



Notice of Meeting and Meeting Agenda Port Renfrew Utility Services Committee

Tuesday, October 28, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

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 239 006 375#

W. Forsberg (Chair), C. Wilkinson (Vice Chair), C. Carlsen, K. Gatzke, 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. [25-1148](#) Minutes of the Port Renfrew Utility Services Committee meeting of June 24, 2025

Recommendation: That the minutes of the Port Renfrew Utility Services Committee meeting of June 24, 2025 be adopted as circulated.

Attachments: [Minutes - June 24, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1. Presentations

5.2. Delegations

- 5.2.1. [25-1160](#) Delegation - Deane Strongitharm; Representing Strongitharm Consulting; Re: Agenda Item 6.3. Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.

6. Commission Business

6.1. [25-1139](#) Senior Manager's Verbal Update

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

6.2. [25-1044](#) Port Renfrew Utility Services 2026 Operating and Capital Budget

Recommendation: That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:

1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented.

Attachments: [Staff Report: Port Renfrew Utility Services 2026 Operating and Capital Budget](#)
[Appendix A: 2026 Budget Port Renfrew Street Lighting](#)
[Appendix B: 2026 Budget Port Renfrew Refuse Disposal](#)
[Appendix C: 2026 Budget Port Renfrew Water](#)
[Appendix D: 2026 Budget Port Renfrew Sewer](#)

6.3. [25-1101](#) Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.

Recommendation: That staff be directed to consider the content of the Applicant's request for an extension of the existing Port Renfrew Water Service Area boundary to include Applicant-owned lands, during the upcoming Master Plan and Official Community Plan work, to help inform on future expansion needs, and preferred mechanisms for cost sharing future upgrades to the system.

Attachments: [Staff Report: Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.](#)
[Appendix A: CRD Local Service Area Inclusion Requests Guidelines](#)
[Appendix B: Existing Water Infrastructure, Boundary and Applicant Properties](#)
[Appendix C: Applicant Request Letter and Correspondence](#)

6.4. [25-1137](#) Capital Projects and Operational Update - October 2025

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

Attachments: [Staff Report: Capital Projects and Operational Update – October 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting will be held in 2026.

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

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

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF OCTOBER 28, 2025**

SUBJECT **Port Renfrew Utility Services 2026 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2026 Operating and Capital Budget for Committee review and recommendation for the approval of the Capital Regional District (CRD) Board and for the inclusion in the CRD Five-Year Financial Plan, in accordance with Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005".

BACKGROUND

The CRD is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital Budget and a five-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in appendices A to D for the following Port Renfrew services.

- A. Street Lighting Local Service – pertains to the operation of streetlights for the service area.
- B. Refuse Disposal Local Service – pertains to the operation and capital plan for the refuse service area.
- C. Water Local Service – pertains to the operation and capital plan for the entire water service area.
- D. Sewer Local Service – pertains to the operation and capital plan for the sewer service area.

The Operating Budget includes the regular annual costs to operate the services. The Capital Expenditure Plan shows the anticipated expenditure for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2023 and 2025.
- Anticipated changes in level of service (if any).
- Maximum allowable tax requisition.
- Annual cost per taxable folio and per single family equivalent (SFE).

Factors considered in the preparation of the Capital Expenditure Plan included:

- Available funds on hand.
- Projects already in progress.
- Condition of existing assets and infrastructure.
- Regulatory, environmental, and health and safety factors.

Adjustments for surpluses or deficits from 2025 may be made in January 2026. The CRD Board will give final approval to the budget and financial plan in March 2025.

The Financial Plan for the years 2027 to 2030 may be changed in future years.

BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service (Appendix A)

Operating Budget

It is projected that operating expenses in 2025 will be \$2,732 under budget due to unspent contingency funds and savings in electricity costs. It is projected that the 2025 operating revenue will be \$125 under budget.

As a result, there is an overall operating surplus of approximately \$2,607 at the time of forecast in the mid-year. To balance the operating budget at year end, the actual surplus from 2025 will be carried forward into the 2026 operating budget.

Contingency funds have been included in the operating budget in recent years to fund possible increases in the cost of electricity. CRD staff recommend the contingency funds be set at \$2,822 for 2026. Operating costs for 2026 have been increased by \$485 (4.4%) compared to 2025. The increase is primarily to account for inflation and higher energy costs.

Currently there is no capital plan, reserve or debt for this service.

User Charge and Parcel Tax

The service is funded by parcel tax and user charges on residential properties. All properties within the local service area are responsible for the user charge and parcel tax. Table 1 below summarizes the 2026 over 2025 changes for parcel tax and user charge.

Table 1 – User Charge and Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2025	\$4,148	88	\$49.61	\$4,310	90	\$47.89	\$97.50
2026	\$4,220	88	\$50.47	\$4,390	90	\$48.78	\$99.25
Change (\$)	\$72	0	\$0.86	\$80	0	\$0.89	\$1.75
Change (%)	1.74%	0.00%	1.74%	1.86%	0.00%	1.86%	1.80%

* Includes the 5.25% collection fee charged by the Ministry of Finance (not CRD revenue)

The 2026 fixed user charge per SFE based on the budget recommended will be included in the fees and charges bylaw for approval by the CRD Board to be effective January 2026.

Port Renfrew Refuse Disposal Local Service (Appendix B)

Operating Budget

It is projected that 2025 operating expenses will be approximately \$4,749 over budget. Factors contributing to the operating overage are primarily due to a busy summer tourist season with increased waste tonnages being received at the depot. This resulted in increased costs for staff wages to keep the depot operating seven days a week, for additional bin servicing, and associated Hartland Landfill tipping fees.

Revenues for 2025 are expected to be \$15,983 over budget which is a result of increased Internal Recovery Funding from the CRD Environmental Resources Management Budget.

As a result, there is an overall budget surplus of \$11,234 at the time of forecast in the mid-year.

To balance the operating budget at year end, the actual surplus or deficit will be balanced with 2025 reserve fund transfers, namely the Capital Reserve Fund (CRF) and/or Equipment Replacement Fund (ERF). In the event the deficit cannot be fully recovered by reserve transfers in 2025, the deficit must immediately be included as an expenditure to be recovered from revenue in the 2026 financial plan as required by the LGA Section 374(11).

Operating costs for 2026 have increased by \$9,514 (6.5%) compared to 2025. This increase is primarily due to inflation and the expectation that high tourism activity will continue to require increases in staff wages, costs for bin servicing, and Hartland Landfill tipping fees.

Currently there is no debt or operating reserve for this service.

Capital Reserve Fund

The CRF is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating funds or debt.

The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and emergency responses to infrastructure failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board. The target balance for the service to be maintained is approximately \$60,000.

It is proposed that the budgeted transfer to the CRF be set at \$22,880 in 2026. The capital reserve balance at the end of 2025 is projected to be \$50,022.

Equipment Replacement Fund

The ERF is used to fund the replacement of assets such as fencing, pavement, and bins. It is proposed that the transfer to the ERF be increased to \$4,040 in 2026. The balance of the ERF at the end of 2025 is projected to be \$43,848. As the service undertakes the next phase of planning for the five-year capital plan, including site efficiency upgrades, it is anticipated that associated equipment upgrades will be identified and funded in future years through the ERF.

Capital Expenditure Plan

The five-year capital plan includes approximately \$189,500 of expenditures to implement ongoing site upgrades that will improve site capacity. This capital plan will be funded by a combination of the service's capital on hand (\$150,000) and CRF (\$39,500) in 2026.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

Cost per Average Household

The cost per average household is based on the assessment value in the service area. This information is available from BC Assessment in February of each year, at which point the cost per average household will be calculated.

Port Renfrew Water Local Service (Appendix C)

Operating Budget

It is projected that the total operating expenses in 2025 will be \$675 over budget due to unexpected maintenance repairs. These repairs include multiple water leaks and low-pressure investigations, as well as a large increase in chemical costs and usage.

It is projected that the 2025 operating revenue will be \$330 over budget.

There is an overall operating deficit of approximately \$345 at the time of forecast in the mid-year. To balance the operating budget at the end of year, the actual surplus or deficit will be balanced with 2025 reserve fund transfers, namely the CRF and/or ORF. In the event the deficit cannot be fully recovered by reserve transfers in 2025, the deficit must immediately be included as expenditure to be recovered from revenue in 2026 financial plan as required by the *LGA* Section 374(11).

Operating costs for 2026 (excluding one-time cyclical program funded by the ORF in 2025 for tree clearing in the amount of \$10,000 and 2026 reservoir cleaning in the amount of \$8,000) have been increased by \$17,411 (12.7%) compared to 2025. The increase is primarily to account for inflation, increased labour costs, and the cost of chemicals for disinfection.

Currently there is no debt for this service.

Operating Reserve Fund

The ORF is used to fund cyclical maintenance activities, equipment, and supply purchases that typically do not occur on an annual basis to mitigate the swings in expense and revenue requirement year over year. Typical maintenance activities include hydrant/standpipe maintenance, reservoir cleaning and inspection, and ground water well servicing. The ORF is also used to respond to unforeseen events and operating emergencies.

The ORF transfers planned in the budget are evaluated and guided by the CRD Operating Reserve Guidelines endorsed by the CRD Board. The target balance for the service ranges from \$24,000 to \$55,000.

It is proposed that 2026 transfers to the ORF be set at \$15,000. The ORF balance at the end of 2025 is projected to be \$7,669. There is \$21,000 of planned maintenance to be funded by the ORF over the next five years.

Capital Reserve Fund

The CRF is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and the emergency response to infrastructure failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board. The target balance for the service to be maintained is approximately \$228,000.

It is proposed that the budgeted transfer to the CRF be set at \$20,720 in 2026. The balance of the reserve fund at the end of 2025 is projected to be approximately \$68,623.

Capital Expenditure Plan

The five-year plan includes \$3,195,000 expenditures to be funded by a combination of the service's CRF, capital on hand, grants and new debt.

The Water Master Plan Study (24-01) was initiated in 2024 funded through a combination of Growing Communities Fund (GCF) and Community Works Fund (CWF) and will continue into 2026. The completion of the Master Plan will better inform future projects and thus the Petition or Alternative Approval Process (AAP) (22-01) will progress only after the Master Plan is complete and incorporated into capital planning. All other projects shown on the Capital Plan (as can be seen in Appendix C) are placeholder budgets but will be reassessed and prioritized to align with the outcome of the Master Plan.

Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by the Municipal Finance Authority (MFA) at the time of simulation.

Table 2 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2027	2052	4.85%	\$916,667	\$23,378	\$44,458	\$67,837
	25	2028	2053	4.85%	\$600,000	\$15,302	\$29,100	\$44,402
	25	2029	2054	4.85%	\$350,000	\$8,926	\$16,975	\$25,901
Total					\$1,866,667	\$47,607	\$90,533	\$138,140

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$138,140 equates to approximately \$537.51 cost per parcel.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Projects Fund from multiple funding sources if applicable, including the CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

User Charge and Parcel Tax

This service is funded through user charge and parcel tax. Properties connected to the water system pay the annual user charge and all properties within the local service area pay the parcel tax. Table 3 below summarizes the 2026 over 2025 changes for parcel tax and user charge.

Table 3 – User Charge and Parcel Tax Summary

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>	<i>User Charge</i>	<i>SFE Numbers</i>	<i>User Charge per SFE</i>	<i>Parcel Tax & User Charge</i>
2025	\$87,329	253	\$363.30	\$85,550	317	\$270.21	\$633.51
2026	\$92,477	257	\$378.72	\$96,118	336	\$286.43	\$665.15
Change (\$)	\$5,148	4	\$15.42	\$10,568	19	\$16.22	\$31.64
Change (%)	5.90%	1.58%	4.24%	12.35%	5.99%	6.00%	4.99%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

The 2026 fixed user charge per SFE based on the budget recommended will be included in the fees and charges bylaw for approval by the CRD Board to be effective January 2026.

Port Renfrew Sewer Local Service (Appendix D)

Operating Budget

It is projected that the 2025 operating expenses will be \$8,996 over budget. This is primarily due to increased labour costs, emergency response work, and maintenance/repairs to aging infrastructure.

It is projected that the 2025 operating revenues will be on budget.

As a result, there is an overall deficit of approximately \$8,996 at the time of forecast in the mid-year. To balance the operating budget at the end of year, the actual deficit or surplus will be balanced with 2025 reserve fund transfers, namely the CRF and/or ORF. In the event the deficit cannot be fully recovered by reserve transfers in 2025, the deficit must immediately be included as an expenditure to be recovered from revenue in 2026 financial plan as required by the LGA Section 374(11).

Operating costs for 2026 have increased by \$5,063 (4.3%) compared to 2025. The increase is primarily to account for inflation, and perceived labour costs reflecting the new collective agreement.

Currently there is no debt for this service.

Operating Reserve Fund

The ORF is used to fund cyclical maintenance activities, equipment, and supplies purchases that typically do not occur on an annual basis to mitigate the swings in expense and revenue requirement year over year. Typical maintenance activities include treatment facility tank draining/cleaning/inspection, backup power generator load testing, collection system, etc. Additionally, the ORF is also used to respond to unforeseen events and operating emergencies.

The ORF transfers planned in the budget are evaluated and guided by the CRD Operating Reserve Guidelines endorsed by the CRD Board. The target balance for the service ranges from \$23,000 to \$52,000.

It is proposed that transfers to the operating reserve be set at \$5,000 in 2026. The Operating Reserve Fund balance at the end of 2025 is projected to be approximately \$13,932.

Capital Reserve Fund

The CRF is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and the emergency response to infrastructure failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board. The target balance for the service to be maintained is approximately \$166,000.

It is proposed that the budgeted transfer to the CRF be set at \$20,600 in 2026. The balance of this reserve at the end of 2025 is projected to be approximately \$37,578.

Capital Expenditure Plan

The five-year plan includes \$590,000 of expenditures to be funded by a combination of the service's CRF, capital funds on hand and new debt.

The Sewer Master Plan Study (24-01) was initiated in 2024 funded through a combination of the GCF and CWF and will continue into 2026.

Completion of the Master Plan will better inform future projects and thus the Petition or AAP (22-02) will progress only after the Master Plan is complete and incorporated into capital planning. All other projects shown on the Capital Plan (Appendix D) are placeholder budgets and will be reassessed and prioritized to align with the outcome of the Master Plan.

Table 5 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation. The debt servicing is for System Renewal Project (28-01) for a total budget of \$500,000. Please refer to the 2026 to 2030 Five-Year Capital Plan for details on this project.

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2028	2053	4.85%	\$200,000	\$5,100	\$9,700	\$14,800
	25	2029	2054	4.40%	\$300,000	\$7,650	\$14,550	\$22,200
Total					\$500,000	\$12,750	\$24,250	\$37,000

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by the MFA as a DRF. To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$37,000 equates to approximately \$420.46 cost per parcel.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Projects Fund from multiple funding sources if applicable, including the CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

User Charge and Parcel Tax

This service is funded through user charge and parcel tax. Properties connected to the sewer system pay the annual user charge and all properties within the local service area are responsible for the parcel tax. Table 6 below summarizes the 2026 over 2025 changes for parcel tax and user charge.

