                         |          |         |         |                           |                                |                  |         |         |
| HAA5   | ug/L        | Not tested in 2024      |          |         |         | 80 MAC                    | 8.4                            | 4                | < 5     | 12      |
| Metals   |             |                         |          |         |         |                           |                                |                  |         |         |
| Aluminum   | ug/L as Al  | 6.85                    | 4        | 6.3     | 11.2    | 2900 MAC / 100 OG         | 7.6                            | 28               | 5.9     | 23.4    |
| Antimony   | ug/L as Sb  | < 0.5                   | 4        | < 0.5   | < 0.5   | 6 MAC                     | < 0.5                          | 28               | < 0.5   | < 0.5   |
| Arsenic  | ug/L as As  | 0.125                   | 4        | < 0.1   | 0.14    | 10 MAC                    | 0.14                           | 28               | 0.11    | 0.17    |
| Barium   | ug/L as Ba  | 1.6                     | 4        | 1.5     | 4       | 1000 MAC                  | 1.5                            | 28               | 1       | 6.4     |
| Beryllium  | ug/L as Be  | < 0.1                   | 4        | < 0.1   | < 0.1   |                           | < 0.1                          | 28               | < 0.1   | < 0.1   |
| Bismuth  | ug/L as Bi  | < 1                     | 4        | < 1     | < 1     |                           | < 1                            | 28               | < 1     | < 1     |
| Boron  | ug/L as B   | 117.5                   | 4        | 103     | 139     | 5000 MAC                  | 114                            | 28               | 100     | 131     |
| Cadmium  | ug/L as Cd  | < 0.01                  | 4        | < 0.01  | < 0.01  | 7 MAC                     | < 0.01                         | 28               | < 0.01  | 0.038   |
| Calcium  | mg/L as Ca  | 7.97                    | 4        | 7.75    | 8.38    | No Guideline Required     | 7.755                          | 28               | 6.88    | 8.81    |
| Chromium   | ug/L as Cr  | < 1                     | 4        | < 1     | < 1     | 50 MAC                    | < 1                            | 28               | < 1     | < 1     |
| Cobalt   | ug/L as Co  | < 0.2                   | 4        | < 0.2   | < 0.2   |                           | < 0.2                          | 28               | < 0.2   | < 0.2   |
| Copper   | ug/L as Cu  | 1.96                    | 4        | 1.44    | 2.3     | 2000 MAC/ ≤ 1000 AO       | 2.07                           | 28               | 0.2     | 5.61    |
| Iron   | ug/L as Fe  | 11.95                   | 4        | 9.9     | 117     | ≤ 100 AO                  | 10.2                           | 28               | < 5     | 221     |
| Lead   | ug/L as Pb  | < 0.2                   | 4        | < 0.2   | 0.26    | 5 MAC                     | < 0.2                          | 28               | < 0.2   | 0.35    |
| Lithium  | ug/L as Li  | < 2                     | 4        | < 2     | < 2     |                           | < 2                            | 15               | < 2     | < 2     |
| Magnesium  | mg/L as Mg  | 5.77                    | 4        | 5.48    | 5.85    | No Guideline Required     | 5.555                          | 28               | 4.82    | 6.33    |
| Manganese  | ug/L as Mn  | 10.2                    | 4        | 4.9     | 87.9    | 120 MAC / ≤ 20 AO         | 6.25                           | 28               | 2.7     | EXG 217 |
| Molybdenum   | ug/L as Mo  | < 1                     | 4        | < 1     | < 1     |                           | < 1                            | 28               | < 1     | 1.1     |
| Nickel   | ug/L as Ni  | < 1                     | 4        | < 1     | < 1     |                           | < 1                            | 28               | < 1     | < 1     |
| Potassium  | mg/L as K   | 3.325                   | 4        | 3.24    | 3.36    |                           | 3.395                          | 28               | 3.1     | 3.72    |
| Selenium   | ug/L as Se  | < 0.1                   | 4        | < 0.1   | < 0.1   | 50 MAC                    | < 0.1                          | 28               | < 0.1   | < 0.1   |
| Sulphur  | mg/L as S   | < 3                     | 4        | < 3     | < 3     |                           | < 3                            | 28               | < 3     | < 3     |
| Silver   | ug/L as Ag  | < 0.02                  | 4        | < 0.02  | < 0.02  | No Guideline Required     | < 0.02                         | 28               | < 0.02  | < 0.02  |
| Sodium   | mg/L as Na  | 32.4                    | 4        | 31.6    | 33.8    | ≤ 200 AO                  | 31.4                           | 28               | 24.8    | 36      |
| Silicon  | mg/L        | 4530                    | 4        | 4470    | 5200    |                           | 4445                           | 28               | 4050    | 5420    |
| Strontium  | ug/L as Sr  | 53.85                   | 4        | 53.6    | 57.4    | 7000 MAC                  | 56                             | 28               | 48.2    | 67.9    |
| Tin  | ug/L as Sn  | < 5                     | 4        | < 5     | < 5     |                           | < 5                            | 28               | < 5     | < 5     |
| Thallium   | ug/L as Tl  | < 0.01                  | 4        | < 0.01  | < 0.01  |                           | < 0.01                         | 28               | < 0.01  | < 0.01  |
| Titanium   | ug/L as Ti  | < 5                     | 4        | < 5     | < 5     |                           | < 5                            | 28               | < 5     | 5.7     |
| Uranium  | ug/L as U   | < 0.1                   | 4        | < 0.1   | < 0.1   | 20 MAC                    | < 0.1                          | 28               | < 0.1   | < 0.1   |
| Vanadium   | ug/L as V   | < 5                     | 4        | < 5     | < 5     |                           | < 5                            | 28               | < 5     | < 5     |
| Zinc   | ug/L as Zn  | 5.05                    | 4        | < 5     | 7.3     | ≤ 5000 AO                 | < 5                            | 28               | < 5     | 17.2    |
| Zirconium  | ug/L as Zr  | < 0.1                   | 4        | < 0.1   | < 0.1   |                           | < 0.1                          | 28               | < 0.1   | 0.12    |

