



Capital Regional District

Notice of Meeting and Meeting Agenda Port Renfrew Utility Services Committee

Friday, November 1, 2024

2:00 PM

Goldstream Conference Room, 479 Island
Highway, Victoria, BC

Members of the public can watch the live meeting via MS Teams link: [Click here](#)
Alternatively, you can listen by dialing in via phone: +1 778-402-9211, Participant Code 747325620
followed by #. Audio and video participation is disabled.

MEMEBRS:

W. Forsberg (Chair)
C. Carlsen (Vice-chair)
A. Wickheim, Electoral Area Director
C. Welham

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-1098](#) Minutes of the July 2, 2024 Port Renfrew Utility Services Committee

Recommendation: That the minutes of the July 2, 2024 meeting be adopted.

Attachments: [Draft Minutes - July 2, 2024](#)

3.2. [24-1097](#) Notes of the June 24, 2024 Port Renfrew Utility Services Committee

Recommendation: There is no recommendation. These notes are for information only.

Attachments: [Meeting Notes - June 24, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Port Renfrew Utility Services Committee at iwsadministration@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

6. Senior Manager's Report

7. Commission Business**7.1. [24-1068](#) Port Renfrew Utility Services 2025 Operating and Capital Budget**

Recommendation: 1. That the 2025 Operating and Capital Budget for Street Lighting System Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be carried forward to the 2025 operating budget;

2. That the 2025 Operating and Capital Budget for Refuse Disposal Local Service be approved as presented and recommend that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);

3. That the 2025 Operating and Capital Budget for Water Local Service be approved as presented and recommend that the \$7,395 2024 deficit be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act (LGA) Section 374 (11); and any remaining deficit be balanced on the 2024 Reserve Funds transfers (Capital Reserve Fund and/or Operating Reserve Fund).

4. That the 2025 Operating and Capital Budget for Sewer Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and

5. That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

Attachments: [PRUSC Budget Report](#)
[Appendix A](#)
[Appendix B](#)
[Appendix C](#)
[Appendix D](#)

7.2. [24-1070](#) Capital Project Status Reports and Operational Updates - November 2024

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

Attachments: [Project & Operations Update](#)

8. Notice(s) of Motion**9. New Business****10. Adjournment**

Next Meeting: At the call of the Chair

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, July 2, 2024 at 9:30 a.m., In the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** W. Forsberg (Chair); A. Wickheim (EA Director); C. Welham
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Kelly; D. Dionne (Recorder)
REGRETS: Cynthia Carlsen

EP = Electronic Participation

The meeting was called to order at 9:38 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

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

CARRIED

3. PRESENTATIONS/DELEGATIONS

There were none.

4. COMMITTEE BUSINESS

4.1. Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project

J. Kelly spoke to item 4.1.

Staff responded to the following questions:

- When the genset replacement will take place. Staff advised the intent is complete the work in August or September of this year, subject to committee approval and contractor availability.
- If there are any implications that may cause a delay. Staff advised CRD procured the generator and cabling is supplied by the contractor. Has not been able to get a detailed work schedule from the contractor. Does not anticipate a delay.
- What reserve fund is funding this work, and what the remaining amount will be in the fund. Staff advised the funds will be transferred from the sewer reserve fund. With this amendment, the reserve fund would have \$36,000 remaining. Capital reserves can be increased at the budget meeting in the fall at the committee's direction. Community Works Funds (CWF) were committed for this project from the previous Electoral Area Director.
- How many quotes were received and if there is the potential for increase an in cost received from the contractor. Staff advised this is work is considered smaller scale and is a remote site, resulting in one quote received. The quote received does not

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Minutes – July 2, 2024**

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include hydro disconnect fees and other miscellaneous charges including rentals. CWF cannot be used for CRD staff time but can be used for contractors. CRD would not be able to utilize CWF if the work is not contracted out.

- If \$20,000 is used as contingency, will there be funds remaining to put back in the reserve fund. Staff advised contractor pricing absorbed the previously allocated \$10,000. There is a lot of additional administrative time involved.

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

That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board that the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund.

CARRIED

5. ADJOURNMENT

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

That the July 2, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 9:53 am.

CARRIED

CHAIR

SECRETARY

NOTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, June 24, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** W. Forsberg (Chair); A. Wickheim (EA Director)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Infrastructure Wastewater Operations; A. Hliva, Manager, Wastewater Conveyance Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; L. Ferris, Manager, Environmental Resource Management, Policy and Planning; M. Risvold (Recorder)

REGRETS: C. Carlsen; C. Welham

EP = Electronic Participation

The meeting was called to order at 2:05 pm.

At the time the meeting was called to order, a quorum had not been reached. The Committee members agreed to proceed with the meeting as an information meeting and moved directly to Item 6.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

4. CHAIR'S REMARKS

The Chair made no remarks.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. SENIOR MANAGER'S REPORT

J. Marr provided updates on the following:

- Electoral Areas Water Conservation Bylaw is currently in effect as of May 1.
- Power usage: there are 24 streetlights in the Beachcamp area. The electricity cost for streetlighting in 2023 was \$7300.

The chair noted that the streetlights are quite old in Beachcamp area.

7. COMMITTEE BUSINESS

7.1. 2023 Annual Report

Staff spoke to item 7.1.

Discussion ensued regarding:

- Lack of back-up water storage.
- Water production and demand.

7.2. Capital Project Status Reports and Operational Updates – June 2024

Staff spoke to item 7.2.

Discussion ensued regarding:

- Transportation costs
- Generator disposal costs
- Electrician time
- Repurposing current generator
- Treatment station into a pump station long term
- Cap on treatment limits due to how plant is built
- Well level indicator part failed
- Port Renfrew having a good aquifer
- On-site backup generator
- Emergency storage tanks
- Hydrant lifespan
- Masterplan requirements
- Remote monitoring for additional SCADA on 2025 budget
- Available grants
- If schools will have an impact to the sewer system
- If CRD can partner with a non-profit to bring in grants for the community

8. CORRESPONDENCE

None.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

The meeting adjourned at 4:21 pm.

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF FRIDAY, NOVEMBER 1, 2024**

SUBJECT Port Renfrew Utility Services 2025 Operating and Capital Budget

ISSUE SUMMARY

To present the 2025 Operating and Capital Budget for Committee approval, pursuant to Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005".

