

A scenic view of a rocky coastline. In the foreground, a pebbly beach is scattered with large pieces of driftwood. The ocean is a deep blue, with gentle waves lapping at the shore. In the background, a wooden viewing platform sits on a rocky outcrop, overlooking the sea. The sky is clear and blue, with distant mountains visible on the horizon. The overall atmosphere is peaceful and natural.

Port Renfrew Utility Services Committee

March 12, 2026



Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOKÉCEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, SĀÁUTW (Tsawout), T'Sou-ke, WJOLEŁP (Tsartlip), WŚIKEM (Tseycum), and x^wsepsəṃ (Esquimalt), all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

Agenda

1. Introduction
2. Governance
3. Service Overview
4. Budget(s)
5. Key initiatives
6. Meeting Dates



Meet the team

Stephen Henderson, MBA, P.G.Dip.Eng, BSc
General Manager, Electoral Area Services

Iain Lawrence, MCIP, RPP
Senior Manager, JdF Administration

Denise Dionne
Manager, IWS Business Support Services

Megan MacDonald
Legislative Services Coordinator

Jason Dales, B.Sc., WD IV
Senior Manager, Wastewater Infrastructure
Operations

Adam Hliva, Dipl.-EnvTech, WWT IV, WWC III
Manager, Wastewater Conveyance Operations

Katarina Konicek, P.Eng.
Manager, Water Distribution Engineering &
Planning

Natalie Tokgoz, P.Eng.
Manager, Wastewater Engineering & Planning

Jared Kelly, P.Eng.
Manager, Capital Projects

Christoph Moch, Dipl.-Ing, P.Eng.
Manager, Water Quality

Luke Novey, P.Eng.
Manager, Solid Waste Operations

Melanie Tromp Hoover
Manager, Policy & Planning, Environmental
Resource Management

