



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE
 Notice of Meeting on **Monday, November 21, 2022 at 2:00 p.m.**
 Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

C. Welham (Chair)	A. Wickheim, Electoral Area Director	Q. MacDonald	D. Quigley
-------------------	---	--------------	------------

AGENDA

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES3

Recommendation: That the minutes of the June 28, 2022 meeting be adopted.

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

The public are welcome to attend Committee meetings in-person.

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 ivsadministration@crd.bc.ca.

Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

5. SENIOR MANAGER'S REPORT

6. COMMITTEE BUSINESS

6.1. 2023 Operating and Capital Budget6

Recommendation: That the Port Renfrew Utility Services Committee:

1. Approve the 2023 Operating and Capital Budget for the:
 - (a) Street Lighting System Local Service as presented and recommend that the 2022 actual surplus or deficit be carried forward to the 2023 operating budget;
 - (b) Refuse Disposal Local Service as presented and recommend that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ERF);
 - (c) Water Local Service as presented and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF);
 - (d) Sewer Local Service as presented and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF);
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*

**Port Renfrew Utility Services Committee
Agenda – November 21, 2022**

2

6.2. Project and Operations Update52

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

7. CORRESPONDENCE

8. NEW BUSINESS

9. ADJOURNMENT

Next Meeting: At the call of the Chair



Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, June 28, 2022 at 3:00 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: C. Welham (Chair); M. Hicks (Electoral Area Director) (EP); D. Quigley (EP)

Staff: T. Robbins, General Manager; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; T. Watkins, Manager, Solid Waste Operations, Environmental Resource Management (EP); M. Risvold (Recorder)

REGRETS: Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 3:02 pm.

1. APPROVAL OF AGENDA

MOVED by M. Hicks, **SECONDED** by D. Quigley,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by M. Hicks, **SECONDED** by D. Quigley,
That the minutes of the February 22, 2022 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair had no remarks.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

- **Bylaw No. 4451 – A Bylaw to Amend Appointment for the Port Renfrew Utility Services Committee (Bylaw No. 3281)**

M. McCrank provided an overview of Bylaw 4451, advising there is no more requirement for annual general meetings. He advised there will be two vacancies on the committee, and noted advertisements for vacancies will be posted in September for 30 days. Nominations will be recommended to the Board by the Electoral Area Director. The term will be for two years, beginning January 1 of the subsequent year until December 31 of the following year. An overview was provided to the committee of the authority and expectations of committees.

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

M. McCrank introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted in Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation. The draft bylaw will be shared with the committee for review and comment prior to adoption.

Staff responded to concern from the committee regarding Port Renfrew being grouped with other Local Services. Staff advised that each service would be reviewed on a case by case basis in terms of stage of water conservation applied, and acknowledged Port Renfrew is unique in terms of its source and supply. Comments will be considered for revisions to the draft bylaw.

6. COMMITTEE BUSINESS

6.1. Project and Operations Update

M. McCrank introduced the project and operations update.

I. Jesney provided the capital projects update.

Discussion ensued regarding:

- Alternative Approval Process (AAP)
- Community Works Funds (CWF)
- Sewage Plant Upgrade

M. McCrank provided the operational update.

Staff responded to a question from the committee regarding the damaged pipe from a contractor. Staff advised there was no compensation for CRD's emergency response to the damage as the pipe is in the Province's right-of-way.

T. Watkins provided the refuse disposal update advising garbage quantity has increased likely due to high economic activity. The current transfer station operator plans to retire within two years, staff advised replacing the operator will be costly.

Discussion ensued regarding:

- Curbside garbage pickup
- Risk of illegal dumping
- Annual bulk items collection
- Community clean-up

6.2. 2021 Annual Report

M. McCrank introduced the 2021 Annual Report, advising it will be available online by the end of June.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

I. Jesney advised M. McCrank will be leaving the Capital Regional District effective September 2022.

The committee thanked M. McCrank for his service.

9. ADJOURNMENT

MOVED by M. Hicks, **SECONDED** by D. Quigley,
That the June 28, 2022 meeting be adjourned at 3:35.

CARRIED

CHAIR

SECRETARY



Making a difference...together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MONDAY, NOVEMBER 21, 2022

SUBJECT Port Renfrew Utility Services 2023 Operating and Capital Budget

ISSUE SUMMARY

To present the 2023 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 2020 and 2022
- 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 2022 may be made in January 2023. The CRD Board will give final approval to the budget and financial plan in March 2023.

The Financial Plan for the years 2024 to 2027 may be changed in future years.

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

2

BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service (Appendix A)

Operating Budget

It is anticipated that operating expenses in 2022 will be \$1,390 under budget due to slightly lower than expected electricity costs and unspent contingency funds. It is also anticipated that revenues in 2022 will be on budget. This results in an estimated \$1,390 surplus in 2022. It is proposed that the estimated surplus from 2022 be carried forward into 2023 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 \$1,150 for 2023. The 2023 operating budget has been increased by \$95 (1.1%) over the 2022 budget due to core inflation.

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 2023 over 2022 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
2022	\$3,485	88	\$41.68	\$3,654	90	\$40.60	\$82.28
2023	\$3,589	88	\$42.93	\$3,760	90	\$41.78	\$84.71
Change (\$)	\$104	0	\$1.25	\$106	0	\$1.18	\$2.43
Change (%)	2.98%	0.00%	2.99%	2.90%	0.00%	2.90%	2.96%

* 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 estimated that operating expenses will be approximately on budget in 2022. Also, it is anticipated that revenues will be approximately \$1,000 over budget due to a higher than anticipated price received for scrap metal. This results in an operating surplus of approximately \$1,000. In order to balance the 2022 operating budget, it is proposed that the 2022 transfer to the Equipment Replacement Fund (ERF) be increased by the actual surplus amount.

The 2022 operating budget has been increased by \$5,923 (7.1%) over the 2022 budget mainly to account for core inflation and incremental increases for various operating expenses such as contract for services for waste and scrap transfers.

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

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

3

Capital Reserve Fund (CRF)

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

It is proposed that the budgeted transfer to the CRF be set at \$2,000 in 2023. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2022 is projected to be \$35,060.

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 2023. The balance of the ERF at the end of 2022 is projected to be \$40,871.