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital Budget and a 5-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 street lights for the street light 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 expenditures 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 2022 and 2024
- 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 2024 may be made in January 2025. The CRD Board will give final approval to the budget and financial plan in March 2025.

The Financial Plan for the years 2026 to 2029 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 2024 will be \$642 under budget due to unspent contingency funds. It is projected that revenues in 2024 will be on budget.

As a result, there is an overall operating surplus of approximately \$642. To balance the operating budget, it is proposed that the estimated surplus from 2024 be carried forward into 2025 operating budget.

Contingency funds have been included in the operating budget in recent years to fund possible large increases in the cost of electricity. CRD staff recommend the contingency funds be set at \$1,090 for 2025. Operating costs for 2025 has been increased by \$261 (2.80%) compared to 2024. 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 2025 over 2024 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
2024	\$3,722	88	\$44.52	\$3,892	90	\$43.24	\$87.76
2025	\$4,148	88	\$49.61	\$4,310	90	\$47.89	\$97.50
Change (\$)	\$426	0	\$5.09	\$418	0	\$4.65	\$9.74
Change (%)	11.45%	0.00%	11.44%	10.74%	0.00%	10.75%	11.10%

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

Port Renfrew Refuse Disposal Local Service (Appendix B)

Operating Budget

It is projected that 2024 operating expenses will be slightly under budget by \$148; however, this may change as the operation transitions from an onsite operating contractor to a CRD staffed facility before year end.

Revenues are expected to be \$3,150 over budget due to the receipt of an unbudgeted stipend from Telus in exchange for an access easement which allows them to access their property through the transfer station property.

As a result, there is an overall operating surplus of approximately \$3,298. To balance the 2024 operating budget, it is proposed that the planned 2024 transfer to the Capital Reserve Fund (CRF) be increased by the actual surplus amount.

Operating costs for 2025 have been increased by \$54,094 (58.4%) compared to 2024. The increase is primarily to account for the cost of wages to facility staff and increased contract costs for hauling and disposing of refuse and recyclables.

Revenues for 2025 have been increased by \$30,381 (67.8%) compared to 2024. The increase is primarily to account for an increase in the recovery costs and an increase in redemption of refundable beverage containers.

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

Capital Reserve Fund (CRF)

The Capital Reserve Fund (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.

It is proposed that the budgeted transfer to the CRF be set at \$16,000 in 2025. The balance of the reserve fund at the end of 2024 is projected to be \$62,344.

Equipment Replacement Fund

The Equipment Replacement Fund is used to fund replacement of assets such as fencing, pavement, and bins. It is proposed that the transfer to the ERF be maintained at \$2,000 in 2025. The balance of the ERF at the end of 2024 is projected to be \$43,618. As the service undertakes the planning for the 5-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 5-year capital plan includes \$362,000 of expenditures to implement site upgrades to improve site capacity, realize operating efficiencies in relation to collection and transportation of refuse from the site, provide covered recyclables storage meeting Recycle BC depot requirements, and enable the service to transition from the current caretaker model towards a site operator model in 2024 when the current site caretaker retires. The service successfully applied for a Growing Communities Fund Grant and received \$262,500 through the grant program to help fund the 5-year capital plan. The full capital plan will be funded by a combination of the service's CRF (\$12,000) to pay for covered recyclables storage in 2025; service's capital on hand (\$292,500) in 2025 and CRF (\$57,500) in 2025 and 2026 to pay for site efficiency upgrades.

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. Note that 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 2024 will be \$32,395 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 revenues in 2024 will be on budget.

Therefore, there is an overall operating deficit of approximately \$32,395. To balance the 2024 operating budget, it is proposed that the planned 2024 transfer of \$15,000 to the CRF and \$5,000 to the ORF be eliminated and \$5,000 be transferred from the ORF. The remaining \$7,395 deficit in 2024 must immediately be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act Section 374(11).

Operating costs for 2025 (excluding 2025 one-time cyclical program funded by the Operating Reserve Fund (ORF) in the amount of \$8,000 for reservoir cleaning) has been increased by \$12,465 (10.0%) compared to 2024. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023, and the cost of chemicals for disinfection.

Currently there is no debt for this service.

Operating Reserve Fund (ORF)

Operating Reserve Fund (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 hydrant/standpipe maintenance, reservoir cleaning and inspection and ground water well servicing. 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.

It is proposed that 2025 transfers to the Operating Reserve Fund be set at \$15,000. The Operating Reserve Fund balance at the end of 2024 is projected to be \$1,566. There is \$21,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

Capital Reserve Fund

The Capital Reserve Fund (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.

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Port Renfrew Utility Services 2025 Operating and Capital Budget

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It is proposed that the budgeted transfer to the CRF be set at \$15,000 in 2025. The balance of the reserve fund at the end of 2024 is projected to be approximately \$46,249.

Capital Expenditure Plan

The 5-year plan includes \$3,240,000 of 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 2025. 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 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	4.40%	\$916,667	\$23,223	\$40,333	\$63,556
	25	2028	2053	4.40%	\$600,000	\$15,200	\$26,400	\$41,600
	25	2029	2054	4.40%	\$350,000	\$8,867	\$15,400	\$24,267
Total					\$1,866,667	\$47,290	\$82,133	\$129,423

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 \$129,423 equates to approximately \$511.56 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 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 2025 over 2024 changes for parcel tax and user charge.

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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>
2024	\$72,248	249	\$305.39	\$70,830	317	\$223.74	\$529.13
2025	\$87,350	253	\$363.38	\$85,550	317	\$270.21	\$633.59
Change (\$)	\$15,102	4	\$57.99	\$14,720	0.0	\$46.47	\$104.46
Change (%)	20.90%	1.61%	18.99%	20.78%	0.00%	20.77%	19.74%

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

Port Renfrew Sewer Local Service (Appendix D)

Operating Budget

It is projected that the 2024 operating expenses will be \$1,063 over budget. This is primarily due to increased labour costs, emergency response work, and assistance with install of new standby generator.

It is projected that the 2024 operating revenues will be \$26 over budget.

As a result, there is an overall deficit of approximately \$1,037. To balance the 2024 operating budget, it is proposed that the planned 2024 transfer to the ORF be reduced by the actual deficit amount. Otherwise, the deficit in 2024 must immediately be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act Section 374(11).

Operating costs for 2025 has been increased by \$4,700 (4.1%) compared to 2024. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023.

Currently there is no debt for this service.

Operating Reserve Fund

Operating Reserve Fund (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.

