

WATERWORKS EXTENSION AGREEMENT

File No. PRENW-15-002
Account No. BX.103.4001

THIS AGREEMENT made in triplicate

BETWEEN:

CAPITAL REGIONAL DISTRICT

479 Island Highway
Victoria, BC V9B 1H7

(hereinafter called the "District")

AND:

OWNERS

Port Renfrew Business Park Ltd.
C/O Port Renfrew Management
PO Box 9 STN MAIN,
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Port Renfrew Management Ltd.
C/O Port Renfrew Management
PO Box 9 STN MAIN,
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

Pacific Gateway Marina
and Sport Fishing Inc.
740 Handy Road
Mill Bay, BC V0R 2P1

(hereinafter collectively called the "Owner")

0983327 B.C. Ltd.
(Port Renfrew Management Ltd.)
C/O Port Renfrew Management
PO Box 9 STN MAIN
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

0983328 B.C. Ltd.
(Port Renfrew Management Ltd.)
C/O Port Renfrew Management
PO Box 9 STN MAIN
Cochrane, AB T4A 1A4

(hereinafter collectively called the "Owner")

WHEREAS:

A. The Owner is the registered owner of, or the party empowered in writing by the registered owner to develop, the lands and premises situated in the Province of British Columbia more particularly known and described as:

Port Renfrew Business Park Ltd. – Parkinson Road – PID 009-565-787

Pacific Gateway Marina and Sport Fishing Inc. – 17110 Parkinson Road - PID 028-991-125, PID 009-592-342 & 6598 Baird Road PID 009-575-006

Port Renfrew Management Ltd. – Beachview Rise – 17013 Wickanninsh Road – PID 000468291

(hereinafter called the "said Lands") and such Owner proposes to develop the said Lands;

B. By Bylaw No. 1747, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989," as amended, the District established a local service (the "Service") for the supply, treatment, conveyance, storage and distribution of water within the service area described therein (the "Service Area");

As part of the development of the Lands, the Owner has agreed to gift to the District, for the benefit of the Service, the design, procurement, installation and commissioning of a 100,000 gallon bolted steel reservoir as detailed in the Port Renfrew Utility Services Committee's (the "Committee") August 4, 2015 report titled *Developers Proposal for Water System Improvements: Modified Proposal #1*, attached as Schedule "B" to this Agreement (the "Report"), and approved by resolution of the Committee. A revised cost estimate for engineering, construction and administration based on detailed design drawings of approximately \$576,000 for the Bolted Steel Tank was submitted November 11, 2018. As per the Port Renfrew Utility Services Committee's resolution of June 8, 2017 an amenity contribution of \$8,000 per Single Family Equivalent for upgrades equates to 72 Single Family Equivalents

C. The District has agreed that the Owner may expand the Service's water supply system capacity in accordance with the terms set out in this Agreement and the Owner has agreed to comply with the terms of this Agreement.

D. The Owner and the District have agreed that the water supply system improvements supplied and constructed under this Agreement shall become the property of the District upon Completion Date (as defined herein).

NOW THEREFORE BE IT KNOWN THAT in consideration of the premises and

the payment of ONE DOLLAR (\$1.00) by the District to the Owner and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

Agreement

1. Subject to the terms and conditions of this Agreement, the District agrees that the Owner may expand the District's water supply system capacity for the purpose of servicing the said Lands in accordance with the Report and section 2 of this Agreement, provided the Owner shall design, procure and install all works related to the improvements of such water supply system described in Schedule "A" to this Agreement (hereinafter called the "Works") in accordance with specifications approved by the District.
2. Upon completion of the Works in accordance with the provisions of this Agreement, the District agrees to provide a Water Service Connection (as that term is defined in CRD Bylaw No. 3847) to the Lands and provide the Lands with a water flow to service 72 (seventy two) Single Family Equivalents (as that term is defined in CRD Bylaw No. 3847). The Owner will install a water meter(s) between the water main and the curb stop on the Lands to monitor the water consumption on the Lands to ensure that it remains under the maximum flow limit. Single Family Equivalents allocations are proposed as follows:
 - Port Renfrew Business Park Ltd. – 8 Single Family Equivalents
 - Pacific Gateway Marina – 32 Single Family Equivalents
 - Port Renfrew Management Ltd. – 32 Single Family Equivalents

Refer to Figure entitled "Port Renfrew Storage Tank – Agreement Lands" attached in Schedule "B" for reference. Allocations are an estimate and may be adjusted up or down subject to a review of supporting cost submission referenced in Clause 9. These allocations will not be released until confirmation is received by the District that the pump improvements referenced in the August 4, 2015 staff report (attached) have been completed to the District's satisfaction.

3. It is a condition precedent to the provision of water by the District under clause 2 that the Service Area be expanded to include the Lands, and it is acknowledged and agreed that the District is under no obligation to the Owner to provide water unless this condition precedent is met. If the condition precedent is not satisfied by the date for the completion of the Works set out in clause 11, then the District may terminate this Agreement. For clarity, nothing in this Agreement shall be construed so as to fetter the legislative discretion of the CRD Board or, without limiting the generality of the foregoing, to oblige the CRD Board to amend Bylaw 1747 to include the Lands (or any portion thereof) in the Service

Area

4. The Owner shall employ a professional engineer registered to carry on practice within the Province of British Columbia (the "Engineer") to design the Works and to carry out the survey, design, field inspection and preparation and certification of specifications, drawings, as constructed drawings and supplemental documents for the District's approval, and the Owner shall employ a contractor satisfactory to the District (hereinafter called the "contractor") who is a paid-up member of WorkSafe BC to construct the Works.
5. The Owner shall provide the contractor with a copy of this agreement together with a copy of the specifications and drawings for the Works completed by the Engineer and approved by the District in accordance with this Agreement. The Owner shall ensure that the contractor shall do likewise for all subcontractors engaged in the installation of the Works.
6. Design drawings signed and sealed by the Engineer shall be submitted by the Owner to the District for approval a minimum of one month prior to the Owner's intended date of commencement of installation of any of the Works, and the Owner shall not commence installation of any of the Works until the design drawings as well as specifications of Works set forth in documents prepared at the expense of the Owner have been approved by the District and by the District Engineer.
7. The Owner shall not commence installation of any of the Works until requirements of all approving authorities, including the applicable provincial ministries and municipal and regional governments have been satisfied and any required permits have been obtained.
8. The Owner at its own cost and expense shall construct, install, execute and perform in a good, substantial and workmanlike manner and with materials sufficient and proper, the Works. The Owner shall supply the District certification that the Works are fully completed and shall provide the District his statutory declaration declaring that all suppliers, contractors and subcontractors have been paid and that no builder's liens have been filed against the District in relation to the Works.
9. The Owner shall submit to the District hard copies of all invoices for the supply and services rendered that form Schedule B (f). Should the substantiated costs from those invoices be higher or lower than \$576,000, then the Single Family Equivalent Count will be adjusted accordingly on a pro-rata basis. Acceptance and consideration for variation of costs shall be at the sole discretion of the District, which shall not be unreasonably withheld.

10. Nothing contained in this agreement including the review of any plans or specifications of the constructed Works by any employee of the District shall relieve the Owner and its servants and agents from full liability for any faulty design, workmanship or materials, or any resulting damages.

Requirement to Complete Works

11. The Owner covenants and agrees to complete the Works on or before one year from date of agreement (hereinafter called the "Completion Date"), and subject to clauses 57, 58 and 59 below, such date shall be the final Completion Date.
12. The District may in its discretion upon good cause (including but without limiting the generality of the foregoing, strikes and lock-outs) being shown extend the time for completion of the Works.
13. Where the Owner fails to complete the Works by the Completion Date or if the Owner becomes bankrupt or insolvent with its creditors, or commits any act of insolvency or if this agreement or the Works are, in the judgement of the District Engineer, not being constructed, installed, executed or performed in a sound and workmanlike manner or to his satisfaction or in all respects in strict conformity with the specifications of the Works approved by the District, the District may upon giving notice in writing by registered mail to the Owner at its address complete the Works on behalf of the Owner.
14. Where the District completes the Works, the Owner shall pay the actual construction and installation costs required to complete the Works, including an administration or overhead charge where the work is done by the District's own crews, which shall be decided solely by the District Engineer.

Bonding

15. Prior to commencement of installation of any of the Works, the Owner shall provide to and lodge with the District security (hereinafter called the "Security") for the due and proper performance of this Agreement in the amount required by the District, as set out in Schedule A and in the form required by the District of one or more of the following:

- (a) cash;
- (b) certified cheque;
- (c) irrevocable Letter of Credit;
- (d) bond;

- (e) irrevocable Letter of Credit or bond carried by the Owner's contractor where the District is named to draw from such security in any of the events set out in clause 16 below.
16. The District shall have the right to draw from the Security until the completion date:
- (a) to complete the Works in the event that the Works as approved by the District have not been properly and fully completed by the Completion Date; and/or
 - (b) to repair any damage to the existing infrastructure resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors, or to repair any other similar damage resulting from installation of the Works or actions of the Owner or contractor or their servants or agents or subcontractors that the District deems damage requiring emergency repair; and/or
 - (c) to repair any damage resulting from the installation of the Works, where the Owner has failed to repair the damage after receiving notification to do so from the District.
17. The District shall have the right to charge the Owner, and the Owner shall pay, in advance for any and all work that the District determines is required to upgrade the District's systems in order to prevent the Owner's development of the said Lands from adversely impacting on or resulting in a lower level of service to other customers of the District, and for any and all work that the District determines is required to allow the Owner's contractor to install the Works including enlargement and/or addition of pipelines, pumps, pumping plants, reservoirs and control systems.
18. The Owner shall engage the Engineer for supervision consisting of general and sufficient resident inspections to ensure that the Works are constructed and installed in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District;
19. On the completion date, the Security (less any drawings pursuant to clause 14 above) shall forthwith be returned to the Owner and the Owner shall provide to the District a bond (hereinafter called the "Warranty Bond"), for 10% (ten percent) of value as determined by the District in its sole discretion, for a period of one year from the completion date (hereinafter called the "warranty period");
20. The Warranty Bond shall be held by the District during the warranty period and if at the completion of the warranty period there are no outstanding claims or deficiencies, the Warranty Bond shall be returned to the Owner.

Warranty Period

21. The issuance of a Construction Completion Certificate by the Owner's Engineer establishes the commencement of the warranty period.
22. At the Owner's own cost and expense, he shall promptly upon receipt of notice in writing from the District, make all repairs arising out of defective materials, workmanship, and equipment during the warranty period.
23. The District may make such repairs if, ten business days after giving notice in writing by registered mail to the Owner at its address, the Owner has failed to make or undertake with due diligence the said repairs.
24. In the case of an emergency, where delay would cause serious loss or damage, or would affect supply to customers, repairs may be made without notice being sent to the Owner. The Owner will be informed as soon as practical of the work done.
25. All expenses incurred by the District in making any repairs shall be charged to the Owner and if the Owner fails to reimburse the District for any costs incurred during the warranty period, the District shall have the right to deduct such costs from the Warranty Bond.

Insurance

26. During this agreement, the Owner shall insure and keep insured at the Owner's expense, Comprehensive General Liability insurance coverage covering the minimum amount of \$3,000,000.00.
27. The District shall be named as an additional insured under the Comprehensive General Liability Insurance.
28. A Cross Liability clause shall be made part of the Comprehensive General Liability Insurance.
29. Prior to the commencement of any construction or installation of the Works, the Owner shall file with the District a copy of any insurance policy and other required certificates. Until filed, the Owner shall have no right to expand or improve the District's water supply system or its capacity under this agreement.

30. Any such insurance shall be maintained until final completion of the Works, including the making good of faulty work or materials, except that coverage of completed operations liability shall in any event be maintained during the warranty period as hereinafter defined.
31. The Owner may file with the District, prior to the start of construction, copies of the Insurance policies of the Owner's contractor and the District may accept these in place of the Owner's insurance policies.

Construct Works

32. The Owner shall construct and install the Works in accordance with the design drawings and specifications referred to in clause 5 above, as accepted by the District, and the standards and specifications of the District.
33. No deviation shall be made from the approved design drawings and specifications except with the written permission of the District Engineer.
34. Where the Owner fails to repair any damage resulting from the installation of the Works, the District, after notification to the Owner, may do any required repairs and charge the cost to the Owner and for this purpose may draw down on the Security.

Protection of the Public

35. The Owner shall effectively warn and protect the public from any damage as a result of Work being done, to the standards required by the Workers' Compensation Board, the B.C. Building Code and any other applicable code, regulation or law.

General - Existing Utilities and Services

36. The Owner shall investigate the presence of, locate and protect existing pipes or ducts forming part of any sewer, water, drainage or other utility system, including any other underground or above ground structures which his forces may encounter during the course of construction.
37. The Owner acknowledges that any plans or descriptions, verbal or otherwise, of existing pipes or structures that may be given to the Owner by the District are intended only as an aid to their location.

38. The Owner acknowledges that measurement and locations of the existing underground pipes and structures shown on drawings of the District are compiled from the most reliable information available, but are not guaranteed to be accurate or complete, and must be verified by the Owner prior to proceeding with construction.
39. The Owner shall exercise care when carrying out any Works adjacent to any existing privately or publicly owned utilities and services so as not to damage any such utilities and services.
40. The Owner shall notify the user of any utility or service sufficiently in advance of any potential or planned disruptions or interruptions that shall occur to these services as a result of the Works.
41. Where it is necessary to cut, move or alter any utility or service, the Owner shall make arrangements with the proper authorities for the carrying out of such work.
42. The Owner shall at his own expense ensure the uninterrupted flow of any existing water mains, sewers, drains or conduits which may be met within the course of construction and shall let none of these flow into the trench or pipes being constructed under this agreement without the permission of the District Engineer.
43. Temporary support, adequate protection and maintenance of all buildings, utility structures, including power and telephone poles, drains, cables, pipes, conduits and other obstructions encountered in the progress of the Work shall be furnished by the Owner under the direction of the Owner's Engineer and to the satisfaction of the District Engineer or other private or public owner.
44. Where the grade and location of the Works to be installed are obstructed by any existing underground or above-ground utilities, the Owner shall inform the Owner's Engineer who shall in turn advise the District and the appropriate utility owner.