Table 6 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2025	\$70,369	88	\$841.63	\$70,349	98	\$719.54	\$1,561.17
2026	\$73,890	88	\$883.74	\$73,871	98	\$755.55	\$1,639.29
Change (\$)	\$3,521	0	\$42.11	\$3,522	0	\$36.01	\$78.12
Change (%)	5.00%	0.00%	5.00%	5.01%	0.00%	5.00%	5.00%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

The 2026 fixed user charge per SFE based on the budget recommended will be included in the fees and charges bylaw for approval by the CRD Board to be effective January 2026.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:

1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented.

Alternative 2

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:

1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the five-year Financial Plan as amended;
2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the five-year Financial Plan as amended;
3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the five-year Financial Plan as amended;
4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the five-year Financial Plan as amended.

RECOMMENDATIONS

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:

1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented;
4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the five-year Financial Plan as presented.

Submitted by:	Denis Jasinsky, Acting Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy CFO
Concurrence:	Stephen Henderson, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2026 Budget Port Renfrew Street Lighting
Appendix B: 2026 Budget Port Renfrew Refuse Disposal
Appendix C: 2026 Budget Port Renfrew Water
Appendix D: 2026 Budget Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2026 Budget

Port Renfrew Street Lighting

Commission Review

OCTOBER 2025

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992; Bylaw No. 3861, January 9, 2013.

PARTICIPATION:

Port Renfrew Local Service Area # 4, D-762.

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

50% of operating cost to be imposed as an annual user fee to each connected property.

PARCEL TAX:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the Local Service Area.

APPENDIX A

1.232 - Port Renfrew Street Lighting	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Electricity	7,810	7,800	8,100	-	-	8,100	8,260	8,430	8,600	8,770
Allocations	460	460	555	-	-	555	565	576	587	599
Contingency	2,722	-	1,110	-	1,712	2,822	1,130	1,150	1,170	1,190
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	11,092	8,360	9,865	-	1,712	11,577	10,055	10,256	10,457	10,659
*Percentage Increase over prior year			-11.1%		15.4%	4.4%	-13.1%	2.0%	2.0%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2025 to 2026	-	2,607	(895)	-	(1,712)	(2,607)	-	-	-	-
Balance c/fwd from 2024 to 2025	(2,274)	(2,274)	-	-	-	-	-	-	-	-
User Charges	(4,310)	(4,310)	(4,390)	-	-	(4,390)	(4,480)	(4,570)	(4,660)	(4,750)
Grants in Lieu of Taxes	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(280)	(155)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
TOTAL REVENUE	(6,944)	(4,212)	(5,645)	-	(1,712)	(7,357)	(4,850)	(4,950)	(5,050)	(5,150)
REQUISITION - PARCEL TAX	(4,148)	(4,148)	(4,220)	-	-	(4,220)	(5,205)	(5,306)	(5,407)	(5,509)
*Percentage increase over prior year										
User Fee			1.9%			1.9%	2.1%	2.0%	2.0%	1.9%
Requisition			1.7%			1.7%	23.3%	1.9%	1.9%	1.9%
Combined			1.8%			1.8%	12.5%	2.0%	1.9%	1.9%

Service: 1.232

Port Renfrew Street Lighting

Committee: Electoral Area

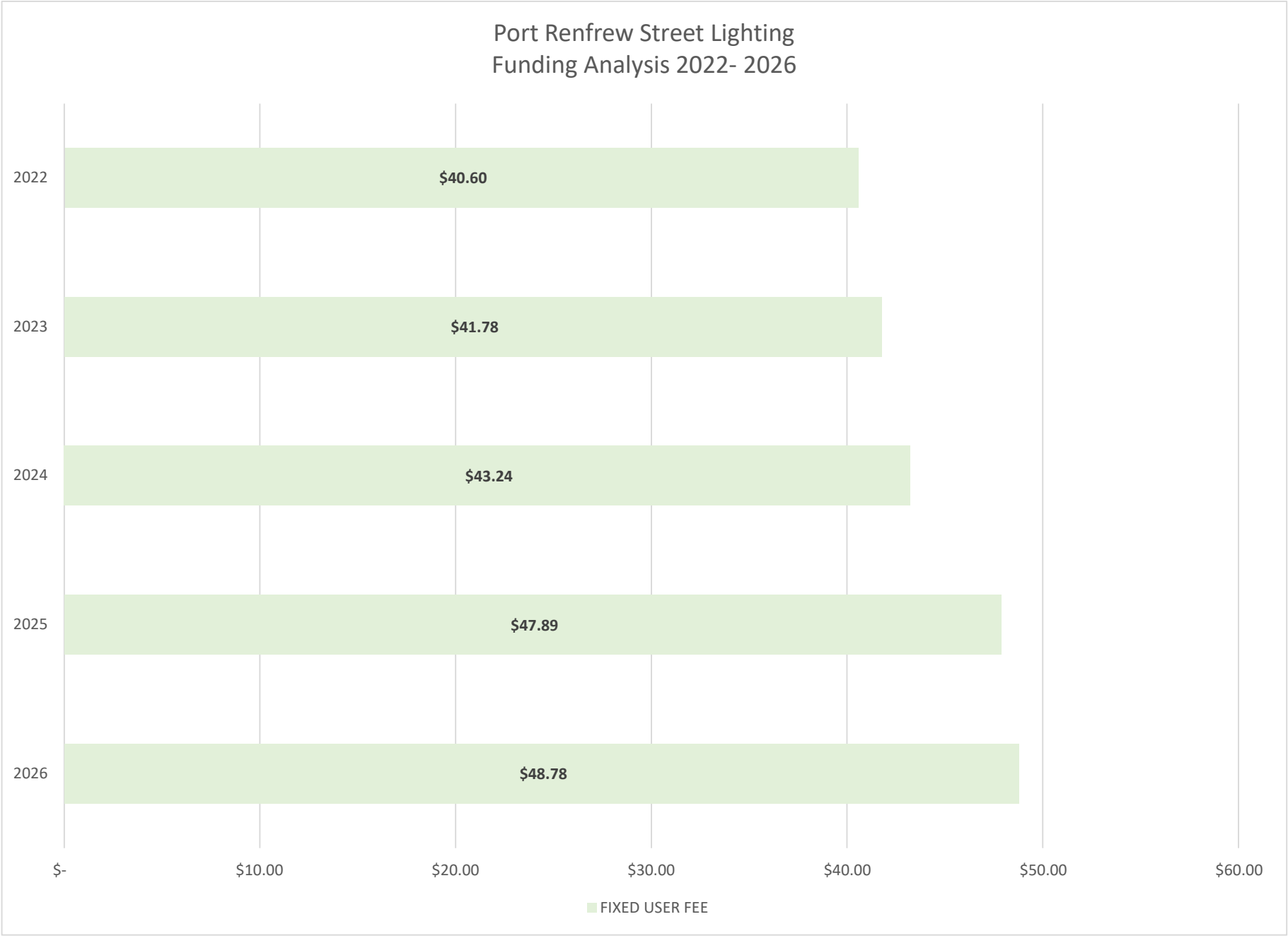
<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax Per Folio</u>	<u>SFE's</u>	<u>User Charge Per Folio</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2017	88	\$42.28	88	\$40.61	\$82.89	4170	\$22,195.70
2018	88	\$43.18	88	\$41.51	\$84.69	4233	\$24,084.60
2019	88	\$24.40	88	\$23.30	\$47.69	4274	\$25,562.50
2020	88	\$45.01	89	\$33.53	\$78.54	4337	\$28,513.00
2021	88	\$39.72	90	\$34.12	\$73.84	4389	\$31,907.30
2022	88	\$41.68	90	\$40.60	\$82.28	4471	\$46,363.70
2023	88	\$42.93	90	\$41.78	\$84.71	4524	\$48,391.50
2024	88	\$44.52	90	\$43.24	\$87.76	4587	\$51,718.30
2025	88	\$49.61	90	\$47.89	\$97.50	4649	\$51,363.90
2026	88	\$50.47	90	\$48.78	\$99.25		

Change from 2025 to 2026

\$0.86
1.74%

\$0.89
1.86%

\$1.75
1.80%



CAPITAL REGIONAL DISTRICT

2026 Budget

Port Renfrew Refuse Disposal

Commission Review

OCTOBER 2025

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

SERVICE DESCRIPTION:

Provision of recycling and solid waste transfer station operations in Port Renfrew.

PARTICIPATION:

Local Service Area #3 of the Electoral Area of Sooke B(762)

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

RESERVE FUND:

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

APPENDIX B

1.523 - Port Renfrew Refuse Disposal	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Salaries and Wages	45,000	50,000	50,000	-	-	50,000	62,485	64,158	65,636	67,140
Contract - Operation	-	-	-	-	-	-	-	-	-	-
Contract for Services	93,000	93,000	94,680	-	-	94,680	96,570	98,500	100,470	102,480
Allocations	4,634	4,634	7,339	-	-	7,339	7,471	7,620	7,773	7,928
Electricity	1,250	1,250	1,290	-	-	1,290	1,320	1,350	1,380	1,410
Other Operating Expenses	2,891	2,640	2,980	-	-	2,980	3,038	3,096	3,154	3,213
TOTAL OPERATING COSTS	146,775	151,524	156,289	-	-	156,289	170,884	174,724	178,413	182,171
*Percentage Increase over prior year			6.5%			6.5%	9.3%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	5,000	4,040	-	-	4,040	4,120	4,200	4,280	4,370
Transfer to Capital Reserve Fund	16,000	24,234	22,880	-	-	22,880	18,360	18,705	19,360	20,030
TOTAL CAPITAL / RESERVES	18,000	29,234	26,920	-	-	26,920	22,480	22,905	23,640	24,400
TOTAL COSTS	164,775	180,758	183,209	-	-	183,209	193,364	197,629	202,053	206,571
Internal Recovery	(27,233)	(44,516)	(44,516)	-	-	(44,516)	(45,851)	(47,227)	(48,644)	(50,103)
NET COSTS	137,542	136,242	138,693	-	-	138,693	147,513	150,402	153,409	156,468
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(10,000)	(8,000)	(8,140)	-	-	(8,140)	(8,300)	(8,470)	(8,640)	(8,810)
Recovery Cost	(62,346)	(62,346)	(63,470)	-	-	(63,470)	(67,795)	(69,150)	(70,530)	(71,940)
Grants in Lieu of Taxes	(400)	(400)	(410)	-	-	(410)	(420)	(430)	(440)	(450)
Licencing Fees	(2,400)	(3,150)	(3,150)	-	-	(3,150)	(3,150)	(3,150)	(3,210)	(3,270)
Other Revenue	(50)	-	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(75,196)	(73,896)	(75,220)	-	-	(75,220)	(79,715)	(81,250)	(82,870)	(84,520)
REQUISITION	(62,346)	(62,346)	(63,473)	-	-	(63,473)	(67,798)	(69,152)	(70,539)	(71,948)
*Percentage increase over prior year Requisition			1.8%			1.8%	6.8%	2.0%	2.0%	2.0%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2026 - 2030 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Capital Reserve Fund	50,022	33,402	51,762	70,467	89,827	109,857
Equipment Replacement Fund	43,848	47,888	52,008	56,208	60,488	64,858
Total	93,870	81,290	103,770	126,675	150,315	174,715

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1021 101365	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		61,466	50,022	33,402	51,762	70,467	89,827
Transfer from Ops Budget		16,000	22,880	18,360	18,705	19,360	20,030
Transfer from Cap Fund		-					
Transfer to Cap Fund		(30,000)	(39,500)	-	-	-	-
Interest Income*		2,556					
Ending Balance \$		50,022	33,402	51,762	70,467	89,827	109,857

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement. Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Fund Centre:	101448						
Beginning Balance		41,848	43,848	47,888	52,008	56,208	60,488
Transfer from Ops Budget		2,000	4,040	4,120	4,200	4,280	4,370
Transfer from Cap Fund		-					
Planned Purchase		-					
Interest Income		-					
Ending Balance \$		43,848	47,888	52,008	56,208	60,488	64,858

APPENDIX B

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.523	Carry						
	Port Renfrew Refuse Disposal	Forward	2026	2027	2028	2029	2030	TOTAL
		from 2025						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$162,000	\$189,500	\$0	\$0	\$0	\$0	\$189,500
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$162,000	\$189,500	\$0	\$0	\$0	\$0	\$189,500
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SOURCE OF FUNDS

Capital Funds on Hand	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Debtenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$12,000	\$39,500	\$0	\$0	\$0	\$0	\$39,500

\$162,000	\$189,500	\$0	\$0	\$0	\$0	\$189,500
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Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #:

1.523

Service Name:

Port Renfrew Refuse Disposal

Project Description				Project Budget & Schedule									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2026	2027	2028	2029	2030	5 - Year Total auto-populates
23-01	New	Covered recyclables storage	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.	\$ 12,000	S	Res	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
24-01	New	Site efficiency upgrades	Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor containers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. (\$262,500 - GCF; \$30,000 - CWF)	\$ 350,000	S	Cap	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
24-01	New	Site efficiency upgrades			S	Res	\$ -	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ 27,500
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Grand Total				\$ 362,000				\$ 189,500	\$ -	\$ -	\$ -	\$ -	\$ 189,500

Service:	1.523	Port Renfrew Refuse Disposal
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Project Number	23-01	Capital Project Title	Covered recyclables storage	Capital Project Description	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.
Project Rationale					

Project Number	24-01	Capital Project Title	Site efficiency upgrades	Capital Project Description	Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor containers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. (\$262,500 - GCF; \$30,000 - CWF)
Project Rationale					

1.523 - Port Renfrew Refuse Disposal

Capital Projects Fund
Updated @ Sep 23, 2025

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2024	CE.872.4001	24-01	Open	Port Renfrew Transfer Station Upgrades	322,500	32,284	290,216	322,500
				Total	322,500	32,284	290,216	322,500

CAPITAL REGIONAL DISTRICT

2026 Budget

Port Renfrew Water

Commission Review

OCTOBER 2025

Service: **2.650** **Port Renfrew Water**

Committee: **Electoral Area**

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992).

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements.

COMMITTEE:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

User Charge:

50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system.

Parcel Tax:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charges:

At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997).