It is proposed that transfers 2025 to the operating reserve be set at \$4,500. The Operating Reserve Fund balance at the end of 2024 is projected to be approximately \$11,978.

Capital Reserve Fund

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

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Port Renfrew Utility Services 2025 Operating and Capital Budget

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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.

It is proposed that the budgeted transfer to the CRF be set at \$19,120 in 2025. The balance of this reserve at the end of 2024 is projected to be approximately \$27,804.

Capital Expenditure Plan

The 5-year plan includes \$635,000 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 Growing Communities Fund (GCF) and Community Works Fund (CWF), and will continue into 2025. All other projects shown on the Capital Plan (as can be seen in Appendix D) are placeholder budgets but 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 2025 – 2029 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	4.40%	\$200,000	\$5,070	\$8,800	\$13,870
	25	2029	2054	4.40%	\$300,000	\$7,600	\$13,200	\$20,800
Total					\$500,000	\$12,670	\$22,000	\$34,670

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 \$34,670 equates to approximately \$393.98 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 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

The user charge and parcel tax fund the service. 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 2025 over 2024 changes for parcel tax and user charge.

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Port Renfrew Utility Services 2025 Operating and Capital Budget

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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
2024	\$67,019	88	\$801.56	\$66,999	98	\$685.27	\$1,486.83
2025	\$70,369	88	\$841.63	\$70,349	98	\$719.54	\$1,561.17
Change (\$)	\$3,350	0	\$40.07	\$3,350	0	\$34.27	\$74.34
Change (%)	5.00%	0.00%	5.00%	5.00%	0.00%	5.00%	5.00%

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

RECOMMENDATIONS

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

Submitted by:	Jason Dales, B.Sc., WD IV, Senior Manager, Wastewater Infrastructure Operations
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy CFO
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: 2025 Budget Port Renfrew Street Lighting
Appendix B: 2025 Budget Port Renfrew Refuse Disposal
Appendix C: 2025 Budget Port Renfrew Water
Appendix D: 2025 Budget Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Street Lighting

Commission Review

NOVEMBER 2024

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 Fucan 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.

1.232 - Port Renfrew Street Lighting	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Electricity	7,580	8,000	7,810	-	-	7,810	7,970	8,130	8,290	8,460
Allocations	457	457	460	-	-	460	474	483	493	503
Contingency	1,062	-	1,090	-	-	1,090	1,110	1,130	1,150	1,170
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	9,199	8,557	9,460	-	-	9,460	9,654	9,843	10,033	10,233
*Percentage Increase over prior year			2.8%			2.8%	2.1%	2.0%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2024 to 2025	-	642	(642)	-	-	(642)	-	-	-	-
Balance c/fwd from 2023 to 2024	(1,233)	(1,233)	-	-	-	-	-	-	-	-
User Charges	(3,892)	(3,892)	(4,310)	-	-	(4,310)	(4,400)	(4,490)	(4,580)	(4,670)
Grants in Lieu of Taxes	(82)	(82)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(270)	(270)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
TOTAL REVENUE	(5,477)	(4,835)	(5,312)	-	-	(5,312)	(4,770)	(4,870)	(4,970)	(5,070)
REQUISITION - PARCEL TAX	(3,722)	(3,722)	(4,148)	-	-	(4,148)	(4,884)	(4,973)	(5,063)	(5,163)
*Percentage increase over prior year										
User Fee			10.7%			10.7%	2.1%	2.0%	2.0%	2.0%
Requisition			11.4%			11.4%	17.7%	1.8%	1.8%	2.0%
Combined			11.1%			11.1%	9.8%	1.9%	1.9%	2.0%

Service: **1.232 Port Renfrew Street Lighting**Committee: **Electoral Area**

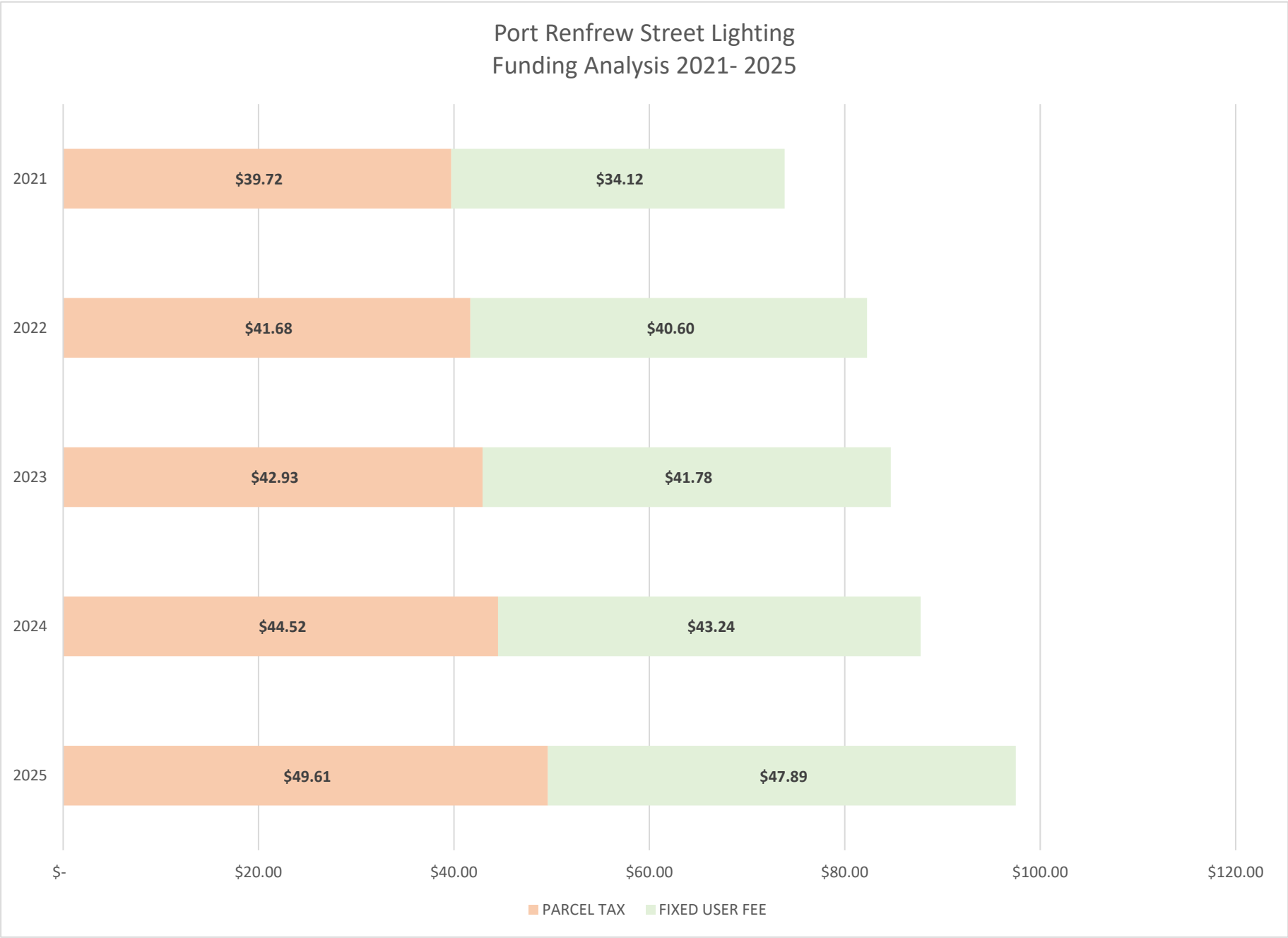
<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax Per Folio</u>	<u>SFE's</u>	<u>User Charge Per Folio</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	86	\$41.24	86	\$39.19	\$80.43	3847	\$19,973.00
2013	87	\$35.14	87	\$33.38	\$68.52	3892	\$19,973.00
2014	87	\$35.98	87	\$34.18	\$70.16	3924	\$18,950.00
2015	87	\$42.77	87	\$40.63	\$83.40	3987	\$20,000.00
2016	88	\$42.28	88	\$40.61	\$82.89	4074	\$19,569.90
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		

