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**REPORT TO PORT RENFREW LOCAL SERVICES COMMITTEE  
MEETING OF THURSDAY 18 JUNE 2009**

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**SUBJECT      UPDATE ON THE ESTABLISHMENT OF A PORT RENFREW RECREATION SERVICE  
BYLAW**

**PURPOSE**

To provide the Port Renfrew Local Services Committee (PRLSC) an update regarding establishing a new service for Port Renfrew recreation.

**BACKGROUND**

The PRLSC had requested information regarding the procedure of creating a new service for the community center and recreation services in Port Renfrew.

The Port Renfrew community center remains an anomaly; however, does have some regulatory ties to the fire service through a budget allocation and a common commission being the Port Renfrew Local Services Committee. In September 2008, Capital Regional District (CRD) staff submitted a draft bylaw (#3559 "Port Renfrew Fire Protection, Emergency Response and Community Facilities Service Establishment No. 1, 1989, Amendment Bylaw No. 4, 2008") to The Ministry of Community Development; which the Ministry rejected, stating that the community facilities does not share a common thread with the fire service and cannot be included as a joint service to the community.

**ALTERNATIVES**

Not applicable

**FINANCIAL IMPLICATIONS**

As of 2006, the Port Renfrew community center receives no funding through community taxes collected for SEAPARC. The agreement reached between Sooke Council, the Electoral Area and the CRD, caused a downward shift in the amount of funding coming from the Port Renfrew community to be used for the SEAPARC facilities. The 2008 amount was estimated to be approximately \$5,000. Those monies are currently levied for the purpose of supporting the maintenance and repairs of the community center under the fire service, as identified in the budget for training and meeting space rentals at the community center. The CRD's preferred option is to have clear funding designated for the community center by way of inclusion under the fire bylaw.

**SUMMARY**

The Port Renfrew Community Center currently exists as a separate entity in the community, but is under some minimal governance by the PRLSC under Bylaw 3280. That level of authority is somewhat ambiguous but is interpreted as to have authority over maintenance and repairs. The establishment of a new service is not in the best interest of the CRD as the current service review suggests amalgamation of services under a common committee structure. CRD staff continue to dialogue with the Ministry of

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Community Development in hopes of amending the fire service bylaw language to include a Public Building Service rather than Community Facilities or Recreation Service within the same designated area.

**RECOMMENDATION**

That the Port Renfrew Local Service Committee receive this report for information.



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MEETING OF THURSDAY 18 JUNE 2009**

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**SUBJECT PORT RENFREW SOLID WASTE TRANSFER STATION – CAPITAL IMPROVEMENTS  
UPDATE**

**PURPOSE**

To present for information, an update on the status and costs associated with the Port Renfrew solid waste transfer station capital upgrades project.

**BACKGROUND**

At the Port Renfrew Local Services Committee (PRLSC) meeting of 27 April 2009, the committee approved the additional spending of up to \$10,000 for utility servicing and improvements for the resident caretaker at the solid waste transfer station (the site). The initial works, approved at the 22 March 2009 meeting, had an upset budget of \$61,000. A total budget of \$71,000 was approved for the initial capital works and the additional utility servicing.

A tender was created for competitive bidding purposes for the driveway culvert extension, lock block wall installation, rock removal and associated works. Three bids were received, with Chew Excavating Ltd. (Chew) submitting the lowest bid of \$31,300 including a \$3,500 allowable contingency. The two other bids received were \$44,700 and \$47,300. Prior to tendering, staff estimated the project at \$28,000, within 10% of the accepted bid. Chew was awarded the contract and started works on 20 May 2009.

In order to keep the contractor's mark-up for sub-trades to a minimum, staff have tendered the remaining chain link and pipe rail fencing works, the purchase of steel rails, and the materials to complete the water servicing upgrades. The water service installation was performed by Chew at a straight time cost; as they were doing the excavation and backfilling, it was thought best to utilize their on-site personnel as opposed to having a plumber travel in from outside the area at a greater cost. Chew has also installed plastic conduit for the electrical and telephone upgrade; still to be completed, but estimated for reporting purposes.

Staff have met with the Capital Regional District (CRD) Building Inspection Division, and have spoken with the Provincial Electrical Inspections office and have satisfied both of their concerns regarding the utility servicing by suggesting the following:

- An updated electrical service did not require a substantial refit to the existing configuration as the site is not deemed residential, but rather a site building necessary to satisfy the agreement between the CRD and its vendor (for custodial duties). It was agreed that the electrical service would be constructed for recreational vehicle use and not a permanent dwelling. Exemptions to the planning bylaw will be considered for the site.
- The installation of a water service is feasible, but there must be a suitable sewer connection to accept wastewater generated on site. That concern was met by the installation of a 500 gallon plastic tank, which will be pumped periodically either in coordination with sludge removal from the wastewater treatment plant and through additional pump out and hauling as required. The wastewater may be pumped from the tank and discharged into a sewer manhole, thereby minimizing cost to the local service.

The final cost anticipated to complete the works is \$53,312 as outlined on Attachment 1. That figure does not include asphalt pavement as it is suggested that the service may realize a better value if the paving were coordinated when other paving is being done in the area. It is planned that the paving may be coordinated with the fire hall construction work or Ministry of Transportation drainage work, to be completed before the winter season begins.

**ALTERNATIVES**

1. That the Port Renfrew Local Services Committee receive this report for information.
2. That the Port Renfrew Local Services Committee receive this report for information and request further information from staff.

**FINANCIAL IMPLICATIONS**

The project is expected to come in under the approved budgeted amount of \$71,000.

**SUMMARY**

Excluding paving, the total estimated cost to complete the works is \$53,312. The budgeted amount was \$71,000 leaving \$21,046 available for the remainder of works in the near future. The estimated cost for paving may be as high as \$17,000 dependent on final areas.

The cost of pumping the new sewage holding tank will be recovered from the solid waste operating budget. The 2010 budget will include an allocation for this activity which may need to be adjusted in future years, depending on actual volumes in 2010.

**RECOMMENDATION**

That the Port Renfrew Local Services Committee receive this report for information.



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Attachments: 1

ATTACHMENT 1.

TOTAL ANTICIPATED COSTS FOR CAPITAL WORKS AT PORT RENFREW REFUSE TRANSFER STATION.

PORT RENFREW REFUSE TRANSFER SITE CAPITAL WORKS 2009 BUDGETTED WORKS \$61,000 (Phase 1)

PO#	ORDER	PAID	DESCRIPTION OF WORKS	CONTRACTOR/SUPPLIER	NET COST	GST	PST	TOTAL
71226	Mar-31	Apr-20	Investigative machine work	Majack Lumber	\$665.00	\$33.25	\$0.00	\$698.25
	Apr-14	Apr-27	Building/Plumbing permit	CRD Building Svcs	\$584.76	\$29.24	\$0.00	\$614.00
71227	May-07		Steel rails (4) for bin travel	Wilkinson Steel	\$2,546.00	\$127.30	\$164.22	\$2,837.52
71229	May-08		Fencing and pipe rails	Tower Fence	\$8,080.00	\$404.00	\$0.00	\$8,484.00
	Apr-28		Contracted tendered works	CHEW Excavating Ltd.	\$27,800.00	\$1,390.00	\$0.00	\$29,190.00
	Jun-01		Driveway drainage work	CHEW Excavating Ltd.	\$1,000.00	\$50.00	\$0.00	\$1,050.00
	TBD		Asphalt paving (estimated)	TBD	\$17,000.00	\$850.00	\$0.00	\$17,850.00
	TBD		Rotation of existing garbage bin hatches	To Be Determined	\$1,000.00	\$50.00	\$0.00	\$1,050.00
<b>Totals</b>					<b>\$58,675.76</b>	<b>\$2,933.79</b>	<b>\$164.22</b>	<b>\$61,773.77</b>

SITE SERVICING FOR CUSTODIAN SITE UTILITY UPGRADE: PORT RENFREW REFUSE TRANSFER SITE BUDGETTED WORKS \$10,000 (Phase 2)

PO#	ORDER	PAID	DESCRIPTION OF WORKS	CONTRACTOR/SUPPLIER	NET COST	GST	PST	TOTAL
71228	May-07		500 gallon poly tank (SS utility)	Andrew Sheret	\$1,004.00	\$50.20	\$54.53	\$1,108.73
	Jun-01		Plumbing Services: H2O and tank install	CHEW Excavating Ltd.	\$1,750.00	\$87.50	\$0.00	\$1,837.50
	Jun-01		Electrical Services: conduit installation	CHEW Excavating Ltd.	\$1,750.00	\$87.50	\$0.00	\$1,837.50
	TBD		Electrical upgrade to 80 amps. (estim.)	TBD	\$2,000.00	\$100.00	\$0.00	\$2,100.00
<b>Totals</b>					<b>\$6,504.00</b>	<b>\$325.20</b>	<b>\$54.53</b>	<b>\$6,883.73</b>

Total both phases: \$65,179.76 \$3,258.99 \$218.75 \$68,657.50 \*

Internal charges	Description of Support Service	Cost
CE:229.4001.40	Design and office administration	\$2,209.48
CE:229.4001.42	Drafting services	\$51.91
CE:229.4001.66	Project management and field inspection	\$1,293.74
Total internal costs		\$3,555.13 **

TOTAL APPROVED BUDGET	\$71,000.00
TOTAL CONTRACTED WORKS	\$68,657.50 *
TOTAL INTERNAL COSTS	\$3,555.13 **
total costs to date	\$72,212.63
BALANCE AVAILABLE	-\$1,212.63
GST REBATE	\$3,258.99
\$1000 telus driveway donation	\$1,000
CARRY FORWARD ( - )	\$3,046.36

To date June 1st, 2009