APPENDIX C

2.650 - Port Renfrew Water	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,870	3,500	9,030	-	8,000	17,030	9,200	9,370	9,560	9,750
Allocations - Operations	88,870	95,800	94,277	-	-	94,277	96,160	98,080	100,040	102,040
Allocations - Other	10,164	10,164	11,389	-	-	11,389	11,628	11,890	12,156	12,427
Electricity	6,000	6,000	6,110	-	-	6,110	6,230	6,350	6,480	6,610
Supplies	15,330	11,330	15,350	-	-	15,350	15,650	15,960	16,270	16,590
Water Testing	3,341	3,341	3,640	-	-	3,640	3,740	3,842	3,946	4,052
Other Operating Expenses	14,070	17,185	14,260	-	-	14,260	14,584	27,923	15,265	15,622
TOTAL OPERATING COSTS	146,645	147,320	154,056	-	8,000	162,056	157,192	173,415	163,717	167,091
*Percentage Increase over prior year			5.1%		5.5%	10.5%	-3.0%	10.3%	-5.6%	2.1%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	15,000	14,655	15,000	-	-	15,000	15,000	15,000	15,000	15,000
Transfer to Capital Reserve Fund	15,000	15,000	20,720	-	-	20,720	35,037	16,265	24,177	72,090
MFA Debt Reserve Fund	-	-	-	-	-	-	9,167	6,000	3,500	-
Interest Payments	-	-	-	-	-	-	11,115	51,733	82,046	90,533
Principal Payments	-	-	-	-	-	-	-	23,378	38,681	47,607
TOTAL DEBT / RESERVES	30,000	29,655	35,720	-	-	35,720	70,319	112,376	163,404	225,230
TOTAL COSTS	176,645	176,975	189,776	-	8,000	197,776	227,511	285,791	327,121	392,321
*Percentage Increase over prior year			7.4%		4.5%	12.0%	15.0%	25.6%	14.5%	19.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2024 to 2025	7,395	7,395	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(8,000)	(8,000)	-	(13,000)	-	-
User Charges	(85,550)	(85,550)	(96,118)	-	-	(96,118)	(115,340)	(138,410)	(166,090)	(199,310)
Other Revenue	(1,161)	(1,491)	(1,181)	-	-	(1,181)	(1,201)	(1,221)	(1,241)	(1,261)
TOTAL REVENUE	(89,316)	(89,646)	(97,299)	-	(8,000)	(105,299)	(116,541)	(152,631)	(167,331)	(200,571)
REQUISITION - PARCEL TAX	(87,329)	(87,329)	(92,477)	-	-	(92,477)	(110,970)	(133,160)	(159,790)	(191,750)
*Percentage increase over prior year										
User Fees			12.4%			12.4%	20.0%	20.0%	20.0%	20.0%
Requisition			5.9%			5.9%	20.0%	20.0%	20.0%	20.0%
Combined			9.1%			9.1%	20.0%	20.0%	20.0%	20.0%

Port Renfrew Water
Reserve Summary Schedule
2026 - 2030 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Operating Reserve Fund	7,669	14,669	29,669	31,669	46,669	61,669
Capital Reserve Fund	68,623	44,343	79,380	95,645	119,822	191,912
Total	76,292	59,012	109,049	127,314	166,491	253,581

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.
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Reserve Cash Flow

Fund: 1500 Fund Centre: 105536	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	2,894	7,669	14,669	29,669	31,669	46,669
Transfer from Ops Budget	14,655	15,000	15,000	15,000	15,000	15,000
Expenditures	(10,000)	(8,000)	-	(13,000)	-	-
Planned Maintenance Activity		Reservoir Cleaning		Tree clearing for high voltage hydro lines		
Interest Income*	120					
Ending Balance \$	7,669	14,669	29,669	31,669	46,669	61,669

<u>Assumptions/Background:</u>

* Interest in planning years nets against inflation which is not included.
--

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		51,483	68,623	44,343	79,380	95,645	119,822
Transfer from Ops Budget		15,000	20,720	35,037	16,265	24,177	72,090
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(45,000)	-	-	-	-
Interest Income*		2,140					
Ending Balance \$		68,623	44,343	79,380	95,645	119,822	191,912

<u>Assumptions/Background:</u>

-Transfer as much as operating budget will allow.

* Interest in planning years nets against inflation which is not included.
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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	2.650 Port Renfrew Water	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$50,000	\$200,000	\$0	\$0	\$0	\$250,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$60,000	\$95,000	\$2,100,000	\$400,000	\$350,000	\$0	\$0	\$2,945,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$60,000	\$95,000	\$2,150,000	\$600,000	\$350,000	\$0	\$0	\$3,195,000

SOURCE OF FUNDS

Capital Funds on Hand	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Debenture Debt (New Debt Only)	\$0	\$0	\$916,667	\$600,000	\$350,000	\$0	\$0	\$1,866,667
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$1,233,333	\$0	\$0	\$0	\$0	\$1,233,333
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$10,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
	\$60,000	\$95,000	\$2,150,000	\$600,000	\$350,000	\$0	\$0	\$3,195,000

Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

APPENDIX C

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #:

2.650

Service Name:

Port Renfrew Water

[illegible]

APPENDIX C

Service: 2.650 Port Renfrew Water			
Project Number 22-01	Capital Project Title Petition or Alternative Approval Process	Capital Project Description Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund large scale capital works, including those identified in the Water Master Plan.	Project Rationale Public engagement for authorization to develop a loan authorization bylaw.
Project Number 23-01	Capital Project Title Supply System Replacement	Capital Project Description Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	Project Rationale The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.
Project Number 23-02	Capital Project Title AC Pipe Replacement Program	Capital Project Description Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	Project Rationale There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.
Project Number 23-03	Capital Project Title Miscellaneous Repairs & Replacements	Capital Project Description Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	Project Rationale The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.

APPENDIX C

Service:	2.650	Port Renfrew Water
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Project Number	24-01	Capital Project Title	Water Master Plan Study	Capital Project Description	Master Planning study for the Port Renfrew service area to be delivered in parallel with Sewer Master Plan Study. (25% CWF, 75% GCF)
Project Rationale	Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Sewer Master Plan Study. Based on recent application, anticipated 75% GCF and 25% CWF for grant funding.				

Project Number	25-01	Capital Project Title	Service Line Replacements	Capital Project Description	Initial budget for replacement of problem service lines
Project Rationale	Water service lines are beginning to show signs of concern. This initial budget is meant to assess and replace service lines that are demonstrating problems.				

Project Number	28-01	Capital Project Title	System Renewal	Capital Project Description	Design Process for Facility system upgrades resulting from Master Plan recommendations. Placeholder budget while awaiting Master Plan completion and further study.
Project Rationale	Design Process for Facility system upgrades resulting from Master Plan recommendations. Placeholder budget while awaiting Master Plan completion and further study.				

2.650 - Port Renfrew Water

Capital Projects
Updated @ Sep 23, 2025

Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
					Expenditure Actuals	Remaining Spending	
2024	CE.868.4501	Open	Water Master Plan Study	175,000	70,231	104,769	175,000
			Totals	175,000	70,231	104,769	175,000

APPENDIX C

Service: **2.650** **Port Renfrew Water** Committee: **Electoral Area**

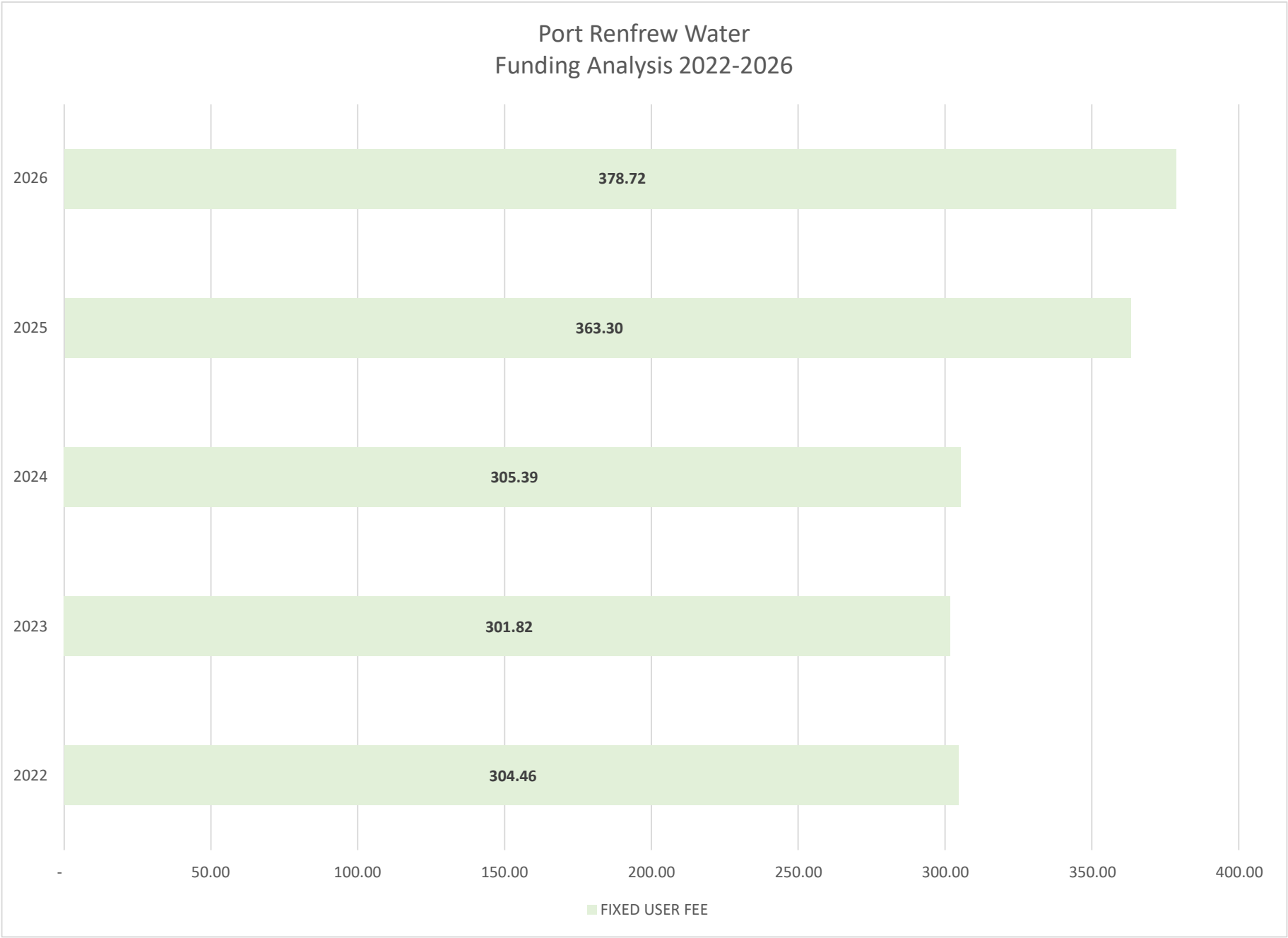
<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2017	198	\$280.35	269	\$197.71	\$478.06	4170	\$55,762
2018	198	\$283.11	269	\$204.25	\$487.36	4233	\$64,050
2019	211	\$277.19	286	\$195.50	\$472.69	4274	\$72,817
2020	223	\$275.29	308	\$189.65	\$464.94	4337	\$83,581
2021	223	\$283.26	315	\$190.76	\$474.02	4389	\$92,094
2022	223	\$304.46	316	\$204.41	\$508.87	4471	\$134,102
2023	231	\$301.82	316	\$209.93	\$511.75	4524	\$148,001
2024	249	\$305.39	317	\$223.74	\$529.13	4587	\$157,298
2025	253	\$363.30	317	\$270.21	\$633.51	4649	\$160,588
2026	257	\$378.72	336	\$286.43	\$665.15		

Change from 2025 to 2026

\$15.42
4.24%

\$16.22
6.00%

\$31.64
4.99%



CAPITAL REGIONAL DISTRICT

2026 Budget

Port Renfrew Sewer

Commission Review

OCTOBER 2025

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

User Charge: 50% of operating cost to be imposed as an annual user fee to each connected property.

Parcel Tax: 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charge: Based on actual cost.

RESERVE FUND:

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

APPENDIX D

3.850 - Port Renfrew Sewer

	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Grit Disposal	11,640	-	11,850	-	-	11,850	12,090	12,330	12,580	12,830
Electricity	7,520	8,300	7,660	-	-	7,660	7,810	7,970	8,130	8,290
Supplies	2,840	2,570	2,890	-	-	2,890	2,950	3,010	3,070	3,130
Allocations - Operations	65,281	77,769	69,218	-	-	69,218	70,600	72,020	73,460	74,920
Allocations - Other	18,747	18,747	19,313	-	-	19,313	19,786	20,276	20,778	21,292
Other Operating Expenses	12,700	20,338	12,860	-	-	12,860	13,120	13,391	13,674	13,959
TOTAL OPERATING COSTS	118,728	127,724	123,791	-	-	123,791	126,356	128,997	131,692	134,421
*Percentage Increase over prior year			4.3%			4.3%	2.1%	2.1%	2.1%	2.1%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	19,120	10,124	20,600	-	-	20,600	28,375	32,370	24,500	18,880
Transfer to Operating Reserve	4,500	4,500	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	2,000	3,000	-
MFA Debt Principal	-	-	-	-	-	-	-	-	5,100	12,750
MFA Debt Interest	-	-	-	-	-	-	-	2,425	13,338	24,250
TOTAL DEBT / RESERVES	23,620	14,624	25,600	-	-	25,600	33,375	41,795	50,938	60,880
TOTAL COSTS	142,348	142,348	149,391	-	-	149,391	159,731	170,792	182,630	195,301
*Percentage Increase over prior year			4.9%			4.9%	6.9%	6.9%	6.9%	6.9%
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(70,349)	(70,349)	(73,871)	-	-	(73,871)	(79,041)	(84,570)	(90,490)	(96,821)
Grants in Lieu of Taxes	(1,530)	(1,530)	(1,530)	-	-	(1,530)	(1,530)	(1,530)	(1,530)	(1,530)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(71,979)	(71,979)	(75,501)	-	-	(75,501)	(80,671)	(86,200)	(92,120)	(98,451)
REQUISITION - PARCEL TAX	(70,369)	(70,369)	(73,890)	-	-	(73,890)	(79,060)	(84,592)	(90,510)	(96,850)
*Percentage increase over prior year										
User Fees						5.0%	7.0%	7.0%	7.0%	7.0%
Requisition						5.0%	7.0%	7.0%	7.0%	7.0%
Combined						5.0%	7.0%	7.0%	7.0%	7.0%

Port Renfrew Sewer
Reserve Summary Schedule
2026 - 2030 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Operating Reserve Fund	13,932	18,932	23,932	28,932	33,932	38,932
Capital Reserve Fund	37,578	38,178	46,553	78,923	103,423	122,303
Total	51,510	57,110	70,485	107,855	137,355	161,235

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.
--

Reserve Cash Flow

Fund: Fund Centre:	1500 105537	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		9,056	13,932	18,932	23,932	28,932	33,932
Transfer from Ops Budget		4,500	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		376					
Ending Balance \$		13,932	18,932	23,932	28,932	33,932	38,932

<u>Assumptions/Background:</u>

* Interest in planning years nets against inflation which is not included.
--

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

Surplus money from the operation of the sewer system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		26,358	37,578	38,178	46,553	78,923	103,423
Transfer from Ops Budget		10,124	20,600	28,375	32,370	24,500	18,880
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(20,000)	(20,000)	-	-	-
Interest Income*		1,096					
Ending Balance \$		37,578	38,178	46,553	78,923	103,423	122,303

<u>Assumptions/Background:</u>

Transfer as much as operating budget will allow.
--

* Interest in planning years nets against inflation which is not included.
--

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	3.850 Port Renfrew Sewer	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$65,000	\$70,000	\$20,000	\$200,000	\$300,000	\$0		\$590,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$65,000	\$70,000	\$20,000	\$200,000	\$300,000	\$0		\$590,000

SOURCE OF FUNDS

Capital Funds on Hand	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$200,000	\$300,000	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$15,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$40,000
	\$65,000	\$70,000	\$20,000	\$200,000	\$300,000	\$0		\$590,000

Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

APPENDIX D

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #:

3.850

Service Name:

Port Renfrew Sewer

[illegible]

Service:	3.850	Port Renfrew Sewer
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Project Number	22-02	Capital Project Title	Petition or Alternative Approval Process	Capital Project Description	Carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases) to fund works identified in the Sewer Master Plan.
Project Rationale	Public engagement for authorization to develop a loan authorization bylaw.				