Quality of Materials

45. All materials required for the Works shall be supplied by the Owner and shall conform to District specifications.
46. Where the Owner is required to furnish materials or manufactured articles or do work for which no detailed specifications are set forth, the materials or manufactured articles shall be of the best grade in quality and workmanship obtainable in the market from suppliers

of established good reputation or, if not ordinarily carried in stock, shall conform to the usual standards for first-class materials or articles of the kind required, with due consideration to the use to which they are to be put. All materials must be approved by the District Engineer prior to use.

47. Where, in the opinion of the District Engineer, any materials do not conform to District specifications, or are unsuitable for the purposes for which they are intended, they shall be rejected.
48. Rejected materials shall not be used for the purposes of the Works and if incorrectly used they shall be removed from the site forthwith and shall be replaced by the Owner, at his own expense, with materials approved by the District Engineer.

Inspections and Testing

49. If the Owner covers or permits to be covered any Works which have been designated for special tests, inspections or approvals by the District Engineer before such special tests, inspections or approvals are made, given or completed, the Owner shall, if so directed, uncover the Works, have the inspections or tests satisfactorily completed and make good the Works at his own expense.
50. The District Engineer may order any part of the Works to be specifically examined or tested at the expense of the Owner should he believe that any Works are not in accordance with the requirements of the drawings approved by the District or the District's standards and specifications.
51. If, upon examination, Works are found to be non-conforming, the Owner shall correct the Works and pay the cost of examination and correction.

Indemnification and Relationship

52. The Owner shall be responsible for and shall release, indemnify and save harmless the District against any claims and demands, loss, costs, liens, damages, actions, suits or other proceedings based upon, occasioned by, or attributable to the execution or performance of this agreement or failure to perform this agreement.
53. The parties hereto acknowledge and agree that the Owner's provision of the Works under this Agreement is voluntary and that nothing in this Agreement shall be construed so as to make the District liable, for any reason, to pay the Owner or the Owner's contractor or

Engineer for any of the Works. The parties hereto agree that nothing in this Agreement will be construed as creating a partnership, employment or agency relationship between them.

Quality and Quantity of the Works

54. The District Engineer shall determine the engineering quality and engineering quantity of the Works to be constructed, installed and supplied by the Owner and his decision on all engineering questions in dispute shall be final.

Damage to the Works

55. The Works shall be under the Owner's responsible care and charge until the completion date.
56. (a) The Owner shall bear all loss and damage which may occur on or to the Works during the fulfillment of this agreement;
- (b) If any such loss or damage occurs, the Owner shall immediately make good any such loss or damage, and in the event of the Owner refusing or neglecting so to do, the District may make good such loss or damage, and the expense of so doing shall be paid by the Owner.

As Constructed Drawings

57. Prior to the Completion Date, the Owner shall cause the Engineer to deliver to the District Engineer as constructed drawings bearing the seal of the Owner's Engineer.
58. The drawings shall include the following statement, signed by the Owner's Engineer:

"I certify that I supervised and inspected the installation of the following Works more particularly defined on this drawing and to the best of my knowledge these Works were installed to the specifications and standards of the District's Water Department.

Completion of Works

59. The District will not accept the Works as complete until:
- (a) the Works have been certified by the Owner's Engineer in accordance with the

- preceding section;
- (b) the Owner's Engineer has deposited with the District a complete set of certified "as constructed" drawings on mylar transparencies satisfactory to the District;
 - (c) the District Engineer has inspected the Works and issued a Construction Completion Certificate to the Owner;
 - (d) the Owner has deposited the Warranty Bond required by the District;
 - (e) the Owner has entered into a warranty agreement in the form required by the District;
 - (f) the builder's lien period has expired and the Owner has provided to the District a Statutory Declaration setting out the date of substantial completion and setting out that all contractors and subcontractors and all accounts for work and materials in respect of the Works have been paid in full.

Acceptance of the Works

- 60. At the end of the warranty period, the Owner shall request, in writing, an inspection from the District Engineer and the District Engineer shall perform an inspection within 7 days of receipt of the request.
- 61. The District Engineer shall notify the Owner in writing of any required remedial work and the Owner shall complete this work within a reasonable time, failing which the District may complete the Work on behalf of the Owner.
- 62. On satisfactory completion of the remedial work the District Engineer shall notify the Owner accordingly and shall return the Warranty Bond, less any costs that have been incurred by the District due to emergencies or the failure of the Owner to complete any remedial work as required and at this stage the Works are deemed to have been fully accepted by the District, and the District will assume responsibility for the Works.
- 63. The Owner covenants and agrees that any Works constructed and installed pursuant to this agreement shall, at the completion date, become and be deemed to be the property of the District whether constructed in a street, District land or in any land over which the District has an easement or right of way except those works and services owned by any public utility company.

Approval of Contractor

64. The Owner may employ only such contractors as the District may approve, which approval may not be unreasonably withheld, but the Owner shall be fully responsible for all the acts and omissions of the contractors.

Assignment of Agreement

65. This agreement shall not be assignable by any party without the consent of the other, such consent not to be unreasonably withheld.

District Engineer Designates

66. A power or discretion exercisable by the District Engineer may be exercised by the Deputy District Engineer or their designate.

Official Notification

67. Any notice, approval or request given under this agreement may be given if served personally upon an officer of the party for whom it is intended or mailed by prepaid registered mail addressed to the parties as follows:
to the District:

District Engineer
Capital Regional District Water Services
479 Island Highway
Victoria, BC V9B 1H7

to the Owner:

Port Renfrew Management Ltd.
96 Gleneagles View
Cochrane AB T4C 1P2

or at such other address as a party may advise by notice in writing.

68. (1) The date of receipt of any notice, approval or request shall be deemed to be the date of delivery of the notice, approval or request if served personally, or on the third business day following the date of mailing.

- (2) Where there is a mail strike, slow down or other labour dispute which might affect mail delivery of any notice, approval or request, then the notice, approval or request shall only be effective if actually delivered to an officer of the party for whom it is intended or to the specified address of such party.

Enforceability of Agreement

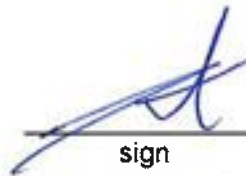
69. If any portion of this agreement is held or declared by a Court of competent jurisdiction to be void or unenforceable, that portion shall be severed from the balance of this agreement and the balance of this agreement shall survive and be enforceable.
70. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.


IN WITNESS WHEREOF the parties hereto have executed this agreement.

The Common Seal of
was hereunto affixed on the 14 day of
MAY, 20 19
in the presence of:

Port Renfrew Business Park Ltd # BC1166057

C/O Port Renfrew Management Ltd.
PO Box Stn Main Cochrane, AB T4A 1A4



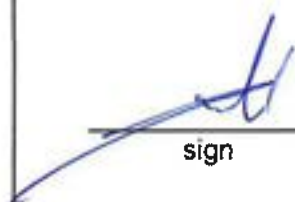
sign


print

The Common Seal of
was hereunto affixed on the 14 day of
MAY, 20 19
in the presence of:

Port Renfrew Management Ltd # A0085412

PO Box Stn Main Cochrane, AB T4A 1A4




sign

print

The Common Seal of
was hereunto affixed on the ____ day of
____, 20 ____
in the presence of:

Pacific Gateway Marina and Sports Fishing Inc.
#

740 Handy Road Mill Bay, BC V0R 291



sign

print

The Common Seal of
was hereunto affixed on the 14 day of
MAY, 20 14
in the presence of:

0983327 B.C. LTD. # BC0983328

PO Box Stn Main Cochrane, AB T4A 1A4

sign
print

The Common Seal of
was hereunto affixed on the 14 day of
MAY, 20 14
in the presence of:

0983328 B.C. LTD. # BC 0983328

PO Box Stn Main Cochrane, AB T4A 1A4

CRD Authorized Signatory

sign
print

CAPITAL REGIONAL DISTRICT

Per:

Ted Robbins

General Manager, Integrated Water Services

IN WITNESS WHEREOF the parties hereto have executed this agreement.

The Common Seal of
was hereunto affixed on the 4 day of
APRIL, 2019
in the presence of:

sign
KARL ABLACK / Andrew Purdey
print

The Common Seal of
was hereunto affixed on the 4 day of
APRIL, 2019
in the presence of:

sign
KARL ABLACK
print

The Common Seal of
was hereunto affixed on the 4 day of
APRIL, 2019
in the presence of:

sign
Andrew Purdey
print

The Common Seal of
was hereunto affixed on the 4 day of
APRIL, 2019
in the presence of:

sign

KARL ABLACK
print

The Common Seal of
was hereunto affixed on the 4 day of
April, 2019
in the presence of:

CRD Authorized Signatory

sign

KARL ABLACK
print

CAPITAL REGIONAL DISTRICT

Per: _____
Ted Robbins
General Manager, Integrated Water Services

SCHEDULE "A"**The Works**

PHASE 2 – refer to PRUSC report of August 4, 2015 entitled Proposal for Water System Improvements

Turn-key delivery to the Capital Regional District water supply works to increase water system storage volume by erecting a bolted steel potable tank adjacent to the existing storage tank and within the existing statutory right-of-way, including the supply and installation of all related electrical, mechanical, civil, structural and instrumentation and control works for a functioning storage tank.

The works shall include, but not be limited to:

- Demolition of the existing and abandoned tank foundation (if required)
- Installation of yard piping and valving (fill, discharge, drain, etc.)
- Installation of tank foundation and erection of a bolted steel tank with an approximate volume of 454 cubic metres (100,000 lgal)
- Level control
- Materials and performance testing
- Commissioning
- Engineering
- Construction contract administration and inspection
- Obtaining of all applicable regulatory approvals
- Provision of record information including drawings, operation and maintenance manual, etc.
- Security in the amount of \$242,178 defined as fifty percent (50%) of the construction value (\$484,356) of the works for fulfillment of the Owner to perform the works and services outlined in this Agreement.

One-year warranty and an associated letter of credit valued at ten percent of the construction value of the works for the warranty period

SCHEDULE "B"

Contents

- a) PRUSC staff report "Proposal for Water System Improvements" dated August 4, 2015
- b) PRUSC draft Minutes of Meeting of August 4, 2015
- c) PRUSC staff report "Request for Water Service Area Inclusion – Port Renfrew Management Ltd., Parkinson road Development" dated September 21, 2015
- d) PRUSC draft Minutes of Meeting of September 21, 2015.
- e) PRUSC Minutes of Meeting of June 8, 2017.
- f) MSR Solutions Inc. Cost Estimate of November 11, 2018.
- g) Port Renfrew Storage Tank – Agreement Lands – December 2018



Making a difference...together

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF TUESDAY, AUGUST 4, 2015**

SUBJECT PROPOSAL FOR WATER SYSTEM IMPROVEMENTS

ISSUE

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

BACKGROUND

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

MSR's Proposal

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
 - Port Renfrew RV Resort - \$140,000 for 15 SFE's
 - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
 - Port Renfrew RV Resort - \$160,000 for 20 SFE's
 - Port Renfrew Management - \$120,000 for 15 SFE's
 - 6649 Godman Road - \$40,000 for 5 SFE's

Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements

2

3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
 - Port Renfrew Management - \$350,000 for 30 SFE's
 - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
 - Port Renfrew RV Resort - \$60,000 for 10 SFE's
 - Port Renfrew Management - \$180,000 for 36 SFE's
 - Pacific Gateway Marina - \$160,000 for 25 SFE's
 - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

CRD's Modified Proposals

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements

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Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

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Developers Proposal for Water System Improvements

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 2

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*"

and;
 - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*"
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer*"

- Inclusion Request – Parkinson Road” and*
- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 3

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

IMPLICATIONS

Alternative 1 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

Alternative 2 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from **both** the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

Alternative 3 – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

CONCLUSION

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Joseph Marr, P.Eng.
Project Engineer, Infrastructure Engineering
and Operations

Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning

**Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements**

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Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence

Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services
Concurrence

JM:ls
Attachments: MSR letter of July 10, 2015

MSR SOLUTIONS INC.

