



Making a difference...together

**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, February 6, 2023 at 2 p.m., In The Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Forsberg (Chair); C. Welham (Vice Chair) (EP); A. Wickheim (Electoral Areas Committee); C. Carlsen (EP)

**Staff:** J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services (EP); L. Ferris, Manager, Policy and Planning, Environmental Resource Management; T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

EP = Electronic Participation

The meeting was called to order at 2:01.

**1. ELECTION OF CHAIR**

The Acting Senior Manager called for nominations for the position of Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2023.

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

The Acting Senior Manager called for nominations a second time.

The Acting Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Acting Senior Manager declared W. Forsberg Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2023 by acclamation.

**2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2023.

A. Wickheim nominated C. Welham. C. Welham accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared C. Welham Vice Chair of the Port Renfrew Utility Services Committee for the term ending December 31, 2023 by acclamation.

**3. APPROVAL OF AGENDA**

Operations for the Church Water Shutoff was added to New Business.

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

**CARRIED**

**4. ADOPTION OF MINUTES**

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the minutes of the November 21, 2022 meeting be adopted.

**CARRIED**

**5. CHAIR'S REMARKS**

The Chair had no remarks.

**6. PRESENTATIONS/DELEGATIONS**

There were none.

**7. SENIOR MANAGER'S REPORT**

J. Marr advised he is looking forward to working with the committee and welcomed the new members.

**8. COMMITTEE BUSINESS**

**8.1. Presentation – Port Renfrew Utility Services Committee Orientation**

Staff provided the orientation presentation and responded to questions from the committee regarding:

- Water meters. Staff advised that the Capital Regional District (CRD) owns up to and including the meter. The area from the meter to the property line is maintained by the homeowner. Homeowners are unable to complete work on the public side.
- Back-up generator. Staff advised there is \$60,000 allocated in grant funding for the new back-up generator. Additional funding is for the hook-up and installation. The current back-up generator is still functioning but does not have the power to run the blowers and treatment plant which results in the number of treated effluent being reduced.
- Alternative Approval Process (AAP). Staff advised a public notice would be issued including the plans, and the community would respond. If 10 percent of the single family equivalent's do not support the AAP, it will proceed to referendum. 51 percent of the vote must be positive to proceed with borrowing. Staff noted an AAP is the most cost-effective way to borrow. Staff will confirm how the AAP is communicated to the community.

## **8.2. Port Renfrew Garbage and Recycling Depot Operation**

L. Ferris provided the report.

Staff responded to questions regarding the potential for the depot to be moved outside of town. Staff advised it is not explicitly being considered and the land the current depot is on is owned by CRD for this purpose. Staff are corresponding with Pacheedaht First Nation to see if they would want to host the depot and noted any option going forward will be more expensive. Staff will review the ability of obtaining Crown Land for the new depot. Discussion ensued.

## **8.3. Project and Operations Update**

Staff responded to questions regarding the outfall blockage. Staff advised that a repaired coupling has been removed to relieve the treated effluent into the ocean as a short-term fix. There is a long-term capital plan to address this issue. There has been an increase of sampling by Environmental Protection and there has been no observations of increased coliforms.

## **8.4. Referral from Electoral Areas Committee – Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)**

The committee provided the following feedback:

- How the bylaw would be enforced for fisherman washing charter boats
- The Ministry of Environment requiring boats to be washed after being in the ocean

## **9. PORT RENFREW UTILITY SERVICES COMMITTEE MEETING SCHEDULE**

Regular meetings of the Port Renfrew Utility Services Committee shall be held in the Goldstream conference room, 479 island highway, Victoria, BC on Monday, February 6, Monday, June 12 and a date to be determined in November to approve the operating and capital budget. Meetings will commence at 2:00 pm unless otherwise determined.

Staff advised additional meetings are at the call of the chair.

## **10. CORRESPONDENCE**

There was none.

## **11. NEW BUSINESS**

### **11.1. Operations for the Church Water Shutoff**

The committee asked where the water shut-off location is for the church across from lower Beach Camp. Staff will determine where the shut-off is located and provide the location information to the committee.

**12. ADJOURNMENT**

**MOVED** by W. Forsberg, **SECONDED** by C. Welham,  
That the February 6, 2023 meeting be adjourned at 3:47 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**