Capital Expenditure Plan

The 5-year capital plan only includes an addition of \$12,000 in 2023 to construct a covered storage for recyclable materials on site in accordance with the CRD's contract with Recycle BC to collect recyclable materials at the facility on their behalf. This project is planned to be funded by the CRF.

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 anticipated that total operating expenses in 2022 will be \$1,260 over budget due to unexpected maintenance repairs. Some of these include failing aerator motor, watermain and water service repairs, water treatment plant road repairs, and power line tree trimming work.

It is expected that the revenues in 2022 will be on budget.

As a result, there is an estimated overall deficit of approximately \$1,260. In order to balance the 2022 budget, it is proposed that the 2022 transfer to CRF be reduced by the actual deficit amount. This reduced reserve fund transfer results in a deficiency within the reserve funding target levels, which will require replenishment in 2023 and future years' planning.

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

4

Otherwise, the resulting deficiency in 2022 must immediately be included as an expenditure to be recovered from revenue in the 2023 financial plan as required by *Local Government Act* Section 374(11).

The 2023 over 2022 operating costs (excluding 2022 one-time cyclical program to assist with tree trimming, funded by Operating Reserve Fund for \$13,000) has been increased by \$3,494 (3.2%). The increase is primarily to account for inflation and increased labour and electricity charges.

Currently there is no debt for this service.

Operating Reserve Fund (ORF)

The Operating Reserve Fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include hydrant/standpipe maintenance, reservoir cleaning and water treatment filter media servicing. The ORF also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the ORF could be used for emergency unplanned repairs.

It is proposed that transfers to the ORF be set at \$5,000 in 2023 to ensure future maintenance activities are fully funded and an optimal balance in the reserve fund is maintained. There is \$13,000 in planned maintenance to be funded by the ORF over the next five years.

The Operating Reserve Fund balance at the end of 2022 is projected to be approximately \$1,101.

Capital Reserve Fund

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

It is proposed that the budgeted transfer to the CRF be set at \$15,000 in 2023. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2022 is projected to be approximately \$51,810.

Capital Expenditure Plan

The 5-year plan includes \$2,468,918 of expenditures to be funded by a combination of the service's CRF, grants and new debt.

In 2023, \$10,000 will be incurred for pre-planned capital works related to the Fire Hydrant Replacement Program (20-01) which is funded from the CRF. The Supply System Replacement Design (23-04) project will also be initiated to progress designs for replacement of the remaining asbestos cement supply pipelines and will utilize grant funding.

In 2022, previously approved funding for the Fire Hydrant Replacement Program (20-01) was repurposed to prioritize design work for replacement of AC watermain on Wickanninish Road, which was determined by operations staff to be in poor condition and requiring expedited replacement. Once the design is complete, CRD will require \$30,000 out of CRF for construction to complete project 23-05.

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

5

An Alternative Approval Process (AAP) (22-01) is to be funded through the CRF for a total of \$15,000 in 2024. Three borrowings are planned in the five-year capital plan to fund capital expenditures for Supply System Replacement (23-01) (co-funded by grants), Asbestos Cement Pipe Replacement Program (23-02) and upgrades to SCADA equipment and repairs to WTP (23-03).

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	2024	2049	4.90%	\$541,306	\$15,848	\$26,524	\$42,372
	25	2025	2050	4.90%	\$450,000	\$13,174	\$22,050	\$35,224
	25	2027	2052	4.90%	\$200,000	\$5,855	\$9,800	\$15,655
Total					\$1,191,306	\$34,877	\$58,374	\$93,251

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 \$93,251 equates to approximately \$403.70 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 2023 over 2022 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>
2022	\$64,508	223	\$304.46	\$64,508	316	\$204.41	\$508.87
2023	\$66,243	231	\$301.82	\$66,247	316	\$209.93	\$511.75
Change (\$)	\$1,735	8	-\$2.64	\$1,739	0	\$5.52	\$2.88
Change (%)	2.69%	3.59%	-0.87%	2.70%	0.00%	2.70%	0.57%

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

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

6

Port Renfrew Sewer Local Service (Appendix D)

Operating Budget

It is anticipated that the 2022 operating expenses will be \$1,889 over budget. This cost overrun is primarily due to increased sludge removal at the wastewater treatment plant.

It is projected that the 2022 operating revenue will be \$895 over budget mainly due to recovery revenue related to snow plowing cost from a third party. As a result, there is an overall estimated deficit and cash flow shortage of approximately \$994.

In order to balance the 2022 operating budget, it is proposed that the 2022 transfer to CRF be reduced by the actual deficit amount. This reduced reserve fund transfer results in a deficiency within the reserve funding target levels, which will require replenishment in 2023 and future years' planning. Otherwise, the resulting deficiency in 2022 must immediately be included as an expenditure to be recovered from revenue in the 2023 financial plan as required by *Local Government Act* Section 374(11).

The 2023 gross operating cost has been increased by \$4,634 (4.4%) over 2022. The increase is primarily to account for core inflation and incremental increases for various operating supplies and the increased frequency of sludge removal at the wastewater treatment plant.

Currently there is no debt for this service.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Planned maintenance activities include treatment facility tank draining/cleaning/inspection, backup power generator load testing, collection system, etc. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for unplanned emergencies.

It is proposed that transfers to the operating reserve be set at \$4,000 in 2023 to ensure future maintenance activities are fully funded and an optimal fund balance is maintained.

The Operating Reserve Fund balance at the end of 2022 is projected to be approximately \$4,359.

Capital Reserve Fund

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

It is proposed that the budgeted transfer to the CRF be maintained at \$18,000 in 2023. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of this reserve at the end of 2022 is projected to be approximately \$24,698.

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

7

Capital Expenditure Plan

The 5-year plan includes \$2,015,000 of expenditures to be funded by a combination of the service's CRF, grants, and new debt.

Most of the expenses are planned to occur between 2023 and 2026 including a Genset Upgrade (22-01), replacing old/leaky sewers to lower inflow and infiltration, and replacing the failing outfall away from the mouth of the San Juan River with a new longer outfall deeper into the ocean (23-01). Eventually, the 60-year-old Treatment Plant (25-01) will need to be replaced as well.

Also, an AAP (22-02) is to be funded through the CRF for a total of \$15,000 in 2023.