Change from 2024 to 2025

\$5.09
11.44%

\$4.65
10.75%

\$9.74
11.10%



CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Refuse Disposal

Commission Review

NOVEMBER 2024

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.

1.523 - Port Renfrew Refuse Disposal	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Salaries and Wages	-	-	-	45,000	-	45,000	45,900	46,820	47,760	48,720
Contract - Operation	13,970	13,970	14,390	(14,390)	-	-	-	-	-	-
Contract for Services	69,810	69,810	71,910	21,090	-	93,000	94,860	96,750	98,690	100,670
Allocations	4,471	4,471	4,634	-	-	4,634	4,773	4,869	4,966	5,065
Electricity	1,210	1,500	1,250	-	-	1,250	1,280	1,310	1,340	1,370
Other Operating Expenses	3,220	2,782	2,891	-	-	2,891	2,951	3,012	3,074	3,137
TOTAL OPERATING COSTS	92,681	92,533	95,075	51,700	-	146,775	149,764	152,761	155,830	158,962
*Percentage Increase over prior year			2.6%	55.8%		58.4%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Transfer to Capital Reserve Fund	15,950	19,248	16,000	-	-	16,000	16,320	16,650	16,980	17,320
TOTAL CAPITAL / RESERVES	17,950	21,248	18,000	-	-	18,000	18,360	18,730	19,100	19,480
TOTAL COSTS	110,631	113,781	113,075	51,700	-	164,775	168,124	171,491	174,930	178,442
Internal Recovery	(26,440)	(26,440)	(27,233)	-	-	(27,233)	(27,778)	(28,333)	(28,900)	(29,478)
NET COSTS	84,191	87,341	85,842	51,700	-	137,542	140,346	143,158	146,030	148,964
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(5,000)	(5,000)	(5,150)	(4,850)	-	(10,000)	(10,200)	(10,400)	(10,610)	(10,820)
Recovery Cost	(39,375)	(39,375)	(40,121)	(22,225)	-	(62,346)	(63,643)	(64,944)	(66,270)	(67,627)
Grants in Lieu of Taxes	(390)	(390)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
Other Revenue	(50)	(3,200)	(50)	(2,400)	-	(2,450)	(2,450)	(2,450)	(2,450)	(2,450)
TOTAL REVENUE	(44,815)	(47,965)	(45,721)	(29,475)	-	(75,196)	(76,703)	(78,214)	(79,760)	(81,337)
REQUISITION	(39,376)	(39,376)	(40,121)	(22,225)	-	(62,346)	(63,643)	(64,944)	(66,270)	(67,627)
*Percentage increase over prior year Requisition			1.9%	56.4%		58.3%	2.1%	2.0%	2.0%	2.0%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve Fund	62,344	36,344	25,164	41,814	58,794	76,114
Equipment Replacement Fund	43,618	45,618	47,658	49,738	51,858	54,018
Total	105,961	81,961	72,821	91,551	110,651	130,131

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				
		2024	2025	2026	2027	2028	2029
Beginning Balance		44,414	62,344	36,344	25,164	41,814	58,794
Transfer from Ops Budget		15,950	16,000	16,320	16,650	16,980	17,320
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(42,000)	(27,500)	-	-	-
Interest Income*		1,980					
Ending Balance \$		62,344	36,344	25,164	41,814	58,794	76,114

<u>Assumptions/Background:</u>

*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				
		2024	2025	2026	2027	2028	2029
Fund Centre:	101448						
Beginning Balance		41,618	43,618	45,618	47,658	49,738	51,858
Transfer from Ops Budget		2,000	2,000	2,040	2,080	2,120	2,160
Transfer from Cap Fund		-					
Planned Purchase		-					
Interest Income		-					
Ending Balance \$		43,618	45,618	47,658	49,738	51,858	54,018

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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.523 Port Renfrew Refuse Disposal	Carry Forward from 2024	2025	2026	2027	2028	2029	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	\$304,500	\$334,500	\$27,500	\$0	\$0	\$0	\$0	\$362,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$304,500	\$334,500	\$27,500	\$0	\$0	\$0	\$0	\$362,000

SOURCE OF FUNDS

Capital Funds on Hand	\$292,500	\$292,500	\$0	\$0	\$0	\$0	\$0	\$292,500
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$12,000	\$42,000	\$27,500	\$0	\$0	\$0	\$0	\$69,500
	\$304,500	\$334,500	\$27,500	\$0	\$0	\$0	\$0	\$362,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>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</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

Port Renfrew Refuse Disposal

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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 10, 2024