July 10, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

Works Proposed	Estimated Cost	Completion Date	Partners	Contribution	SFE Provided
Well Pump and Booster Pump	\$ 180,000	November 2016	Port Renfrew RV Resort	\$ 140,000	15
			Port Renfrew Management	\$ 40,000	5
100,000 Gallon Bolted Steel Reservoir	\$ 320,000	May 2016	Port Renfrew RV Resort	\$ 160,000	20
			Port Renfrew Management	\$ 120,000	15
			6649 Godman Road	\$ 40,000	5
Booster Station and Main Upgrades	\$ 430,000	May 2017	Port Renfrew RV Resort		0
			Port Renfrew Management	\$ 350,000	30
			Pacific Gateway Marina	\$ 80,000	5
Supply Line Replacement from WTP	\$ 800,000	May 2020	Port Renfrew RV Resort	\$ 60,000	10
			Port Renfrew Management	\$ 180,000	36
			Pacific Gateway Marina	\$ 160,000	25
			CRD/PRUSC Cost Share	\$ 400,000	121
	\$ 1,730,000			\$ 1,730,000	287

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

CRD Integrated Water Services and Port Renfrew Utility Services Committee

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig
Port Renfrew Management Ltd., Mr. Karl Ablack, and Mr. Jason Brown
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

CRD Integrated Water Services and Port Renfrew Utility Services Committee
MSR Solutions File: 14-190

July 2015

6649 Godman Road, Mr. James Lum
Juan de Fuca Local Area Director, Mr. Mike Hicks
Port Renfrew Utility Services Committee, Mr. Rob Wilson

Port Renfrew Water System Proposed Works and Cost Share

Description	Item	Unit	Rate	SubTotal	Totals
Main Reservoir					\$ 234,000
Reservoir Pad Preparation	1 LS		\$ 10,000	\$ 10,000	
STT Bolted Steel Reservoir (100,000 g)	1 LS		\$ 189,000	\$ 189,000	
Interconnecting Piping	1 LS		\$ 35,000	\$ 35,000	
Well Pump					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
Booster Pump at WTP					\$ 52,125
Equipment Supply	1 LS		\$ 18,625	\$ 18,625	
Valves and Piping	1 LS		\$ 8,500	\$ 8,500	
Electrical and Mechanical Install	1 LS		\$ 25,000	\$ 25,000	
CRD Engineering and Admin Costs					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
Engineering and Construction Services					\$ 62,500
Project Planning and Discussions	1 LS		\$ 10,000	\$ 10,000	
Electrical Design	1 LS		\$ 5,000	\$ 5,000	
Design of Improvements	1 LS		\$ 15,000	\$ 15,000	
Approvals from VIHA and CRD	1 LS		\$ 5,000	\$ 5,000	
Tendering of Works	1 LS		\$ 2,500	\$ 2,500	
Services During Construction	1 LS		\$ 20,000	\$ 20,000	
Commissioning and Record Dwg	1 LS		\$ 5,000	\$ 5,000	
Subtotal					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
Total Estimated Costs					\$ 500,000

Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML

Booster Station				\$	122,000
Building for Booster 12'x12'	144 sq.ft.	\$	150	\$	22,000
Booster Station	1 LS	\$	75,000	\$	75,000
Electrical and Mechanical Install	1 LS	\$	25,000	\$	25,000
Supply Piping to Parkinson Road				\$	171,000
200 mm PVC Watermain	220 lm	\$	300	\$	66,000
75 mm Poly Supply Line in PRML lands	500 lm	\$	100	\$	50,000
Valves	4 Ea	\$	1,300	\$	5,200
AC Pipe Interconnect	1 LS	\$	20,000	\$	20,000
Rock Excavation	50 m3	\$	200	\$	10,000
Asphalt Reinstatement	220 m2	\$	90	\$	19,800
Engineering and Construction Services				\$	62,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Structural Design	1 LS	\$	5,000	\$	5,000
Electrical Design	1 LS	\$	10,000	\$	10,000
Design of Improvements	1 LS	\$	15,000	\$	15,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	15,000	\$	15,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000
Subtotal				\$	355,000
Contingency (15%)				\$	53,250
PST on Equipment				\$	5,250
GST (5%)				\$	20,413
Total Estimated Costs				\$	430,000

Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)

Water Supply Line Upgrade					\$ 447,000
75 mm from Well site to Deering Road	1600 lm	\$ 150	\$ 240,000		
Rock Excavation Allowance	150 m3	\$ 200	\$ 30,000		
Flagging Crew	21 days	\$ 2,000	\$ 42,000		
Paving Reinstatement	1500 m2	\$ 90	\$ 135,000		
Engineering and Construction Services					\$ 117,000
Project Planning and Discussions	1 LS	\$ 2,000	\$ 2,000		
Design of Improvements	1 LS	\$ 40,000	\$ 40,000		
Approvals from VIHA and CRD	1 LS	\$ 5,000	\$ 5,000		
Tendering of Works	1 LS	\$ 5,000	\$ 5,000		
Services During Construction	1 LS	\$ 60,000	\$ 60,000		
Commissioning and Record Dwg	1 LS	\$ 5,000	\$ 5,000		
Subtotal					\$ 564,000
Contingency (35%)					\$ 197,400
GST (5%)					\$ 38,070
Total Estimated Costs					\$ 800,000



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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)
9 Members of the public

The meeting was called to order at 6:10 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:

- 1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
- 2. RV development will be a non-year round operation and the sites will be

served for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and;

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

**Port Renfrew Utility Services Committee Minutes
August 4, 2015**

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5. Water Service Application for 6504 Parkinson Road

Presented as part of Item 3

6. Water and Sewer Inclusion Request – Parkinson Road

Presented as part of Item 3

7. New Business

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. Adjournment

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED



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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF MONDAY, SEPTEMBER 21, 2015**

SUBJECT **REQUEST FOR WATER SERVICE AREA INCLUSION – PORT RENFREW
MANAGEMENT LTD., PARKINSON ROAD DEVELOPMENT**

ISSUE

A request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

BACKGROUND

Subsequent to the latest Port Renfrew Utility Service Committee (committee) meeting of August 4, 2015, Port Renfrew Management Ltd. (representing the ownership of the parcel ID No. 000-468-291) submitted a letter dated September 11, 2015 (attached), requesting inclusion of the proposed 20 lot single family subdivision (PID 000-468-291) in the Port Renfrew water service area. No. 1. The proposed 20 lot subdivision is located south of Parkinson Road (refer to map appended to the letter) and an Application for Connection to Sewer/Water Utility dated April 24, 2015 was received for the same development (copy is attached).

In addition, the letter also requests one immediate water service connection to the lot identified as No. 26 (highlighted in blue) on the map attached to the letter.

The same subject parcel and water service request was addressed in the June 22, 2015, staff report entitled *Water and Sewer Inclusion Request – Parkinson Road* and again at the August 4, 2015 committee meeting, staff report entitled *Proposal for Water System Improvements*.

During the recent meetings of the Committee, several staff reports were presented to the Committee regarding the issues of the water system capacity and reliability. The Capital Regional District (CRD) and the developers worked together and the Committee adopted a phased plan to address the water system issues at its meeting of August 4, 2015.

To reiterate what was presented at the June 22 and August 4 meetings, the subject 20 lot development proposal within the parent 69 acre parcel is not within the existing water service area and therefore, it is not currently eligible for water service. However, the committee may consider a water service establishment area revision subject to the fulfillment of the conditions that were approved by the committee at its August 4, 2015 meeting. For clarity, the conditions related to this development are itemized below along with additional commentary to help explain what is required.

With respect to the one water service request, as noted in both the June 22 and August 4 staff reports, the water system is at capacity and staff have recommended that additional connections should only be made once improvements are completed to increase system capacity.

Summary of conditions and commentary:

"1. Developer to provide a conceptual plan of the proposed future development related to the water system. "

Comments: The developer is expected to provide engineering plans, details and a report outlining in detail how the proposed development will be serviced by the existing water system including, but not limited to, design criteria, proposed materials, sizes, alignments, services, valves, hydrants, standpipes, etc. It is expected that water services for the future lots of this development would be provided from a water main located along the proposed roads within the proposed development.

It should be noted that there is an existing right-of-way, water storage tank, buried water mains, access road and plans for a second tank to be constructed within the subject development site. It is expected that the developer will adjust the subdivision layout to accommodate the existing right-of-way and infrastructure. These details are required so that the CRD can assess the impacts and implications of the development and prepare a staff report for the Committee at a future meeting.

"2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.)."

Comments: The proposed water main extension along the future road within the development would have to comply with all relevant bylaws and applicable codes.

Further, all costs to extend the water system to service any new development including application fees, administration costs, etc. shall be borne by the developer.

"3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system)."

Comments: A DCC Bylaw is no longer contemplated as the current approach of gifting water system improvements has been adopted by the Committee at its meeting of August 4, 2015. The following summarizes the proposed phasing, component improvements, estimated value (as estimated by the developer's consultant), and SFE allocation per specified development as approved by the Committee:

Phase 1 – Port Renfrew RV Resort: estimated contribution of \$140,000 towards well pump and booster pump for 20 SFE's.

Phase 1 – 6649 Godman Road: estimated contribution of \$40,000 towards well pump and booster pump for 5 SFE's.

Phase 2 – Port Renfrew RV Resort: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

Phase 2 – Port Renfrew Management: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

The individual development capacity improvements and contributions have been negotiated by the developer's consultant and have not been verified by the CRD. The proposed improvements are each part of a turnkey improvement and must be completed by the developers at no cost to the Port Renfrew water service, prior to allowing any additional connections to the existing water system regardless of the actual costs.

However in order to expedite the process, it would be acceptable for the developers to proceed with Phase 1 and Phase 2 improvements concurrently.

"4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associate costs."

Comments: The land owner(s) formally requested that the covenants be removed and the CRD confirms that the two covenants (related to water service area No. 3 and sewer service area No. 2) have been discharged from the four property titles and the land owner has agreed to pay the expenses and has provided a deposit. A CRD letter dated September 17, 2015 was provided to Port Renfrew Development confirming the discharge of the covenants.

"5. That the MoTI approves the subdivision."

Comments: The Ministry of Transportation and Infrastructure is the statutory decision maker for subdivision approval. The developer will need to provide MOTI with documentation that satisfies MOTI's requirements to create the subdivision. The CRD by means of this report, subject to approval of the committee, may provide approval in principle of water service for the 20 lots (20 SFE's).

"6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs."

Comments: Any revision in the water service area boundary bylaw would have to be defined by land parcel(s). Currently, the parent parcel is 69 acres and in order to service any pending future lots, the lots would have to be subdivided in order to define a revised water service area boundary.

"7. That the applicant provides suitable water storage tanks to the CRD engineering standards."

Comment: See the comments under condition 3 of this staff report.

"8. That the developer pay all applicable fees, application, process review, including parcel taxes and/or user fees as required."

Comment: The developer will have to pay the fees as noted.

The foregoing summary the conditions, next steps and status of the issues related to providing water service to the subject subdivision development.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

Alternative 2

That the Port Renfrew Utility Services Committee receive this report for information and request that the CRD staff provide further information at a future meeting.

IMPLICATIONS

Alternative 1 – By approving in principle the inclusion of the 20-lot subdivision in the Port Renfrew water service area No. 1, this enables the developer to proceed with completing the conditions including the design and construction of the water system improvements and he can advance his MOTI subdivision application. There is no cost implication to the water service for this alternative. Once the final subdivision plan is approved by MOTI, staff will bring a proposed service area bylaw amendment report for the committee's consideration. If approved, staff will prepare a water service extension agreement to set the terms and conditions of the system capacity improvements with each developer for each development.

Alternative 2- By receiving this report and requesting further information the CRD staff will prepare supplementary information for the Committee's consideration at a future meeting.

CONCLUSION

In conclusion, a request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

The subject 20 lot development proposal within the parent 69 acre parcel is not included in the existing water service area and therefore, it is not currently eligible for water service. However, the water service area boundary can be extended to include the 20 lots (20 SFE's) when the developer meets the stated conditions and the Committee approves the bylaw to extend the service area and forwards it to the CRD Board for adoption.

RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning

Malcolm Cowley, P.Eng.
Senior Manager, Infrastructure Engineering
Concurrence

Ted Robbins, B.Sc., C. Tech
General Manager, Integrated Water Services
Concurrence

SM:ls

Attachments:

1. Letter and email of September 11, 2015
2. Staff reports of June 22, 2105 and August 4, 2015
3. Draft minutes of August 4, 2015



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)
9 Members of the public

The meeting was called to order at 6:10 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "Water Service Application for 6504 Parkinson Road." as follows:

1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 -- The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision -- 6649 Godman Road, Port Renfrew*" as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and

- i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

**Port Renfrew Utility Services Committee Minutes
August 4, 2015**

4

5. Water Service Application for 6504 Parkinson Road

Presented as part of Item 3

6. Water and Sewer Inclusion Request – Parkinson Road

Presented as part of Item 3

7. New Business

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. Adjournment

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED

From: Karl Ablack [<mailto:dkariablack@gmail.com>]
Sent: Friday, September 11, 2015 11:00 AM
To: Ted Robbins
Subject: Port Renfrew Management Subdivision Plan
Importance: High

Hi Ted,

Further to our discussion on Tuesday evening, attached as requested is the original 42 lot subdivision originally plan put forth by Three Point Properties. Also attached is the revised 20 lot plan now being put forth by Port Renfrew Management Ltd. The 20 lots are outlined in black.

MOTI has extended our approval to Oct 15th, 2015. We, therefore, need to get this moving as quickly as possible. Support for the bylaw amendment for extension of the water service area in conjunction with the water upgrades as approved on Aug 14th will be required at the meeting on the 21st in order to maintain the timelines to complete the upgrades by May 2016. I trust the committee will move forward the required inclusion as agreed upon at the last committee meeting. Please let me know if you have questions or require further information. Thank you for your consideration and support.