Project Number	24-01	Capital Project Title	Sewer Master Plan Study	Capital Project Description	Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. (25% CWF, 75% GCF)
Project Rationale	Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful.				

Project Number	27-01	Capital Project Title	Sewer Outfall Repairs	Capital Project Description	Periodic inspections and repairs to extend the life of the WWTP Outfall.
Project Rationale	Failure of the outfall occurred in 2024, requiring operation mobilization and repairs. Issues expected to continue until permanent replacement can be done. This budget is for ongoing interim repairs.				

Project Number	28-01	Capital Project Title	System Renewal	Capital Project Description	Design Process for new Wastewater Treatment Plant, Pump Station and Outfall. Placeholder budget while awaiting Master Plan completion and further study.
Project Rationale	Design Process for new Wastewater Treatment Plant, Pump Station and Outfall. Placeholder budget while awaiting Master Plan completion and further study.				

3.850 - Port Renfrew Sewer

Capital Projects

Updated @ Sep 23, 2025

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2024	CE.869.4501	24-01	Open	Water Plan Master Study	175,000	16,958	158,042	175,000
				Totals	175,000	16,958	158,042	175,000

Service:	3.850	Port Renfrew Sewer	Committee: Electoral Area
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2017	88	\$481.94	94.77	\$430.04	\$911.98	4170	\$22,195.70
2018	88	\$535.22	94.77	\$473.88	\$1,009.10	4233	\$24,084.60
2019	88	\$545.63	94.77	\$481.90	\$1,027.53	4274	\$25,562.50
2020	88	\$576.60	96.77	\$498.36	\$1,074.96	4337	\$28,513.30
2021	88	\$711.11	97.77	\$586.16	\$1,297.27	4389	\$31,907.30
2022	88	\$745.05	97.77	\$640.23	\$1,385.28	4471	\$46,363.70
2023	88	\$774.42	97.77	\$662.10	\$1,436.52	4524	\$48,391.50
2024	88	\$801.56	97.77	\$685.27	\$1,486.83	4587	\$51,718.30
2025	88	\$841.63	97.77	\$719.54	\$1,561.17	4649	\$51,363.90
2026	88	\$883.74	97.77	\$755.55	\$1,639.29		

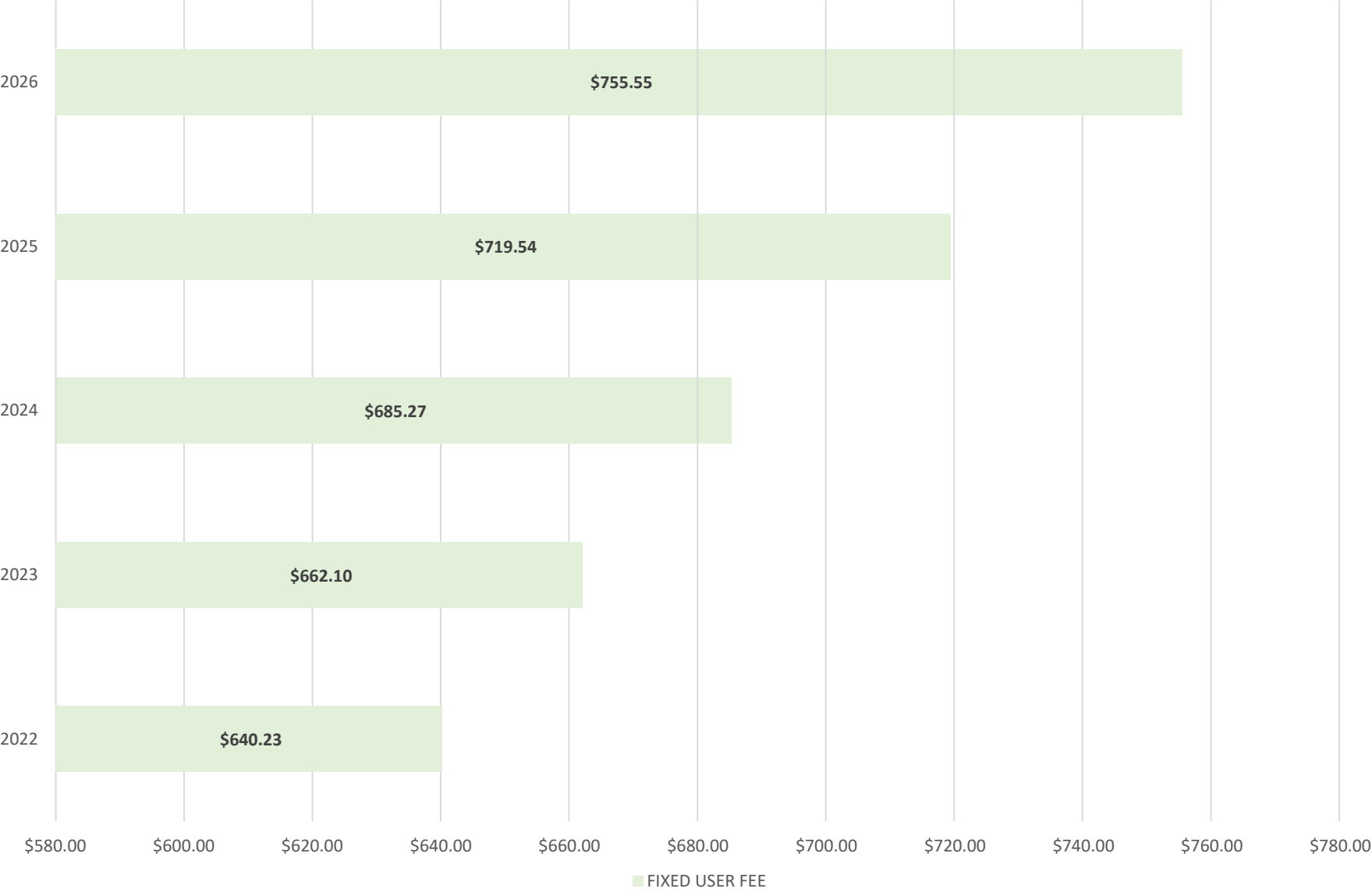
Change from 2025 to 2026

\$42.11
5.00%

\$36.01
5.00%

\$78.12
5.00%

Port Renfrew Sewer
Funding Analysis 2022 - 2026



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF OCTOBER 28, 2025**

SUBJECT **Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.**

ISSUE SUMMARY

The property owner Intrinsic Fund II Ltd. (Applicant) has requested an extension of the existing Port Renfrew Water Service Area (WSA) boundary to include Applicant-owned lands and to advise on preferred mechanisms for cost sharing future water system capacity upgrades.

BACKGROUND

In November 2024, Strongitharm Consulting Ltd., representing the Applicant, contacted Capital Regional District (CRD) staff requesting information on connecting to and receiving water from the Port Renfrew WSA. The Applicant has three properties that are adjacent to and outside of the existing WSA boundary. CRD staff provided the Applicant with the CRD Local Service Area Inclusion Requests Guidelines (Appendix A) outlining the process for applying to amend the WSA boundary to include new properties. In addition, CRD staff informed the Applicant at that time that:

- The current capability to provide water service to all parcels within the existing Port Renfrew WSA boundary is at or near capacity, making expansion capability challenging.
- An extension of the WSA will require a bylaw amendment.
- The CRD is in the process of completing a Water and Sewer Master Plan (the Master Plan) and the Official Community Plan (OCP) for the Port Renfrew Area. The Master Plan will incorporate results from the OCP and inform water servicing requirements to the Port Renfrew Community for both the current WSA and future WSA expansion. The Master Plan is expected to include assessing the capacity of the existing system as well as the capacity to accommodate future growth and service area expansion.
- Requests to expand the current WSA, knowing it is currently constrained and before the Master Plan is complete are unlikely to be supported.

In July 2025, the Applicant submitted a letter formally requesting the consideration of three properties for inclusion in the Port Renfrew WSA. The request included the planned development vision, areas requested for inclusion, and phased water servicing estimates to support an additional 76 Single Family Equivalents (SFEs). The Applicant acknowledged their awareness of the current water system capacity issues and noted their request for inclusion is motivated largely to provide CRD with the best information on what the vision is for the lands and therefore what the servicing demands may be for consideration during the Master Plan process.

The Applicant's development plan including areas requested for inclusion, Port Renfrew WSA boundary and existing water infrastructure is mapped and attached as Appendix B. The Applicant's request letter and correspondence are attached as Appendix C.

At the time of this report, there is a theoretical remaining capacity for 64 SFEs within the existing Port Renfrew WSA, and 15 SFEs were connected to the existing water system over the last five years.

This represents all non-allocated SFEs that have not been purchased or assigned by covenant based on infrastructure or system upgrade contributions. The 64 remaining SFEs are available to the community within the WSA on a first-come, first serve basis.

At its June 29, 2021, meeting, the Port Renfrew Utility Services Committee (PRUSC) approved a motion that 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 (DCC) Bylaw within the Port Renfrew Water System. To date, developers have typically undertaken upgrades to the water system in lieu of paying the \$10,000 per SFE contribution to the PRUSC reserve fund. It should be noted that the Master Plan will not only provide clear insight into current and future Port Renfrew water system capacity, but it will also provide funding strategies and identify funding programs (i.e. DCC's) to support required water system upgrades. The Master Plan and OCP are expected to be completed in early 2026.

The CRD Local Service Area Inclusion Requests Guidelines specify that CRD staff will present the Applicant's request and information to the PRUSC and seek direction from the PRUSC whether to proceed with further analysis or not.

ALTERNATIVES

Alternative 1

That staff be directed to consider the content of the Applicant's request for an extension of the existing Port Renfrew Water Service Area boundary to include Applicant-owned lands, during the upcoming Master Plan and Official Community Plan work, to help inform on future expansion needs, and preferred mechanisms for cost sharing future upgrades to the system.

Alternative 2

That staff be directed to conduct further analysis of Intrinsic Fund II Ltd.'s request for an extension of the existing Port Renfrew Water Service Area boundary to include the Applicant-owned lands and to advise on preferred mechanisms for cost sharing future capacity upgrades.

Alternative 3 (if needed)

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

There is no current existing OCP, Water Master Plan or formal growth-driven infrastructure funding mechanism for the Port Renfrew area. CRD staff are currently undertaking a Water and Sewer Master Plan to assess the existing water and sewer system capacity and identify the necessary infrastructure upgrades to accommodate growth in both the Port Renfrew Area and Pacheedaht First Nation area. CRD staff are also undertaking the Port Renfrew OCP which will be foundational in future growth planning and accommodating capacity beyond the current Port Renfrew WSA boundaries. These projects are expected to be completed in 2026 and will provide insights into the current and future water system capacity and funding mechanisms, allowing for more confident analysis of allocation of additional SFEs to the water system in the near future.

The information from the Applicant's request can be used and included in the Master Plan and OCP to best inform capacity analysis.

Financial Implications

Extending the Port Renfrew WSA boundary will require a bylaw amendment which will require funding for staff time and resources. The charges should be incurred by the Applicant.

CONCLUSION

The Applicant has submitted a formal request to include three properties into the Port Renfrew WSA, supported by preliminary servicing estimates for 76 new SFEs. While the request provides valuable insight into future servicing needs, the current water system is constrained and lacks the infrastructure and planning framework to support expansion at this time. The Master Plan and OCP will provide the necessary context and capacity analysis to inform future decisions regarding service area expansion and are planned to be completed in 2026. Deferring further analysis until these foundational planning documents are complete will ensure a coordinated and sustainable approach to growth and infrastructure investment in Port Renfrew.

RECOMMENDATION

That staff be directed to consider the content of the Applicant's request for an extension of the existing Port Renfrew Water Service Area boundary to include Applicant-owned lands, during the upcoming Master Plan and Official Community Plan work, to help inform on future expansion needs, and preferred mechanisms for cost sharing future upgrades to the system.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Stephen Henderson, General Manager, Electoral Area Services
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: CRD Local Service Area Inclusion Requests Guidelines
- Appendix B: Existing Water Infrastructure, Service Area Boundary and Applicant Properties
- Appendix C: Applicant Request Letter and Correspondence

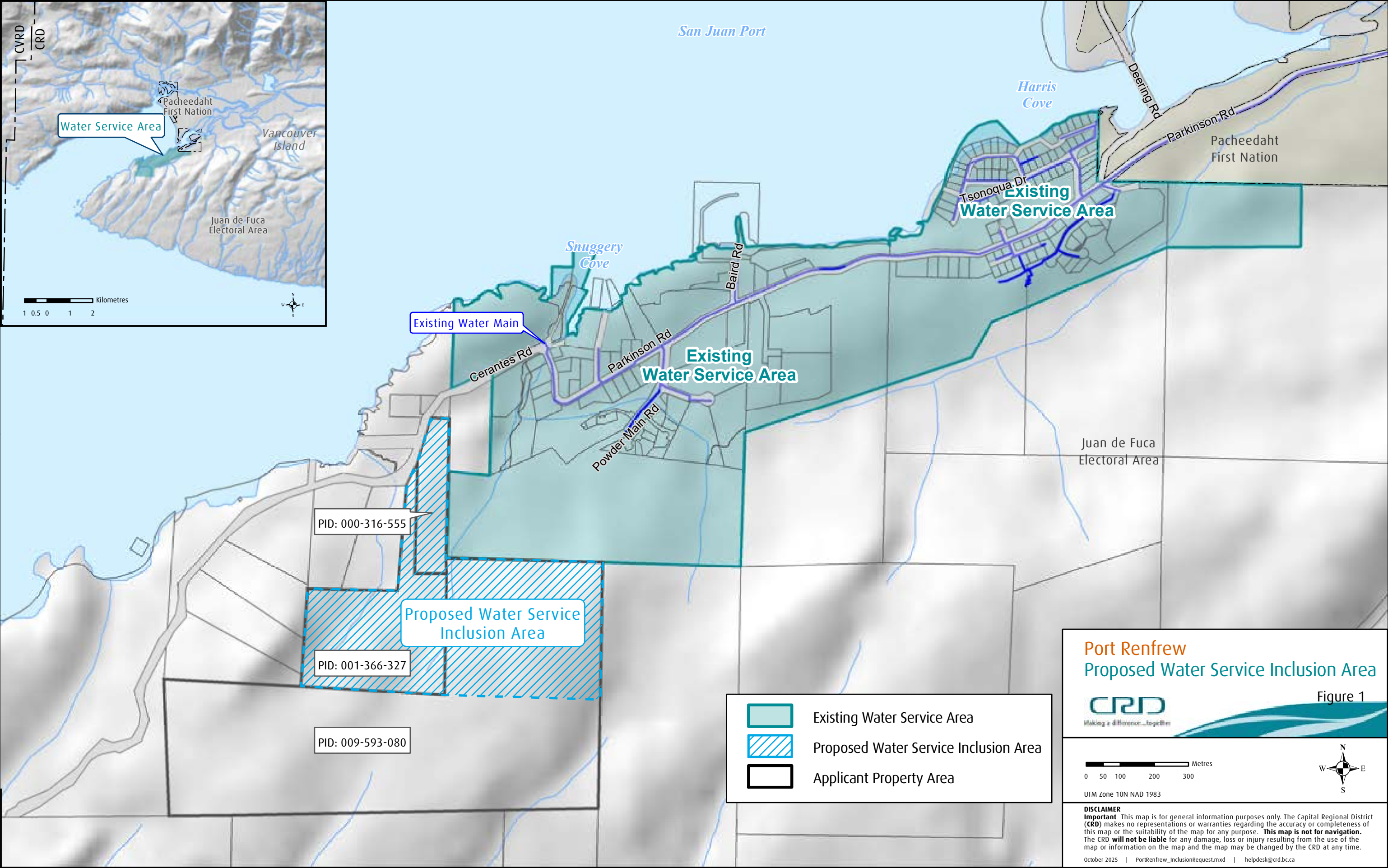
CRD LOCAL SERVICE AREA INCLUSION REQUESTS GUIDELINE

Below is a general step-by-step process for a property that is currently located outside of a CRD Local Service Area but would like to be included in the Service Area:

1. Write a letter to the Capital Regional District (CRD) requesting inclusion into the Service Area.
2. Provide details on the whole development including, but not limited to:
 - Civic Address and Legal Description of the property
 - Current zoning of the property
 - number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),
 - total number of units and total square footage of all buildings,
 - equivalent population for the whole property to be served,
 - average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)
 - domestic water peak demand based on total fixture units. (for water service connection only)
 - The above information will have to be signed and sealed by a professional engineer.
3. Provide a deposit for the CRD to review your information and what impacts it may have on the service. We can follow up with the estimated cost of the CRD's analysis once the information in item 2 has been provided.
4. CRD staff will present the letter and information from item 2 to the Service Area Commission at a Commission Meeting. The Service Area Commissions meet at the call-of-the-chair, typically 3-4 times a year. There are no pre-scheduled set meetings for the Commissions.
5. CRD staff will request direction from the Commission whether to proceed with the analysis or not.
6. If direction is to proceed, the applicant will need to provide a deposit to complete the analysis.
7. Once the analysis is complete, CRD staff will present the results to the Commission, and request direction on whether to proceed with the service area inclusion or not.
8. If the Service Area Commission directs staff to proceed with the service area inclusion, a bylaw will need to be prepared to amend the service area.
9. The bylaw will be presented to the Service Area Commission and the CRD Board for 1st, 2nd and 3rd reading and then sent to the Inspector of Municipalities for approval. After the Inspector of Municipalities approves the bylaw, the CRD Board will make final adoption of the bylaw.
10. Once the Service Bylaw is amended, the applicant can proceed with the process of design and construction of the service extension/connection.
11. The property owner will have to apply for a connection and commence with making annual user fee payment and parcel tax payments to use the service.

12. The service/main extension and/or connection will have to be designed by a Professional Engineer. Another deposit will be required for CRD's time to review the design and assist the consultant in getting the project "construction-ready".
13. Once the connection/extension design is accepted by the CRD, and all other pre-construction items are received (agreements, connection deposit, insurance, permits, etc), construction can begin. More details of the pre-construction items will be provided at this point. The owner will hire a contractor to install the connection/extension to the specifications of the design drawings.
14. Following the construction, the owners are responsible for providing all post-construction items/documentation (as-constructed drawings, construction costs, warranty bond, statutory declaration, inspection reports, etc).
15. Once the one year warranty period is completed, the CRD will return the warranty bond to the owner provided there are no outstanding deficiencies.

Note: Items 1, 2, and 3 need to be completed and submitted, prior to the CRD spending any time on conducting an analysis.





STRONGITHARM CONSULTING LTD.

July 25, 2025

Natalie Tokogz, P.Eng
 Senior Infrastructure Engineer
 Capital Regional District - Integrated Water Services
 479 Island Highway
 Victoria, BC V9B 1H7

Sent via email

RE: Port Renfrew Water Service Area - Inclusion Request

Applicant/Owner: Intrinsic Fund II Ltd. (Andrew Enciu)

PIDs: 000-316-555 & 001-366-327 (TC-1), and PID 009-593-080 (Resource Land)

Dear Ms. Tokogz,

Further to our initial application submitted to you the April 15, 2025 (attached), on behalf of Intrinsic Fund II Ltd. we are pleased to follow up and submit our civil engineer's preliminary "sealed" water-demand calculations for the proposed multi-phase tourism/recreational development at 6491 Cerantes Road in Port Renfrew.

We would also like to let you know that we have been directly involved in the current OCP review process for Port Renfrew and that the properties identified herein are included in the Plan Area for future development as intended. In fact, the lands are further identified as a "special planning area" in recognition of future development.

The following tables mirror what is described in the civil engineer's sealed calculations attached and is provided in this cover letter for clarity.

1. Design Criteria

The design criteria applied to determine water demand is shown in the table below:

Parameter	Cabins & Staff	Boutique Hotel
Average occupancy	3.2 persons/unit	600 L/room/day
Average Day Demand (ADD)	545 L/capita/day	600 L/room/day
Maximum Day Demand factor	2.5 × ADD	2.5 × ADD
Peak Hour Demand factor	1.4 × MDD	1.4 × MDD

Note: Fire-flow, storage and service-connection sizing will be addressed at the detailed design stage.

Suite 100 - 814 Broughton Street, Victoria BC V8W 1E4

778-401-6053 | 250-889-1862 | strongitharmconsult@icloud.com

2. Projected Demands at Full Build-out

The total future domestic water demand at full build out is based on the room count times the future water demand. We would like to reiterate that full build out will take time. A fairly aggressive phasing timeframe is estimated in item 3 (Phasing and Connection Time) below.

Component	Units / Rooms	ADD	MDD	PHD
Cabins (Ph 1-3)	40	69,760 L/day (0.807 L/s)	1.614 L/s	2.260 L/s
Staff Housing	16	9,676 L/day (0.112 L/s)	0.280 L/s	0.392 L/s
Boutique Hotel	20	24,000 L/day (0.278 L/s)	0.695 L/s	0.973 L/s
Total	–	103,436 L/day (1.197 L/s)	2.589 L/s	3.625 L/s

3. Phasing and Connection Time

Phase	Start	Connection	ADD (L/s)	MDD (L/s)
1 (12 cabins)	2026 Q3	2027 Q2	0.242	0.485
2 (+10)	2027 Q4	2028 Q4	0.443	0.887
3 (+18 and staff)	2029 Q1	2030 Q1	1.197	2.194
4 (Hotel)	Post-2030	TBD	1.475	2.589

4. Commitment to Servicing

The owner, Intrinsic Fund II Ltd., acknowledges the existing source and storage constraints in the Port Renfrew system and is prepared to:

1. Enter into a Latecomer or Capital-Cost Contribution Agreement proportionate to demand.
2. Phase physical connections in line with CRD upgrade schedules.
3. Incorporate rain-water harvesting and high-efficiency fixtures to reduce peak demand.

5. Next Steps Requested

We trust this background information provides you with the preliminary information you need at this time. With this information, we would respectfully ask CRD Water Services to:

- Confirm that the preliminary demands fall within/can be included in the long-term planning program for the Port Renfrew system, and with that, give active consideration to the extension of the Water Service Area to include the subject lands; and,
- Advise on preferred mechanisms (Latecomer Agreement, Development Cost Charge, or other funding mechanisms) for cost-sharing future capacity upgrades.

6. Closing

Please see the attached stamped engineering calculations prepared by JE Anderson. Please do not hesitate to contact the undersigned for clarification on any related matter, or if further technical detail is needed. On behalf of the owners, we look forward to working with the Port Renfrew Utility Services Committee and CRD staff on this request.

Yours truly,

A handwritten signature in black ink, appearing to read "Deane Strongitharm". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Deane Strongitharm, MCIP, RPP
Strongitharm Consulting Ltd.

cc. Andrew Enciu, Intrinsic Fund III Ltd.

Attach.



STRONGITHARM CONSULTING LTD.

April 11, 2025

Derek Arthur
Senior Engineering Technologist, Infrastructure and Water Services
CRD Water Services
479 Island Highway
Victoria, BC V9B 1H7

Sent via email

RE: Inclusion of Properties in Port Renfrew Water Service Area

Dear Derek:

On behalf of the Owner(s) of the three parcels legally described below, we kindly request consideration for inclusion in the Port Renfrew Water Service Area. The three parcels for consideration are immediately adjacent to the existing Water Service Area boundary and comprise of the following parcels:

1. PID: 000-316-555 (zoned TC-1) - Identified in red
2. PID: 001-366-327 (zoned TC-1) - Identified in blue
3. PID: 009-593-080 (zoned RL) - Identified in yellow

A full-size map of the above noted parcels can be found in Appendix A.

The intention is to seek inclusion of the parcels 1 and 2 and part of parcel 3 in the Water Service Area that would allow for future low-density recreation/residential development to connect to community water. We are aware that there are current capacity issues with the respect to water system, however, we would like to be included within the Water Service Area and be part of the solution for the long-term benefit and economic growth of Port Renfrew.

A summary table of the three parcels is shown below.

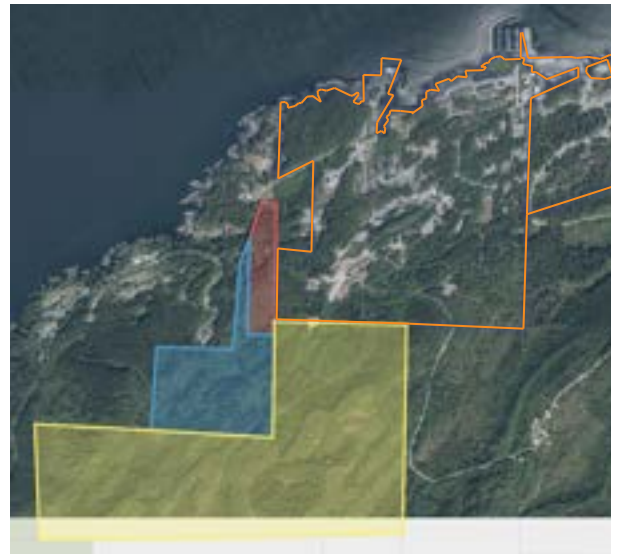


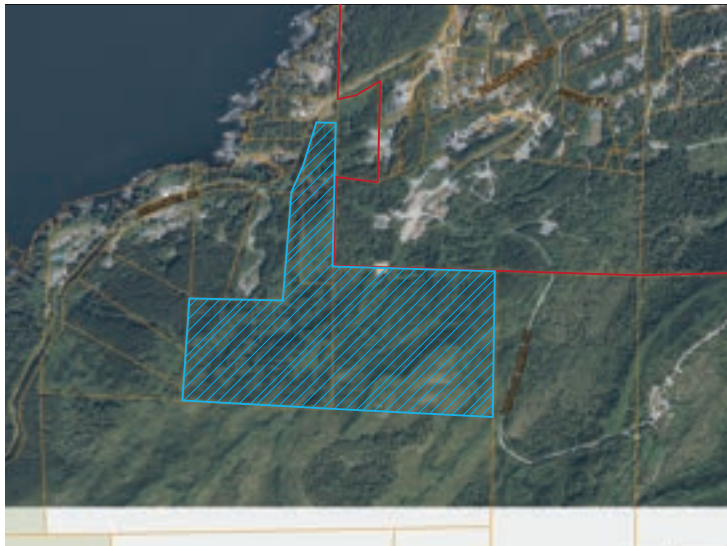
Figure 1: Map showing the three (3) subject parcels and the existing CRD Water Service Area Boundary, shown in orange.

Table 1: Property Summary

ITEM	PARCEL 1	PARCEL 2	PARCEL 3
ADDRESS	6491 Cerantes Rd., PID 000-316-555	No address; PID 001-366-327	No address; PID: 009-593-080
LEGAL DESCRIPTION	LOT C DISTRICT LOT 155 RENFREW PLAN VIP35011	LOT A DISTRICT LOT 155 RENFREW PLAN VIP29646 EXCEPT PLAN 35011	DISTRICT LOT 156 RENFREW
CURRENT ZONING	TC-1: Tourism Commercial	TC-1: Tourism Commercial	RL: Resource Lands
PROPERTY SIZE	9.7 acres (3.9 ha)	34.7 acres (14 ha)	173 acres (70 ha)
EXISTING BUILDINGS	No existing buildings on the property	No existing buildings on the property	No existing buildings on the property

A) Requested Service Area Inclusion

The following plan shows the requested boundary extension of the Water Service Area. As you can see, three parcels are included, however only includes part of Parcel 3. The full-size map can be found in Appendix B.



B) Long-Term Development Vision

The overall vision for the lands can be separated into two development components, developed in phases:

Strata Recreational Cabins (Within Existing TC-1 Lands)

The first component of development is recreational cabins situated on PID: 000-316-555 and PID: 001-366-327 (identified in the above map in the red and blue areas). Long term approximately 40, two-bedroom recreational cabins are envisioned. Each cabin would have full kitchen and average 1.5 bathrooms. The cabins will be accessed off Cerantes Road, tucked into the forest to maintain a West Coast “forest feel”.

Phase 1 will consist of approximately 12 recreational/residential cabins with a building footprint of approximately 90 m² each. The plans are consistent with the current zoning. The cabins will feature West Coast design elements of wood and natural finishes and sited for privacy with approximately 12m separation between cabins. Common amenities planned include walking trails, communal gardens and gathering spaces to foster community and provide a tranquil, nature-immersed experience.

It is likely these recreational cabins will be developed in three phases, starting at the lower reaches of the land nearest Cerantes Road and phased eastward up the hillside. Timing from the completion of each phase is market dependent, but it is anticipated that the first phase would commence in 2026.

Boutique Hotel

The longer-term vision includes the development of a boutique, 20-room hotel and staff accommodation, likely consisting of 12 dormitory-style staffing quarters and 4 staff housing units, all located on the lower reaches of Parcel 3 (PID 009-593-080, identified in the above map in yellow). The boutique hotel is planned as a wellness retreat and lodge with services to include an approximate 50 seat restaurant, pool and spa services, and small meeting room. Hotel laundry and housekeeping is anticipated to be serviced on site. The design is envisioned as a lodge-style building with a central lobby and panoramic ocean views.

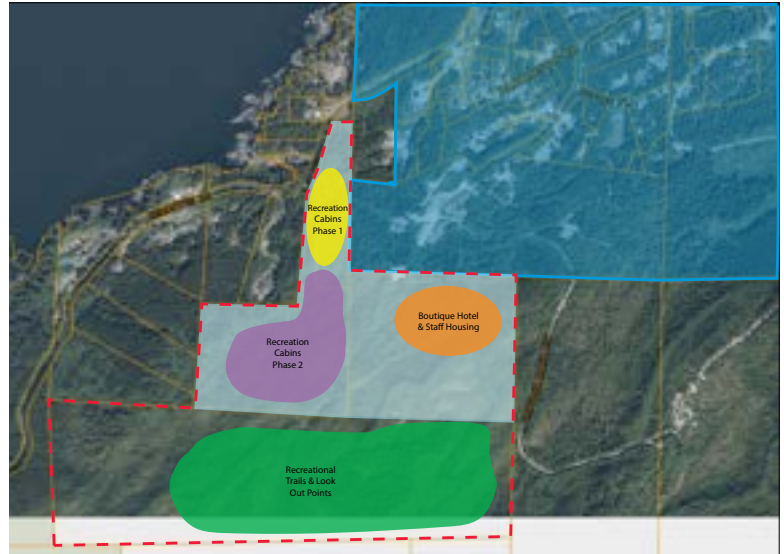
On the higher reaches of this parcel, public community amenities are proposed, including a network of mountain biking trails (approx. 10 km), walking paths, scenic lookouts, and park-like spaces; all designed to preserve the forest atmosphere.