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2021	CE.432.2001	19-02	Open	Fencing Replacement	48,000	37,761	10,239	48,000
2024	CE.872.4001	24-01	Open	Port Renfrew Transfer Station Upgrades	292,500	-	292,500	292,500
				Total	340,500	37,761	302,739	340,500

CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Water

Commission Review

NOVEMBER 2024

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 Fucan 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)

2.650 - Port Renfrew Water	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,610	7,120	8,870	-	8,000	16,870	9,040	9,210	9,380	9,570
Allocations - Operations	84,960	105,000	88,870	-	-	88,870	90,650	92,460	94,310	96,200
Allocations - Other	9,497	9,497	10,164	-	-	10,164	10,430	10,641	10,855	11,073
Electricity	5,440	6,030	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Supplies	9,290	15,560	15,330	-	-	15,330	15,630	15,940	16,250	16,570
Water Testing	3,226	3,336	3,341	-	-	3,341	3,406	3,472	3,539	3,606
Other Operating Expenses	3,157	10,032	4,070	-	-	4,070	4,279	17,505	4,751	5,016
TOTAL OPERATING COSTS	124,180	156,575	136,645	-	8,000	144,645	139,555	155,468	145,445	148,525
*Percentage Increase over prior year			10.0%		6.4%	16.5%	-3.5%	11.4%	-6.4%	2.1%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	-	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Transfer to Capital Reserve Fund	15,000	-	15,000	-	-	15,000	40,450	48,140	22,586	18,780
MFA Debt Reserve Fund	-	-	-	-	-	-	-	9,167	6,000	3,500
Interest Payments	-	-	-	-	-	-	-	10,083	46,933	74,433
Principal Payments	-	-	-	-	-	-	-	-	23,223	38,423
TOTAL DEBT / RESERVES	20,000	-	30,000	-	-	30,000	60,450	87,390	118,742	155,136
TOTAL COSTS	144,180	156,575	166,645	-	8,000	174,645	200,005	242,858	264,187	303,661
*Percentage Increase over prior year			15.6%		5.5%	21.1%	14.5%	21.4%	8.8%	14.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2024 to 2025	-	(7,395)	7,395	-	-	7,395	-	-	-	-
Balance c/fwd from 2023 to 2024	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	(5,000)	-	-	(8,000)	(8,000)	-	(13,000)	-	-
User Charges	(70,830)	(70,830)	(85,550)	-	-	(85,550)	(98,383)	(113,139)	(130,110)	(149,627)
Other Revenue	(1,102)	(1,102)	(1,140)	-	-	(1,140)	(1,170)	(1,200)	(1,230)	(1,260)
TOTAL REVENUE	(71,932)	(84,327)	(79,295)	-	(8,000)	(87,295)	(99,553)	(127,339)	(131,340)	(150,887)
REQUISITION - PARCEL TAX	(72,248)	(72,248)	(87,350)	-	-	(87,350)	(100,452)	(115,519)	(132,847)	(152,774)
*Percentage increase over prior year										
User Fees			20.8%			20.8%	15.0%	15.0%	15.0%	15.0%
Requisition			20.9%			20.9%	15.0%	15.0%	15.0%	15.0%
Combined			20.8%			20.8%	15.0%	15.0%	15.0%	15.0%

Port Renfrew Water
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	1,566	8,566	28,566	35,566	55,566	75,566
Capital Reserve Fund	46,249	51,249	61,699	109,839	132,425	151,205
Total	47,815	59,815	90,265	145,405	187,991	226,771

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.
--

Reserve Cash Flow

Fund: 1500 Fund Centre: 105536	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	6,286	1,566	8,566	28,566	35,566	55,566
Transfer from Ops Budget	-	15,000	20,000	20,000	20,000	20,000
Expenditures	-	(8,000)	-	(13,000)	-	-
Planned Maintenance Activity		Reservoir cleaning		Tree clearing for high voltage hydro lines		
Deficit Recovery	(5,000)					
Interest Income*	280					
Ending Balance \$	1,566	8,566	28,566	35,566	55,566	75,566

<u>Assumptions/Background:</u>

* Interest in planning years nets against inflation which is not included.
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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: 1026 Fund Centre: 101370	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	44,275	46,249	51,249	61,699	109,839	132,425
Transfer from Ops Budget	-	15,000	40,450	48,140	22,586	18,780
Transfer from Cap Fund	-					
Transfer to Cap Fund	-	(10,000)	(30,000)	-	-	-
Interest Income*	1,974					
Ending Balance \$	46,249	51,249	61,699	109,839	132,425	151,205

<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 - 2025 to 2029

Service No.	2.650	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$50,000	\$200,000	\$0	\$250,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$100,000	\$110,000	\$30,000	\$2,100,000	\$400,000	\$350,000	\$2,990,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$110,000	\$30,000	\$2,150,000	\$600,000	\$350,000	\$3,240,000

SOURCE OF FUNDS

Capital Funds on Hand	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$916,667	\$600,000	\$350,000	\$1,866,667
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$1,233,333	\$0	\$0	\$1,233,333
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$30,000	\$0	\$0	\$0	\$40,000
	\$100,000	\$110,000	\$30,000	\$2,150,000	\$600,000	\$350,000	\$3,240,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>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</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

Service #:	2.650
Service Name:	Port Renfrew Water

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

Project Number	22-01	Capital Project Title	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.				