Lia Xu, M.Sc., CPA, CGA
Manager, Finance Services

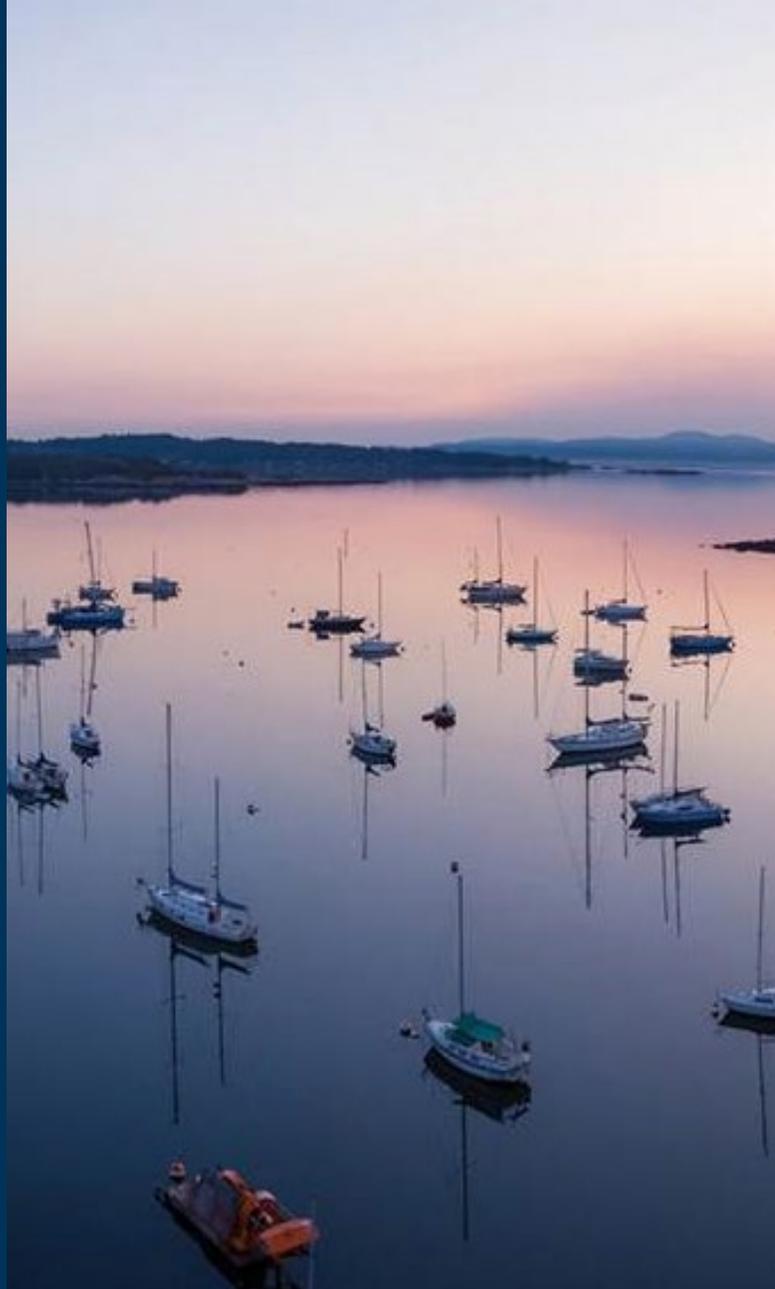
Governance Overview



Committee Governance

- CRD Procedures Bylaw No. 3828
- LSA Commission Bylaw No. 3281, includes requirements such as:
 - Mandate or purpose
 - Membership
 - Term of office
 - Appointment procedure
 - Delegated power
 - Financial plan and budget
 - Meeting procedures
- Roberts Rules of Order

Role and Responsibility of the Committee



Port Renfrew Utility Services Committee

- Provide input on the overall direction and delivery of services, including:
 - Working with staff to set strategic direction and priorities and recommend user charges to be established by the Regional Board
 - Recommending a draft budget, including the extent of requisition to be collected by way of parcel taxes
 - Advising of community interests
- The Committee and individual committee members are not responsible for directing or becoming involved in day-to-day administrative activities, purchasing, awarding contracts, development of regional policies, or hands-on service delivery, including compliance.

Role and Responsibility of the CRD



Capital Regional District Staff

- Day-to-day administrative activities
- Hands-on service delivery
- Compliance reporting to Island Health
- Communication of service advisories in response to emergencies
- Research, planning and risk assessment support for long-term planning
- Purchasing and procurement, including the awarding of contracts

Port Renfrew Sewer Service



Service Overview

The CRD Board was requested by petition in 1989 to assume responsibility for the collection, conveyance, treatment and disposal of sewage in Port Renfrew.

The sewer service consists of:

- Approximately 88 parcels
- 98 single family equivalents
- Wastewater treatment plant
- Approximately 2 km of 200 mm (8") AC gravity sewer mains.
- 81 metre 200mm (8") steel outfall

Port Renfrew Refuse Service



Service Overview

- Garbage and recycling depot in Port Renfrew operated under the authority of Bylaw No. 1745
- Facility provides drop-off services for garbage, scrap metal, appliances, paint, motor oil and packaging and paper products
- Funding sources
 - Port Renfrew requisition
 - Pacheedaht Nation service fee
 - Solid Waste Service operating budget
 - Sale of recyclables (metal, large appliances)
 - Recycle BC service fee

Service Levels



Capital Regional District

- “CRD Evolves” – Re-organization of departments and divisions within the CRD
- Electoral Area Services Department supports the Committee – meeting coordination and legislative duties shared with Leg Services and IWS administrative staff
- Engineers and technicians provide operational management and planning for the supply, treatment, storage and transmission of retail water supply
- Operational management and planning for the conveyance and treatment of wastewater and for the solid waste transfer station
- Streetlights owned and maintained by BC hydro
- Financial staff provide retail billing services and budgeting/financial planning support

Service Levels



Water Quality Monitoring

- Based on legislative requirements and a system specific water quality risk assessment: water quality sampling - collection, analysis and reporting
- Operational support (maintenance, repairs)
- Emergency response (e.g., spills, pipe breaks, public advisories)
- Research, planning and risk assessment support for long-term planning
- Lab Services: Provides analysis for CRD drinking water and wastewater systems

Building a Budget and Process

1 Service Planning



- Determine service needs
- Integration into work plans
- Defining actions, targets and resource allocation

