



Making a difference...together

**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Friday, November 1, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Forsberg (Chair); C. Carlsen (Vice Chair); A. Wickheim (EA Director); C. Welham (EP)  
**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Infrastructure Wastewater Operations; N. Tokgoz, Manager, Water Distribution Engineering and Planning; T. Watkins, Manager, Environmental Resource Management Policy & Planning; A. Hliva, Manager, Wastewater Conveyance Operations; L. Xu, Manager, Local Services & Corporate Grants; J. Oulton, Clean Demolition Permit Assistant, CRD (EP); M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 2 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by W. Forsberg, **SECONDED** by C. Welham,  
That the minutes of the July 2, 2024 Port Renfrew Utility Services Committee meeting be adopted as circulated.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair welcomed Jason Oulton, Clean Demolition Permit Assistant, to the Port Renfrew Transfer Station.

**5. PRESENTATIONS/DELEGATIONS**

There were none.

**6. SENIOR MANAGER'S REPORT**

J. Marr advised the Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

**7. COMMITTEE BUSINESS**

## 7.1. 2025 Operating and Capital Budget

### **Port Renfrew Street Lighting Service:**

J. Marr presented the item, and a discussion ensued regarding the existence of a capital reserve fund (CRF) for the street lighting service. Staff confirmed that there is no CRF for the street lighting service, as it is owned by BC Hydro. It was also noted that any expansion of the streetlight service area or potential service upgrades would require a cost allocation calculation and the creation of a bylaw.

### **Port Renfrew Refuse Disposal Local Service:**

T. Watkins introduced the item, and a discussion took place regarding refundable bottle recovery costs. Staff mentioned that a system is being considered to allow funds from refundable bottles to be retained. The total dollar value from refundable bottles is currently unknown.

A discussion took place regarding the recycling of high-value metals. It is expected that all such metals will be processed through the CRD, generating revenue based on a per-ton rate, with an anticipated increase in revenue. Concerning the collection of major appliances, the appliance industry has established a non-profit organization called the Major Appliance Recycling Roundtable, which provides funding for both the transportation and recycling of these materials. There is no cost to the service for this.

The Electoral Area Director provided a drawing for consideration of the future refuse disposal operation.

### **Port Renfrew Water Local Service**

J. Marr introduced the item. Discussion took place regarding anticipated upcoming costs directly related to the water service. Staff have identified leaking service lines that need repair and have included the replacement in the budget. Staff are currently reviewing the project in alignment with the water master plan.

There was a discussion regarding the need for replacing the current fire hydrants. Staff confirmed that while immediate replacement is not necessary, they adhere to best practice guidelines and conduct biannual operations. Maintenance has been deferred due to the Master Plan, but regular checks are performed to ensure the hydrants are working properly.

### **Port Renfrew Wastewater Local Service**

J. Marr introduced the item and gave an overview of the five-year capital plan. A discussion followed regarding the master planning study, highlighting that once the study is completed, the Service may encounter larger projects that could require debt financing for sewer improvements. An alternative approval process (AAP) or petition will be required to borrow funds, depending on the master plan.

Discussion ensued regarding:

- Expansion and funding of the streetlight service area.
- The possibility of exploring solar options for streetlights.
- Collection of non-ferrous metals.
- Organizing recycling efforts.

- Concerns about the Transfer Station's operating hours and waste being left outside when it's closed.
- Signage for the Transfer Station in the community.
- Issues with illegal dumping and bylaw enforcement in the area.
- The use of windshield stickers for taxpayers contributing to refuse disposal.
- The importance of listing projects in the capital plan for potential grant opportunities.

**MOVED** by C. Carlsen, **SECONDED** by C. Welham,

1. That the 2025 Operating and Capital Budget for Street Lighting System Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be carried forward to the 2025 operating budget;
2. That the 2025 Operating and Capital Budget for Refuse Disposal Local Service be approved as presented and recommend that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
3. That the 2025 Operating and Capital Budget for Water Local Service be approved as presented and recommend that the \$7,395 2024 deficit be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act (LGA) Section 374 (11); and any remaining deficit be balanced on the 2024 Reserve Funds transfers (Capital Reserve Fund and/or Operating Reserve Fund).
4. That the 2025 Operating and Capital Budget for Sewer Local Service be approved as presented and recommend that the 2024 actual surplus or deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
5. That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

## **7.2. PROJECT AND OPERATIONS UPDATE**

N. Tokgoz introduced item 7.2 and provided an update on capital projects.

J. Dales provided an operational update. The discussion focused on potential grants that could help offset expenses. Staff noted that having projects listed on the capital plan is beneficial for securing potential grants and advised while grants are available, the process is highly competitive.

Discussion ensued regarding:

- Current location of the outfall and its impact on the Master Plan.
- Holding an on-site meeting for staff and the committee at the Transfer Station.

The report was received for information.

**8. NOTICE(S) OF MOTION**

There were none.

**9. NEW BUSINESS**

A discussion followed regarding public transit in Port Renfrew. Staff clarified that CRD does not have authority over public transit.

**10. ADJOURNMENT**

The Chair expressed gratitude to the staff for the discussions during the meeting.

**MOVED** by W. Forsberg, **SECONDED** by A. Wickheim,  
That the November 1, 2024 Port Renfrew Utility Services Committee meeting be adjourned at 4:01 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**