

## Meeting Minutes

### Port Renfrew Utility Services Committee

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Tuesday, February 18, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

C. Carlsen (EP), W. Forsberg, A. Wickheim (EA Director), C. Wilkinson

Staff: J. Dales, Senior Manager, Wastewater Infrastructure Operations; R. Smith, Senior Manager, Environmental Resource Management (EP); A. Hilva, Manager, Wastewater Conveyance Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; D. Dionne, Manager, Infrastructure and Water Services (IWS) Business Support Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

The meeting was called to order at 2:01 pm.

#### 1. Territorial Acknowledgement

J. Dales provided a Territorial Acknowledgement.

#### 2. Election of Chair

J. Dales called for nominations for the position of Chair of the Port Renfrew Utility Services Commission for 2025.

A. Wickheim nominated W. Forsberg. W. Forsberg accepted the nomination.

J. Dales called for nominations a second and third time.

Hearing no further nominations, J. Dales declared Will Forsberg the Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 3. Election of Vice Chair

Chair Forsberg called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Commission for 2025.

Chair Forsberg nominated C. Wilkinson. C. Wilkinson accepted the nomination.

Chair Forsberg called for nominations a second and third time.

Hearing no further nominations, Chair Forsberg declared Carl Wilkinson the Vice Chair of the Port Renfrew Utility Services Commission for 2025 by acclamation.

#### 4. Approval of Agenda

**MOVED** by A. Wickheim, **SECONDED** by C. Wilkinson,  
That the agenda for the Port Renfrew Utility Services Commission meeting of  
February 18, 2025 be approved as amended with the addition of the following  
items:

- 10.1. Transfer Station
- 10.2. Taxes and Operating Budget
- 10.3. Street Lighting

**CARRIED**

#### 5. Adoption of Minutes

- 5.1.     [25-0129](#)     Minutes of the Port Renfrew Utility Services Committee of November 1,  
2024

**MOVED** by A. Wickheim, **SECONDED** by C. Carlsen,  
That the minutes of the Port Renfrew Utility Services Committee meeting of  
November 1, 2024 be adopted as circulated.

**CARRIED**

#### 6. Chair's Remarks

There were no Chairs remarks.

#### 7. Presentations/Delegations

There were no presentations or delegations.

#### 8. Committee Business

- 8.1.     [25-0171](#)     Senior Manager's Verbal Update

J. Dales presented Item 8.1. for information and provided the following updates:

- CRD Evolves progress and related committee staff support changes
- new stage four water restriction bylaw implementation
- water conservation signage, which will be installed later this year

- 8.2.     [25-0124](#)     Capital Projects and Operational Update - February 2025

N. Tokgoz, A. Hilva and R. Smith presented Item 8.2. for information.

Discussion ensued regarding:

- drainage issue in the ditch on east side of sewage treatment plant
- water overflow from the ditch floods the highway during rain
- progress on the Official Community Plan (OCP), Water Master Plan and Sewer Master Plan
- alignment of the vision for all planning related documents
- future growth anticipated along with required water and sewer improvements
- refuse disposal facility improvements

## 9. Notice(s) of Motion

There were no notice(s) of motion.

## 10. New Business

### 10.1. Transfer Station

Chair Forsberg noted that this item had been discussed under Item 7.2. Capital Projects and Operational Update.

### 10.2. Taxes and Operating Budget

The Vice Chair noted that water billing in the Port Renfrew service area is a fixed service charge. This differs from the consumption based charges in other areas. Billing the flat rate means that the value provided for the cost may vary greatly between those who use a little water and those with significant water usage. Staff will provide the Chair and Vice Chair with budget related information.

### 10.3. Street Lighting

The Chair noted that the street lights have been converted to LED lights and inquired about potential cost savings. J. Dales will provide members with related financial information.

## 11. Adjournment

**MOVED by A. Wickheim, SECONDED by C. Wilkinson,  
That the Port Renfrew Utility Services Commission meeting of February 18, 2025  
be adjourned at 3:38 pm.  
CARRIED**

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CHAIR

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RECORDER