Debt borrowings are planned in the years of 2024, 2025 and 2026 to fund the system renewal project. Table 4 below provides the future debt servicing cost simulation for analytical purpose only with the indicative interest rate provided by MFA at the time of simulation.

Table 4 – Future New Debt Simulation

Future Borrowing(s) Estimation	Term	Borrowing Year	Retirement Year	Estimated Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
	25	2024	2049	4.90%	\$150,000	\$4,390	\$7,350	\$11,740
	25	2025	2050	4.90%	\$1,350,000	\$39,520	\$66,150	\$105,670
	25	2026	2051	4.90%	\$400,000	\$11,710	\$19,600	\$31,310
Total					\$1,900,000	\$55,620	\$93,100	\$148,720

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 \$148,720 equates to approximately \$1,690 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 5 below summarizes the 2023 over 2022 changes for parcel tax and user charge.

Table 5 – 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
2022	\$62,294	88	\$745.05	\$62,595	97.77	\$640.23	\$1,385.28
2023	\$64,750	88	\$774.42	\$64,734	97.77	\$662.10	\$1,436.52
Change (\$)	\$2,456	0	\$29.37	\$2,139	0	\$21.87	\$51.24
Change (%)	3.94%	0.00%	3.94%	3.42%	0.00%	3.42%	3.70%

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

Port Renfrew Utility Services Committee – November 21, 2022
Port Renfrew Utility Services 2023 Operating and Capital Budget

8

RECOMMENDATIONS

That the Port Renfrew Utility Services Committee:

1. Approve the 2023 Operating and Capital Budget for the:
 - (a) Street Lighting System Local Service as presented and recommend that the 2022 actual surplus or deficit be carried forward to the 2023 operating budget;
 - (b) Refuse Disposal Local Service as presented and recommend that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ERF);
 - (c) Water Local Service as presented and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF);
 - (d) Sewer Local Service as presented and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF);
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

Submitted by:	Jason Dales, BSc., WD IV, Senior Manager, Wastewater Infrastructure Operations
Submitted by:	Rianna Lachance, BCom., CPA, CA, Senior Manager, Financial Services
Concurrence:	Ian Jesney, PEng., Acting General Manager, Integrated Water Services
Concurrence:	Ted Robbins, BSc., CTech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: 2023 Budget Port Renfrew Street Lighting
 Appendix B: 2023 Budget Port Renfrew Refuse Disposal
 Appendix C: 2023 Budget Port Renfrew Water
 Appendix D: 2023 Budget Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Street Lighting

Commission Review

NOVEMBER 2022

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.

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. To a maximum of \$158,564.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Electricity	7,240	7,050	7,380	-	-	7,380	7,530	7,680	7,830	7,990
Allocations	444	444	449	-	-	449	458	467	477	486
Contingency	1,200	-	1,150	-	-	1,150	1,200	1,200	1,200	1,200
Other Operating Expenses	100	100	100	-	-	100	100	100	100	100
TOTAL COSTS	8,984	7,594	9,079	-	-	9,079	9,288	9,447	9,607	9,776
*Percentage Increase over prior year						1.1%	2.3%	1.7%	1.7%	1.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2022 to 2023	-	1,390	(1,390)	-	-	(1,390)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,520)	(1,520)	-	-	-	-	-	-	-	-
User Charges	(3,654)	(3,654)	(3,760)	-	-	(3,760)	(3,840)	(3,920)	(4,000)	(4,080)
Grants in Lieu of Taxes	(75)	(75)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(250)	(250)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
TOTAL REVENUE	(5,499)	(4,109)	(5,490)	-	-	(5,490)	(4,190)	(4,280)	(4,370)	(4,460)
REQUISITION - PARCEL TAX	(3,485)	(3,485)	(3,589)	-	-	(3,589)	(5,098)	(5,167)	(5,237)	(5,316)
*Percentage increase over prior year										
User Fee						2.9%	2.1%	2.1%	2.0%	2.0%
Requisition						3.0%	42.0%	1.4%	1.4%	1.5%
Combined						2.9%	21.6%	1.7%	1.7%	1.7%

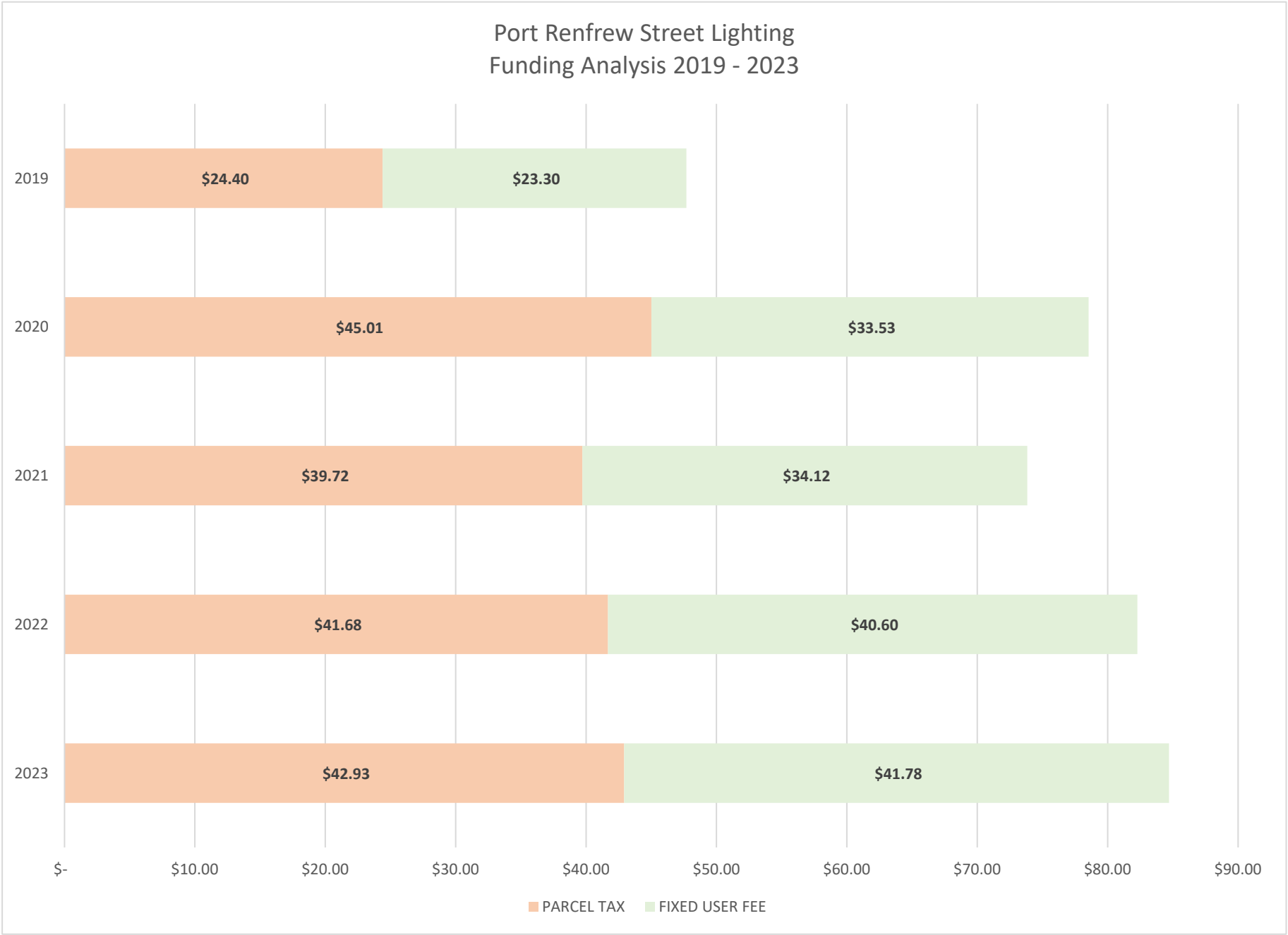
Service: 1.232 Port Renfrew Street Lighting