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

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, 2024

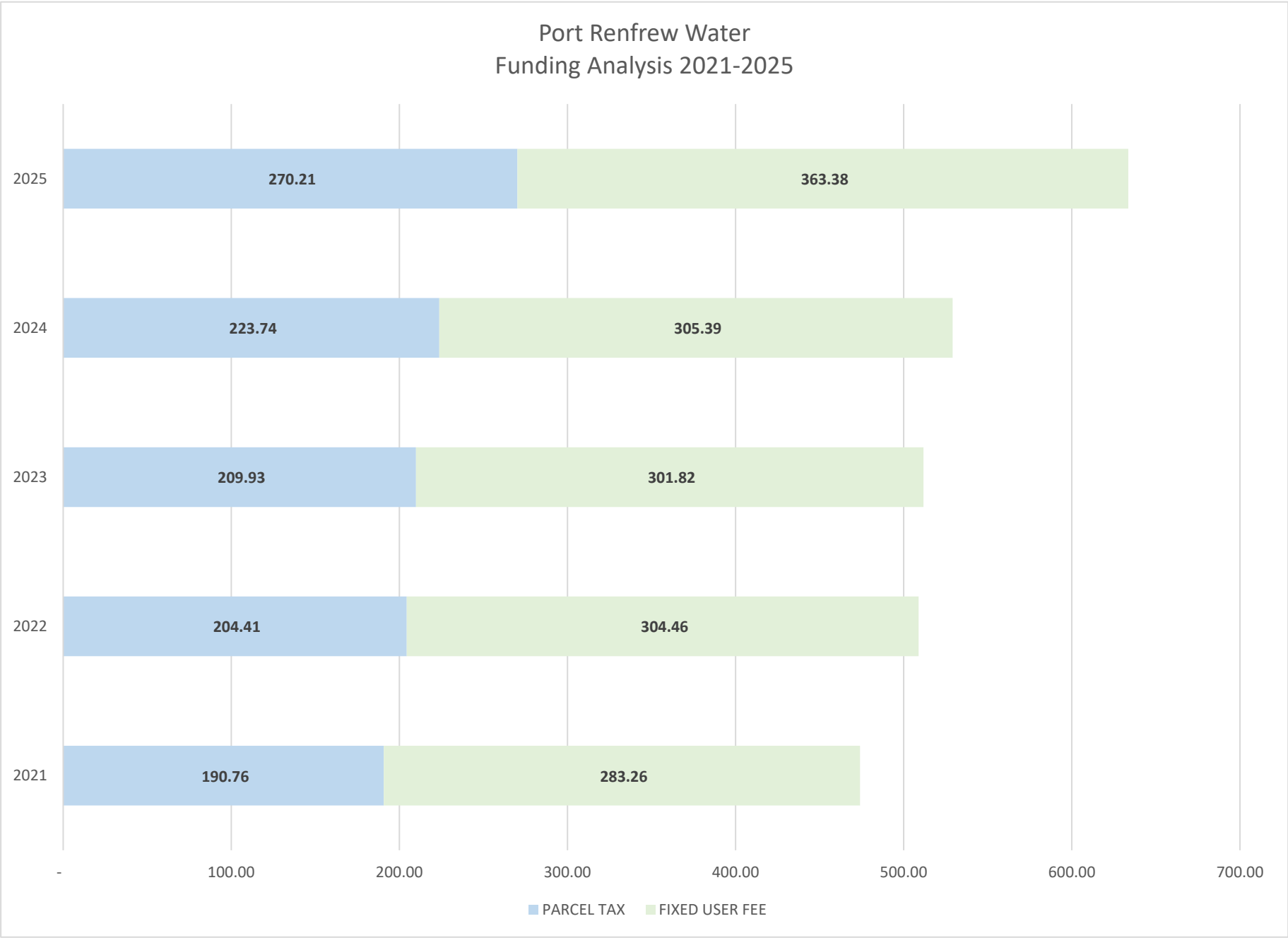
Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
					Expenditure Actuals	Remaining Spending	
2022	CE.817.6001	Open	Wickanninnish Rd Water Main Replacement	50,000	44,924	5,076	50,000
2024	CE.868.4501	Open	Water Master Plan Study	175,000	-	175,000	175,000
			Totals	225,000	44,924	180,076	225,000

Service:	2.650	Port Renfrew Water	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>
2012	163	\$320.86	244	\$203.38	\$524.24	3847	\$39,733
2013	172	\$313.09	242	\$211.15	\$524.24	3892	\$28,108
2014	172	\$313.74	243	\$210.71	\$524.45	3924	\$37,379
2015	172	\$317.95	243	\$213.54	\$531.49	3987	\$47,246
2016	194	\$288.95	265	\$207.33	\$496.28	4074	\$50,619
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	\$363.38	317	\$270.21	\$633.59		

Change from 2024 to 2025

\$57.99	\$46.47	\$104.46
18.99%	20.77%	19.74%



CAPITAL REGIONAL DISTRICT

2025 Budget

Port Renfrew Sewer

Commission Review

NOVEMBER 2024

Service: 3.850 Port Renfrew Sewer	Committee: Electoral Area
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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).

3.850 - Port Renfrew Sewer

	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Grit Disposal	11,300	-	11,640	-	-	11,640	11,870	12,110	12,350	12,600
Electricity	7,300	6,500	7,520	-	-	7,520	7,670	7,820	7,980	8,140
Supplies	2,750	1,000	2,840	-	-	2,840	2,900	2,960	3,020	3,080
Allocations - Operations	62,431	71,001	65,281	-	-	65,281	66,592	67,933	69,295	70,687
Allocations - Other	18,107	11,980	18,747	-	-	18,747	19,180	19,560	19,946	20,338
Other Operating Expenses	12,140	24,610	12,700	-	-	12,700	13,001	13,310	13,647	13,994
TOTAL OPERATING COSTS	114,028	115,091	118,728	-	-	118,728	121,213	123,693	126,238	128,839
*Percentage Increase over prior year			4.1%			4.1%	2.1%	2.0%	2.1%	2.1%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	17,580	17,580	19,120	-	-	19,120	23,205	27,635	28,180	17,280
Transfer to Operating Reserve	4,000	2,963	4,500	-	-	4,500	5,000	5,500	6,000	6,500
MFA Debt Reserve Fund	-	-	-	-	-	-	-	-	2,000	3,000
MFA Debt Principal	-	-	-	-	-	-	-	-	-	5,070
MFA Debt Interest	-	-	-	-	-	-	-	-	2,200	12,100
TOTAL DEBT / RESERVES	21,580	20,543	23,620	-	-	23,620	28,205	33,135	38,380	43,950
TOTAL COSTS	135,608	135,634	142,348	-	-	142,348	149,418	156,828	164,618	172,789
*Percentage Increase over prior year			5.0%			5.0%	5.0%	5.0%	5.0%	5.0%
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(66,999)	(66,999)	(70,349)	-	-	(70,349)	(73,869)	(77,558)	(81,439)	(85,509)
Grants in Lieu of Taxes	(1,490)	(1,497)	(1,530)	-	-	(1,530)	(1,560)	(1,590)	(1,620)	(1,650)
Other Revenue	(100)	(119)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(68,589)	(68,615)	(71,979)	-	-	(71,979)	(75,529)	(79,248)	(83,159)	(87,259)
REQUISITION - PARCEL TAX	(67,019)	(67,019)	(70,369)	-	-	(70,369)	(73,889)	(77,580)	(81,459)	(85,530)
*Percentage increase over prior year										
User Fees						5.0%	5.0%	5.0%	5.0%	5.0%
Requisition						5.0%	5.0%	5.0%	5.0%	5.0%
Combined						5.0%	5.0%	5.0%	5.0%	5.0%