## CAPITAL REGIONAL DISTRICT

## PORT RENFREW WATER

## Statement of Operations (Unaudited)

For the Year Ended December 31, 2024

|   | 2024              | 2023           |
|---|-------------------|----------------|
| <b>Revenue</b>                                    |                   |                |
| Transfers from government                         | 72,248            | 66,243         |
| User Charges                                      | 70,838            | 66,457         |
| Other revenue from own sources:                   |                   |                |
| Transfer from Operating Reserve                   | 3,708             | -              |
| Interest earnings                                 | -                 | 98             |
| Other revenue                                     | 1,503             | 972            |
| <b>Total Revenue</b>                              | <b>148,297</b>    | <b>133,770</b> |
| <b>Expenses</b>                                   |                   |                |
| General government services                       | 5,680             | 6,155          |
| Contract for Services                             | 11,829            | 4,663          |
| CRD Labour and Operating costs                    | 105,338           | 82,731         |
| Supplies  | 16,145            | 8,726          |
| Other expenses                                    | 16,700            | 12,902         |
| <b>Total Expenses</b>                             | <b>155,692</b>    | <b>115,177</b> |
| <b>Net revenue (expenses)</b>                     | <b>(7,395)</b>    | <b>18,593</b>  |
| Transfers to own funds:                           |                   |                |
| Capital Reserve Fund                              | -                 | 13,593         |
| Operating Reserve Fund                            | -                 | 5,000          |
| <b>Annual surplus/(deficit)</b>                   | <b>(7,395)</b>    | <b>-</b>       |
| Accumulated surplus/(deficit), beginning of year  | -                 | -              |
| <b>Accumulated surplus/(deficit), end of year</b> | <b>\$ (7,395)</b> | <b>-</b>       |

## CAPITAL REGIONAL DISTRICT

## PORT RENFREW WATER

## Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2024

|  | Capital Reserve |               |
|--|-----------------|---------------|
|  | 2024            | 2023          |
| <b>Beginning Balance</b>                 | 44,275          | 58,573        |
| Transfer from Operating Budget           | -               | 13,593        |
| Transfer from Completed Capital Projects | 5,076           | -             |
| Transfer to Capital Projects             | -               | (30,000)      |
| Interest Income                          | 2,132           | 2,109         |
| <b>Ending Balance</b>                    | <b>51,483</b>   | <b>44,275</b> |

|                                | Operating Reserve |              |
|--------------------------------|-------------------|--------------|
|                                | 2024              | 2023         |
| <b>Beginning Balance</b>       | 6,286             | 1,171        |
| Transfer from Operating Budget | -                 | 5,000        |
| Transfer to Operating Budget   | (3,708)           | -            |
| Interest Income                | 316               | 115          |
| <b>Ending Balance</b>          | <b>2,894</b>      | <b>6,286</b> |

