Making a difference...together

MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 10, 2023 at 2 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** W. Forsberg (Chair); C. Welham (Vice Chair); C. Carlsen; A. Wickheim (EA Director)

Staff: J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Local Services and Corporate Grants; J. Kelly, Manager, Capital Projects; A. Hliva, Manager, Wastewater Conveyance Operations; L. Ferris, Manager, Environmental Resource Management Policy & Planning; N. Tokgoz, Manager, Water Distribution Engineering & Planning; D. Dionne, Administrative Coordinator (Recorder)

The meeting was called to order at 2 pm.

1. APPROVAL OF AGENDA

The following was added to the agenda under New Business:

- Street lighting discussion
- Employees in Port Renfrew
- Pacheedaht First Nation Solid Waste Transfer Station
- Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)

MOVED by A. Wickheim, **SECONDED** by C. Welham,
That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by C. Welham, **SECONDED** by A. Wickheim,
That the minutes of the June 12, 2023 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. SENIOR MANAGER'S REPORT

Private Property Winterizing
The Capital Regional District (CRD) social media platform has a poster-style sheet with winterization information for system users. It includes a link to a video on winterizing irrigation systems. It is also located on all the Electoral Area drinking water public web pages.

Staff responded to a question regarding leak detection devices and their ability to be used along a water line. Acoustic listening devices are sensitive to road traffic and would have to be used during early morning or late night.

They have worked with a lot of success for pinpointing in a certain area.

There are other listening devices that can be attached along the system for data logging.

Update on Grants
There were two successful grants, one for water and sewer master plan and one for refuse disposal.

The Chair thanked Director Wickheim for his Community Works funding contribution towards the master plan.

Staff responded to a question regarding development impact on the water system or impacting on current resident's taxes. Staff noted that new upgrades are at the cost of the developer, if residents want a pipe extended down the road, they would be responsible for the cost. Staff suggest putting the infrastructure on the capital plan in case there are future grant opportunities.

6. COMMITTEE BUSINESS

6.1. 2024 Operating and Capital Budget

Port Renfrew Street Lighting Service:
J. Marr introduced the item. There was a discussion regarding bulb replacement responsibility. The Capital Regional District (CRD) is responsible for the payment of the hydro bill, BC Hydro would be responsible for bulb replacement.

Port Renfrew Refuse Disposal Local Service:
L. Ferris introduced the item and spoke to service enhancements and the withdrawal of Recycle BC service. She spoke to the successful growing community grant to fund upgrades at the service such as increasing capacity and reducing the cost of transfer and an operating shed for future operator.

There was a discussion regarding the transfer station site, and it was noted that the land behind the transfer station is not CRD-owned. The land the transfer station is currently on is CRD-owned and is accessed by the service at zero cost. The growing community grant will allow staff to conduct a site evaluation.

There was discussion regarding concerns with high volume transient waste users (summer visitors, rentals etc.) and what the new site operator model will look like, without the 24/7 onsite caretaker. Staff noted that the facility will be transitioning away from the 24/7 onsite caretaker, there will be a site operator on site for all open hours and there will be locked gates for the closed hours. Illegal dumping will be addressed through the bylaw. Staff noted that the primary expense for this service is transportation, and staff will look to review ways to reduce the transportation expenses, for instance by using compacting equipment.

There was a question regarding which department within the CRD is responsible for the property and staff would look into that.

Port Renfrew Water Local Service
J. Marr introduced the item and noted some unexpected maintenance repairs and reviewed the five-year capital plan.

Port Renfrew Wastewater Local Service
J. Marr introduced the item speaking to the master planning study, noting that once the study is complete the Service will see bigger projects that may require debt to fund those sewer improvements.

There was a discussion regarding type of processing the at the wastewater treatment plant, whether it is a membrane or goes through ultraviolet (UV), or chlorine. Staff to confirm UV or chlorine treatment.

MOVED by C. Carlson, **SECONDED** by A. Wickheim,
That the Port Renfrew Utility Services Committee:

1. Approve the 2024 Operating and Capital Budget for the:
   a) Street Lighting System Local Service as presented and recommend that the 2023 actual surplus or deficit be carried forward to the 2024 operating budget;
   b) Refuse Disposal Local Service as presented and recommend that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
   c) Water Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
   d) Sewer Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

6.2. Project and Operations Update

J. Marr introduced the report. J. Kelly advised that Project 23-05, Replace Watermain on Wickanninish Road, is complete.

J. Dales provided an operations update and noted that he will be coordinating a tour early next year of facilities and asked that if Committee members are interested to let him know and he will include them on the invite.

L. Ferris provided some additional updates to the refuse disposal update, noting the following:

Staff are working with Interchange Recycling to obtain a grant for site infrastructure for the collection of used motor oil.

Staff have obtained community works funds to repair a failing culvert at the entrance to the site. An assessment of the culvert has indicated that it will need to be fully replaced. Waiting to hear back from engineering staff regarding temporary repairs to get through the winter and then combine the replacement with the broader site upgrades next year.

Director Wickheim, Chair Forsberg and Liz Ferris did a site visit to the Pender Island recycling depot to get ideas for the Port Renfrew site upgrades. They liked the established community feel of the facility.

Due to depot capacity issues this past summer, staff did a pilot to increase the frequency of the bin pulls to reduce the times when residents would show and the bins would be full and they would be turned away. Feedback indicated that the pilot was very successful.

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

8.1. Street lighting discussion

Director led the discussion by noting that BC Hydro is willing to install more street lighting which would be a great benefit to the community. He will be meeting with BC Hydro to learn more about this.

Staff suggested assessing how many streetlights there are currently and determine what the average electricity is estimated at. Staff will provide the Director with some questions to ask.

L. Xu noted that this service does not have any reserves as it is just the electricity bill that is paid. Staff would need to understand if there would be any capital investment or financial implications beyond the Hydro bill payment.

8.2. Employees in Port Renfrew

Staff responded to a question from the Chair regarding succession planning for current staff in Port Renfrew. Staff advised a report will be presented to the committee in February with options for the transfer station. Staff have been working with Pacheedaht First Nation and the Indigenous Zero Waste Technical Advisory Group (IZWTAG) to look at training Pacheedaht First Nation Members for work on refuse disposal site on the Pacheedaht First Nation. The position will be advertised throughout the community.

8.3. Pacheedaht First Nation Solid Waste Transfer Station

The Chair stated that he did a tour of the Pacheedaht First Nation, advising they have established their own transfer station and were excited to learn a grant was being considered to upgrade the Port Renfrew transfer station. Discussion ensued.

8.4. Hydrant Spacing management (in front of Big Fish Lodge at 6644 Quito)

This item was not discussed in detail.

9. ADJOURNMENT

MOVED by A. Wickheim, **SECONDED** by C. Carlsen,
That the November 10, 2023 meeting be adjourned at 3:53 PM.

CARRIED

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CHAIR

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SECRETARY