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>
2011	86	\$31.34	86	\$24.00	\$55.34	3847	\$19,973.00
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		

Change from 2022 to 2023

\$1.25
2.99%\$1.18
2.90%\$2.43
2.96%



CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Refuse Disposal

Commission Review

NOVEMBER 2022

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. To a maximum of \$2,362,486.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	26,000	26,000	26,950	-	-	26,950	27,490	28,040	28,600	29,170
Contracts	49,220	49,220	54,005	-	-	54,005	55,090	56,200	57,320	58,470
Allocations	4,037	4,037	4,175	-	-	4,175	4,258	4,344	4,430	4,519
Electricity	1,170	1,170	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,070	3,070	3,120	-	-	3,120	3,170	3,220	3,270	3,330
TOTAL OPERATING COSTS	83,497	83,497	89,420	-	-	89,420	91,198	93,014	94,850	96,739
*Percentage Increase over prior year						7.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	3,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
TOTAL CAPITAL / RESERVES	6,000	7,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL COSTS	89,497	90,497	93,420	-	-	93,420	95,198	97,014	98,850	100,739
Internal Recovery	(17,000)	(17,000)	(17,860)	-	-	(17,860)	(18,220)	(18,580)	(18,950)	(19,330)
NET COSTS	72,497	73,497	75,560	-	-	75,560	76,978	78,434	79,900	81,409
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Recovery Cost	(34,248)	(34,248)	(35,280)	-	-	(35,280)	(35,990)	(36,710)	(37,440)	(38,190)
Grants in Lieu of Taxes	(347)	(347)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(38,645)	(39,645)	(40,690)	-	-	(40,690)	(41,410)	(42,140)	(42,880)	(43,640)
REQUISITION	(33,852)	(33,852)	(34,870)	-	-	(34,870)	(35,568)	(36,294)	(37,020)	(37,769)
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Capital Reserve Fund	35,060	25,060	27,060	29,060	31,060	33,060
Equipment Replacement Fund	40,871	42,871	44,871	46,871	48,871	50,871
Total	75,931	67,931	71,931	75,931	79,931	83,931

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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		55,260	35,060	25,060	27,060	29,060	31,060
Transfer from Ops Budget		4,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(12,000)	-	-	-	-
Interest Income*		800					
Ending Balance \$		35,060	25,060	27,060	29,060	31,060	33,060

Assumptions/Background:

*Interest should be included in determining the estimated ending balance for the current year. 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				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101448						
Beginning Balance		37,871	40,871	42,871	44,871	46,871	48,871
Transfer from Ops Budget		3,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		40,871	42,871	44,871	46,871	48,871	50,871

--

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	1.523 Port Renfrew Refuse Disposal	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
-------------	---------------------------------------	----------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure Type 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes 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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles	Cost Estimate Class Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.523

Service Name: Port Renfrew Refuse Disposal

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
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	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
GRAND TOTAL				\$12,000			\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000

1.523 - Port Renfrew Refuse Disposal

Capital Projects Fund

Updated @ Oct 28, 2022

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
				Total	48,000	37,761	10,239	48,000

CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Water

Commission Review

NOVEMBER 2022

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. To a maximum of \$2,451,379.

COMMISSION:

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).

2.650 - Port Renfrew Water	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,730	8,670	8,980	-	-	8,980	9,160	9,340	9,520	9,700
Allocations - Operations	79,280	79,280	80,530	-	-	80,530	82,140	83,780	85,460	87,170
Allocations - Other	8,932	8,932	9,831	-	-	9,831	10,029	10,230	10,435	10,644
Electricity	4,770	5,300	5,300	-	-	5,300	5,410	5,520	5,630	5,740
Supplies	3,310	3,900	3,410	-	-	3,410	3,470	3,530	3,600	3,670
Water Testing	2,244	2,244	2,289	-	-	2,289	2,334	2,381	2,429	2,477
Other Operating Expenses	15,840	16,040	3,260	-	-	3,260	3,340	3,430	3,520	16,610
TOTAL OPERATING COSTS	123,106	124,366	113,600	-	-	113,600	115,883	118,211	120,594	136,011
*Percentage Increase over prior year			-7.7%			-7.7%	2.0%	2.0%	2.0%	12.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	5,000	-	-	5,000	5,000	5,000	5,000	15,000
Transfer to Capital Reserve Fund	10,000	8,740	15,000	-	-	15,000	20,000	3,000	7,000	30,000
MFA Debt Reserve Fund	-	-	-	-	-	-	5,413	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	6,630	32,036	48,574	51,024
Principal Payments	-	-	-	-	-	-	-	15,847	29,021	29,021
TOTAL DEBT / RESERVES	20,000	18,740	20,000	-	-	20,000	37,043	60,383	89,595	127,045
TOTAL COSTS	143,106	143,106	133,600	-	-	133,600	152,926	178,594	210,189	263,056
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(13,000)	(13,000)	-	-	-	-	-	-	-	(13,000)
User Charges	(64,508)	(64,508)	(66,247)	-	-	(66,247)	(75,903)	(88,732)	(104,525)	(124,453)
Other Revenue	(1,090)	(1,090)	(1,110)	-	-	(1,110)	(1,120)	(1,130)	(1,140)	(1,150)
TOTAL REVENUE	(78,598)	(78,598)	(67,357)	-	-	(67,357)	(77,023)	(89,862)	(105,665)	(138,603)
REQUISITION - PARCEL TAX	(64,508)	(64,508)	(66,243)	-	-	(66,243)	(75,903)	(88,732)	(104,525)	(124,453)
*Percentage increase over prior year										
User Fees			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Requisition			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%
Combined			2.7%			2.7%	14.6%	16.9%	17.8%	19.1%

