

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

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

ISSUE SUMMARY

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

BACKGROUND

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

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

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

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

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

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

At its June 29, 2021, meeting, the Port Renfrew Utility Services Committee (PRUSC) approved a motion that water connections should contribute \$10,000 per SFE to the PRUSC reserve fund. It should be noted that there is currently no formal way to receive these funds as there is no Development Cost Charge (DCC) Bylaw within the Port Renfrew Water System. To date, developers have typically undertaken upgrades to the water system in lieu of paying the \$10,000 per SFE contribution to the PRUSC reserve fund. It should be noted that the Master Plan will not only provide clear insight into current and future Port Renfrew water system capacity, but it will also provide funding strategies and identify funding programs (i.e. DCC's) to support required water system upgrades. The Master Plan and OCP are expected to be completed in early 2026.

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

ALTERNATIVES

Alternative 1

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

Alternative 2

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

Alternative 3 (if needed)

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

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

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

Financial Implications

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

CONCLUSION

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

RECOMMENDATION

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

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Stephen Henderson, General Manager, Electoral Area Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: CRD Local Service Area Inclusion Requests Guidelines
- Appendix B: Existing Water Infrastructure, Service Area Boundary and Applicant Properties
- Appendix C: Applicant Request Letter and Correspondence