Sincerely,

Karl Ablack
Port Renfrew Management Ltd.
Victoria Office: (250) 388-0268
Mobile: (250) 744-9799
email: dkariablack@gmail.com

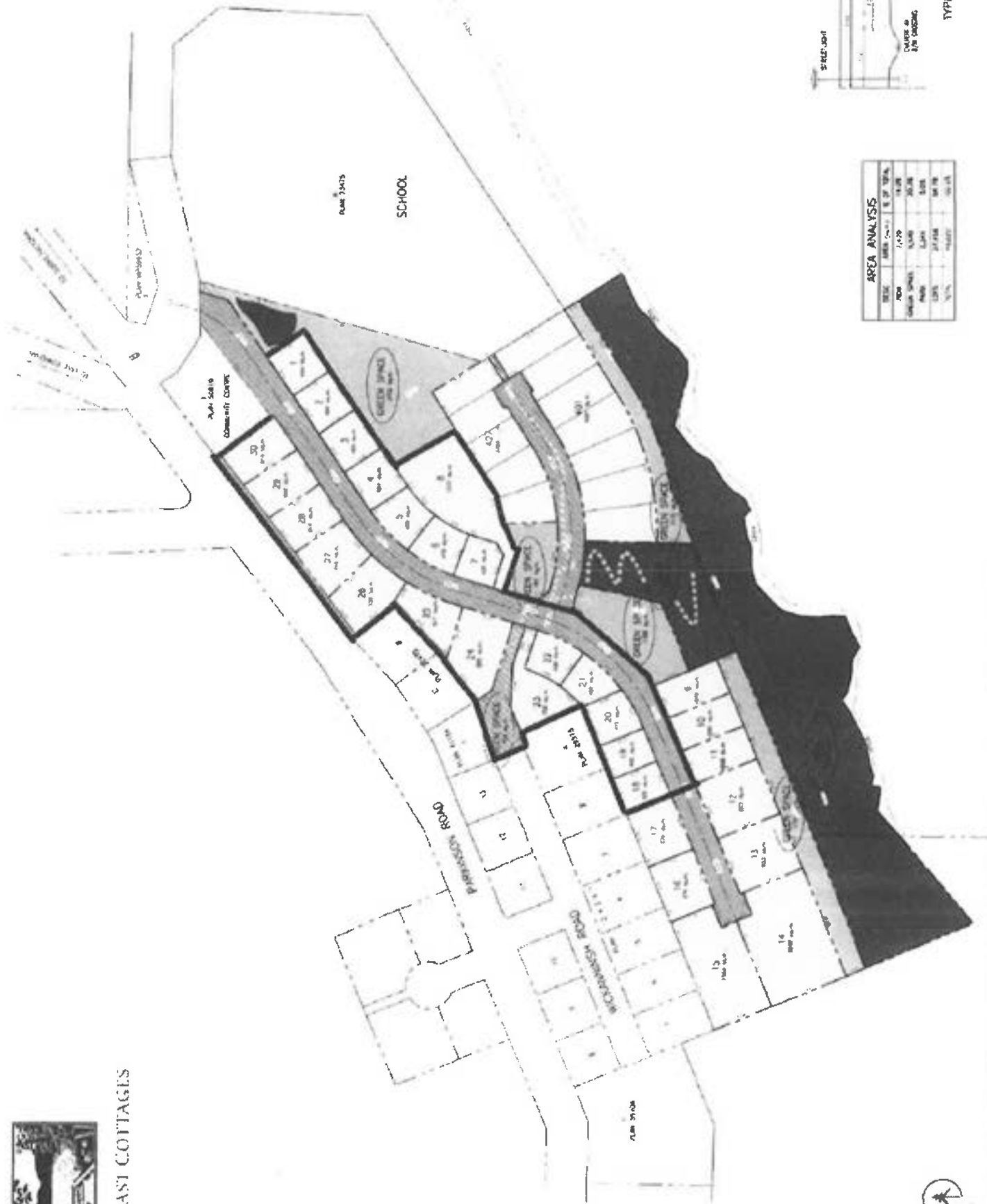
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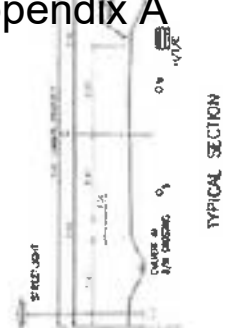


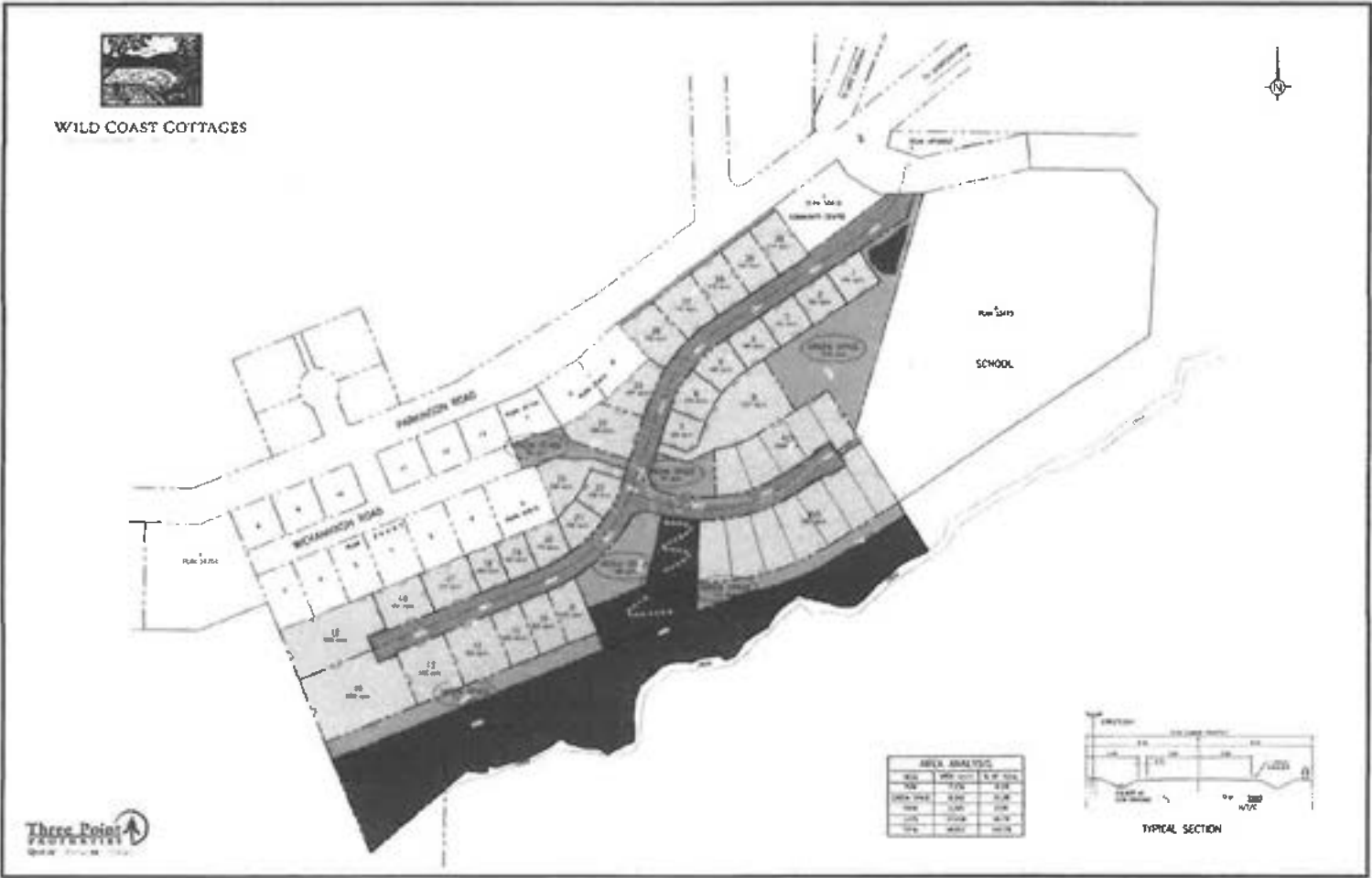
COASTAL COTTAGES



AREA ANALYSIS

ITEM	AREA (sq. ft.)	% OF TOTAL
TOTAL	1,400	100%
LOT AREA	1,400	100%
PAVED	1,400	100%
GREEN SPACE	1,400	100%
WATER	1,400	100%
UTILITIES	1,400	100%
OTHER	1,400	100%





From: Karl Ablack [<mailto:dkarlablack@gmail.com>]
Sent: Friday, September 11, 2015 11:12 AM
To: Ted Robbins
Subject: Port Renfrew single sfe
Importance: High

Hi Ted,

Further to our discussion on Tuesday, attached as requested is the letter to the committee requesting one immediate connection into the water service area. I would like to have this placed on the agenda for the 21st. Should you have questions or require further information, please contact me at your earliest convenience. Thanks very much for your prompt consideration.

Sincerely,

Karl Ablack
Port Renfrew Management Ltd.
Victoria Office: (250) 388-0268
Mobile: (250) 744-9799
email: dkarlablack@gmail.com

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Version: 2015.0.6086 / Virus Database: 4409/10614 - Release Date: 09/10/15



Port Renfrew Management Ltd.

September 11, 2015

Attn: Ted Robbins, CRD Integrated Water Service
Rob Wilson, Chair Port Renfrew Utility Services Committee
CC: Mike Hicks, Juan de Fuca Electoral Area Director

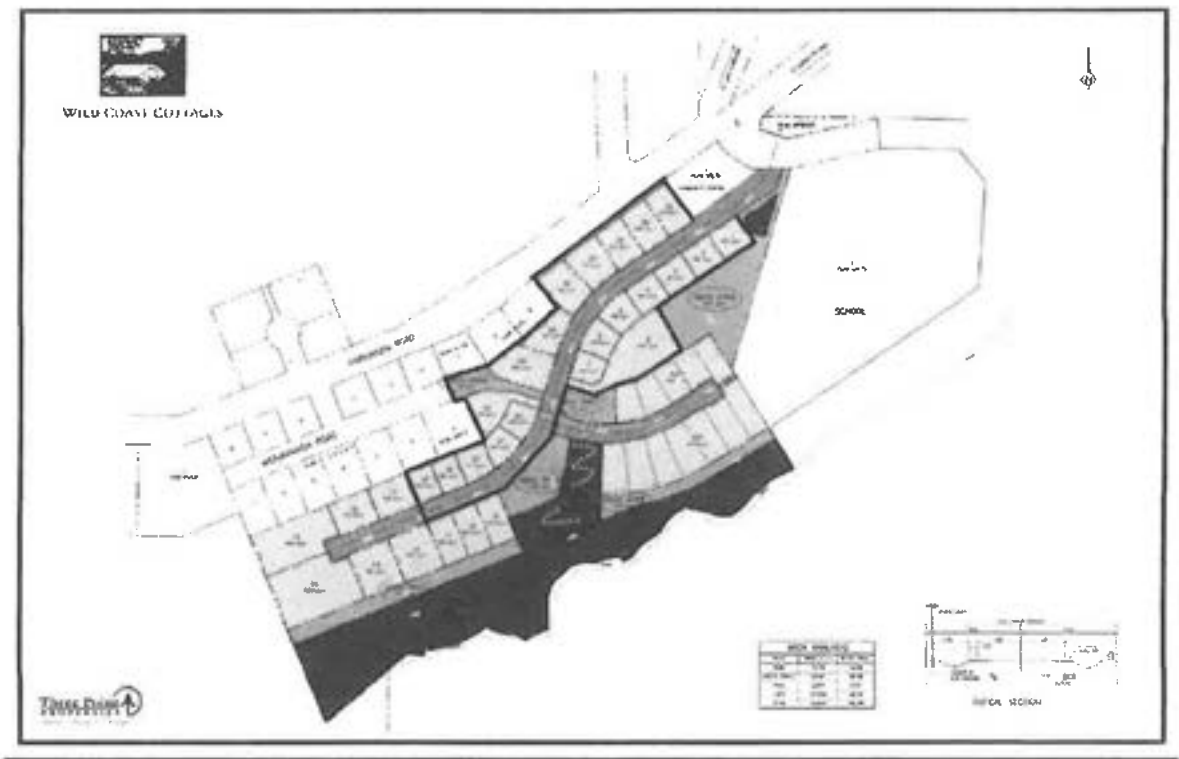
Dear Mr. Robbins,

Subsequent to the PRUSC meeting held August 14, 2015 in which staged improvements have been approved for upgrades to the Port Renfrew water utility in lieu of expansion of the water service area, we respectfully request one immediate connection to the lot outlined in blue on the lot plan identified below. This lot request comes on behalf of a long time Port Renfrew resident looking to build her home. This connection poses no burden on the existing system and the water line exists on the proposed lot. This lot falls within the proposed inclusion area which has been approved in principle by the committee to include 20 new single family equivalents, in accordance with proposed and approved water utility upgrades. I trust the committee will act in good faith and add this request to the agenda for the PRUSC meeting to be held on September 21, 2015 and as well, provide the requested connection approval during the meeting and subsequently allow this long time resident to begin building. Thank you for your prompt attention and consideration.

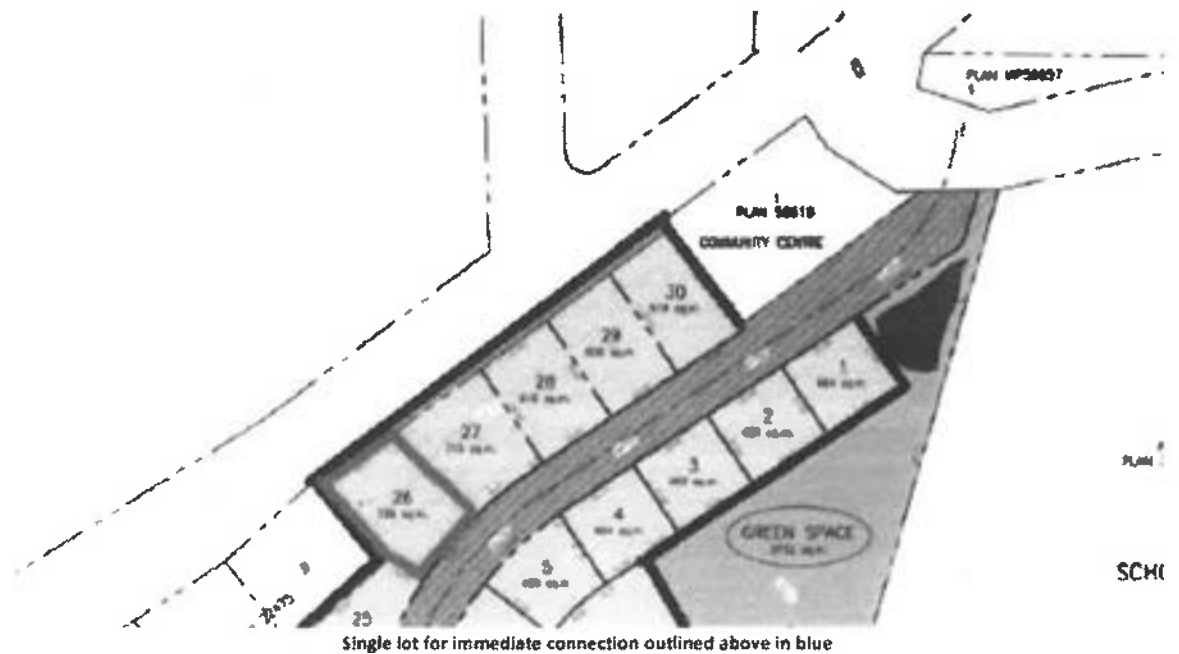
Sincerely,

KARL ABLACK (Director)
Port Renfrew Management Ltd
PO Box 9, Station Main
Cochrane, Alberta
T4C 1A4

PORT RENFREW MANAGEMENT LTD. PO BOX 9, STATION MAIN, COCHRANE, ALBERTA T4C 1A4
VICTORIA OFFICE: 250-388-0268 CELL: 250-744-9799



Inclusion area outlined above in black



Single lot for immediate connection outlined above in blue



Making a difference...together

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF MONDAY, JUNE 22, 2015**

SUBJECT WATER AND SEWER INCLUSION REQUEST - PARKINSON ROAD

ISSUE

An application for water and sewer service connections and an inclusion request for a potential 42 lot phased subdivision into the Beach Camp Water Service Area was received by the Capital Regional District (CRD) and is brought forward for consideration by the Port Renfrew Utility Services Committee. In addition, it has been requested that covenants be removed from specific land titles that were created in 2009.