As we are aware of the shortage staff housing in Port Renfrew, 4 self-contained two-bedroom housing units are proposed with 1.5 washrooms for senior staff (i.e., hotel manager and head chef) as well as dormitory style housing with each room accommodating a bedroom, small sitting area/desk and washroom and with common kitchen, living area, and domestic laundry space. The staff housing units

would be built in conjunction with the construction of the boutique hotel. It is important to note that this phase will be subject to rezoning and planned as a seven to ten-year time horizon.

This specific parcel is not located within the existing Port Renfrew OCP area. As part of the current Port Renfrew OCP review, a request has been submitted for the inclusion of the parcel within the Port Renfrew Official Community Plan boundaries.

A spatial use plan is shown below to help visualize the future allocation of uses on the land. A full-size plan can be found in Appendix C.



C) Civil Engineering Water Demand Estimates

J E Anderson & Associates (JEA) are the civil engineers for the development and have provided flow estimates using the CRD Water Services Engineering Specifications and Standard Drawings based on the development strategy referenced above. Once a preliminary review has occurred, more detailed estimates can be provided by JEA.

Table 2: Water Servicing Estimates

Water Servicing Estimates	
Recreational Cabins	
Total Number of Units	40, 2 bedroom, 1.5 bath, cabins
Square Footage	+/- 90 m ² per cabin
Equivalent population of buildings/units	Average occupancy of 3.2 persons/unit
Estimated Fixtures	TBD

Average Daily Peak	545 L per unit = 69,760 L/day
Maximum Daily Peak	2.5 x 0.807 L/s = 1.614 L/s
Staff Housing	
Total Number of Units	12 "dorm" style units with 1 bedroom and washroom per unit, and common kitchen and amenities 4, 2-bedroom units with 1.5 bathrooms, kitchen
Total Square Footage	+/- 130 m ²
Equivalent population of buildings/units	12 dorm units - average flow of 225L/day/unit capacity 2-bedroom units - Average flow of 545L/day capacity
Estimated Fixtures	TBD
Average Daily Peak	9,676 L/day (0.112 L/s)
Maximum Daily Peak	0.280 L/s
Boutique Hotel	
Total Number of Units	20 Hotel rooms Hotel to assume a 50-seat restaurant and laundry services Misc. additional services
Total Square Footage	TBD (850 m ²)
Equivalent population of buildings/units	TBD
Estimated Fixtures	TBD

Average Daily Peak	240,000L/day = 0.278 L/s
Maximum Daily Peak	0.695 L/s

It is the hope and anticipation that the approximate 40 recreational cabins and boutique hotel, located in the lower elevations of the total property, will be able to connect to municipal water in the future.

D) Alignment with OCP Update Goals

Through recent OCP engagement sessions and community feedback, several key priorities have been raised including housing affordability, economic resiliency, environmental stewardship, and enhanced recreational amenities. The future low-density development aligns with the raised priorities with the following:

1. Tourist Recreational/residential & Staff Housing
 - By integrating staff housing, the future development addresses the local need for supporting workforce accommodation and promoting economic vitality.
2. Community Amenities & Recreation
 - The walking paths and mountain biking trails respond directly to public feedback for enhanced outdoor recreation, improved walkability, and expanded community gathering spaces.
3. Nature-Focused Development
 - The proposed development intends to limit environmental disturbance by situating cabins thoughtfully in forested areas, preserving view corridors, and employing low-impact design elements as much as possible. The boutique hotel focuses on harmony with the natural environment through careful land use planning. Rainwater capture technology is proposed as an auxiliary water conservation measure.
4. Tourism & Local Economic Development
 - The boutique hotel will draw visitors year-round, supporting Port Renfrew's eco-tourism ambitions. It will create local employment opportunities, diversify the economy, and boost support for small businesses in the area. It is recognized that the housing for the workforce is problematic and therefore planning it is viewed as the responsible thing to do.
5. Climate Adaptation & Sustainable Infrastructure
 - Utilizing on-site septic systems and rainwater harvesting at higher elevations reduces infrastructure strain.

E) Request for Municipal Water Access

Inclusion in the Water Service Area is critical for:

- Ensuring Fire Safety: adequate water supply for fire suppression.
- Viability: delivering consistent, high-quality community potable water to future residents.
- Contribution: contributing to upgrading the community water system that will serve the long-term needs of the community.
- Supporting Economic Growth: the provision of water is an asset that would promote economic growth in Port Renfrew's tourism industry.

We believe that connecting to municipal water directly supports the priorities raised by the community for Port Renfrew's draft OCP, and promotes well-planned, service-ready residential and economic opportunities that can accommodate both residents and visitors.

F) Closing

We welcome further discussion on how the envisioned development can best be served in the CRD Water Service Area.

We thank you for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "Deane Strongitharm". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Deane Strongitharm, MCIP, RPP

cc. Andrew Enciu, Intrinsic Investments

attach. Appendix A – Property Map

Appendix B – Requested Area for Water Service Inclusion

Appendix C – Spatial Use Plan

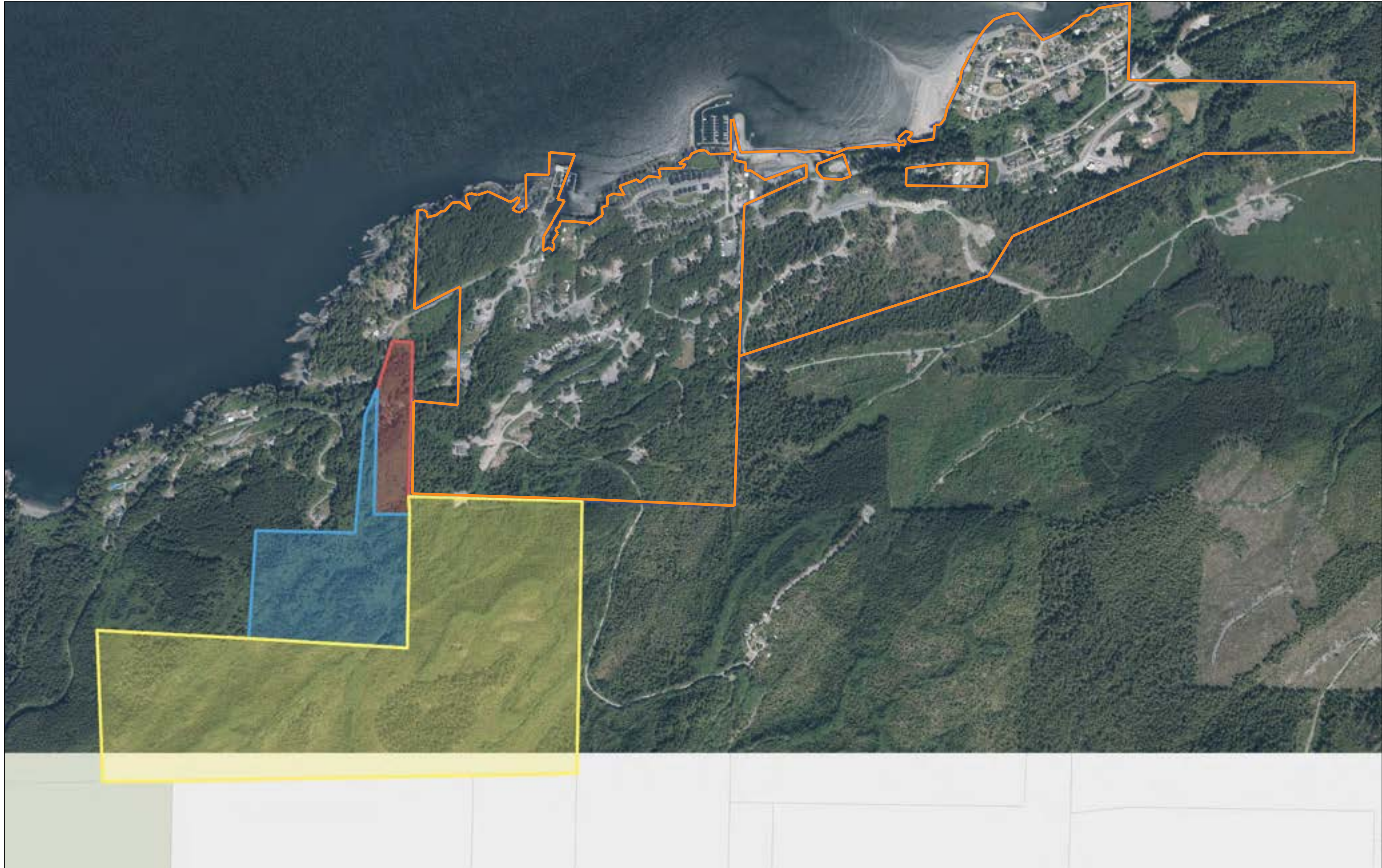
Appendix A - Existing Water Inclusion Area Boundary

APPENDIX C



Legend

-  Water Service Area Boundary
-  Parcel 1
-  Parcel 2
-  Parcel 3

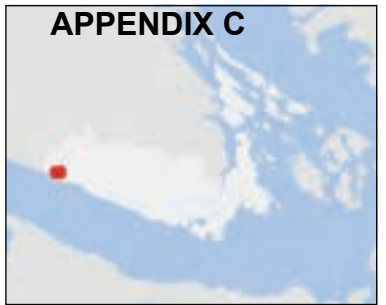


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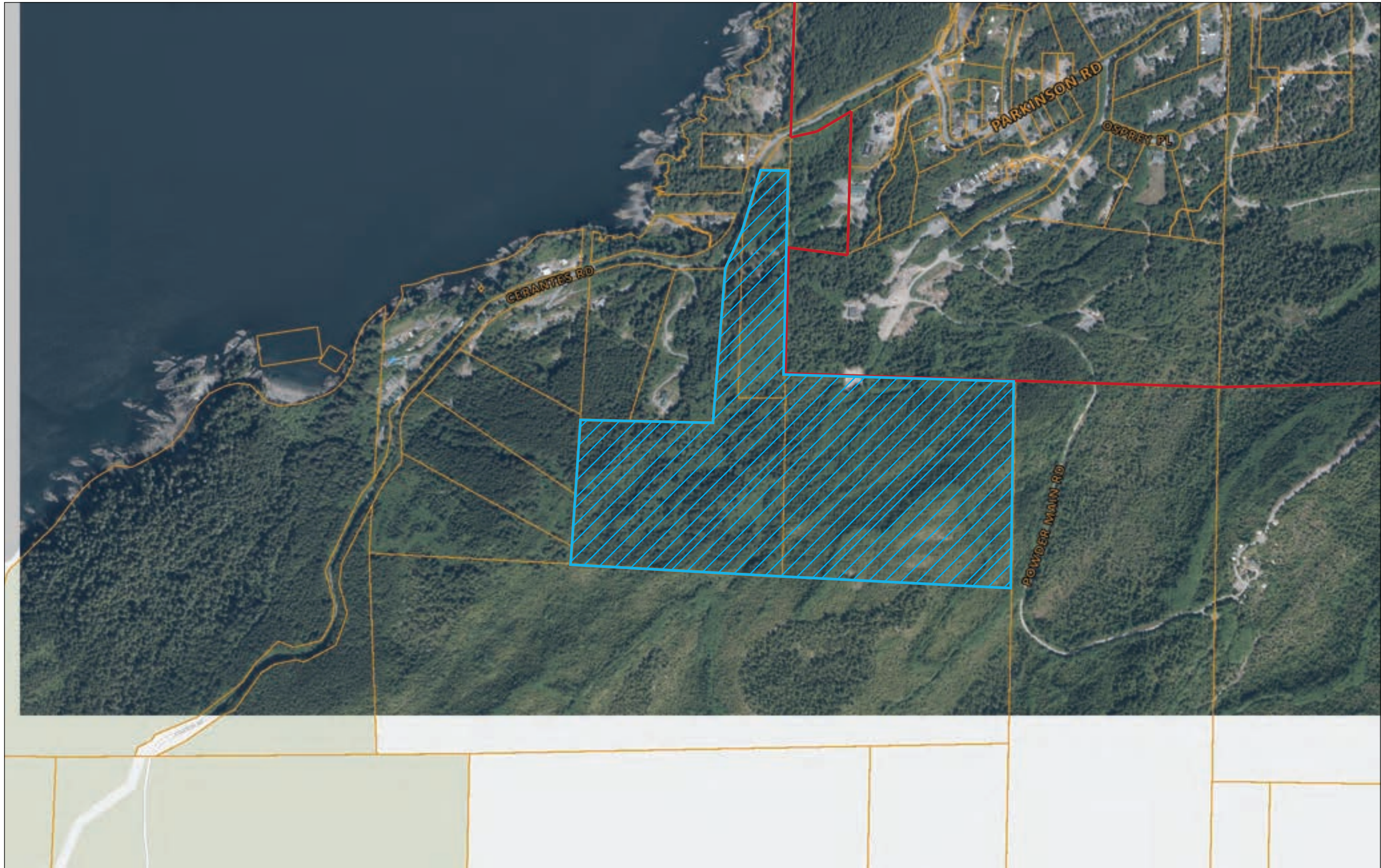
508.0 0 254.00 508.0 Meters

Notes



Legend

-  Existing Water Service Area Boundary
-  Proposed Water Service Area Inclusion Boundary