Port Renfrew Water
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	1,101	6,101	11,101	16,101	21,101	23,101
Capital Reserve Fund	51,810	26,810	21,810	14,810	11,810	31,810
Total	52,911	32,911	32,911	30,911	32,911	54,911

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: Fund Centre:	1500 105536	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		4,071	1,101	6,101	11,101	16,101	21,101
Transfer from Ops Budget		10,000	5,000	5,000	5,000	5,000	15,000
Expenditures		(13,000)	-	-	-	-	(13,000)
Planned Maintenance Activity		Tree clearing for high voltage hydro lines					Tree clearing for high voltage hydro lines
Interest Income*		30					
Ending Balance \$		1,101	6,101	11,101	16,101	21,101	23,101

<u>Assumptions/Background:</u>

* Interest is included in determining the estimated ending balance for the current year. 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				
		2022	2023	2024	2025	2026	2027
Beginning Balance		52,500	51,810	26,810	21,810	14,810	11,810
Transfer from Ops Budget		8,740	15,000	20,000	3,000	7,000	30,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(10,000)	(40,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income*		570					
Ending Balance \$		51,810	26,810	21,810	14,810	11,810	31,810

<u>Assumptions/Background:</u>

-Transfer as much as operating budget will allow.

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.650	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$260,000	\$10,000	\$10,000	\$300,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$130,000	\$1,638,918	\$200,000	\$0	\$200,000	\$2,168,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$140,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,468,918

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$541,306	\$450,000	\$0	\$200,000	\$1,191,306
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$1,082,612	\$0	\$0	\$0	\$1,182,612
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$40,000	\$25,000	\$10,000	\$10,000	\$10,000	\$95,000
	\$0	\$140,000	\$1,648,918	\$460,000	\$10,000	\$210,000	\$2,468,918

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: <i>Tull Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years</i>.	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure Type 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes 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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles		Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #:	2.650
Service Name:	Port Renfrew Water

[illegible]

Service: 2.650 Port Renfrew Water			
Project Number	20-01	Capital Project Title	Hydrant Replacement Program
Project Rationale	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.		
Capital Project Description	Hydrants are reaching their end of life and require replacement.		
Project Number	22-01	Capital Project Title	Alternative Approval Process
Project Rationale	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.		
Capital Project Description	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program		
Project Number	23-01	Capital Project Title	Supply System Replacement
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.		
Capital Project Description	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.		
Project Number	23-02	Capital Project Title	AC Pipe Replacement Program
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.		
Capital Project Description	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.		
Project Number	23-03	Capital Project Title	Miscellaneous Repairs & Replacements
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.		
Capital Project Description	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof		
Project Number	23-04	Capital Project Title	Supply System Replacement Design
Project Rationale	Design for replacement of the remainder of the asbestos cement supply system.		
Capital Project Description	Design for replacement of the remainder of the asbestos cement supply system.		
Project Number	23-05	Capital Project Title	Replace Watermain on Wickannish Road
Project Rationale	Operations staff noted the poor pipe condition in 2022 after a call out to site. It was determined that this project had to be prioritized and moved forward.		
Capital Project Description	Required replacement for watermain determined to be in deteriorated condition.		