BACKGROUND

An application for a water service connection was received by the CRD for a future parcel fronting Parkinson Road to the east and adjacent to 16967 Parkinson Road (refer to Figure 1 for the location). The application was supplemented with a letter from MSR Solutions (MSR) agent to the applicant and further details were identified at meetings held between MSR and the CRD staff. In addition, WealthTerra Capital Management Inc. has requested that covenants related to a Memorandum of Understand (MoU) and development strategy be removed from the land titles (refer to MSR letter of March 11, 2015).

Generally, the applicant is making the following requests:

1. That Covenant #FB320966 be removed from the land titles for PID's 000-468-291, 009-565-787, 009-592-423 and 009-565-752 and Covenant #FB320964 be removed from PID's 000-468-291 and 009-565-787,
2. That the water service area be revised to include a proposed 42 lot subdivision for a location south of Parkinson Road (between Deering Road and Wichanninish Road on PID's 000-468-291 and 009-565-787), and that the sewer service area be revised to include one future lot fronting Parkinson Road, and
3. That approval of water and sewer service connections for the future lot (not yet subdivided), be included in the requested service area revision noted above.

Further, the MSR letter offers on the behalf of the developer financial contributions for off-site water and sewer system improvements (refer to MSR for details).

This potential subdivision is the similar as that referred to the CRD IWS in 2011 from the Ministry of Transportation and Infrastructure (MoTI) the subdivision approval authority. In the CRD's response letter to the MoTI approving officer of February 24, 2011, it was noted that the parcels were not included in the water and sewer services areas and therefore not eligible for service.

These existing parcels were the subject of the proposed development plans of the former owners Three Point Properties (TPP). In 2009, TPP and the CRD created a MoU whereby the developer would make contributions to have the water and sewer systems improved in order to provide service to the proposed development. No action was taken on the MOU and the borrowing bylaws have expired. At the request of the land owner the CRD is working on the

removal of the covenant and related MOU from each land title. The CRD staff and the land owner will pursue the removal of the covenant and related MOU from land titles. There is no involvement or resolution required from the PRUSC on this matter.

Review and Discussion of Developer's Request

The CRD staff have reviewed the application for service and inclusion request and the following information identifies the issues and potential way forward specifically related to the water and sewer systems of Port Renfrew Committee.

Other issues related to land use, subdivision approval, building permits, building codes, etc. have not been considered in this report, and must be considered by the appropriate regulatory authority having jurisdiction.

Water and Sewer Service Connection (one lot) – The applicant desires to create one residential lot by subdividing parcel 000-468-291. This future lot is not within either the Port Renfrew Water and Sewer Service Areas and therefore, it is not eligible for water nor sewer service.

In order to include the lot(s) within the service areas, it would have to be first subdivided and then application made to have the Port Renfrew water and sewer service establishment bylaws revised to include the lot(s). The CRD IWS is not aware of any current subdivision referral from MoTI. Further, it is understood that subdivision can't occur until the MOU and covenants are removed from the land titles.

In order to revise the service establishment bylaws the applicant will have to pay for the administration costs to prepare the draft bylaws and related reports, presentation to the PRUSC, EASC and CRD for initial bylaw reading, submission to the Inspector of Municipalities and return to the CRD for final reading and adoption.

The applicant has noted that water and sewer services (distribution and collection mains) were installed along Parkinson Road and a water service pipe extends to the property line. Although the mains and water service was installed with foresight, again, the future lot(s) is not within either of the service areas and therefore, is not eligible for water nor sewer service.

It has been recognized for years and in essence was the reason for the MOU, that the Port Renfrew water and sewer services had issues related to capacity. Until such time that water and sewer system improvements are completed then additional services should not be considered. The CRD is working on a strategy for consideration of the PRUSC to potentially address the capacity issues. This may include short-term contributions and in the long-term the implementation of a legislative means to impose charges on development to fund the infrastructure associated with growth.

Future Subdivision/Revision of Water and Sewer Service Areas

Although the summited application form does not include the proposed 42 lot subdivision (strata) the letter and subsequent discussions with MSR indicate that there is a desire to have the subdivision serviced with water only from the Port Renfrew water system and requested that the proposed 42 lot subdivision be included in the water service area. The developer plans to service the development with a private sewer system. As part of the subdivision of 42 lots, the developer proposes to remove the existing storage tank to allow for the creation of two lots. The developer plans to create a new storage tank at another location to be determined.

Again, there is no current subdivision referral before the CRD IWS and although there was a similar response in 2011, indicating that the parcel is not within either the water or sewer services areas and therefore, ineligible to receive sewer and water service.

Developer/Applicant Offering:

The MSR letter identifies a proposed phased contribution of \$150,000 in exchange for water and sewer service as summarized below for the 20 lot subdivision:

- A contribution of \$30,000 to future reservoir improvements to be held by the PRUSC and contributed back to the developer when the works are undertaken, as the proposed development would see the demolition of the existing storage tank to facilitate two lots of the subdivision.
- Installation of additional tankage at the existing reservoir site consisting of two 55,000 litre "poly tanks" and related works for \$120,000 although polyethylene is not an appropriate material for this application in accordance with CRD engineering standards.
- To support the fee simple one lot subdivision a contribution of \$10,000 plus costs associated with a sewer connection although the sewer system is at its theoretical capacity.
- In addition the developer would contribute by preparing supporting documentation including reports and sketches related to future planning of the water utility.

The applicant is suggesting "an approximate valuation of \$7,500 per SFE", however, the CRD is in the process of determining the actual proposed water development cost charges.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee:

- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
 4. That the MoTI approves the subdivision.
 5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.

- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
 2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
 5. That the MoTI approves the subdivision.
 6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
 7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

Alternative 2

That the Port Renfrew Utility Services Committee direct the CRD staff to respond to the water and sewer service requests stating that neither the future one lot subdivision nor the 42 lot subdivision are within either of the established water or sewer services areas and therefore are not eligible for service.

IMPLICATIONS

Alternative 1 – By approving a water service connection in principle subject to the conditions as noted, the one lot could be serviced with water only, provided that improvements are made to increase the capacity of the system for which the applicant is offering.

In addition, by approving a water main extension in principle subject to the conditions as noted, the first phase of the subdivision could be serviced with water provided that improvements are made to increase the capacity of the system for which the applicant is offering.

Alternative 2 – By not approving a water and sewer service connections, the water and sewer services will not be burdened with an increase in demand.

CONCLUSION

The proposed future lot and 42 lot subdivision neither exist and are required to be approved through the MoTI subdivision approval process. Further, for Port Renfrew to provide services the existing service establishment bylaws would have to be revised.


Both of the water and sewer systems are at theoretical capacity and until tangible improvements are completed to both services, additional services should not be approved for connection.

At the request of the land owner, the covenants and MOU are in the process of being removed from land titles with the associated costs to be paid by the land owner.


RECOMMENDATION

That the Port Renfrew Utility Services Committee:


- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
 4. That the MoTI approves the subdivision.
 5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.
- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
 2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
 5. That the MoTI approves the subdivision.
 6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
 7. That the applicant provides suitable water storage tanks to the CRD engineering standards.



Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning



Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence


Ted Robbins, B.Sc., C. Tech
General Manager, Integrated Water Services
Concurrence

JM/SM:ls

Attachments –

- Figure 1 – Subject Property
- MSR letter of March 11, 2015
- MSR letter of April 24, 2015



MSR SOLUTIONS INC.

March 11, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Sewer and Water Systems – Discharge of Covenants**

Thank you for the opportunity to meet with you and the CRD Integrated Water Services on October 24, 2014 and again most recently on March 9, 2015 with respect to developments in the Port Renfrew area, and the potential impact to the Beach Camp sewer service area, and the Beach Camp and Snuggery Cove water service area. MSR Solutions Inc. has been retained by WealthTerra Capital Management Inc. (WealthTerra) to assist in addressing their sewer and water needs for the phased development of their proposed 42 lot subdivision which has previously received Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure (MoT).

The property along Parkinson Road and Wickanninish Road is generally identified as PID: 000-458-291, The Easterly 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District, and PID: 009-565-787, The West 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District.

Proceeding with the subdivision will require approval from the CRD Integrated Water Services for connection to the Port Renfrew sewer and water systems. The CRD are unable to provide connection at this time, as they believe works and services are required to meet regulatory objectives, before additional connections can be successfully accommodated. There are also existing covenants on the property, which stipulate borrowing, works and services on the part of the Owner, and the CRD, which have not been implemented, effectively precluding an approval. We have been directed by WealthTerra to seek removal of the covenants with the CRD. Based on this, we note the following.

Covenant (Charge #FB320964)

A loan authorization bylaw was established for the service. But as of this date the loan authorization has expired. In order to comply with the agreement the CRD would need to adopt a new loan authorization bylaw. Subject to 2.13 of the Covenant, the Owner does not

want the CRD to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

Covenant (Charge #FB320966)

The CRD has not adopted a Security Issuing Bylaw nor obtained Temporary Borrowing necessary to construct as per Section 2.14 of the Covenant. Although a Loan Authorization Bylaw was adopted with no borrowings initiated and the bylaw has expired, the Owner is abandoning its intent to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

We trust this is sufficient to meet requirements of the CRD to proceed with the administrative issues related to cancelling of the covenants and the opportunity to seek alternative means to accommodate sewer and water needs for existing and future development in Port Renfrew.

If you have any questions, or require additional information, please contact the undersigned, or Mr. Karl Ablack directly.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.

Manager, Water & Wastewater Systems

cc WealthTerra Capital Management Inc., Mr. Karl Ablack (CSC)
CRD Juan de Fuca Electoral Area Planning Services, Ms. June Klassen

MSR SOLUTIONS INC.

April 24, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca

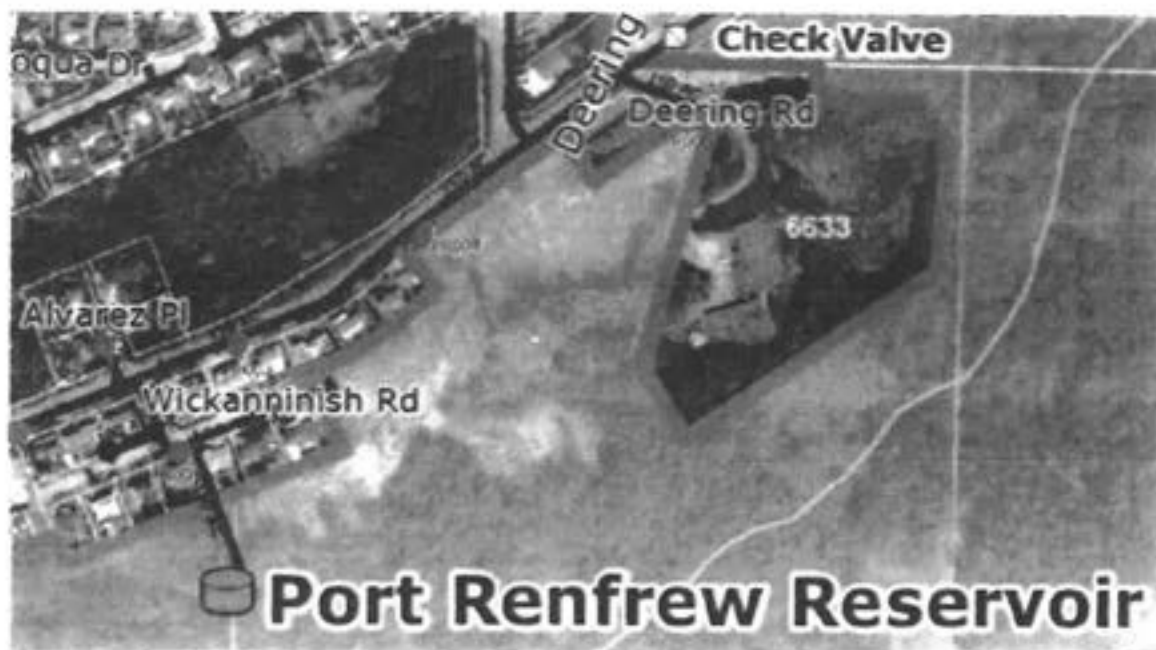
Attention: Peter Sparanese, P.Eng., Senior Manager

Reference: Port Renfrew Management Ltd. – Request for Water Services

INTRODUCTION

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, we are requesting on behalf of Port Renfrew Management Ltd., to apply to the Port Renfrew Utility Services Committee to be included within the Beach Camp Water Service Area. The property is part of a potential 42 lot subdivision along Parkinson Road and Wickanninish Road identified as PID: 000-468-291, and PID: 009-565-787. It is currently outside of the Beach Camp Water Service Area.

