

Meeting Minutes

Port Renfrew Utility Services Committee

Thursday, March 12, 2026

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

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

STAFF: S. Henderson, General Manager, Electoral Area Services (EP); I. Lawrence, Senior Manager, Juan de Fuca Administration; A. Hliva, Manager, Wastewater Conveyance Operations; C. Moch, Manager, Water Quality Operations; L. Novy, Manager, Solid Waste Operations (EP); M. Tromp Hoover, Manager, Policy & Planning (EP); L. Xu, Manager, Local Services and Corporate Grants; D. Lucas, Planner, Juan de Fuca Administration; M. Miklea, Deputy Corporate Officer/Manager, Legislative Services (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: C. Carlsen, K. Gatzke

The meeting was called to order at 2:03 pm.

1. Territorial Acknowledgement

I. Lawrence provided a Territorial Acknowledgement.

2. Election of Chair

I. Lawrence called for nominations for the position of Chair of the Port Renfrew Utility Services Committee for 2026.

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

I. Lawrence called for nominations a second time.

I. Lawrence called for nominations a third and final time.

Hearing no further nominations, I. Lawrence declared Will Forsberg the Chair of the Port Renfrew Utility Services Committee for 2026 by acclamation.

3. Election of Vice Chair

Chair Forsberg called for nominations for the position of Vice Chair of the Port Renfrew Utility Services Committee for 2026.

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

Chair Forsberg called for nominations a second time.

Chair Forsberg called for nominations a third and final time.

Hearing no further nominations, Chair Forsberg declared C. Wilkinson the Vice Chair of the Port Renfrew Utility Services Committee for 2026 by acclamation.

4. Approval of Agenda

**MOVED by A. Wickheim, SECONDED by W. Forsberg,
That the agenda for the Port Renfrew Utility Services Committee meeting of
March 12, 2026 be approved.
CARRIED**

5. Adoption of Minutes

- 5.1. [26-0285](#) Minutes of the Port Renfrew Utility Services Committee meeting of October 28, 2025

**MOVED by A. Wickheim, SECONDED by W. Forsberg,
That the minutes of the Port Renfrew Utility Services Committee meeting of
October 28, 2025 be adopted as circulated.
CARRIED**

6. Chair's Remarks

There were no Chair's remarks.

7. Presentations/Delegations

There were no presentations or delegations.

8. Commission Business

8.1. [26-0248](#) Senior Manager's Verbal Update - March

- I. Lawrence spoke to Item 8.1. for information and noted:
- timelines of upcoming waste disposal site repairs and maintenance
 - graffiti and vandalism occurring at the water treatment plant
 - replacement and repairs required at the wastewater treatment plant
 - master plans are anticipated to be considered later this year

Discussion ensued regarding:

- corrosion at the base of the wastewater sludge pump
- future potential for relocation of the wastewater treatment plant
- trash compactor will arrive and be installed in the near future

8.2. [26-0258](#) Committee Orientation

I. Lawrence, C. Moch, M. Tromp Hover and L. Xu presented Item 8.2. for information.

Discussion ensued regarding:

- member attendance requirements
- inadequate coverage for recycling materials has been addressed
- upgrades to the waste disposal facility are needed
- sustainability of operational funding model and emergency repairs

8.3. [26-0282](#) Port Renfrew Official Community Plan Update

D. Lucas presented Item 8.3. for information.

Discussion ensued regarding:

- proposals for increased density must be connected to the local government system
- options to bring forward feedback to be incorporated before approval
- a new treatment plant will take time, some projects cannot move forward now
- need to allow opportunities for growth

9. Notice(s) of Motion

There were no notice(s) of motion.

10. New Business

10.1. Committee Roundtable Discussion

Chair Forsberg opened the floor for members to bring forward any additional items of interest.

Discussion ensued regarding:

- a fence around the water storage reservoir would be ideal
- vandalism at the water treatment plant threatens viability of treatment system
- funding required for better protection of water system
- remote monitoring of water treatment plant and potential for a security system
- deterrent signage may be helpful

Motion Arising:

**MOVED by A. Wickheim, SECONDED by W. Forsberg,
That the Port Renfrew Utility Services Committee request staff assess the cost and
viability of fencing around the reservoir and installation of a security system for
the water treatment plant and reservoir.
CARRIED**

11. Adjournment

**MOVED by C. Wilkinson, SECONDED by A. Wickheim,
That the Port Renfrew Utility Services Committee meeting of March 12, 2026 be
adjourned at 4:27 pm.
CARRIED**

Chair

Recorder