2.650 - Port Renfrew Water

Capital Projects

Updated @ Oct 27, 2022

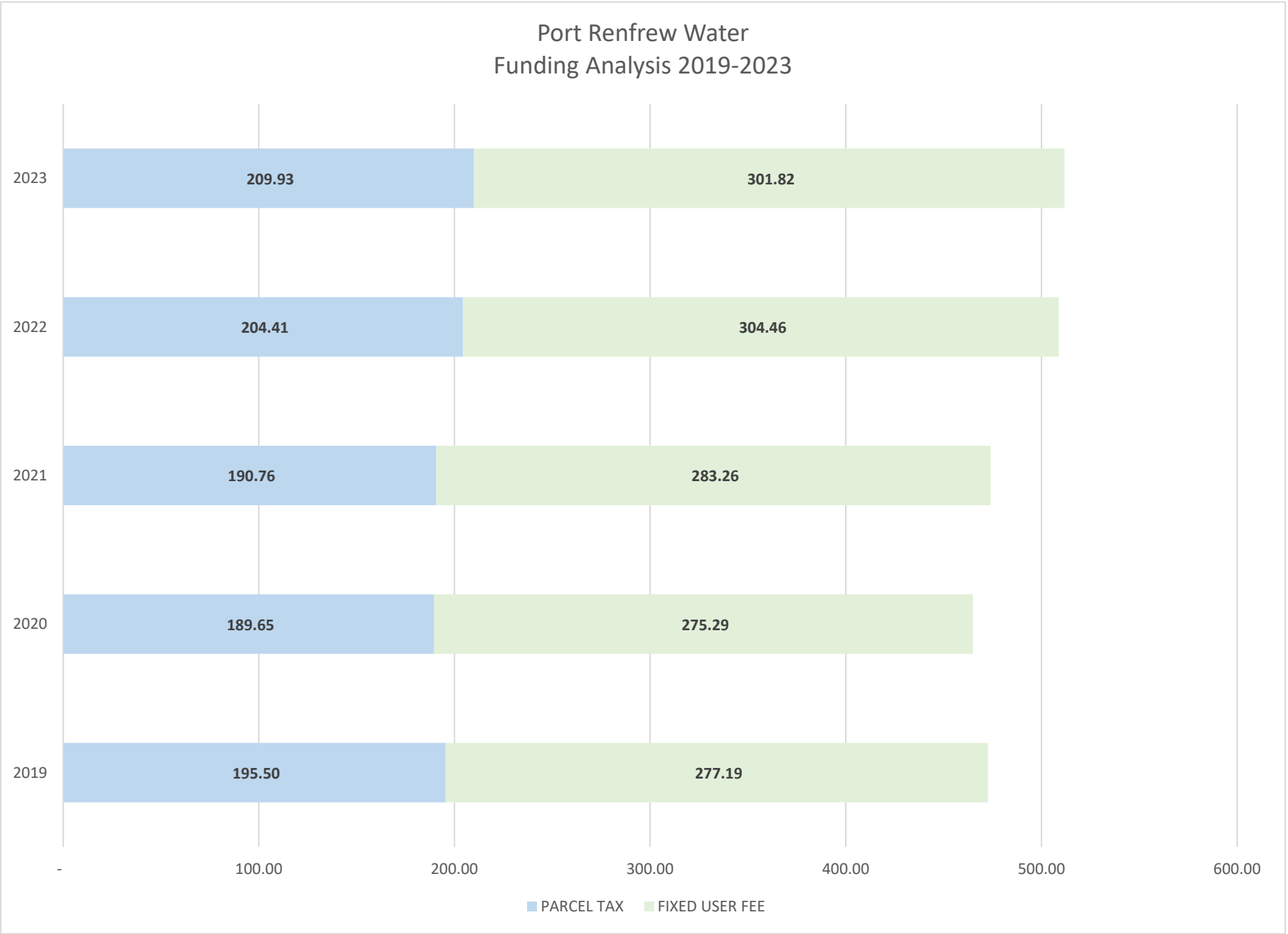
Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place	Funding Pending Receivable
					Expenditure Actuals	Remaining Spending		
2022	CE.817.6001	Open	Wickanninnish Rd Water Main Replacement	20,000	-	20,000	20,000	-
			Totals	20,000	-	20,000	20,000	-

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>
2011	131	\$340.05	223	\$184.19	\$524.24	3799	\$38,329.30
2012	163	\$320.86	244	\$203.38	\$524.24	3823	\$39,732.65
2013	172	\$313.09	242	\$211.15	\$524.24	3892	\$28,107.50
2014	172	\$313.74	243	\$210.71	\$524.45	3924	\$37,378.95
2015	172	\$317.95	243	\$213.54	\$531.49	3987	\$47,245.65
2016	194	\$288.95	265	\$207.33	\$496.28	4074	\$50,618.85
2017	198	\$280.35	269	\$197.71	\$478.06	4170	\$55,761.55
2018	198	\$283.11	269	\$204.25	\$487.36	4233	\$64,050.00
2019	211	\$277.19	286	\$195.50	\$472.69	4274	\$72,816.80
2020	223	\$275.29	308	\$189.65	\$464.94	4337	\$83,581.30
2021	223	\$283.26	315	\$190.76	\$474.02	4389	\$92,094.00
2022	223	\$304.46	316	\$204.41	\$508.87	4471	\$134,101.70
2023	231	\$301.82	316	\$209.93	\$511.75		

Change from 2022 to 2023

-\$2.64	\$5.52	\$2.88
-0.87%	2.70%	0.57%



CAPITAL REGIONAL DISTRICT

2023 Budget

Port Renfrew Sewer

Commission Review

NOVEMBER 2022

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. To a maximum of \$847,528.

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	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grit Disposal	9,441	13,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Electricity	6,900	6,200	7,110	-	-	7,110	7,250	7,400	7,550	7,700
Supplies	2,580	1,710	2,660	-	-	2,660	2,710	2,760	2,810	2,870
Allocations - Operations	57,925	57,925	59,198	-	-	59,198	60,384	61,590	62,826	64,083
Allocations - Other	17,224	17,224	17,446	-	-	17,446	17,797	18,154	18,515	18,883
Other Operating Expenses	10,290	10,190	10,580	-	-	10,580	10,800	11,030	11,260	11,490
TOTAL OPERATING COSTS	104,360	106,249	108,994	-	-	108,994	111,181	113,414	115,691	118,006
*Percentage Increase over prior year			4.4%			4.4%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	18,000	17,006	18,000	-	-	18,000	20,000	5,000	2,000	12,000
Transfer to Operating Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	6,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,390	43,910	55,620
MFA Debt Interest	-	-	-	-	-	-	1,838	23,888	78,400	93,100
TOTAL DEBT / RESERVES	22,000	21,006	22,000	-	-	22,000	27,338	50,778	132,310	166,720
TOTAL COSTS	126,360	127,255	130,994	-	-	130,994	138,519	164,192	248,001	284,726
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(62,595)	(62,595)	(64,734)	-	-	(64,734)	(68,489)	(81,311)	(123,200)	(141,548)
Grants in Lieu of Taxes	(1,371)	(1,371)	(1,410)	-	-	(1,410)	(1,440)	(1,470)	(1,500)	(1,530)
Other Revenue	(100)	(995)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(64,066)	(64,961)	(66,244)	-	-	(66,244)	(70,029)	(82,881)	(124,800)	(143,178)
REQUISITION - PARCEL TAX	(62,294)	(62,294)	(64,750)	-	-	(64,750)	(68,490)	(81,311)	(123,201)	(141,548)
*Percentage increase over prior year										
User Fees						3.4%	5.8%	18.7%	51.5%	14.9%
Requisition						3.9%	5.8%	18.7%	51.5%	14.9%
Combined						3.7%	5.8%	18.7%	51.5%	14.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	3.850 Port Renfrew Sewer	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
-------------	-----------------------------	-------------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$75,000	\$115,000	\$150,000	\$1,350,000	\$400,000	\$0	\$2,015,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$75,000	\$115,000	\$150,000	\$1,350,000	\$400,000	\$0	\$2,015,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$0	\$1,900,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$60,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$15,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
		\$75,000	\$115,000	\$150,000	\$1,350,000	\$400,000	\$0	\$2,015,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2023 - 2027

Project Number Project number format is "yy-#" "yy" is the last two digits of the year the project is planned to start. "#" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned.	Capital Project Description Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".	Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
Capital Expenditure Type 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	Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	Funding Source Codes 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 STLloan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles		Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #:	3.850
Service Name:	Port Renfrew Sewer

[illegible]

Service: **3.850** **Port Renfrew Sewer**

Project Number 22-01

Capital Project Title Genset Upgrade

Capital Project Description A new genset is required to provide standby power for the whole 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 is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Project Number 22-02

Capital Project Title Alternative Approval Process

Capital Project Description Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

Project Number 23-01

Capital Project Title Phase 1 - System Renewal - Outfall and Sewer Replacement

Capital Project Description Design and install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.