2 Financial Planning



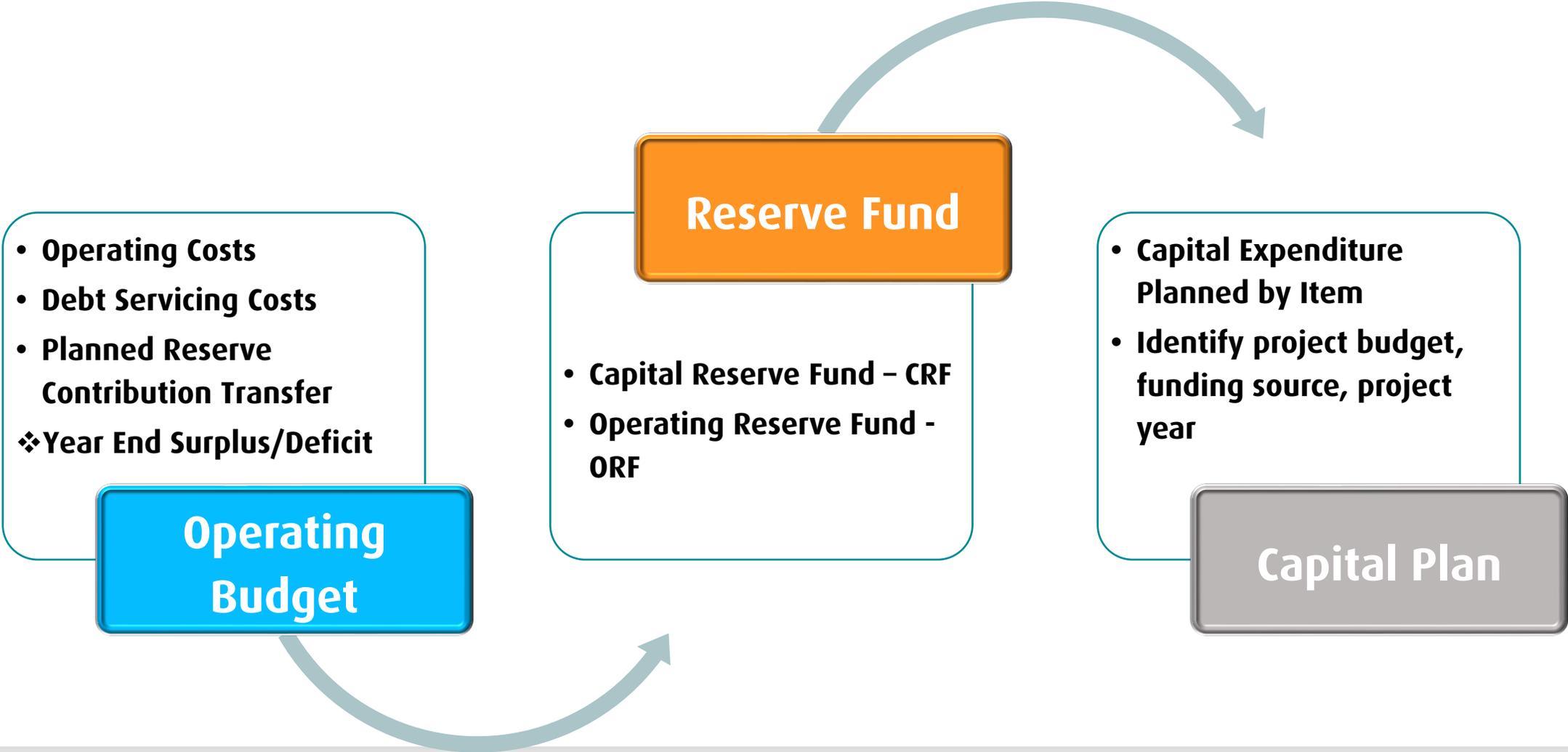
- Costing of resourcing required to implement actions
- Impact analysis on participants and the organization
- Financing strategies to meet cash flow requirements

3 Budget Approval



- Operating and Capital plans reviewed and approved by commissions, EA directors, and the CRD Board

Three Major Budget Components



Port Renfrew Utility Services Budget

The Port Renfrew Utility Services budget is funded entirely by a combination of tax requisitions and retail user charges.

- Water (2.650)
 - The total budget for 2026 is **\$197,885**
 - The operating budget for 2026 is **\$162,056**
 - The capital budget for 2026 is estimated at **\$95,000**
- Sewer (3.850)
 - The total budget for 2026 is **\$149,480**
 - The operating budget for 2026 is **\$123,791**
 - The capital budget for 2026 is estimated at **\$70,000**
- Refuse Disposal (1.523)
 - The total budget for 2026 is **\$183,396**
 - The operating budget for 2026 is **\$156,289**
 - The capital budget for 2026 is estimated at **\$189,500**
- Streetlighting (1.232)
 - The total budget for 2026 is **\$12,985**
 - There is no capital budget for this service
- Capital projects are funded by a combination of reserves, grants and long-term debt.

Key initiatives



2026 Meeting Schedule & Locations

Port Renfrew Utilities Services Committee:

- Thurs March 12, 2:00 pm – Goldstream Room, IWS
 - Thurs May 28, 2:00 pm – Goldstream Room, IWS
 - Tues July 14, 2:00 pm – Goldstream Room, IWS
 - Thurs Nov 10, 2:00 pm - Goldstream Room, IWS
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- ✧ Agenda deadlines for new business – 2 weeks
 - ✧ Agendas distributed one week ahead of meetings.



Thank you



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Capital Regional District



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