

Meeting Minutes

Port Renfrew Utility Services Committee

Thursday, May 28, 2026

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT

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

STAFF: I. Lawrence, Senior Manager, Juan de Fuca Administration; R. Smith, Senior Manager, Environmental Resource Management (EP); A. Hliva, Manager, Wastewater Conveyance Operations; K. Konicek, Manager, Water Distribution Engineering and Planning (EP); L. Novy, Manager, Solid Waste Operations (EP); M. Tromp Hoover, Manager, Environmental Resource Management Policy and Planning (EP); L. Xu, Manager, Local Services and Corporate Grants (EP); M. Miklea, Deputy Corporate Officer/Manager, Legislative Services; J. Ives, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: C. Carlsen, 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,

1. That the agenda for the Port Renfrew Utility Services Committee meeting of May 28, 2026 be approved as amended by adding the following items under 8.

New Business:

- 8.1. Transfer Station Update
- 8.2. Master Plan Project Update; and
- 8.3. Security Fencing for Water Storage Reservoirs

CARRIED

3. Adoption of Minutes

- 3.1. [26-0622](#) Minutes of the Port Renfrew Utility Services Committee Meeting of March 12, 2026

MOVED by C. Wilkinson, SECONDED by A. Wickheim,

That the minutes of the Port Renfrew Utility Services Committee meeting of March 12, 2026 be adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [26-0621](#) Senior Manager's Verbal Update - May

I. Lawrence spoke to Item 6.1. and provided the following information:

- tank flushing has been ongoing over the past month and is now complete
- transfer station upgrades are progressing
- new compactor is now in operation resulting in a reduction in the number of loads leaving the facility and easing the strain on the hauling schedule
- contractor to schedule a date for installation of the new gate

6.2. [26-0613](#) 2025 Annual Report

I. Lawrence, A. Hliva and R. Smith presented Item 6.2. for information.

Discussion ensued regarding:

- potential to isolate one tank if leaking and use the second tank
- the majority of leaks in 2025 were on homeowners' properties
- standpipes receive annual maintenance and are replaced when necessary
- pipe leading into the treatment plan is corroding and will be replaced if fails
- repair to ocean discharge pipe is holding
- tax requisitions and transfer station funding
- pre-summer waste generator study in progress with summer study to follow
- waste tonnage increase will require an increase in budget for waste disposal
- refund from beverage containers is offsetting hauling costs

7. Notice(s) of Motion

There were no notices of motion.

8. New Business

8.1. 26-0786 Transfer Station Update

Committee members considered the need for additional financial details regarding the grant allocation for upgrades at the transfer station and the status of projects as a result of these funding streams.

Discussion ensued regarding:

- confirmation that the grant had been fully allocated and spent
- multiple funding streams could be captured in a capital project update
- the scope of financial information that could be presented
- concerns that heavy objects at the transfer station may be difficult to move without the use of mechanical equipment
- the suitability of a fork lift, skid steer or pallet jack
- the challenges posed by the site's terrain
- the necessity for operator training on any equipment selected
- the cost and difficulty to dispose of drywall due to the requirement to test for asbestos content
- potential for the use of a handheld asbestos analyser

8.2. 26-0787 Master Plan Project Update

I. Lawrence updated the Committee regarding ongoing work on the Master Plan Project. Consultants from McElhanney have engaged with four key developers in the region to solicit projections and inform future demand scenarios.

In response to questions regarding project details, staff advised that it is not possible to discuss details in an open meeting while the Master Plan is still being drafted.

8.3. 26-0788 Security Fencing for Water Storage Reservoirs

I. Lawrence updated the Committee that staff have been exploring security fencing for the water storage reservoirs. Both six-foot and ten-foot options are being considered.

Discussion ensued regarding:

- sole sourcing and tendering thresholds
- the imperative of safeguarding the water supply
- hatches to water tanks are locked but tanks pose a fall risk for trespassers
- incidents of graffiti and the cost to remediate it
- whether increasing density surrounding water storage reservoirs will help deter unlawful access
- timing considerations for a capital plan amendment request
- recommendation that security fencing be included in 2027 budget

9. Adjournment

MOVED by A. Wickheim, SECONDED by C. Wilkinson,
That the Port Renfrew Utility Services Committee meeting of May 28, 2026 be
adjourned at 3:37 pm.
CARRIED

CHAIR

RECORDER