Project Rationale Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.

Project Number 25-01

Capital Project Title Phase 2 - System Renewal - New WWTP and Pump Station

Capital Project Description Design a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP (design complete in 2025, construction is anticipated to start in 2027).

Project Rationale Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2027 or when grants and funds from developers are received.

Port Renfrew Sewer
Reserve Summary Schedule
2023 - 2027 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	4,359	8,359	12,359	16,359	20,359	26,359
Capital Reserve Fund	24,698	17,698	37,698	42,698	44,698	56,698
Total	29,057	26,057	50,057	59,057	65,057	83,057

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	Esimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	349	4,359	8,359	12,359	16,359	20,359
Transfer from Ops Budget	4,000	4,000	4,000	4,000	4,000	6,000
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income*	10					
Ending Balance \$	4,359	8,359	12,359	16,359	20,359	26,359

<u>Assumptions/Background:</u>

* Interest is included in determining the estimated ending balance for the current year. 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	Esimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		7,612	24,698	17,698	37,698	42,698	44,698
Transfer from Ops Budget		17,006	18,000	20,000	5,000	2,000	12,000
Transfer to Cap Fund		-	(25,000)	-	-	-	-
Transfer from Cap Fund		-					
Interest Income*		80					
Ending Balance \$		24,698	17,698	37,698	42,698	44,698	56,698

<u>Assumptions/Background:</u>

Transfer as much as operating budget will allow.
--

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

3.850 - Port Renfrew Sewer

Capital Projects

Updated @ Aug 30, 2022

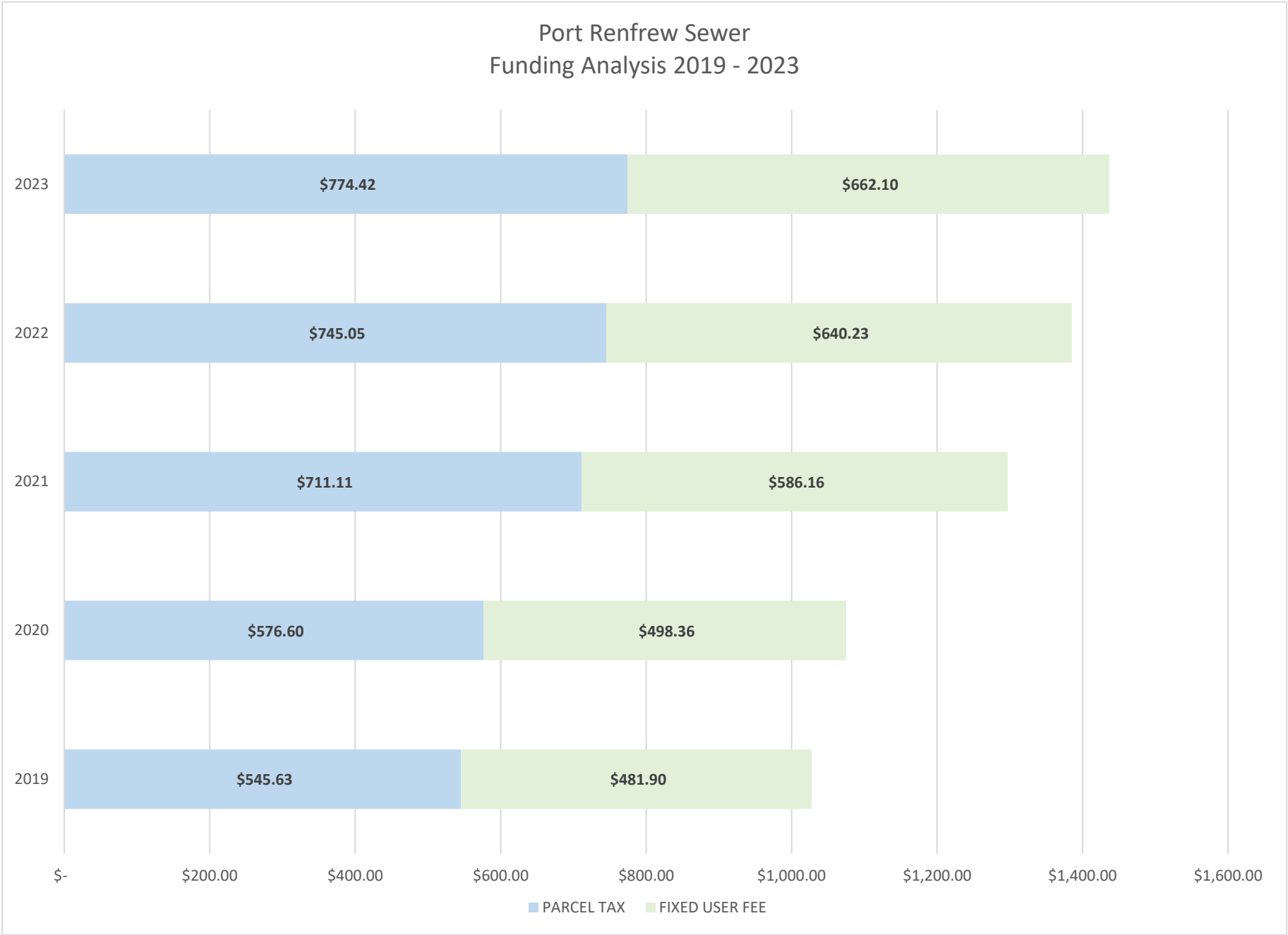
Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2019	CE.693	19-03	Open	Roof Replacement	12,000	11,313	687	12,000
2021	CE.679.8301	21-01	Open	Port Renfrew Structural Upgrades at WWTP	30,000	26,325	3,675	30,000
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	60,000	-	60,000	60,000
				Totals	122,000	38,814	83,186	122,000

Service:	3.850	Port Renfrew Sewer	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>
2010	86	\$372.82	91.06	\$320.76	\$693.58		\$21,792.50
2012	86	\$490.15	96.77	\$413.88	\$904.03	3823	\$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		

Change from 2022 to 2023

\$29.37	\$21.87	\$51.24
3.94%	3.42%	3.70%





Making a difference...together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, NOVEMBER 21, 2022

SUBJECT **Capital Project Status Reports and Operational Updates – November 2022**

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 187 customers in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation and maintenance, design and construction of water 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.

