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Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Port Renfrew Utility Services Committee

Tuesday, October 28, 2025 **2:00 PM** **Goldstream Conference Room**
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:
W. Forsberg (Chair), C. Wilkinson (Vice Chair) (EP), C. Carlsen (2:01 pm), A. Wickheim (EA Director)

STAFF: S. Henderson, General Manager, Electoral Area Services; J. Dales, Senior Manager, Wastewater Infrastructure Operations; I. Lawrence, Senior Manager, Juan de Fuca Administration; A. Hliva, Manager, Wastewater Conveyance Operations; K. Konicek, Manager, Water Distribution Engineering and Planning; L. Novy, Manager, Solid Waste Operations; N. Tokgoz, Manager, Wastewater Engineering and Planning; Manager, Environment Resource Management Policy and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. MacDonald, Legislative Services Coordinator

EP - Electronic Participation

Regrets: K. Gatzke

The meeting was called to order at 2:00 pm.

1. Territorial Acknowledgement

Chair Forsberg provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the agenda for the Port Renfrew Utility Services Committee meeting of October 28, 2025 be approved.
CARRIED

C. Carlsen joined the meeting in person at 2:01 pm.

3. Adoption of Minutes

3.1. 25-1148 Minutes of the Port Renfrew Utility Services Committee meeting of June 24, 2025

MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 24, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

5.1. Presentations

There were no presentations.

5.2. Delegations

5.2.1. 25-1160 Delegation - Deane Strongitharm; Representing Strongitharm Consulting: Re: Agenda Item 6.3. Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.

D. Strongitharm spoke to Item 6.3.

6. Commission Business

6.1. 25-1139 Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information and spoke to:
- the procurement process to renew the snow removal service agreement
- upcoming staff administration support changes for the committee
- introduction of new General Manager and Senior Manager

Discussion ensued regarding the increased cost for snow removal services.

6.2. 25-1044 Port Renfrew Utility Services 2026 Operating and Capital Budget

J. Dales and L. Novy spoke to Item 6.2.

Discussion ensued regarding:
- costs associated with garbage disposal and street lights
- the importance of redundancy for equipment to ensure minimal service impacts
- committee member interest in installing a SCADA remote monitoring system
- timeline and costs of future repairs will be detailed in the master plans
- master plans will include a detailed asset inventory and condition of assets
- fire hydrant repairs are conducted as needed rather replacing all hydrants
- planned systematic replacement of assets to minimize cost impacts
- the potential for installation of water meters at connections in the service area

MOVED by C. Wilkinson, SECONDED by C. Carlsen,
That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board:
1. Approve the Port Renfrew Street Lighting Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented;
2. Approve the Port Renfrew Refuse Disposal Service 2026 Operating and Capital Budget and the Five-year Financial Plan as presented;
3. Approve the Port Renfrew Water Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented;
4. Approve the Port Renfrew Sewer Service 2026 Operating and Capital Budget and the Five-Year Financial Plan as presented.
CARRIED

6.3. 25-1101 Port Renfrew Water Service Area Expansion Request by Intrinsic Fund II Ltd.

N. Tokgoz spoke to Item 6.3.

Discussion ensued regarding:
- potential boundary extension in the Official Community Plan (OCP) update
- limited number of water connections available within the current boundary
- impact of extending the boundary on remaining connection availability
- the OCP will examine feasibility of increasing capacity for connections

MOVED by C. Wilkinson, SECONDED by C. Carlsen,
That staff be directed to consider the content of the Applicant's request for an extension of the existing Port Renfrew Water Service Area boundary to include Applicant-owned lands, during the upcoming Master Plan and Official Community Plan work, to help inform on future expansion needs, and preferred mechanisms for cost sharing future upgrades to the system.
CARRIED

6.4. 25-1137 Capital Projects and Operational Update - October 2025

A. Hliva, L. Novy and N. Togkoz spoke to Item 6.4. for information.

Discussion ensued regarding:
- the water and sewer master plan is in progress, staff are proceeding with a new consultant, staff anticipate minimal impact to the budget and service delivery timelines
- options for community engagement in the master plan process
- concerns about wildlife at the solid waste disposal site and the importance of removing attractants
- installation of a new generator at the wastewater treatment plant

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by C. Wilkinson, SECONDED by A.Wickheim,
That the Port Renfrew Utility Services Committee meeting of October 28, 2025 be adjourned at 4:03 pm.
CARRIED

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Chair

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Recorder