We are also requesting an opportunity to allow one fee simple lot into both the water and sewer service to permit the early construction of a home from the long-time Port Renfrew resident, Deanna Blake.



201-4475 Viewmont Avenue, Victoria, BC V8Z 5K8
Main 250.479.5164
Fax 1.888.277.2816

www.msrsolutions.ca

MSR Solutions Inc.

CRD COSTS AND DESIGN FLOW CHARACTERIZATION

The CRD establishes water consumption based on a single family home typical usage or Single Family Equivalent (SFE). The CRD references their Bylaw No. 3847 (*A Bylaw to Provide for Fees and Charges Payable for Utilities and Street Lighting within the Southern Gulf Islands and Juan de Fuca Electoral Areas*). The Bylaw establishes service connection fees as costs of engineering design, approvals and inspections; construction costs to complete the works; and administration costs of an additional 15%. The minimum connection charge is noted at \$400, and an annual user charge of \$203.38, per single family home.

WORKS REQUIRED FOR CONNECTION TO WATER SYSTEM

ONSITE WORKS APPROVED

No onsite works have yet been approved or constructed on the property, as it is still subject to the conditions of the Preliminary Layout Approval (PLA) File 01-001-25599 issued by the Ministry of Transportation and Infrastructure (MoT) in 2008, and any updated requirements. These works require inclusion of the property into the Port Renfrew water system and approval by Island Health of the water system extension. Sewer works would be by an onsite system.

Port Renfrew Management Ltd. is considering the following development stages for the property, subject to compliance with the Preliminary Layout Approval (PLA) from the Ministry of Transportation (MoT)

- Submission of a building permit to allow construction of one home on the property to meet the needs of existing Port Renfrew resident, Ms Deanne Blake, and would consider the existing water connection provided to the property, as well as one sewer connection.
- A phased subdivision of 20 lots with access off Deering Road. These parcels are all within the hydraulic gradient for fire protection from the existing water reservoir site as noted in the original subdivision below and delineated by the red outline.
- The internal servicing would negate replacement of the Asbestos Cement (AC) water system along the frontage of Parkinson Road. This is cause for concern due to the pipe condition, as well as both traffic interruptions and water interruptions required to support this work during the busy summer tourism season.
- Works would include improvements at the intersection of Parkinson Road and Deering Road, at West Coast Road. This will benefit traffic flow and sight lines in the area on behalf of existing residents and visiting guests.



- A separate discussion will be held with the CRD for lands beyond this subdivision of the parcel, including potential for a separate reservoir and water supply system, which could be turned over to the CRD at a future date if desired.

CRD OFFSITE WORKS

In discussions with CRD Integrated Water Services, they have noted the ability to provide water to the site subject to various upgrading requirements. The water system is currently considered to be operating at capacity due to restrictions at the groundwater well (\$20,000 to upgrade) and the booster pump (\$40,000 to upgrade), which with improvements, would provide additional water supply for upwards of 287 SFE. With additional water, other improvements would be required at the water treatment plant for associated controls (\$20,000) to better regulate flows at the reservoir. The proposed works if completed, would increase the water supply from the current 4.5 L/s (70 USgpm) to the capacity of the H2S scrubber at 7.3 L/s (115 USgpm). This is more than sufficient for development within the hydraulic service limits of the existing reservoir.

The CRD has recommended an additional storage capacity requirement of 85,000 Litres (22,500 US gallons). They have suggested costs at about \$385,000, which would include for a new reservoir. However, there is no allowance for a new reservoir location or additional piping in this cost, or impacts to pressure changes on the AC pipe infrastructure.

PROPOSAL FOR CONSIDERATION BY UTILITY COMMISSION

The Port Renfrew Utility Commission has extended the Beach Camp Water Service Area around the Port Renfrew Developments property, and has sited the reservoir on the property. It is a reasonable extension to consider the portion of the property which could be serviced by the existing reservoir into the water service area.

The Beach Camp sewers extend past the subject property, which as a result, contributes to calculations of flows based on inflow and infiltration, and would have negligible impact with one service connection for an existing resident to allow for a new home.

With the additional 20 lots added to the Beach Camp Water Service Area, Port Renfrew Management Ltd. is proposing a phased contribution of \$150,000 towards water system improvements as follows:

- A contribution of \$30,000 to future reservoir improvements to be held by the Utility Commission for contribution back when the works are undertaken.
- Installation of additional tankage at the existing reservoir site consisting of two – 55,000 Litre (15,000 US gallon) poly tanks (NSF 61 rated), including associated piping interconnects at an estimated cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.
- To support the fee simple lot for Ms. Deanne Blake, Port Renfrew Developments would provide a \$10,000 sewer connection contribution, plus costs associated with a subsequent sewer connection to the property. The contribution would support further studies on longer term sewer improvements for the Beach Camp system.

In addition to the above, Port Renfrew Management Ltd. will prepare supporting documentation including reports and sketches in accordance with CRD Integrated Water Services requirements for a new reservoir site and supply/distribution system. This will include potential interconnects at a pressure reducing station to allow removal of the existing reservoir and completion of the subdivision of that area.

Port Renfrew Management Ltd. will be responsible for all costs associated with the supply of potable water to the internal subdivision including servicing of the properties fronting Parkinson Road from the internal strata road to negate replacement of that section of AC pipe across the Parkinson Road property frontage.

In return, the PRUC will agree to provide Port Renfrew Management Ltd. with one fee simple lot on Parkinson Road including sewer and water connections subject to an interim Service Area adjustment. PRUC will expand the Beach Camp Service Area to allow the strata subdivision off Deering Road, with completion of the reservoir addition. This equates to an approximate valuation of \$7,500 for a SFE connection to the PRUC, in addition to servicing costs associated with extending of service to the site.

SUMMARY

The proposed reservoir expansion on the Port Renfrew Management Ltd. site will provide a long term resolution of capacity requirements for the Snuggery Cove and Beach Camp Water Service Areas and amended boundaries including the proposed 20 lot development.

The agreement of using the existing water connection and allowing one additional sewer connection will support a long time Port Renfrew resident in meeting their desire for a new home, which has been on hold for more than a year, while solutions have been sought by all parties.

The ability to complete the subdivision with connection to the Beach Camp Water Service Area will allow for required improvements at the main town intersection, benefiting all residents and visitors.

There is an opportunity for the both parties to accept the above noted solutions which will provide long term benefits to the Port Renfrew water system at no additional expense to the existing water users. The developments, will provide an immediate boost to the community and lifestyle, which will help in the longer term of creating a vibrant and sustainable Port Renfrew.

We believe the above is a workable solution, and request the CRD to support the Port Renfrew Utility Commission and Local Area Director in allowing the contributions to be provided by Port Renfrew Developments Ltd., as noted above, and the improvements to be installed.

We would be pleased to meet with you at your convenience to discuss and finalize an interim agreement with the various parties, such that the temporary water service can be provided now, and the remaining works pursued through the regulatory approval channels.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

cc Port Renfrew Management Ltd., Mr. Karl Ablack (CSC)
Juan de Fuca Local Area Director, Mr. Mike Hicks



Capital Regional District

Application for Connection to Sewer/Water Utility

PLEASE PRESS HARD YOU ARE MAKING FOUR (4) COPIES

Pursuant to the regulations applicable to the Utility Indicated below

I, Miko Seymour (P&R Solutions Inc.), being the owner or acting with the owner's consent hereby make application for a utility connection to the property indicated below.

I agree to be subject to all Bylaws, Rules and Regulations and to pay such rates as are thereby specified.

Name of Owner Port Renfrew Management Ltd
 M A Street 96 Glenora View
 I D City Cochrane
 L R Prov. AB Postal Code T4C 1P2
 I N S Phone No. 250-388-0269

Name of Contractor Tim Danner
 Street Baird Road
 City, Village Port Renfrew
 Prov. BC Postal Code _____
 Phone No. _____

Utility/Utilities to which a connection is requested.

SEWER UTILITIES

- ☐ Magic Lake Estates
☐ Ganges
☐ Mallview Estates
☐ Port Renfrew
☐ Other (specify) _____

WATER UTILITIES

- ☐ Magic Lake Estates
☐ Fernwood
☐ Highland
☒ Port Renfrew
☐ Lyall Harbour/Boat Cove
☐ Other (specify) _____

Description of Property to which a connection is requested.

Street Address (if applicable) Parkinson Road and Deering RoadLegal Description - Lot Number NW 1/4 Section 36 Plan No. _____Tax Assessment Folia Number 000-468-291 and 009-565-787INTENDED USE OF PROPERTY Single FamilyDate April 24 2015

Signature of applicant _____

FOR OFFICE USE ONLY

Date application received _____ Drawings received: Yes _____ No _____

Application reviewed by _____ Date payment received _____

Date work order issued _____ Date installation complete _____

Your application for a utility connection has been approved as detailed below. This connection will be installed upon receipt of the connection fee and necessary approvals. The fee for this connection is: \$ _____

Details of Connection: _____

Approved by: _____ Date: _____



Making a difference...together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, AUGUST 4, 2015

SUBJECT PROPOSAL FOR WATER SYSTEM IMPROVEMENTS

ISSUE

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

BACKGROUND

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

MSR's Proposal

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
 - Port Renfrew RV Resort - \$140,000 for 15 SFE's
 - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
 - Port Renfrew RV Resort - \$160,000 for 20 SFE's
 - Port Renfrew Management - \$120,000 for 15 SFE's
 - 6649 Godman Road - \$40,000 for 5 SFE's

Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements

2

3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
 - Port Renfrew Management - \$350,000 for 30 SFE's
 - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
 - Port Renfrew RV Resort - \$60,000 for 10 SFE's
 - Port Renfrew Management - \$180,000 for 36 SFE's
 - Pacific Gateway Marina - \$160,000 for 25 SFE's
 - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

CRD's Modified Proposals

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements

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Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 2

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;
 - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer*

- Inclusion Request – Parkinson Road" and*
- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 3

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

IMPLICATIONS

Alternative 1 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

Alternative 2 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from *both* the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

Alternative 3 – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

CONCLUSION

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*"

and;


- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Proposed subdivision – 6649 Godman Road, Port Renfrew*"


2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)


Joseph Marr, P.Eng.
Project Engineer, Infrastructure Engineering
and Operations


Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning

Port Renfrew Utility Services Committee – August 4, 2015
Developers Proposal for Water System Improvements

8



Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence



Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services
Concurrence

JM:ls

Attachments: MSR letter of July 10, 2015

MSR SOLUTIONS INC.

July 10, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca**Attention: Peter Sparanese, P.Eng., Senior Manager****Reference: Port Renfrew Utility Services Committee – Request for Water Services****INTRODUCTION**

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

Works Proposed	Estimated Cost	Completion Date	Partners	Contribution	SFE Provided
Well Pump and Booster Pump	\$ 180,000	November 2016	Port Renfrew RV Resort	\$ 140,000	15
			Port Renfrew Management	\$ 40,000	5
100,000 Gallon Bolted Steel Reservoir	\$ 320,000	May 2016	Port Renfrew RV Resort	\$ 160,000	20
			Port Renfrew Management	\$ 120,000	15
			6649 Godman Road	\$ 40,000	5
Booster Station and Main Upgrades	\$ 430,000	May 2017	Port Renfrew RV Resort		0
			Port Renfrew Management	\$ 350,000	30
			Pacific Gateway Marina	\$ 80,000	5
Supply Line Replacement from WTP	\$ 800,000	May 2020	Port Renfrew RV Resort	\$ 60,000	10
			Port Renfrew Management	\$ 180,000	36
			Pacific Gateway Marina	\$ 160,000	25
			CRD/PRUSC Cost Share	\$ 400,000	121
	\$ 1,730,000			\$ 1,730,000	287

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

201-4475 Viewmont Avenue, Victoria, BC V8Z 5K8

Main 250.479.5164

Fax 1.888.277.2816

www.msrsolutions.ca**MSR Solutions Inc.**

CRD Integrated Water Services and Port Renfrew Utility Services Committee

MSR Solutions File: 14-190

July 2015

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,
MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig
Port Renfrew Management Ltd., Mr. Karl Ablick, and Mr. Jason Brown
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

6649 Godman Road, Mr. James Lum

Juan de Fuca Local Area Director, Mr. Mike Hicks

Port Renfrew Utility Services Committee, Mr. Rob Wilson

Port Renfrew Water System Proposed Works and Cost Share

Description	Item	Unit	Rate	SubTotal	Totals
Main Reservoir					\$ 234,000
Reservoir Pad Preparation	1 LS		\$ 10,000	\$ 10,000	
STT Bolted Steel Reservoir (100,000 g)	1 LS		\$ 189,000	\$ 189,000	
Interconnecting Piping	1 LS		\$ 35,000	\$ 35,000	
Well Pump					\$ 19,000
Pump RE and RE	1 LS		\$ 16,000	\$ 16,000	
Electrical Field Wiring	1 LS		\$ 3,000	\$ 3,000	
Booster Pump at WTP					\$ 52,125
Equipment Supply	1 LS		\$ 18,625	\$ 18,625	
Valves and Piping	1 LS		\$ 8,500	\$ 8,500	
Electrical and Mechanical Install	1 LS		\$ 25,000	\$ 25,000	
CRD Engineering and Admin Costs					\$ 30,000
Removal of Covenants and MoU	1 LS		\$ 10,000	\$ 10,000	
Administration	1 LS		\$ 20,000	\$ 20,000	
Engineering and Construction Services					\$ 62,500
Project Planning and Discussions	1 LS		\$ 10,000	\$ 10,000	
Electrical Design	1 LS		\$ 5,000	\$ 5,000	
Design of Improvements	1 LS		\$ 15,000	\$ 15,000	
Approvals from VIHA and CRD	1 LS		\$ 5,000	\$ 5,000	
Tendering of Works	1 LS		\$ 2,500	\$ 2,500	
Services During Construction	1 LS		\$ 20,000	\$ 20,000	
Commissioning and Record Dwg	1 LS		\$ 5,000	\$ 5,000	
Subtotal					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
Total Estimated Costs					\$ 500,000

Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML

Booster Station				\$	122,000
Building for Booster 12'x12'	144 sq.ft.	\$	150	\$	22,000
Booster Station	1 LS	\$	75,000	\$	75,000
Electrical and Mechanical Install	1 LS	\$	25,000	\$	25,000
Supply Piping to Parkinson Road				\$	171,000
200 mm PVC Watermain	220 lm	\$	300	\$	66,000
75 mm Poly Supply Line in PRML lands	500 lm	\$	100	\$	50,000
Valves	4 Ea	\$	1,300	\$	5,200
AC Pipe Interconnect	1 LS	\$	20,000	\$	20,000
Rock Excavation	50 m3	\$	200	\$	10,000
Asphalt Reinstatement	220 m2	\$	90	\$	19,800
Engineering and Construction Services				\$	62,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Structural Design	1 LS	\$	5,000	\$	5,000
Electrical Design	1 LS	\$	10,000	\$	10,000
Design of Improvements	1 LS	\$	15,000	\$	15,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	15,000	\$	15,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000
Subtotal				\$	355,000
Contingency (15%)				\$	53,250
PST on Equipment				\$	5,250
GST (5%)				\$	20,413
Total Estimated Costs				\$	430,000

Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)**Water Supply Line Upgrade**

				\$	447,000
75 mm from Well site to Deering Road	1600 lm	\$	150	\$	240,000
Rock Excavation Allowance	150 m3	\$	200	\$	30,000
Flagging Crew	21 days	\$	2,000	\$	42,000
Paving Reinstatement	1500 m2	\$	90	\$	135,000

Engineering and Construction Services

				\$	117,000
Project Planning and Discussions	1 LS	\$	2,000	\$	2,000
Design of Improvements	1 LS	\$	40,000	\$	40,000
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000
Tendering of Works	1 LS	\$	5,000	\$	5,000
Services During Construction	1 LS	\$	60,000	\$	60,000
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000

Subtotal				\$	564,000
Contingency (35%)				\$	197,400
GST (5%)				\$	38,070
Total Estimated Costs				\$	800,000



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held September 21, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, A. Tremblay, W. Smith
Staff: Malcolm Cowley, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, ERM Policy and Planning, P. Dayton, Senior Financial Analyst, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)
 Two members of the Public

ABSENT: J. Wells

The meeting was called to order at 7:30 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
 That the agenda be approved as distributed.

CARRIED

**2. Request for Water Service Area Inclusion – Port Renfrew Management Ltd.,
 Parkinson Road Development**

S. Mason presented a written report. Discussion took place with staff, committee and Port Renfrew Management Ltd.

MOVED by Director Hicks, **SECONDED** by W. Smith,
 That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

CARRIED

3. 2016 Operating and Capital Budget

M. Cowley presented a written report and the 2016 Operating and Capital Budgets for the following service areas:

- 1.232 Port Renfrew Street Lighting
- 2.650 Port Renfrew Sewer
- 2.655 Port Renfrew Snuggery Cove Water
- 3.850 Port Renfrew Sewer
- 1.532 Port Renfrew Refuse Disposal

**Port Renfrew Utility Services Committee Budget Minutes
September 21, 2015**

2

The following changes were made to the sewer budget:

Delete from the Port Renfrew Sewer capital expenditure plan:

- 2016 – Wastewater Treatment Plant Grant Application \$5,000
- 2017 – WWTP Upgrade Detailed Design \$130,000
- 2018 – WWTP Upgrades \$800,000

Delete from the Port Renfrew Sewer Core 2016 budget the amounts of \$2,300 and \$1,920 for MFA Debt and adjust the User Fee and Parcel Tax accordingly.

MOVED by A. Tremblay, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Street Lighting Local Service be balanced on the 2016 contingency.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service be balanced on the 2016 Transfer to Capital Reserve fund.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Water Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Water Local Service be balanced on the 2016 Transfer to Reserve fund.

CARRIED

MOVED by Director Hicks, **SECONDED** by W. Smith,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
2. The property tax be increased to \$130.35 per average residential folio for the Snuggery Cove Water Local Service; and

**Port Renfrew Utility Services Committee Budget Minutes
September 21, 2015**

3

3. The 2015 actual revenue and expense for the Snuggery Cove Water Local Service be balanced on the 2016 requisition.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Sewer Local Service be approved as amended;
2. The annual user charge for the Port Renfrew Sewer Local Service be increased to \$425.19 and parcel tax be decreased to \$481.94; and
3. The 2015 actual revenue and expense for the Port Renfrew Sewer Local Service be balanced on the 2016 Contingency.

CARRIED

4. New Business

A discussion took place on the possibility of installing a fence around the sewage treatment plant and the removal of dead trees.

5. **MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 8:55 pm.

CARRIED

(e)



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held June 8, 2017 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** CRD Regional Director, M. Hicks, (Chair), A. Tremblay, K. Pearson, J. Wells, C. Welham, K. Ablack
Staff: M. McCrank, Senior Manager, Infrastructure Operations, I. Jesney, Senior Manager, Infrastructure Engineering, David Parker, Manager, Systems Maintenance, M. Cowley, Manager, Wastewater Engineering and Planning, L. Siemens (recorder)
Three members of the Public

The meeting was called to order at 6 p.m.

1. Approval of Agenda

The agenda was amended to add the following items under New Business:

- Development Cost Charge
- Water Service Area
- Meeting Schedule

MOVED by K. Ablack, **SECONDED** by A. Tremblay,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes of November 7, 2016

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the minutes of November 7, 2016 be adopted as previously circulated.

CARRIED

3. Pacheedaht First Nation Fuel Service Station Agreement

Director Hicks advised that Kristine Pearson is in Conflict of Interest and should not participate in a decision or any discussion leading up to the decision.

M. McCrank presented a written report.

MOVED by K. Ablack, **SECONDED** by C. Welham,

1. That the Port Renfrew Utility Services Committee accept the agreement in principle as written, and direct the Capital Regional District to present the agreement to the Pacheedaht First Nation. If the agreement is acceptable to the Pacheedaht First Nation, the Port Renfrew Utility Services Committee direct CRD to execute the agreement; and

2. That the draft agreement be amended to reflect that the amenity charge will be waived for this service connection at no net loss to the Port Renfrew Utility Services as an equal value upgrade to the service will be covered through the Community Works Fund.

4. Verbal Report

M. Cowley presented a verbal report and provided a hand-out to the committee members. The verbal report provided information on the following topics:

Port Renfrew Water Service

- Water System Improvements – Phase 1 – Increase Capacity of Water Supply
- Powder Main Road Water Main
- Water System Improvements – Phase 2 – Increase Capacity of Water Storage
- Supply Main Replacement – Disinfection Facility to Parkinson Road

Port Renfrew Wastewater Service

- Outfall Inspection

MOVED by A. Tremblay, **SECONDED** by K. Pearson,
That the construction of a fence around the Port Renfrew wastewater treatment plant be added to the capital plan and brought to the budget meeting for approval.

CARRIED

A concern was raised regarding old sewer pipes that may be safety concerns. M. Cowley will work with A. Tremblay to identify potential concerns.

5. Correspondence

Application for Connection -17086 Parkinson Road

An official rezoning application to CRD Planning is required before further action can be taken by CRD Integrated Water Services.

Inquiry for Construction of Potential School

CRD has requested further information and the item will be brought to a future meeting when received.

6. New Business

Development Cost Charge

Staff advised that a DCC is not feasible for small services.

MOVED by A. Tremblay, **SECONDED** by K. Ablack,
That a rate of \$8,000 / SFE be established as an amenity contribution for future system upgrades.

CARRIED

**Port Renfrew Utility Services Committee Minutes
June 8, 2017**

3

Water Service Area

A discussion took place regarding a request to expand the water service area under a new bylaw to encompass the entire OCP lands. Director Hicks advised that the existing process of applying to be part of the water service area on a case by case basis is required.

Meeting Schedule

A suggestion was made that the committee meet on a quarterly basis. It was agreed that meetings will remain "at the call of the chair".

7. Adjournment

MOVED by K. Ablack, **SECONDED** by J. Wells,
That the meeting be adjourned at 7:55 p.m.

CARRIED

**MSR SOLUTIONS INC.**

To: Mr. Ian Jesney, P.Eng., Senior Manager at the CRD, Infrastructure Engineering, and
Mr. Joseph Marr, P.Eng., Manager at the CRD, Water Distribution Engineering and Planning
Infrastructure Engineering
From: MSR Solutions Inc. (MSRS)
Subject: Cost Estimate Summary for Port Renfrew Reservoir Twinning
Date: November 11, 2018

MSRS is pleased to provide the following summary for the reservoir twinning at Port Renfrew based on supply and installation of piping and concrete foundation by Don Mann Excavating (DME) and supply and installation of the reservoir and the pertinent elements by Titan Environmental for the reservoir twinning works at Port Renfrew. The quotes by DME and Titan Environmental are presented in Appendix A and B, respectively.

Scope of Work by Don Mann

- a) Clearing, grubbing, and excavation to bearing soil around existing pad
- b) Supply, placement, and compaction of base gravel
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve)
- f) Reservoir and valve box drainage
- g) Clean-up (topsoil and grass seed)
- h) Chlorination and testing of pipework installed by DME
- i) Crew standby during reservoir filling (30hr period)

Scope of Work by Titan Environmental

- a) Supply of Tank and Accessories
- b) Installation of Tank & Accessories
- c) Freight (Tank Materials)
- d) Supply of Drawings & Calculations Sealed by a BC registered P.Eng.



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Construction Cost Estimate Summary Port Renfrew
Reservoir Twinning
Project #: 18-367

MSR SOLUTIONS INC.

Cost Estimate

MSR Initial Design Fee	\$ 62,200.00	-no bonding
Titan (previous payments)	\$ 27,096.00	
Well House Improvement + Flow Control Alarm	\$ 20,000.00	
Price for services by Don Mann Excavating	\$ 233,000.00	
Tank supply and installation by Titan Environmental	\$ 118,000.00	
US Tariff on steel and contingencies (10%)	\$ 37,000.00	
Engineering services during construction	\$ 28,000.00	
CRD Admin	\$ 5,000.00	
CRD Connection	\$ 8,000.00	
Subs total	\$ 538,296.00	
PST (Titan Environmental (7%))	\$ 8,260.00	
GST (5%)	\$ 26,914.80	-no bonding
Total	\$ 573,470.80	
SFE Equivalent (\$8,000 / SFE)	71.7 SFE	

Bonding at 100 percent = \$484,356

Required bonding at 50 percent = \$242,178

Should you have any questions or need any further information, please contact the undersigned.

Prepared by:

Reviewed by:

A. Kanani

Arash Kanani, Ph.D., P.Eng.
Project Engineer

Mike Seymour, ASCT, Eng.L.
Principal



ENGINEERING|PLANNING
DESIGN|SOLUTION

Version: 3

Construction Cost Estimate Summary Port Renfrew
Reservoir Twinning
Project #: 18-367

MSR SOLUTIONS INC.

Appendix A: Quote by Don Mann Excavating

Don Mann Excavating Ltd.
Port Renfrew Water Reservoir Bid



July 26, 2018

Attn: Mike Seymour
MSR Solutions Inc.
250-479-5164
mike@msrsolutions.ca

Port Renfrew Water Reservoir Quote

Dear Mike,

We are pleased to provide a bid for the above-mentioned project. Our bid is based on the items listed in the scope of work and the reference documents provided, in conjunction with all other services, exclusions, terms and conditions as outlined in this document.

1) Scope of Work

- a) Clearing, grubbing, and excavation to bearing soil around existing pad.
- b) Supply, placement, and compaction of base gravel.
- c) Supply and installation of stainless steel inlet, outlet, and overflow pipes, including breaking out existing concrete.
- d) Reinforcing steel, formwork, and concrete supply/placement/finishing for new reservoir base pad.
- e) Water pipe/valve reconfiguration surrounding new and existing reservoirs (up to air valve).
- f) Reservoir and valve box drainage.
- g) Clean-up (topsoil and grass seed).
- h) Chlorination and testing of pipework installed by DME.
- i) Crew standby during reservoir filling (30hr period).

2) Reference Documents:

- a) MSR Project 18-367, Drawing C01, Version No. 4, dated July 2018
- b) MSR Project 18-367, Drawing C02, Version No. 4, dated July 2018
- c) MSR Project 18-367, Drawing C03, Version No. 3, dated July 2018
- d) Skyline Engineering Project No. 10166.05, Drawings No. SK01r1 to SK03r1, dated Sept 29, 2016
- e) Ryzuk Geotechnical report/memo, File No. 8-6434-11, dated June 21, 2017

3) Services Provided by Don Mann Excavating Ltd.

- a) Mobilization.
- b) Labour, equipment, and materials to complete the Scope of Work.
- c) Project management/quality control
- d) Survey layout.
- e) Environmental/Sediment Control Plan
- f) Concrete testing.

Don Mann Excavating Ltd.
Port Renfrew Water Reservoir Bid



- g) Compaction testing.
- h) Geotechnical subgrade inspection.
- i) Toilet facilities
- j) Crew living out expenses

4) Services Provided by Others

- a) All permits, approvals, and their respective fees.
- b) All environmental approvals, monitoring, and mitigation, if required.
- c) Lay down area for equipment and materials.

5) Working Schedule

- a) Pricing is based on one production crew working eight-hour days, five days per week.
- b) Pricing is based on Don Mann Excavating crew having complete and exclusive access to site (no other trades or deliveries in the location of active civil works).

6) Exclusions

- a) Any work beyond the proposed air release valve. See attached sketch.
- b) Due to the remote location, landscape clean-up includes supply and placement of topsoil and grass seed only; it does not include efforts to ensure germination (i.e. watering schedule).
- c) This bid assumes all excavated soils can be kept onsite within 200m; any offsite soil disposal will be at extra cost.
- d) This bid assumes access is available for concrete trucks, etc., based on the presence of the existing infrastructure. Any required clearing/access road building is not included in this bid.

