

Meeting Minutes

Port Renfrew Utility Services Committee

Tuesday, June 24, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

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

STAFF: J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; I. Lawrence, Senior Manager, Juan de Fuca Local Area Services; A. Hilva, Manager, Core Area Wastewater Conveyance Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Environmental Resource Management Policy and Planning; J. Oulton, Clean Demolition Permit Assistant; M. Lagoa, Manager, Legislative Services (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:02 pm.

1. Territorial Acknowledgement

Chair Forsberg provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by A. Wickheim, **SECONDED** by C. Wilkinson,
That the agenda for the Port Renfrew Utility Services Committee meeting of June 24, 2025 be approved as amended with the addition of the following items:
- 8.1. Fire Hydrants
- 8.2. Grant Opportunities
CARRIED

3. Adoption of Minutes

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

MOVED by A. Wickheim, **SECONDED** by C. Wilkinson,
That the minutes of the Port Renfrew Utility Services Committee meeting of February 18, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

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

J. Dales presented Item 6.1. for information and introduced the new Electoral Area Services General Manager. The following information was also provided:

- regular attendance of new Electoral Area Services staff members
- upcoming installation of water conservation signage
- current water conservation level and restrictions

6.2. [25-0738](#) Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd

Committee member C. Wilkinson declared a personal conflict and recused himself from the meeting at 2:08 pm.

N. Tokgoz presented Item 6.2..

Discussion ensued regarding:

- desire to prioritize long term residents connecting over new builds
- potential requirement for pumps to deliver water at higher elevations
- system capacity and connection cost
- future capacity and potential additional water sources
- impacts of the upcoming Official Community Plan and Master Plan
- fire suppression requirements

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

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.

CARRIED

Committee member C. Wilkinson returned to the meeting at 3:11 pm.

6.3. [25-0675](#) 2024 Annual Report

J. Dales presented Item 6.3. for information.

Discussion ensued regarding:

- inflow and infiltration of storm water into the sewer system during rain events
- ongoing investigation of potential locations with high inflow and infiltration
- upcoming Master Plan will address future system repairs and replacements

6.4. [25-0671](#) Capital Projects and Operational Update - June 2025

J. Dales, N. Tokgoz, A. Hilva and J. Oulton presented Item 6.4. for information.

Discussion ensued regarding:

- appreciation for recent work at the transfer station
- desire for lighting to allow for evening hours in the winter
- request for signage or control measures for parking area

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Fire Hydrants

Chair Forsberg introduced Item 8.1. and noted that currently a number of the fire hydrants are approaching the end of their suggested life cycle.

A. Hilva noted that all hydrants are functional, however replacement parts for these older hydrants may not be available.

Discussion ensued regarding:

- request for cost estimate to replace all hydrants
- potential for grant funding to support replacements
- clean up of grass and brush around hydrants is required

8.2. Grant Opportunities

Chair Forsberg introduced Item 8.2. for information and spoke to current grant opportunities.

J. Dales provided information on the process to obtain grant funding.

9. Adjournment

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the Port Renfrew Utility Services Committee meeting of June 24, 2025 be
adjourned at 4:02 pm.
CARRIED**

Chair

Recorder