## CAPITAL REGIONAL DISTRICT

## PORT RENFREW SEWER

Statement of Operations (Unaudited)  
For the Year Ended December 31, 2024

|   | 2024           | 2023           |
|---|----------------|----------------|
| <b>Revenue</b>                                    |                |                |
| Transfers from government                         | 67,019         | 64,750         |
| User Charges                                      | 66,999         | 64,734         |
| Other revenue from own sources:                   |                |                |
| Interest earnings                                 | 134            | 182            |
| Other revenue                                     | 1,548          | 1,472          |
| <b>Total Revenue</b>                              | <b>135,700</b> | <b>131,138</b> |
| <b>Expenses</b>                                   |                |                |
| General government services                       | 5,451          | 5,218          |
| Contract for Services                             | 20,957         | 22,690         |
| CRD Labour and Operating costs                    | 79,283         | 63,463         |
| Other expenses                                    | 13,523         | 23,209         |
| <b>Total Expenses</b>                             | <b>119,214</b> | <b>114,580</b> |
| <b>Net revenue (expenses)</b>                     | <b>16,486</b>  | <b>16,558</b>  |
| Transfers to own funds:                           |                |                |
| Capital Reserve Fund                              | 16,486         | 12,558         |
| Operating Reserve Fund                            | -              | 4,000          |
| <b>Annual surplus/(deficit)</b>                   | <b>-</b>       | <b>-</b>       |
| Accumulated surplus/(deficit), beginning of year  | -              | -              |
| <b>Accumulated surplus/(deficit), end of year</b> | <b>\$ -</b>    | <b>-</b>       |

## CAPITAL REGIONAL DISTRICT

## PORT RENFREW SEWER

## Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2024

|  | Capital Reserve |        |
|--|-----------------|--------|
|  | 2024            | 2023   |
| <b>Beginning Balance</b>                 | 38,844          | 24,997 |
| Transfer from Operating Budget           | 16,486          | 12,558 |
| Transfer from Completed Capital Projects | 28              | -      |
| Transfer to Capital Projects             | (30,000)        | -      |
| Interest Income                          | 1,000           | 1,289  |
| <b>Ending Balance</b>                    | 26,358          | 38,844 |

|                                | Operating Reserve |       |
|--------------------------------|-------------------|-------|
|                                | 2024              | 2023  |
| <b>Beginning Balance</b>       | 8,635             | 4,377 |
| Transfer from Operating Budget | -                 | 4,000 |
| Transfer to Operating Budget   | -                 | -     |
| Interest Income                | 421               | 258   |
| <b>Ending Balance</b>          | 9,056             | 8,635 |



## CAPITAL REGIONAL DISTRICT

## PORT RENFREW STREET LIGHTING

## Statement of Operations (Unaudited)

For the Year Ended December 31, 2024

|   | 2024            | 2023         |
|---|-----------------|--------------|
| <b>Revenue</b>                                    |                 |              |
| Transfers from government                         | 3,722           | 3,589        |
| User Charges                                      | 3,892           | 3,762        |
| Other revenue from own sources:                   |                 |              |
| Interest earnings                                 | 49              | 35           |
| Other revenue                                     | 379             | 269          |
| <b>Total Revenue</b>                              | <b>8,042</b>    | <b>7,655</b> |
| <b>Expenses</b>                                   |                 |              |
| General government services                       | 457             | 449          |
| Electricity                                       | 6,488           | 7,333        |
| Other expenses                                    | 56              | 95           |
| <b>Total Expenses</b>                             | <b>7,001</b>    | <b>7,877</b> |
| <b>Net revenue (expenses)</b>                     | <b>1,041</b>    | <b>(222)</b> |
| <b>Annual surplus/(deficit)</b>                   | <b>1,041</b>    | <b>(222)</b> |
| Accumulated surplus/(deficit), beginning of year  | 1,233           | 1,455        |
| <b>Accumulated surplus/(deficit), end of year</b> | <b>\$ 2,274</b> | <b>1,233</b> |