Port Renfrew Sewer
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	11,978	16,478	21,478	26,978	32,978	39,478
Capital Reserve Fund	27,804	31,924	55,129	62,764	90,944	108,224
Total	39,783	48,403	76,608	89,743	123,923	147,703

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: 1500 Fund Centre: 105537	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	8,635	11,978	16,478	21,478	26,978	32,978
Transfer from Ops Budget	2,963	4,500	5,000	5,500	6,000	6,500
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income*	380					
Ending Balance \$	11,978	16,478	21,478	26,978	32,978	39,478

<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				
		2024	2025	2026	2027	2028	2029
Beginning Balance		38,844	27,804	31,924	55,129	62,764	90,944
Transfer from Ops Budget		17,580	19,120	23,205	27,635	28,180	17,280
Transfer from Cap Fund		-					
Transfer to Cap Fund		(30,000)	(15,000)	-	(20,000)	-	-
Interest Income*		1,380					
Ending Balance \$		27,804	31,924	55,129	62,764	90,944	108,224

<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 - 2025 to 2029

Service No.	3.850	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Port Renfrew Sewer							

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	\$100,000	\$115,000	\$0	\$20,000	\$200,000	\$300,000	\$635,000	\$635,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$115,000	\$0	\$20,000	\$200,000	\$300,000	\$635,000	\$635,000

SOURCE OF FUNDS

Capital Funds on Hand	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$200,000	\$300,000	\$500,000	\$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	\$0	\$15,000	\$0	\$20,000	\$0	\$0	\$35,000	\$35,000
	\$100,000	\$115,000	\$0	\$20,000	\$200,000	\$300,000	\$635,000	\$635,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>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</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>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</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #:

3.850

Service Name:

Port Renfrew Sewer

[illegible]

Service: 3.850 Port Renfrew Sewer			
Project Number	22-02	Capital Project Title	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, 2024

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2021	CE.679.8302	21-02	Open	Review Options for Phased Capital Plan	20,000	1,176	18,824	20,000
2022	CE.679.4601	22-01	Open	Genset Upgrade-CWF funded	120,000	69,367	50,633	120,000
2024	CE.869.4501	24-01	Open	Water Plan Master Study	175,000	-	175,000	175,000
				Totals	315,000	70,543	244,457	315,000

Service:	3.850	Port Renfrew Sewer	Committee: Electoral Area
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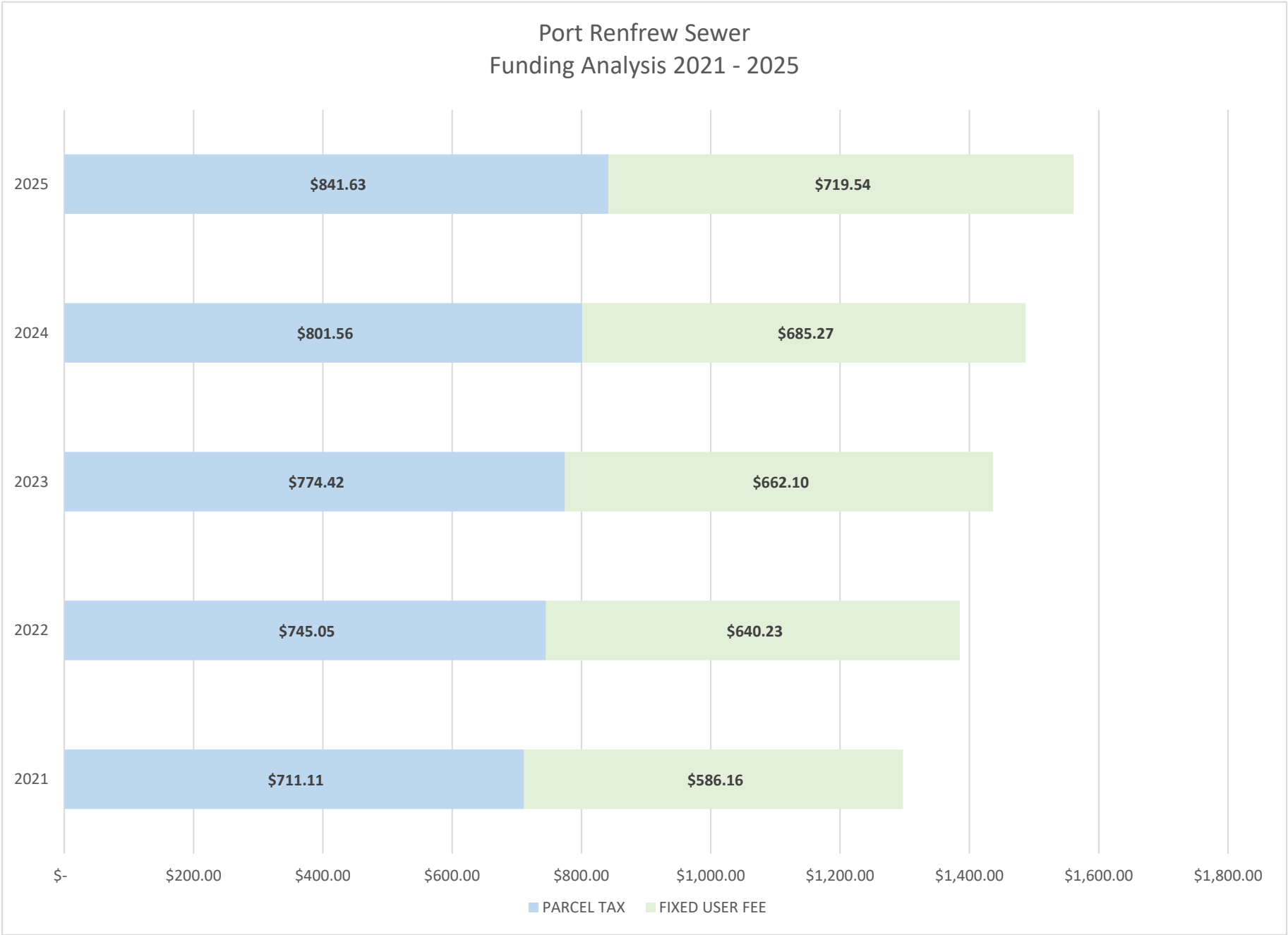
<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	86	\$490.15	96.77	\$413.88	\$904.03	3847	\$21,516.30
2013	87	\$482.87	94.77	\$421.17	\$904.04	3892	\$19,973.00
2014	87	\$482.87	94.77	\$421.18	\$904.05	3924	\$18,950.40
2015	87	\$483.24	94.77	\$421.49	\$904.73	3987	\$20,000.00
2016	88	\$481.94	94.77	\$425.19	\$907.12	4074	\$19,569.90
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		