1: 7,500

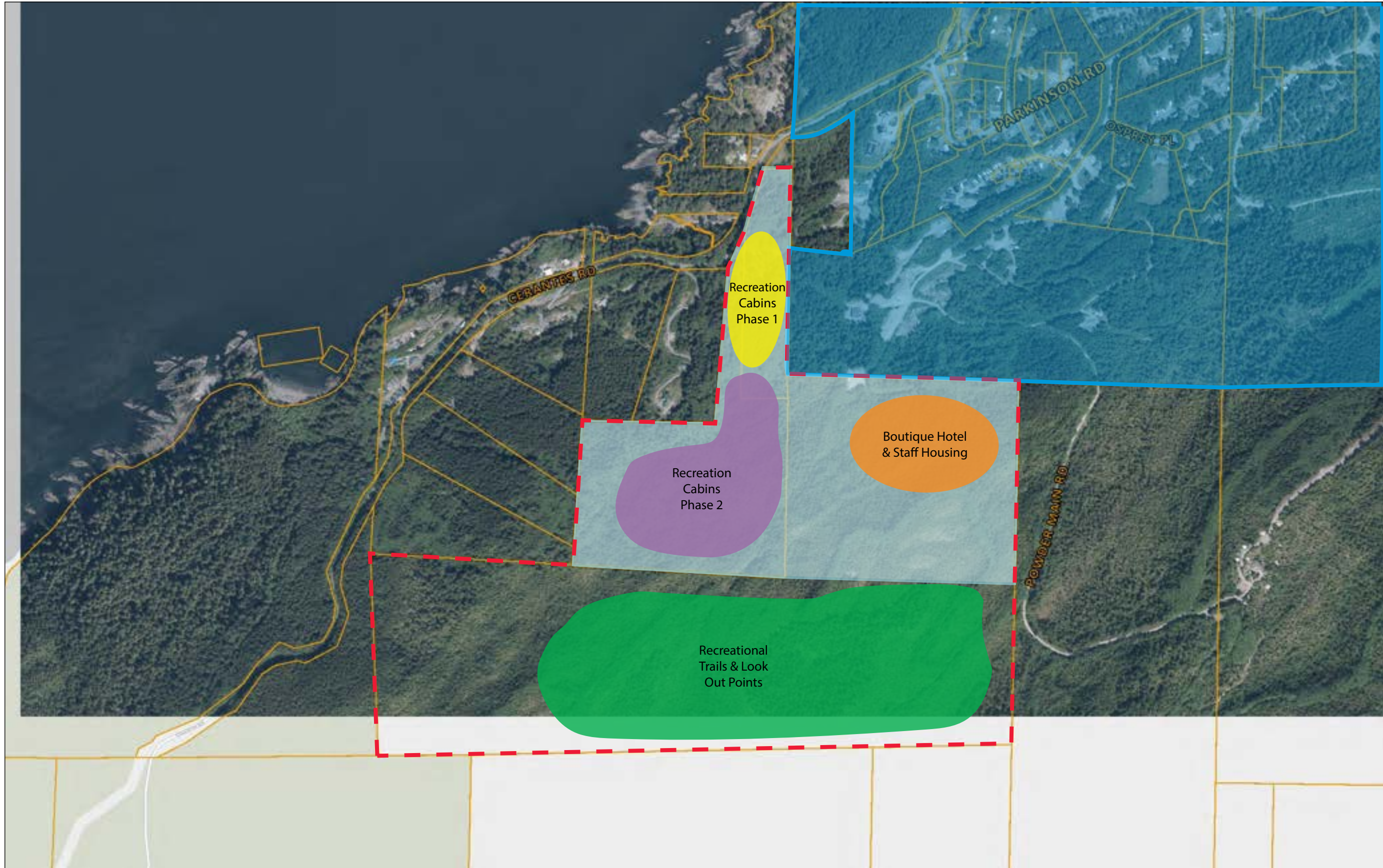


381.0 0 190.50 381.0 Meters

Notes

Legend

-  Property Boundary
-  Current Water Service Area Boundary
-  Recreation Cabins - Phase 1
-  Recreation Cabins - Phase 2
-  Boutique Hotel
-  Recreational Trails & Lookout Points
-  Requested Area for Water Service Inclusion



1: 7,500



381.0 0 190.50 381.0 Meters

Notes



J.E. ANDERSON
& ASSOCIATES
SURVEYORS - ENGINEERS

updated June 12/2025
DATE March 21/2024
PREPARED BY KZ

PROJECT No. 35710
Page No. 1 of 1

Preliminary Water Demand Calculations.

Recreation Homes.

Assumptions:

- 40 homes (2 bedroom, 1.5 bath, kitchen, etc).
- 3.2 cap/unit // 545 L/cap/day // 2.5 x for MDP (CRO spec).
- PHD: 1.4 times MDP

Calculations

ADP

$$= 40 \text{ home} \times 3.2 \text{ cap/home} \times 545 \text{ L/cap/day.}$$

$$= 69,760 \text{ L/day} = 0.807 \text{ L/s.}$$

MDP

$$= 2.5 \times 0.807 \text{ L/s}$$

$$= 1.614 \text{ L/s}$$

PHD

$$= 1.4 \times 1.614 \text{ L/s}$$

$$= 2.260 \text{ L/s.}$$



Ross Tuck

From: strongitharmconsult@icloud.com
Sent: March 19, 2025 2:32 PM
To: Ross Tuck
Cc: Andrew Aenciu; Danny Carrier; Hayley Yeo
Subject: Port Renfrew - Review of Meeting and basis fo for Water Demand Calculations.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It was helpful having the meeting at your office yesterday.

As Andrew mentioned at this time we have really four main immediate objectives:

1. Make sure that all property is in the OCP - Plan Area – that is 100% in my court.
2. Make application for community water extension – even though we know this is a going to be a long slow process - Ross to provide data – at reasonably high level- Deane to submit total package to the CRD Water District
3. Access to lands off Powder Main Rd - MOTI Approving Officer needs to made aware and make sure the requirements providing right-of-way allowances for access lands beyond off Powder Main Road is required: Danny /Deane
4. Initial phase subdivision design – Danny to lead

It was also noted that there needs to be some awareness made to the MOTI Approving Officer to request a right-of-way allowance to access lands beyond off Powder Main Road.

Ross: Water Demand Assumptions for Future Uses:

Big picture water demand assumptions:

1. Up to 40 modest sized, residential/recreational free-standing home-units – all having full service - assume 2 bedroom, 1 1/2 washrooms, full kitchen, domestic washing machine; and yes there will be at least one external hose bib 😊
2. Staff housing: let's assume 16 units – 12 will be somewhat dormer style – but washroom in each room and common kitchen and common domestic washer dryer. Four units will be 2-bedroom self-contained units - with 1 1/2 w/cs, kitchen and washer/dryer machine etc
3. Long term – 20 room boutique hotel –on the current resource lands - all rooms have w/cs; 50 seat restaurant with kitchen sinks, spray sink, bar sink small commercial bar dishwasher and larger commercial kitchen dishwasher, laundry room sink and the equivalent of 2 toilets 2 sinks per public washroom (x2). You can add a bit if you like. We better include a commercial washer and dryer for housekeeping

You indicated that you might have a word with Derek from the Regional District about the simplest way of conveying this.

I hope this is sufficient. If not let me know.
 deane

4.12 RESERVOIRS

4.12.1 Criteria for Design of Facilities

.1 Residential - Number of People per Unit

LAND USE	DESCRIPTION	AVERAGE OCCUPANCY
Low Density	Any residential development with a gross density of less than of 20 units/hectare	3.2 persons/unit
Medium Density	Any residential development with a gross density of greater than 20 units/hectare and less than 50 units/hectare.	2.8 persons/unit
High Density	Any residential development with a gross density in excess of 50 units/hectare.	1.8 persons/unit

.2 Average Day Demand (for single family residential; total number of units > 100)

Average Day Demand	545 Litres/capita/day
Commercial / Institutional / Institutional	18.7 m ³ /day/ha 1.87 L/day/m ²

.3 Peaking Factors

Maximum Day	2.5 times Average Day Demand
Peak Hour	1.4 times Maximum Day Demand*
* For small isolated areas, higher peak hour demand may be required, as determined by CRD Water Services.	

.4 Fire Storage

Minimum fire storage	5,000 L/min for 4 hours or 1,200 m ³
----------------------	--

.5 Emergency Storage

Emergency Storage	50% of Average Day Demand
-------------------	---------------------------



J.E. ANDERSON
& ASSOCIATES
SURVEYORS - ENGINEERS

Updated June 12/2025.
DATE March 21/2025
PREPARED BY BT

PROJECT No. 33710
Page No. 1 of 1

Preliminary Water Demand Calculations.

Staff Housing

Assumptions

- 12 "dorm" style units
 - 1 bed, 1 washroom per unit
 - common kitchen
 - 225 L/cap/day as per SSS + m.
- 4 2-bedroom units w/ 2 washrooms, kitchen etc.
 - 3.2 cap/unit
 - 545 L/cap/day.
- MDP - 2.5 times ADD.
- PTHD - 1.4 times MDP.

Calculations

$$\begin{aligned}
 \text{ADD} &= (12 \text{ unit} \times 1 \text{ cap/unit} \times 225 \text{ L/cap/unit}) \\
 &\quad + (4 \text{ units} \times 3.2 \text{ cap/unit} \times 545 \text{ L/cap/unit}) \\
 &= (2,700) + (6,976) \text{ L/day.} \\
 &= 9,676 \text{ L/day} = 0.112 \text{ L/s.}
 \end{aligned}$$

MDP

$$\begin{aligned}
 &= 0.112 \text{ L/s} \times 2.5 \\
 &= 0.280 \text{ L/s}
 \end{aligned}$$

PTHD

$$\begin{aligned}
 &= 1.4 \times 0.280 \text{ L/s} \\
 &= 0.392 \text{ L/s.}
 \end{aligned}$$



Ross Tuck

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Big picture water demand assumptions:

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2. **Staff housing: let's assume 16 units – 12 will be somewhat dormer style – but washroom in each room and common kitchen and common domestic washer dryer. Four units will be 2-bedroom self-contained units - with 1 1/2 w/cs, kitchen and washer/dryer machine etc**
3. Long term – 20 room boutique hotel –on the current resource lands - all rooms have w/cs; 50 seat restaurant with kitchen sinks, spray sink, bar sink small commercial bar dishwasher and larger commercial kitchen dishwasher, laundry room sink and the equivalent of 2 toilets 2 sinks per public washroom (x2). You can add a bit if you like. We better include a commercial washer and dryer for housekeeping

You indicated that you might have a word with Derek from the Regional District about the simplest way of conveying this.

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 deane

Table III- 11. Non-residential Average Daily Flow Rate guide

DESCRIPTION	UNIT (PER)	AVERAGE FLOW (L/DAY PER UNIT)	AVERAGE DAY BOD (GRAMS/DAY PER UNIT) AND NOTES
Industrial, commercial (domestic and food service waste only)			Risk of wax strippers and cleaning chemicals, risk of cold water and high ammonia
Office/factory without cafeteria	person	50 to 75	30
Office/factory without cafeteria and with showers	person	75 to 125	35
Office/factory with cafeteria	person	100	38
Open site (e.g. quarry) without canteen	person	60	25
Full time day staff (staff figures apply to all applications)	person	50 to 75	38
4 hour shift day staff (staff figures apply to all applications)	person	45	25
Dental or medical office	practitioner	1000	(risk of antibiotics and drugs)
Beauty salon (without staff)	Seat	1000	(risk of chemicals and hair)
Store, washroom flow only	square metre	5	
Shopping center, per toilet room	toilet room	1700	380
Shopping center, per parking space	parking space	10	
Accommodation			Risk of wax strippers and cleaning chemicals
Hotel or motel, bed and breakfast, per guest, except for luxury hotels	person	200	90
	bedroom unit	250 to 400	180
Housekeeping unit, no meals	bedroom unit	450	130
Guest bedrooms only, no meals	person	80	50
Non-residential conference guest or day camp, including meals	person	60	25
Resident staff	person	170	60
Cabin resort	person	225	90 (risk of high strength wastes from food service)
Residential or work camps, flush toilets, no meals	person	140	90
Residential or work camps, flush toilets and meals	person	225	90 (risk of high strength wastes from food service)
Residential camps, no flush toilets	person	60	
Dormitory bunkhouse	person	140	90
Nursing Home or retirement home	person	475	110 (risk of antibiotics and drugs)
Laundromat (e.g. in apartment building)	machine	1200 to 2400	260 to 530



J.E. ANDERSON
& ASSOCIATES
SURVEYORS - ENGINEERS

Revised June 12/2025.
DATE March 21/2025
PREPARED BY PT

PROJECT No. 5710
Page No. 1 of 1

Preliminary Water Demand Calculations 20 room Boutique Hotel

Assumptions

- 600 L/unit/day for "Luxury" SSAM.
- MDD $2.5 \times$ ADD.
- PHD $1.4 \times$ MDD

Calculations

$$\begin{aligned} \text{ADD} &= 40 \text{ units} \times 600 \text{ L/unit/day} \\ &= 24,000 \text{ L/day} = 0.278 \text{ L/s} \end{aligned}$$

$$\begin{aligned} \text{MDD} &= 2.5 \times 0.278 \text{ L/s} = 0.695 \text{ L/s} \end{aligned}$$

$$\begin{aligned} \text{PHD} &= 1.4 \times 0.695 \text{ L/s} \\ &= 0.973 \text{ L/s} \end{aligned}$$



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Cc: Andrew Aenciu; Danny Carrier; Hayley Yeo
Subject: Port Renfrew - Review of Meeting and basis fo for Water Demand Calculations.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It was helpful having the meeting at your office yesterday.

As Andrew mentioned at this time we have really four main immediate objectives:

1. Make sure that all property is in the OCP - Plan Area – that is 100% in my court.
2. Make application for community water extension – even though we know this is a going to be a long slow process - Ross to provide data – at reasonably high level- Deane to submit total package to the CRD Water District
3. Access to lands off Powder Main Rd - MOTI Approving Officer needs to made aware and make sure the requirements providing right-of-way allowances for access lands beyond off Powder Main Road is required: Danny /Deane
4. Initial phase subdivision design – Danny to lead

It was also noted that there needs to be some awareness made to the MOTI Approving Officer to request a right-of-way allowance to access lands beyond off Powder Main Road.

Ross: Water Demand Assumptions for Future Uses:

Big picture water demand assumptions:

1. Up to 40 modest sized, residential/recreational free-standing home-units – all having full service - assume 2 bedroom, 1 1/2 washrooms, full kitchen, domestic washing machine; and yes there will be at least one external hose bib. 😊
2. Staff housing: let's assume **16 units** – 12 will be somewhat dormer style – but washroom in each room and common kitchen and common domestic washer dryer. Four units will be 2-bedroom self-contained units - with 1 1/2 w/cs, kitchen and washer/dryer machine etc
3. **Long term – 20 room boutique hotel –on the current resource lands - all rooms have w/cs; 50 seat restaurant with kitchen sinks, spray sink, bar sink small commercial bar dishwasher and larger commercial kitchen dishwasher, laundry room sink and the equivalent of 2 toilets 2 sinks per public washroom (x2). You can add a bit if you like. We better include a commercial washer and dryer for housekeeping**

You indicated that you might have a word with Derek from the Regional District about the simplest way of conveying this.