## CAPITAL REGIONAL DISTRICT

## PORT RENFREW REFUSE DISPOSAL

## Statement of Operations (Unaudited)

For the Year Ended December 31, 2024

|   | 2024           | 2023          |
|---|----------------|---------------|
| <b>Revenue</b>                                    |                |               |
| Transfers from government                         | 39,376         | 34,856        |
| Recovery from Pacheedaht FN                       | 39,375         | 35,538        |
| Recovery from CRD Solid Waste                     | 26,440         | 17,860        |
| Recyclables Sales                                 | 6,076          | 9,677         |
| Licencing Fees                                    | 3,150          | -             |
| Other revenue from own sources:                   |                |               |
| Interest earnings                                 | 177            | 164           |
| Other revenue                                     | 377            | 374           |
| <b>Total Revenue</b>                              | <b>114,971</b> | <b>98,469</b> |
| <b>Expenses</b>                                   |                |               |
| General government services                       | 4,471          | 4,175         |
| Contract for Services                             | 91,616         | 80,335        |
| CRD Labour  | 9,682          | -             |
| Utilities & Telecommunications                    | 3,600          | 5,003         |
| Other expenses                                    | 1,131          | 363           |
| <b>Total Expenses</b>                             | <b>110,500</b> | <b>89,876</b> |
| <b>Net revenue (expenses)</b>                     | <b>4,471</b>   | <b>8,593</b>  |
| Transfers to own funds:                           |                |               |
| Capital Reserve Fund                              | 4,471          | 6,593         |
| Equipment Replacement Fund                        | -              | 2,000         |
| <b>Annual surplus/(deficit)</b>                   | <b>-</b>       | <b>-</b>      |
| Accumulated surplus/(deficit), beginning of year  | -              | -             |
| <b>Accumulated surplus/(deficit), end of year</b> | <b>\$ -</b>    | <b>-</b>      |

## CAPITAL REGIONAL DISTRICT

**PORT RENFREW REFUSE DISPOSAL**  
**Statement of Reserve Balances (Unaudited)**  
**For the Year Ended December 31, 2024**

|  | <b>Capital Reserve</b> |               |
|--|------------------------|---------------|
|  | <b>2024</b>            | <b>2023</b>   |
| <b>Beginning Balance</b>                 | 44,414                 | 36,050        |
| Transfer from Operating Budget           | 4,471                  | 6,593         |
| Transfer from Completed Capital Projects | 10,239                 | -             |
| Transfer to Capital Projects             | -                      | -             |
| Interest Income                          | 2,342                  | 1,771         |
| <b>Ending Balance</b>                    | <b>61,466</b>          | <b>44,414</b> |

|                                | <b>Equipment Replacement Fund</b> |               |
|--------------------------------|-----------------------------------|---------------|
|                                | <b>2024</b>                       | <b>2023</b>   |
| <b>Beginning Balance</b>       | 41,618                            | 39,253        |
| Transfer from Operating Budget | -                                 | 2,000         |
| Interest Income                | 230                               | 365           |
| <b>Ending Balance</b>          | <b>41,848</b>                     | <b>41,618</b> |

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, JUNE 24, 2025**

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**SUBJECT**      **Capital Projects and Operational Update – June 2025Capital Projects and Operational Update – June 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 335 Single Family Equivalents (SFE). 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>                           |
|--|--|
| Draft Report (delayed due to OCP data) | Early Q4 2025                                    |
| 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) |

## **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:

| Draft Report (delayed due to OCP data) | Early Q4 2025                                    |
|--|--|
| 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 February 2025 through May 2025.

- Operations responded to numerous call outs due to stormy weather and power outages.
- Operations provided a system tour for Engineering and Aplin Martin who are undertaking the system master plan study.
- Major tree trimming around the high voltage power lines was completed. This maintenance is recommended to be undertaken on a 3-year cycle.

- Planning is underway for cleaning of both reservoirs potentially in late fall.
- Water distribution system flushing was completed in early May.

### **Port Renfrew Sewer**

Wastewater operational update for the reporting period from February 2025 through May 2025.

- Operations responded to multiple call outs due to stormy weather and snow removal.
- Operations provided a system tour for Engineering and Aplin Martin who are undertaking the system master plan study.
- Operations continues to look for ways to optimize and improve the overall treatment plant process.
- 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                         |