7) Offer Conditions

- a) By accepting this letter, the owner/Contract administrator acknowledges that the pricing includes only the services and materials outlined in this letter.
- b) Please note that this bid includes materials (custom stainless steel pipe spools; rebar) that may be subject to forthcoming tariff increases. The below price includes material pricing available at the time of this bid; DME reserves the right to claim extra costs to cover material price increases that occur after this bid submission.

8) Clarifications

- c) Don Mann Excavating will not act as Prime Contractor for any trades not subcontracted to DME (i.e. Titan). Any Worksafe BC Notice of Project submitted by DME will only cover our scope of work and our subcontractors.
- d) This price includes concrete from the nearest ready-mix supplier, Butler Brothers in Sooke, who uses GUL cement. We do not note anything in the structural specs prohibiting GUL cement, but there are currently issues with MoTI not accepting the mix design change at this point. If the CRD requires GU cement, there will be added cost for travel time from a supplier further from the project

Don Mann Excavating Ltd.
Port Renfrew Water Reservoir Bid



9) Terms

- a) Payment in full will be due within 30 calendar days for work completed during the previous calendar month.
- b) Interest charges of 2% per month above the Canada's prime lending rate will be applied to overdue accounts.

10) Price

\$233,015.00

(GST not included)

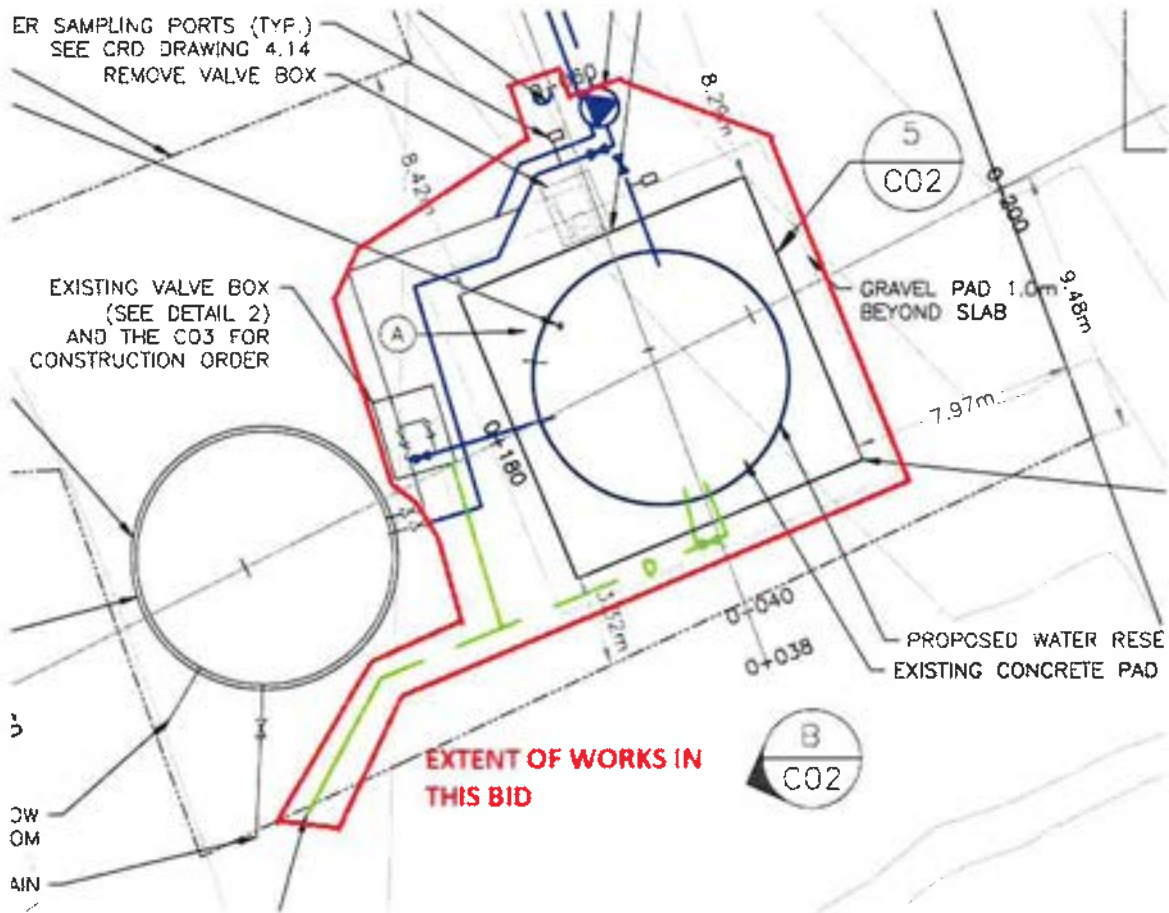
Thank you for the opportunity to provide a bid for this project. Should any of the information provided in this letter require any clarification, please contact the undersigned at your earliest convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "Art Goodwin", is positioned above the printed name.

Art Goodwin
DON MANN EXCAVATING LTD.

Don Mann Excavating Ltd.
 Port Renfrew Water Reservoir Bid





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Version: 3

Construction Cost Estimate Summary Port Renfrew
Reservoir Twinning
Project #: 18-367

MSR SOLUTIONS INC.

Appendix B: Quote by Titan Environmental



April 12, 2018

Karl Ablack
Port Renfrew Management Inc.
p. 250.38830268
e. dkarlablack@gmail.com

Re: Port Renfrew, British Columbia Potable Water Storage Reservoir, Supply and Install

Dear Mr. Ablack,

Titan Environmental Containment is pleased to provide you with a quotation for storage tank supply and installation requirements related to the above noted project. In bolted tank fabrication, Titan supplies and installs the top product lines worldwide. Some of our advantages include:

- Selection of the highest grade of finished milled steel available on the market.
- Factory applied, electrostatically and thermally cured epoxy coatings.
- Standardized, Manufacturer certified installation utilizing a synchronized mechanical jacking process recognized as the top field construction process based on field safety and installed quality.
- A full Tank Division support team with a wealth of storage tank experience.

The following includes additional information and pricing for your review.



BOLTED STEEL TANK SUMMARY

Tank Quantity:	1
Construction Method:	Rolled Tapered Panel (RTP) Bolted Design
Materials of Construction:	Carbon steel
Nominal Inside Diameter:	29.65 feet
Nominal Eave Height:	28.08 feet
<i>Note: Nominal eave height is measured from bottom of base angle to top of eave angle</i>	
Bottom Style:	Flat steel floor
Tank Supported By:	Concrete foundation designed, supplied, and installed by others meeting the requirements of AWWA D103-09
Roof Style:	Steel cone, self-supported with internal rafters
Nominal Capacity:	145,632 US gallons

DESIGN CRITERIA

Design Specifications:	AWWA D103-09 & NBC 2010
Seismic Design:	Per AWWA D103-09 & NBC 2010: SS=1.003, S1=0.489, Site Class=D, Use Group=3, I=1.50
Wind Design:	Per AWWA D103-09 & NBC 2010: 100mph
Deck Live / Snow Load:	30 pounds per square foot
Product Stored:	Potable Water
Specific Gravity:	1.0
Product pH Range:	4 to 9
Design Pressure / Vacuum:	Atmospheric
Operating Pressure / Vacuum:	Atmospheric
Design Temperature:	Ambient
Operating Temperature:	Ambient
Tank Empty Weight:	33,158 pounds

SEALANTS/GASKETS/HARDWARE/COATINGS

Roof Sealant:	White EPDM
Sealants:	High performance moisture-cured
Hardware:	Plastic encapsulated J51000 coated grade 8 bolts with J51000 coated flat washers & hex nuts. Plastic pushcaps to cover nuts on interior floor.
Interior Coating:	5-7 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)
Exterior Base:	4-6 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)
Exterior Top Coat:	3-4 mils Electrostatic applied thermal cured epoxy powder coating (Thermal Bond 579)
	color: Forest Green, Enviro Green, Cobalt Blue, Carribean Blue, Tan)



TRUST. QUALITY. VALUE

TANK ACCESSORIES

Heating System:	NIC
Mixing System:	NIC
Fill/Float Valve:	NIC
Fall Arrest/Restraint System:	NIC

INSULATION & CLADDING

Wall Insulation:	NIC
Dome/Roof Insulation:	NIC
Cladding System:	NIC

TANK - COMPONENTS

1	Titan Environmental logo (installed on top ring)
1	Liquid tank nameplate
-	Anchor Bolts (Drilled & Epoxied)
	th lockable hinged cover
3	Tank floor pipe support brackets for Tideflex mixing manifold pipe
1	Full travel Level Indicator (See Pricing Summary Item #1e for Options)
1	External caged ladder with
1	Partial deck perimeter guardrail,
	between tank bottom & concrete foundation
1	Lot of 4 mil polyethylene sheeting between foundation & fiberboard / tank bottom
-	Set of Engineered shop drawings & design calculations
	, complete with 316SS retaining rings for valves
	chedule 10S flanged manifold pipe
1	316L Stainless steel schedule 10S blind flange
-	316L Stainless steel schedule 10S flanged saddled inlet ports
1	316L Stainless steel schedule 10S reducer
	including 316 stainless steel bolts, nuts, washers and NSF-61 gaskets
-	Complete system submittal drawings and detailed installation drawings for approval and construction

PROJECT CONDITIONS**LOCATION**

Quotation is based on the project being located in Port Renfrew, British Columbia.
Shipping is included in quote.

**SCHEDULE**

- Tank Approval drawings: 2-3 Weeks after order placement
- Tideflex Submittal Drawings: 2-3 Weeks after order placement
- Tank Delivery: 12-14 Weeks after acceptance of approval drawings
- Tideflex System Delivery: 8-10 Weeks after acceptance of submittal drawings
- Erection of Tank: 2 Weeks upon crew arrival to site
-

CLARIFICATIONS

- Tideflex mixing system to be a horizontal manifold with
- Supply, pumping, connections, removal/disposal of water by others.
- Supply and installation of underground piping penetrating the tank floor by others.
- Adequate laydown area adjacent to the work area for proper staging of materials.
- All equipment that is to be attached to the tank to be installed by the customer. This includes alarms, gauges, controls, and any necessary electrical wiring.
- The customer is responsible for ensuring proper ventilation/pressurization of the tank.
- No allowance has been made within this quotation for permits, licenses, fees, bonds, usage tax etc.
- Responsible for their negligence only.
- Quotation is based on spring/summer/fall working conditions, if a winter installation is required please advise and a revised estimate will be prepared for your review.
- This quotation is valid for 30 days.

TERMS OF PAYMENT:

- 30% of material due upon order placement, **COMPLETED MINUS MISSING GST AMOUNT- SEE BELOW**
- 30% of material due upon customer notification
- 40% of material due upon shipment (or upon manufacture of tank(s), if shipment is delayed by customer)
- Installation is billed progressively every 14 days based on percentage of comp
-
- All terms of payment are subject to approval by our credit department.
- Titan Environmental Containment reserves the right to delay tank erection if invoices are not paid in accordance to stated terms
- All funds are in Canadian Dollars.
- PST & GST or HST extra
- Any payments or benefits under this agreement that are not received as they become due under the terms of this purchase order, interest at three per cent (3%) above the current prime rate per annum as of the date of payment became due on such unpaid amounts shall also become due and payable until payment.



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TANK PAYMENT SUMMARY (Since January 12th, 2017)

Supply of Tank and Accessories (From February 1, 2016 Quote)	\$90,320
Invoice #1 for Supply of Sealed Tank Drawings and Calculations (PAID, GST was Included & Paid in Invoice #T6002_01)	(\$14,200)
Invoice #2 for Remainder to Complete First 30% Milestone for Tank Order (PAID, Short Payment of \$644.80 for GST, See Invoice #T6002_02)	(\$12,896)
Add Increase in Steel Costs, Changes in Forex and addition of \$644.80 for Missing GST on Invoice T6002_02 Since January 16, 2017 Quotation	\$14,636
Remaining 70% for Fulfillment of Tank Order (less GST, GST will be added to all future invoices)	\$77,860

PRICING SUMMARY

1A. Supply of Tank and Accessories:	\$77,860
1B. Installation of Tank & Accessories:	\$39,980
1C. Freight (Tank Materials) (1 Load):	Inc.
1D. Supply of Drawings & Calculations Sealed by a BC registered P.Eng.	Inc.
1E. Supply and Installation of Interior Overflow and Outlet Tank Piping with Tideflex Mixing System Manifold for Inlet Piping:	\$96,465
Total for Titan Scope of Work (w full travel level indicator):	\$214,305

PRICING VALIDITY AND STEEL COSTS:

Due to current volatility in the carbon steel market, material escalation (if any) will be based on AMM (American Metals index). Any increase in steel costs between date of proposal and material procurement above this benchmark will be to I increases \$.03/per pound, this would increase the cost of a 30,000 lb. tank as follows: 30,000 lbs. x 30¢ = \$900). Note: Steel is typically procured anywhere from 2 weeks after returned approval drawings to approx. 6 weeks prior to shipment).

We appreciate the opportunity to provide a quote for your project. Please know that Titan is committed to providing the highest quality products and it is our goal to provide excellent customer service at every stage of project review.

If you would like to move forward with this proposal or if we can assist you with any other requirements, please let me know. I can be reached at 204-878-3955 or stephane@titanenviro.ca and would be happy to discuss things further with you.

Thank you and I look forward to hearing from you at your earliest convenience.

Sincerely,

Stephane Trudeau
Specialty Projects Manager





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TO PLACE AN ORDER:

SIMPLY FILL OUT THE INFORMATION BELOW, SIGN & RETURN

The undersigned is authorized to purchase products on behalf of the company they represent.

PRINTED NAME:

SIGNATURE

TITLE:

DATE:

PURCHASE ORDER #:

REQUESTED DELVIERY DATE:

