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**PORT RENFREW UTILITY SERVICES COMMITTEE**  
Notice of Meeting on **Tuesday, February 22, 2022 at 3:00 p.m.**  
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

M. Hicks, Electoral Area Director

Q. MacDonald

D. Quigley

C. Welham

**AGENDA**

**1. ELECTION OF CHAIR**

*Pursuant to Section 8 Bylaw No. 3281  
Election conducted by Senior Manager*

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES .....3**

*Recommendation: That the minutes of the following meetings be adopted:*

- *November 27, 2020 – Special Meeting*
- *October 25, 2021*

**4. CHAIR’S REMARKS**

**5. PRESENTATIONS/DELEGATIONS**

*Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.*

*Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF).*

*Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

**6. SENIOR MANAGER’S REPORT**

**6.1. 2022 Committee Schedule**

**7. COMMITTEE BUSINESS**

**7.1. Project and Operations Update.....8**

*Recommendation: That the Port Renfrew Utility Services Committee receives this report for information.*

**8. CORRESPONDENCE**

*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*

**Port Renfrew Utility Services Committee  
Agenda – February 22, 2022**

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**9. NEW BUSINESS**

**10. ADJOURNMENT**

**Next Meeting: Tuesday, June 28, 2022**



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**MINUTES OF A SPECIAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE Held Friday, November 27, 2020 in the Main Conference Meeting Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members By WebEx:** Director M. Hicks, K. Ablack, M. Tremblay, C. Welham, J. Wells

**Staff:** T. Robbins, General Manager; S. Orr (recorder)

**REGRETS:** D. Quigley

The meeting was called to order at 2:04 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by K. Ablack, **SECONDED** by M. Tremblay,  
That the agenda be approved.

**CARRIED**

**2. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**3. SPECIAL MEETING BUSINESS**

**3.1 PRUSC 2020-02 PORT RENFREW WATER – PROPOSED 2020 CAPITAL PLAN AMENDMENT**

T. Robbins stated that the Port Renfrew Utility Service requires a truck mounted snow plow and truck to maintain access to water and wastewater facilities in the event of a snow fall. He stated the cost would be \$25,000 with funds coming from the 2020 Water Capital Reserve Fund. He stated the 2021 Operating and Capital Budget would require an amendment to reflect the change to the 2020 Capital Reserve Fund. He stated that the Electoral Area Director has offered to contribute \$25,000 from the Community Works Fund for the Hydrant Replacement Program to replenish the Capital Reserve Fund.

**MOVED** by M. Hicks, **SECONDED** by K. Ablack,

That the Port Renfrew Utility Services Committee recommends to the Capital Regional District Board that:

1. The 2020 Port Renfrew Capital Plan be amended to allocate \$25,000 from the Water Capital Reserve Fund towards the purchase of a truck mounted snow plow and truck; and,
2. The 2021 Port Renfrew Water Capital Reserve Fund schedule be updated to reflect the \$25,000 reserve fund allocation amendment in 2020; and,
3. The 2021-2025 Port Renfrew Water Capital Plan Project 20-01 Hydrant Replacement Program be amended as follows:
  - A. 2021 Project budget will be \$25,000, rather than \$10,000, and funding source will be grant, through the Community Works Fund, rather than the Capital Reserve Fund; and,
  - B. Amend the 2021 Port Renfrew Water Capital Reserve Schedule accordingly.

**CARRIED**

**4. ADJOURNMENT**

**MOVED** by K. Ablack, **SECONDED** by K. Ablack,  
That the meeting be adjourned at 2:12 pm.

**CARRIED**

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Chair

\_\_\_\_\_  
Secretary

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**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, October 25, 2021 at 9:30 a.m., in the Goldstream Conference room, 479 Island Highway Victoria, BC**

**PRESENT:** **Committee Members:** Director M. Hicks (Chair); D. Quigley; C. Welham  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; T. Watkins, Manager, Solid Waste Operations (EP) (3 pm); L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** M. Tremblay

EP = Electronic Participation

The meeting was called to order at 1:31 pm.

The Chair provided the Territorial Acknowledgement.

**1. APPROVAL OF AGENDA**

Correspondence was added to the agenda as Item 6.1 under New Business.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
 That the agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
 That the minutes of the following meetings be adopted:

- November 19, 2020 Annual General Meeting
- November 19, 2020 Budget Meeting
- June 29, 2021 Special Meeting

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair inquired about the number of members on the Committee. Staff clarified that there were four members plus the Electoral Area (EA) Director previously. When the Snuggery Cove service was finished, that membership was removed from the Commission and the membership went down to three plus the EA Director. Further discussion around member nominations and Annual General Meetings ensued.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. COMMITTEE BUSINESS**

**5.1. Port Renfrew Utility Services 2022 Operating and Capital Budget**

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

**Port Renfrew Utility Services Committee  
Minutes – October 25, 2021**

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- Refuse Disposal Local Service - The possibility to have both the Equipment Reserve Fund and Capital Reserve Fund merged together. Staff advised that the Capital Reserve Fund was established through bylaw. Staff will follow up and advise whether this can be done.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to apply for the community works funds in the amount of \$60,000 for the purchase of a new generator for the Wastewater Treatment Plant under project 20-21.

**CARRIED**

- Staff to initiate discussion with Pacheedaht First Nation about potential water service.
- Staff to consider the additional water service area expansion request upon completion of current expansion request.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That the Port Renfrew Utility Services Committee:

1. Approve the 2022 Operating and Capital Budget for the:
  - (a) Street Lighting System Local Service as presented and recommend that the 2021 actual surplus or deficit be carried forward to the 2022 operating budget;
  - (b) Refuse Disposal Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund;
  - (c) Water Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
  - (d) Sewer Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund;
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

**CARRIED**

## **6. NEW BUSINESS**

The Commission discussed future planning of water and wastewater services in Port Renfrew.

**MOVED** by D. Quigley, **SECONDED** by C. Welham,  
That staff be directed to initiate a discussion with Pacheedaht First Nation about potential water service from their system.

**CARRIED**

**6.1. Correspondence**

The Commission discussed a request from Mr. Ablack regarding water service area expansion. The Commission noted that Mr. Ablack has an expansion request underway currently and that they are awaiting receipt of a covenant.

**MOVED** by M. Hicks **SECONDED** by D. Quigley,  
That staff be directed to consider the additional water service area expansion request from K. Ablack upon completion of the current expansion request.

**CARRIED**

**7. ADJOURNMENT**

**MOVED** by M. Hicks, **SECONDED** by D. Quigley,  
That the October 25, 2021 meeting be adjourned at 3:39 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



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**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE  
MEETING OF TUESDAY, FEBRUARY 22, 2022**

**SUBJECT Capital Project Status Reports and Operational Updates – February 2022**

**ISSUE SUMMARY**

To provide the Port Renfrew Utility Services Committee with capital project status reports and operational updates.

**BACKGROUND**

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 187 customers in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation and maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Port Renfrew Water System is overseen by the CRD Water Quality Division.

**CAPITAL PROJECT UPDATE**

**Port Renfrew Refuse Disposal**

**19-02 | Fencing**

Project Description: Replace aged site fencing and install access gate.

Project Rationale: Fencing for the transfer station passed its useful life and was replaced in 2021. Phase two of the fence work entails the installation of a gate to control access to the site in accordance with the CRD’s contractual requirements with Recycle BC, the organization that funds the collection of packaging and printed products at the facility.

Owing to the high cost of the work, the installation of the gate was deferred to 2022 for budgetary reasons and is expected to be complete by September.

Project Update and Milestones:

Milestone	Completion Date
Complete installation of fenced gate.	September 2022



## **Port Renfrew Water**

### **20-01 | Hydrant Replacement Program**

Project Description: Hydrants are reaching their end of life and require replacement.

Project Rationale: The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required on an annual basis. Priority is based on Operator and community input.

Project Update and Milestones:

- First two hydrant replacements scheduled for the first quarter of 2022.
- Scheduling and execution is provided by Operations.

### **22-01 Alternative Approval Process**

Project Description: An alternative approval process to fund Supply System Replacement and asbestos cement (AC) Pipe Replacement Program.

Project Rationale: A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and Supervisory Control and Data Acquisition (SCADA) replacements.

Project Update and Milestones:

- Project information is being gathered for the communications strategy.
- Project funding will have final approval at the CRD Board's March 16, 2022 meeting.
- Process will start in the second quarter with communications and coordination with CRD Legislative Services.

## **Port Renfrew Sewer**

### **22-01 | Genset Upgrade**

Project Description: A new genset is required to provide standby power for the whole wastewater treatment plant (WWTP).

Project Rationale: The existing genset only provides standby power for the influent pumps. During a power outage, the blowers do not operate and this puts the WWTP out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Project Update and Milestones:

- A Community Works Fund application is in process for approval. Upon approval, procurement through a quotation process will be used and upon delivery the genset installed at the new facility.

## **22-02 | Alternative Approval Process**

**Project Description:** Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).  
**Project Rationale:** Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases). With the first phase being design and construct a new outfall, planning and acquiring land for a new WWTP, and repair leaking sewer conveyance piping.

**Project Update and Milestones:**

- Project information is being gathered for the communications strategy.
- Project funding will have final approval at the CRD Board's March 16, 2022 meeting.
- Process will start in the second quarter with communications and coordination with CRD Legislative Services.

## **OPERATIONAL UPDATE**

### **Port Renfrew Water**

- October 10, 2021 Operations staff assisted a home owner on Parkinson Road in determining whether a waterline leak was the responsibility of the home owner or the service area.
- As a result of the November 15 and 16 storm event, a Boil Water Advisory (BWA) was issued as the flood waters from the San Juan River inundated the area surrounding the water treatment plant and clear well. As a precaution the water treatment plant was taken offline and the water distribution system was fed from the storage tanks until the treatment plant could be returned to normal operation. Local operators then flushed the clear well and took water samples throughout the distribution system to confirm the water met Health Canada Guidelines. Once lab results confirmed the water supply had not been compromised, the BWA was lifted.
- A household connection in Beach Camp required a riser for both the service and meter box. The same was required for the service to the fish processing facility.

### **Port Renfrew Sewer**

- Blockage in the aeration pump required pumping down the aeration tank and removing the blockage.
- The human machine interface (HMI) used to monitor and control the WWTP failed and had to be replaced.
- Flooding around the WWTP during the November 15 and 16 storm event required local staff to setup a dewatering pump and remove the flood waters before they affected the WWTP process.
- There was a flow exceedance at the WWTP due to the inflow and infiltration as a result of the November 15 and 16 storm event.

**Port Renfrew Utility Services Committee – February 22, 2022**  
**Capital Project Status Reports and Operational Updates – February 2022**

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**RECOMMENDATION**

That the Port Renfrew Utility Services Committee receives this report for information.

Submitted by:	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Submitted by:	Matthew McCrank, M.Sc., P.Eng., PMP., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services