Change from 2024 to 2025

\$40.07
5.00%

\$34.27
5.00%

\$74.34
5.00%



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF FRIDAY, NOVEMBER 01, 2024**

SUBJECT **Capital Project Status Reports and Operational Updates – November 2024**

ISSUE SUMMARY

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

BACKGROUND

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 317 Single Family Equivalents (SFE) in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. The Port Renfrew sewer system serves approximately 98 SFE’s in the Beach Camp localized residential area. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water and sewer systems with day-to-day operation, maintenance, design and construction of water and sewer system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Port Renfrew Water System is overseen by the CRD Water Quality Section.

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

CAPITAL PROJECT UPDATE

Port Renfrew Water

24-01 | Water Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with wastewater master planning study.

Project Rationale: To provide water servicing requirement to the growing Port Renfrew Community as well as the Pacheedaht First Nation. Capacity of the existing and future systems will be assessed as well as the potential to combine Pacheedaht First Nation’s and CRD water system into one system.

Project Update and Milestones:

Milestone	Completion Date
Request for Proposal	Q4 2024
Budget and Grant Approval	End of 2023 (Budget has received early approval)

20-01 | Hydrant Replacement Program

Project Description: Hydrants are reaching their end of life and require replacement.

Project Rationale: The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required on an annual basis. Priority is based on Operator and community input.

Project Update and Milestones:

Milestone	Completion Date
Work on hold to determine alignment with Master Plan	On Hold

Port Renfrew Sewer

24-01 | Sewer Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with water master planning study.

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

Project Update and Milestones:

Milestone	Completion Date
Request for Proposal	Q4 2024
Budget and Grant Approval	End of 2023 (Budget has received early approval)

22-01 | Genset Upgrade (Complete)

Project Description: A new genset is required to provide standby power for the whole Wastewater Treatment Plant (WWTP).

Project Rationale: The existing genset only provides standby power for the influent pumps. During a power outage, the blowers do not operate, and this puts the WWTP out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Project Update and Milestones:

Milestone	Completion Date
Generator Installation	Q3 2024
Generator Delivery	Q1 2024
Submitted a Community Works Fund application followed by procurement through a quotation process.	Complete

22-02 | Alternative Approval Process (AAP) – Project Has Been Deferred To 2025

Project Description: Based on information received from the Master Plan (24-01), carry out an AAP or petition in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale: Following approval of Growing Communities Fund (GCF) grant for Master Plan studies to be completed in 2024, this AAP or petition process is proposed to be delayed to 2025/26 so that Master Plan results can be captured and incorporated.

Project Update and Milestones:

Milestone	Completion Date
Project on hold pending Master Plan completion.	Hold

OPERATIONAL UPDATE

Port Renfrew Water

This is an operational update for the reporting period from May 2024 through September 2024.

- Operations responded to a large service leak under Alvarez Road that was resulting in low water pressure for a resident. This leak was difficult and time consuming to locate.
- The chlorine injection pump was rebuilt to ensure proper and efficient dosing.
- Hydrant tear downs/re-builds have been deferred until 2025.
- Air valve maintenance was completed.
- Core Operators filled in for a 6-week period when the Chief Local Operator was away on his annual fishing trip.

Port Renfrew Sewer

This is an operational update for the reporting period from May 2024 through September 2024.

- Operations assisted with the install and commissioning of the new backup emergency generator.
- Back in July, the WWTP experienced a non-compliance event due to a high level of solids in the Plant’s effluent. This was due to a buildup of sludge and scum, which were removed from the WWTP by a Vacuum Truck to help bring the Plant back in compliance.
- Core Operators filled in for a 6-week period when the Chief Local Operator was away on his annual fishing trip.
- Annual Backflow testing and maintenance was completed.
- The site’s snowplow has been sent to fleet to undergo repairs to ensure it is ready for the winter season.
- Operations continues to look for ways to optimize and improve the overall treatment Plant process.

Port Renfrew Refuse Disposal

The facility’s long-time caretaker has retired as of October 31, 2024, and the operation has begun the transition to an operator model as approved in the February 15, 2024 staff report to the Port Renfrew Utility Services Committee. An auxiliary part-time operator has been hired to work up to 18 hours per week. Subject to a review of this operating model, a budgetary request for a permanent part-time operator will be made in 2025 for the 2026 budget and beyond.

At the time of writing this report staff are planning, subject to review by this committee, to operate the transfer station according to the following schedule:

Mondays 10 am to 4 pm
Thursdays 10 am to 4 pm
Saturdays 10 am to 4 pm

An operator shed is being placed on site prior to November 1 and the culvert and driveway at the entrance to the facility is expected to be complete by the end of October. Work on broader upgrades to the facility such as the installation of compactor bins are continuing and are expected to be complete early in 2025.

Staff have been in negotiations with Recycle BC in an effort to re-establish their support for the collection of select streams of residential recyclable materials, as this will save the CRD the costs of hauling, processing and marketing of these materials. This reinstatement is contingent upon the depot complying with certain requirements, especially ensuring that no non-residential recyclable materials are included with the Recycle BC materials. Therefore, options for managing recyclables being generated by local businesses needs to be addressed and staff are looking to establish segregated collection on site. However, the cost of managing these materials will have to be borne by the CRD.

The overall budget for this service is up significantly due to the cost of wages to staff the facility and as a result of increased contract costs for hauling and disposing of refuse and recyclables. Beginning in 2025, it is anticipated that the facility will be able to generate some additional revenues from the collection and redemption of refundable beverage containers that will help offset operating expenses.

RECOMMENDATION

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

Submitted by:	Tom Watkins, B.Sc., Acting Senior Manager, Environmental Resource Management
Submitted by:	Adam Hliva, Manager, Core Area Wastewater Conveyance Operations
Concurrence:	Jared Kelly, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services