I hope this is sufficient. If not let me know.
 deane

Table III- 11. Non-residential Average Daily Flow Rate guide

DESCRIPTION	UNIT (PER)	AVERAGE FLOW (L/DAY PER UNIT)	AVERAGE DAY BOD (GRAMS/DAY PER UNIT) AND NOTES
Industrial, commercial (domestic and food service waste only)			Risk of wax strippers and cleaning chemicals, risk of cold water and high ammonia
Office/factory without cafeteria	person	50 to 75	30
Office/factory without cafeteria and with showers	person	75 to 125	35
Office/factory with cafeteria	person	100	38
Open site (e.g. quarry) without canteen	person	60	25
Full time day staff (staff figures apply to all applications)	person	50 to 75	38
4 hour shift day staff (staff figures apply to all applications)	person	45	25
Dental or medical office	practitioner	1000	(risk of antibiotics and drugs)
Beauty salon (without staff)	Seat	1000	(risk of chemicals and hair)
Store, washroom flow only	square metre	5	
Shopping center, per toilet room	toilet room	1700	380
Shopping center, per parking space	parking space	10	
Accommodation			Risk of wax strippers and cleaning chemicals
Hotel or motel, bed and breakfast, per guest, except for luxury hotels	person	200	90
	bedroom unit	250 to 400	180
Housekeeping unit, no meals	bedroom unit	450	130 <i>Assume 600</i>
Guest bedrooms only, no meals	person	80	50
Non-residential conference guest or day camp, including meals	person	60	25
Resident staff	person	170	60
Cabin resort	person	225	90 (risk of high strength wastes from food service)
Residential or work camps, flush toilets, no meals	person	140	90
Residential or work camps, flush toilets and meals	person	225	90 (risk of high strength wastes from food service)
Residential camps, no flush toilets	person	60	
Dormitory bunkhouse	person	140	90
Nursing Home or retirement home	person	475	110 (risk of antibiotics and drugs)
Laundromat (e.g. in apartment building)	machine	1200 to 2400	260 to 530

M E M O R A N D U M

TO	Natalie Tokgoz, Manger, CRD Water Distribution
FROM	Deane Strongitharm, Strongitharm Consulting Ltd.
DATE	Tuesday, May 27, 2025
RE	Port Renfrew – Water Service Area request

Thank you for your follow up phone call and subsequent email dated May 15th, outlining some of the issues and strategies around the requested extension to the Port Renfrew Water Service Area.

Your note refers to the Master Plan study for current and future Water Service Area needs and you also refer to the planning work on a new OCP, which is now underway. You further note that it may be an option to wait until the OCP process is completed to make an application for Water Service Area boundary extensions. We have been monitoring the OCP process carefully, and we believe we are in a good place with it, relative to the long-term vision of the client's property.

As you are just embarking on a servicing masterplan process, we believe it would be helpful for you to have the servicing demand data envisioned for our site and to therefore to formally file a request to CRD Water Services. That way, there is greater specificity around future servicing demands and impacts. Our intention is to have the updated information you requested in your memo prepared by the project's civil engineers provided to you as soon as possible.

We acknowledge that a deposit of \$1,000 may be requested and that this fee does not guarantee approval or inclusion of the client's properties into the Water Service Area. Our next step will be to prepare and submit the additional information requested to you.

We would like to thank you again for your time to correspond both in writing and over the phone. It is much appreciated.

Deane



From: [Natalie Tokgoz](#)
To: dstrongitharm@cityspaces.ca
Cc: [Derek Arthur](#)
Subject: RE: Port Renfrew Water
Date: Thursday, November 21, 2024 1:48:00 PM
Attachments: [CRD LOCAL SERVICE AREA INCLUSION REQUESTS GUIDELINE.pdf](#)

Hi Deane,

I understand you were able to connect with Derek Arthur last week and are looking for what your options are for connecting to and receiving water from the Port Renfrew Water Service Area (WSA). The properties you are inquiring about are outside the existing WSA boundary. I've attached the CRD Local Service Area Inclusion Requests Guideline for your reference on the process to amend the WSA boundary to include the properties. That said, the existing WSA is already limited as capacity to service all parcels within the boundary is not currently feasible with the existing infrastructure given the existing zoning of all the included parcels. If you request to extend the WSA now you would be requesting to extend the WSA when it is already constrained. Please also note, should the WSA be extended, that the properties would have to be serviced through the road frontage on Cerantes Rd, not through a ROW from the main on Powder Main Rd, and **the owner/developer would be responsible for the design and construction of the water main extension.**

The CRD is in the process of engaging a consultant to help us complete a water and sewer master plan for the Port Renfrew Area. The plan will provide water and waste water servicing requirements to the Port Renfrew Community for both current WSA and future WSA expansion. Capacity of the existing and future systems will be assessed as well as the potential to combine the Pacheedaht First Nation's and CRD's water and waste water systems into one system. This study is expected to be completed by the end of 2025 and will inform the capacity of the system now as well as the capacity to accommodate future growth and service area expansion.

Thanks,
Natalie

Natalie Tokgoz, P.Eng (She/Her/Hers)

Manager | Water Distribution Engineering and Planning

T: 250.474.9516 C: 250.415.0714 | F: 250.474.4012

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Capital Regional District
479 Island Hwy
Victoria, BC V9B 1H7

From: Deane Strongitharm <dstrongitharm@cityspaces.ca>

Sent: Thursday, November 14, 2024 4:14 PM

To: Derek Arthur <darthur@crd.bc.ca>

Subject: Port Renfrew Water



CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

It was certainly a pleasure talking with you a bit earlier today on the prospect of extending the Water Service Area to the south and servicing the adjoining property with community water.

Please find attached a map of the subject parcels in relation to the CRD Water Boundary in Port Renfrew. I have also attached a plan that was done a couple of years ago, for reference. The intentions now are a little simpler and probably looking long term at up to 30 units. The 30 units would not be all permeant residential as the much of the zoning permits visitor accommodation and the development would have more seasonal use. It also would be a phased thing.

The landowner owns additional land both to the south and the east hence the potential access off Powder Mian road that is shown on the site plan attached.

At this stage we are just looking for an indication of what the likely infrastructure expectations would be to be able to connect to community water. A while ago now, we met with the Area Director and Planner for Port Renfrew and had a promising discussion. We will need to re-engage – but thought a basic understanding of community water servicing requirements would be a helpful first step.

I can be reached either through this email or the phone number identified below.

Thank you.
Deane

Deane Strongitharm, MCIP, RPP

Strongitharm Consulting Ltd. / Cityspaces Consulting Ltd.
302 – 821 Burdett St, Victoria BC, V8W 1B3

250-889-1862

www.cityspaces.ca

From: [Deane Strongitharm](#)
To: [Natalie Tokgoz](#)
Cc: [Derek Arthur](#)
Subject: Re: Water Service Area - Inclusion Request - Port Renfrew
Date: Tuesday, May 27, 2025 1:38:39 PM
Attachments: [250527_PortRen_water_Memo.pdf](#)

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

It has taken a few days for me to follow up... but I would like to thank you very much for the time you have taken speaking with me.

I have followed up with the client and we think it would be best to get you the additional information you need to proceed as a request for inclusion. It is motivated largely to provide you the best information on what the vision is for the lands and hence what the servicing demands may be that can be considered during your servicing masterplan process.

Please see the attached memo.

Again , many thnx.

deane

Deane Strongitharm, MCIP, RPP

Strongitharm Consulting Ltd. / Cityspaces Consulting Ltd.

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250-889-1862

www.cityspaces.ca

Note: effective June 1, 2025 our new office location is: 100-814 Broughton Street, Victoria BC, V8W 1E4

From: Natalie Tokgoz

Date: Thursday, May 15, 2025 at 11:06 AM

To: Deane Strongitharm

Cc: Derek Arthur

Subject: RE: Water Service Area - Inclusion Request - Port Renfrew

You don't often get email from ntokgoz@crd.bc.ca. [Learn why this is important](#)

Hi Deane,

I'm glad we connected over the phone this morning. As discussed, the OCP process is underway and is expected to progress sufficiently by mid to late summer to inform the water and sewer Master Plan for the area. The Master Plan will outline water and wastewater servicing requirements for the Port Renfrew Community, covering both the current Water Service Area (WSA) and future WSA expansion. This Master Plan study is expected to be completed by the end of 2025 and will provide insights into the current system capacity and its ability to accommodate future growth and service area expansion. The results of both the OCP and Master Plan will be crucial for making decisions on any requests to expand the current WSA.

We have received your cover letter requesting the inclusion of three properties currently outside the

WSA into the WSA. A bylaw amendment is required to change the WSA boundary. Please see the attached "CRD Local Service Area Inclusion Requests Guideline" (the Guideline) for reference on the process to amend the WSA boundary and bylaw. Upon initial review of your cover letter, there are still some requirements from step 2 of the Guideline that need to be met before the CRD team can present your case to the Port Renfrew Utility Services Committee (PRUSC) (steps 4 & 5 of the Guideline). Please ensure you provide equivalent population for all properties to be served (number of SFEs), average day demand (ADD), max day demand (MDD), and peak hour demand (PHD) in the updated letter, which must be signed and sealed by a professional engineer.

Should you decide to proceed, CRD staff will need to review your application, analyze the proposed new demand and impacts on the existing system capacity, then prepare a staff report to present to the PRUSC. That said, the existing WSA is already limited, as the capacity to service all parcels within the WSA is not currently feasible with the existing infrastructure given the current zoning of all included parcels. If you request to extend the WSA now, before the OCP and Master Plan are complete, you would be requesting to extend the WSA when it is already constrained. Staff will likely recommend not including the proposed properties at this time. If you resubmit your application in the late fall/early winter of 2025 the results of the OCP and Master Plan should be available to best support the inclusion of the properties.

If you would like to proceed, please send the aforementioned updated letter and be prepared to pay a deposit of \$1,000 for CRD staff time. Please note that payment for staff time does not guarantee that the PRUSC will approve the inclusion of the properties into the service area.

Thanks,

Natalie Tokgoz, P.Eng

Manager | Water Distribution Engineering and Planning

T: 250.474.9516 C: 250.415.0714 | F: 250.474.4012

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Capital Regional District
479 Island Hwy
Victoria, BC V9B 1H7

From: Deane Strongitharm <dstrongitharm@cityspaces.ca>

Sent: Tuesday, April 15, 2025 9:02 AM

To: Derek Arthur <darthur@crd.bc.ca>

Subject: Water Service Area - Inclusion Request - Port Renfrew

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hello.

Please find attached a cover letter requesting preliminary consideration for an application the inclusion of three (3) parcels in Port Renfrew into the CRD Water Service Area.

I am sure that there will be follow up questions but figured this background info is a good start. Ross Tuck of JE Anderson is the civil engineer for the project.

Thanks,

Deane

Deane Strongitharm, MCIP, RPP

Strongitharm Consulting Ltd. / Cityspaces Consulting Ltd.

302 – 821 Burdett St, Victoria BC, V8W 1B3

250-889-1862

www.cityspaces.ca

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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF OCTOBER 28, 2025**

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

ISSUE SUMMARY

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

The Port Renfrew Water System provides drinking water to approximately 336 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 operations, maintenance, design and construction of the 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 local property owners through requisition, Pacheedaht First Nation under a service agreement, the regional 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 Depot.

CAPITAL PROJECT UPDATE

Port Renfrew Water

24-01 | Water Master Planning Study

Project Description: Water Master Planning Study for the Port Renfrew Official Community Plan area to be delivered in conjunction with the wastewater master planning study.

Project Rationale: To provide water servicing requirements to the growing Port Renfrew community and the Pacheedaht First Nation. The capacity of the existing and future systems will be assessed including the potential to combine the Pacheedaht and CRD systems.

Project Update and Milestones: The initial Engineering Consultant engaged to support the delivery of the Master Planning study was released as of October 7, 2025, and the CRD is in negotiations with the next qualified Engineering Consultant. The total project budget will remain the same and the schedule for completing the works will be adjusted based on negotiations with the new firm.

Milestone	Completion Date
Release of Initial Engineering Consultant	October 2025
Initial content provided by first Engineering Consultant	September 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)

Port Renfrew Sewer

24-01 | Sewer Master Planning Study

Project Description: Sewer Master Planning Study for the Port Renfrew Official Community Plan area to be delivered in conjunction with the Water Master Planning study.

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

Project Update and Milestones: The initial Engineering Consultant engaged to support the delivery of the Master Planning study was released as of October 7, 2025, and the CRD is in negotiations with the next qualified Engineering Consultant. The total project budget will remain the same and the schedule for completing the works will be adjusted based on negotiations with the new firm.

Milestone	Completion Date
Release of Initial Engineering Consultant	October 2025
Initial content provided by first Engineering Consultant	September 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 2026 so that the Master Plan results can be captured and incorporated.

Project Update and Milestones:

Milestone	Completion Date
Project on hold pending Master Plan completion	On-hold

Port Renfrew Refuse Disposal

24-01 | Site Efficiency Upgrades

Project Description: Upgrading of the site infrastructure including replacement of current refuse bins with compacting bins (including associated electrical upgrades), repair of failing culvert at the entrance, repair of entrance gate fencing, building covered storage for recyclables, and construction of an operator shed.

Project Rationale: To provide efficient solid waste services to the growing Port Renfrew community and the Pacheedaht First Nation.

Project Update and Milestones:

Milestone	Completion Date
Culvert Replacement	October 2024
Operator Shed Construction	November 2024
Entrance Gate Fencing	April 2025
Covered Storage for Recyclables	Q4 2025
Compact Bins Replacement	Q1 2026

OPERATIONAL UPDATE

Port Renfrew Water

This is a water operational update reporting period from May through September 2025.

- Core Area Operators provided coverage during the Local Operator's vacation.
- Operations responded to water leaks on a homeowners' property, as well as low chlorine issues within the distribution system.
- Operations provided a system tour for CRD's corporate communications staff who will be installing water conservation signage.
- Vegetation control was completed around valves, hydrants, and standpipes to ensure accessibility.
- Reservoir cleaning has been postponed to next spring due to budget and labour constraints.
- Annual infrared scanning was completed at the Water Treatment Plant (WTP) with no major/urgent issues noted.
- Water distribution system flushing was completed in early May.

Port Renfrew Sewer

This is a wastewater operational update reporting period from May through September 2025.

- Core Area Operators provided coverage during the Local Operator's vacation.
- Operations responded to two power outages related to BC Hydro.
- Operations repaired the skimmer mechanism at the Wastewater Treatment Plant (WWTP) which should improve effluent quality.
- Operations continues to look for ways to optimize and improve the overall treatment plant process.
- Annual infrared scanning was completed at the WWTP with no major/urgent issues noted.

- The mechanical department is currently preparing a list of materials needed to eventually rebuild pump discharge lines.

Port Renfrew Refuse Disposal

Since November 2024, the Port Renfrew Garbage and Recycling Depot has been typically operating from 10 am to 2 pm Friday through Tuesday and closed each Wednesday and Thursday. From June to August 2025, the depot was open seven days a week.

The increased seasonal hours were a result of additional waste coming into the facility. The facility logged two record months in July and August, managing almost 18 tonnes of waste during this period, a 26% increase from the same months in 2024. The overall tonnage of waste transferred at the depot so far in 2025 is 34% higher compared to the same period last year.

Staff have been tracking this tonnage by waste stream, producing valuable data on how much waste is generated by the community. Collected data will be used to inform future planning decisions and potential revenue opportunities. Staff are working closely with Recycle BC to ensure that residential packaging and paper products can again be collected, transported, and processed by this Provincial program. A shipping container will be placed on-site to provide secure, covered storage in accordance with Recycle BC's requirements for certain recyclable materials, and to safely store hazardous goods such as lead acid batteries. This shipping container will be modified to comply with BC's fire code as it applies to the storage of these goods.

The depot has also been collecting light bulbs, household batteries, thermostats, smoke alarms, fire extinguishers and a few other miscellaneous materials that are covered by extended producer responsibility programs in BC. While not received in great numbers, these materials are being handled responsibly and transported to Hartland Landfill for recycling.

There has been a recent increase in bear activity on site. While bears live year-round in the community, steps have been taken to minimize wildlife attractants and ensure the depot is being a good steward of the environment and all its inhabitants and visitors.

RECOMMENDATION

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

Submitted by:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Stephen Henderson, General Manager, Electoral Area Services
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure and Water Services