CAPITAL PROJECT UPDATE

Port Renfrew Refuse Disposal

19-02 | Fencing

Project Description: Replace aged site fencing and install access gate.

Project Rationale: Fencing for the transfer station passed its useful life and was replaced in 2021. Phase two of the fence work entails the installation of a gate to control access to the site in accordance with the CRD's contractual requirements with Recycle BC, the organization that funds the collection of packaging and printed products at the facility.

Due to the high cost of the work, the installation of the gate was deferred to 2022 for budgetary reasons and is expected to be complete by September.

Project Update and Milestones:

Milestone	Completion Date
Complete installation of fenced gate	September 2022

Port Renfrew Water

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.

IWSS-297445977-9728

Port Renfrew Utility Services Committee – November 21, 2022
Capital Project Status Reports and Operational Updates – November 2022

2

Project Update and Milestones: This project has been deferred in favor of using the funds for an emergency asbestos cement (AC) watermain replacement project on Wickanninish Road.

Milestone	Completion Date
First two hydrant replacements	Summer of 2022 - Deferred

-

22-01 Alternative Approval Process (AAP)

Project Description: An (AAP) to fund Supply System Replacement and asbestos cement (AC) Pipe Replacement Program.

Project Rationale: A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and Supervisory Control and Data Acquisition (SCADA) replacements.

Project Update and Milestones:

Milestone	Completion Date
Project information is being gathered for the communications strategy	Deferred to 2023
Project funding will have final approval at the CRD Board	March 16, 2022
AAP process will commence with communications and coordination with CRD Legislative Services	Deferred to 2024

Port Renfrew Sewer

22-01 | Genset Upgrade

Project Description: A new genset is required to provide standby power for the whole 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
ITQ for generator supply	Bids received and under review
A Community Works Fund application is in process for approval. Upon approval, procurement through a quotation process will be used and upon delivery the genset installed at the new facility.	Complete

22-02 | Alternative Approval Process – Project Has Been Deferred To 2023

Project Description: Based on information in the Options Study (21-02), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale: Based on information in the Options Study (21-02), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases). With the first phase being design and construct a new outfall, planning and acquiring land for a new WWTP, and repair leaking sewer conveyance piping.

Port Renfrew Utility Services Committee – November 21, 2022
Capital Project Status Reports and Operational Updates – November 2022

3

Project Update and Milestones:

Milestone	Completion Date
Project information is being gathered for the communications strategy.	Ongoing
Project funding will have final approval at the CRD Board	March 16, 2022
AAP process will commence with communications and coordination with CRD Legislative Services	Q2
Project deferred	Fiscal 2023

OPERATIONAL UPDATE

Port Renfrew Water

- May 15, 2022, a windstorm in Port Renfrew knocked down a tree on the access road to the water treatment plant. When the tree fell it hit one of the private power poles on the right of way causing a significant lean. In July Central Power was engaged to stabilise the pole by resetting it and installing a permanent anchor. The contractor work for this repair was covered by CRD insurance. While on-site the powerline contractor was engaged to limb the tree branches along the private road right away under the guidance of the CRD high voltage electrician.
- August 10, 2022, operations staff responded to a service leak on the 150mm (6") AC watermain in the right of way at Wickanninish Road. The leak was excavated and repaired. While making the repair it was noted by operations staff that the service saddle was corroded, the AC pipe was punky and out of round and the backfill material around the pipe was shale. A statement of work outlining concerns and options was prepared for Infrastructure Engineering and in consultation with Operations it was determined that the section of pipe in the right of way needs to be replaced. The \$20,000 in the 2022 capital budget for hydrant replacements will be repurposed for the watermain replacement design work and the 2023 capital budget will be adjusted to reflect the expected costs for construction. The JDF Director and the PRUSC Chair were advised of this replacement plan in August.
- The aerator motor for the water treatment plant H₂S scrubber has reached the end of its useful life and needs to be replaced. The motor is on hand and the replacement work will be scheduled for this fall. It will take a significant effort to replace the motor as scaffolding will have to be erected to access the motor for replacement.
- The gravel road to the water treatment plant has become difficult to access as large potholes have made navigating the road a challenge. A local contractor was be engaged to repair the road.

Port Renfrew Sewer

- As the Beach Camp community has moved from seasonal to year-round living the stresses on the WWTP have increased. In the past the sludge tank required pumping out four to six times per year. This year it is on pace for 10 to 12 pump-outs. This continues to significantly impact the operations budget.
- All of the exterior conduit and electrical outlets were replaced on the side of the wastewater treatment plant. The existing wiring had failed, was no longer functional and was unsafe.

Port Renfrew Utility Services Committee – November 21, 2022
Capital Project Status Reports and Operational Updates – November 2022

4

- On September 26, 2022, Great Pacific Engineering & Environment undertook a ROV inspection of the Port Renfrew sewer outfall. We anticipate receiving Great Pacific's inspection report in late October or early November. At this time there has been nothing urgent identified and the report it can be provided for information at the next PRUSC meeting. Outfall inspections are a requirement of the Municipal Wastewater Regulations (B.C. Reg. 87/2012, Section 102) and Great Pacific's inspection and report will satisfy these requirements.

RECOMMENDATION

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

Submitted by:	Cam Preece, WD III., Manager, Core Area Wastewater Conveyance Operations
Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Tom Watkins, Manager, Solid Waste Operations
Concurrence:	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Acting Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services