



Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, November 21, 2022 at 2:00 p.m., in the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** C. Welham (Chair); A. Wickheim (Electoral Area Director); D. Quigley (EP)

Staff: I. Jesney, Acting General Manager, Integrated Water Services; J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Acting Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations; L. Ferris, Manager, Policy & Planning; C. Preece, Manager, Core Area Wastewater Conveyance Operations; L. Xu, Manager, Finance Services; M. Risvold, Committee and Administrative Clerk (recorder)

REGRETS: Q. MacDonald

EP = Electronic Participation

The meeting was called to order at 2:02 p.m.

1. APPROVAL OF AGENDA

Generator Replacement was added to item 8, New Business.

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the minutes of the June 28, 2022 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair welcomed A. Wickheim to the Committee and thanked D. Quigley for his service.

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SENIOR MANAGER'S REPORT

J. Dales introduced himself as the Acting Senior Manager, Wastewater Infrastructure Operations and advised he looks forward to working with the Committee.

6. COMMISSION BUSINESS

6.1. 2023 Operating and Capital Budget

I. Jesney presented the street lighting budget.

Staff responded to a question from the Committee regarding the possibility of changing the current streetlight lightbulbs to LED lightbulbs. Staff advised the streetlights are owned by BC Hydro and CRD pays for the service. Staff will contact BC Hydro to determine if there is a plan to change the lightbulbs.

MOVED by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2022 actual surplus or deficit be carried forward to the 2023 operating budget.

CARRIED

T. Watkins presented the refuse disposal budget.

Discussion ensued regarding:

- Recycling of styrofoam and plastic
- Recycle BC standards
- Managing rainfall

MOVED by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the 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).

CARRIED

I. Jesney presented the water budget.

Staff responded to a question from the Committee regarding the Asbestos Cement (AC) pipe replacement. Staff advised the pipe was breaking in a variety of places and will need to be replaced. The AC pipe does not pose any risk to the public. The Committee discussed deferring Capital Projects 22-01, 23-01, 23-04 for one year as there is currently no grant available.

MOVED by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee

Approve the 2023 Operating and Capital Budget for the Water Local Service as amended to defer Capital Projects 22-01, 23-01 and 23-04 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

CARRIED AS AMENDED

Discussion ensued regarding:

- Positive enrollment
- Illegal connections
- Outflow meter from water source
- Annual leakage incidence

Staff advised acceptable amounts of leakage are dependent on the age of the water system. Fire hydrant flushing is counted as non-revenue water. Tank levels are monitored and tracked to ensure communities do not run out of water. Staff advised

the aquifer is likely tied into the river, and a leak detection study is an option if there is concern.

I. Jesney presented the sewer budget.

Staff responded to a question from the Committee regarding the price of the generator and potential cost increases. Staff advised an estimate would be provided from an electrical consultant or contractor. If the previous generator can be sold, funds from the sale will go back to the service.

Discussion ensued regarding:

- Illegal suites and additional strain on the system
- Sludge disposal costs
- Possible land from developers

MOVED by A. Wickheim, **SECONDED** by C. Welham,

That the Port Renfrew Utility Services Committee approve the 2023 Operating and Capital Budget for the Sewer Local Service as amended to defer Capital Projects 22-02, 23-01 and 25-01 for one year, and recommend that the 2022 actual surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).

CARRIED AS AMENDED

MOVED by C. Welham, **SECONDED** by A. Wickheim,

That the Port Renfrew Utility Services Committee 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 amended.

CARRIED AS AMENDED

6.2. Project and Operations Update

T. Watkins presented the Port Renfrew Refuse Disposal update.

Discussion ensued regarding the refuse disposal attendant on-site, and the plan for when the current attendant retires.

J. Marr presented the Port Renfrew Water update.

Staff responded to a question from the Committee regarding the hydrant replacement program. Staff advised this project has been deferred in favour of using funds for an emergency AC watermain replacement. The current hydrants are reaching end of life and the project will resume when the AC pipe replacement is complete.

J. Kelly presented the Port Renfrew Sewer update.

Staff advised an email is required from the Electoral Area Director to authorize the use of Community Works Funds.

J. Dales presented the operational update.

7. CORRESPONDENCE

There was none.

8. NEW BUSINESS

8.1. Generator Replacement

Item 8.1 was discussed during item 6.2.

Discussion ensued regarding:

- Location of main water shutoff
- Pipe freezing during cold weather
- Concern from Fire Chief regarding shutting off water

Staff advised shutting off a service does not impact the fire system, and AC watermains are at the biggest risk in the event of a natural disaster.

D. Quigley thanked the Committee and staff for their support over the years and wished the Committee all the best.

9. ADJOURNMENT

MOVED by C. Welham, **SECONDED** by A. Wickheim,
That the November 21, 2022 meeting be adjourned at 3:37 p.m.

CARRIED

CHAIR

SECRETARY