



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE

Notice of Meeting on Monday, April 25, 2016 at 6 pm
Port Renfrew Recreation Centre

K. Ablack
W. Smith

Director M. Hicks
A. Tremblay

M. Tremblay
K. Pearson

AGENDA

1. Approval of Agenda
2. Election of Chair
3. Adoption of Minutes of August 4, 2015
4. Adoption of Minutes of September 21, 2015
5. Water System Improvement Update (information report)
6. Amendment of Bylaw No. 1747 to Include a 20 Lot Subdivision into
The Port Renfrew Water Local Service Area (staff report)
7. Water and Wastewater Operations Report – Fall/Winter 2015-2016 (information report)
8. Port Renfrew Wastewater Treatment Plant Update (staff report)
9. New Business
10. Adjournment

To ensure a quorum, advise Lorrie Siemens 250.360.3087 or lsiemens@crd.bc.ca if you cannot attend.



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Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
 Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)
 9 Members of the public

The meeting was called to order at 6:10 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:

1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

5. Water Service Application for 6504 Parkinson Road

Presented as part of Item 3

6. Water and Sewer Inclusion Request – Parkinson Road

Presented as part of Item 3

7. New Business

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. Adjournment

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED



Making a difference...together

Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held September 21, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, A. Tremblay, W. Smith, J. Wells
 Staff: Malcolm Cowley, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, T. Watkins, Manager, ERM Policy and Planning, P. Dayton, Senior Financial Analyst, C. Preece, Manager, Core Area Operations, L. Siemens (recorder)
 Two members of the Public

ABSENT: J. Wells

The meeting was called to order at 7:30 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Request for Water Service Area Inclusion – Port Renfrew Management Ltd., Parkinson Road Development

S. Mason presented a written report. Discussion took place with staff, committee and Port Renfrew Management Ltd.

MOVED by Director Hicks, **SECONDED** by W. Smith,
That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

CARRIED

3. 2016 Operating and Capital Budget

M. Cowley presented a written report and the 2016 Operating and Capital Budgets for the following service areas:

- 1.232 Port Renfrew Street Lighting
- 2.650 Port Renfrew Sewer
- 2.655 Port Renfrew Snuggery Cove Water
- 3.850 Port Renfrew Sewer
- 1.532 Port Renfrew Refuse Disposal

The following changes were made to the sewer budget:

Delete from the Port Renfrew Sewer capital expenditure plan:

- 2016 – Wastewater Treatment Plant Grant Application \$5,000
- 2017 – WWTP Upgrade Detailed Design \$130,000
- 2018 – WWTP Upgrades \$800,000

Delete from the Port Renfrew Sewer Core 2016 budget the amounts of \$2,300 and \$1,920 for MFA Debt and adjust the User Fee and Parcel Tax accordingly.

MOVED by A. Tremblay, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Street Lighting Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Street Lighting Local Service be balanced on the 2016 contingency.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Refuse Disposal Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Refuse Disposal Local Service be balanced on the 2016 Transfer to Capital Reserve fund.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Water Local Service be approved as presented; and
2. The 2015 actual revenue and expense for the Port Renfrew Water Local Service be balanced on the 2016 Transfer to Reserve fund.

CARRIED

MOVED by Director Hicks, **SECONDED** by W. Smith,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Snuggery Cove Water Local Service be approved as presented;
2. The property tax be increased to \$130.35 per average residential folio for the Snuggery Cove Water Local Service; and

3. The 2015 actual revenue and expense for the Snuggery Cove Water Local Service be balanced on the 2016 requisition.

CARRIED

MOVED by Director Hicks, **SECONDED** by M. Tremblay,
That the Port Renfrew Utility Services Committee recommend to the CRD Board that:

1. The 2016 operating and capital budget for the Port Renfrew Sewer Local Service be approved as amended;
2. The annual user charge for the Port Renfrew Sewer Local Service be increased to \$425.19 and parcel tax be decreased to \$481.94; and
3. The 2015 actual revenue and expense for the Port Renfrew Sewer Local Service be balanced on the 2016 Contingency.

CARRIED

4. New Business

A discussion took place on the possibility of installing a fence around the sewage treatment plant and the removal of dead trees.

5. **MOVED** by M. Tremblay, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 8:55 pm.

CARRIED



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REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, APRIL 25, 2016

SUBJECT WATER SYSTEM IMPROVEMENT UPDATE

ISSUE

To inform the Port Renfrew Utility Services Committee on the status of the Phase 1 and 2 water system improvements.

BACKGROUND

For many years the development community in Port Renfrew has shown an interest to contribute to the existing community water system in order to obtain water service from the system to support new development. In 2014 and 2015, the Capital Regional District (CRD), developers and their consultant worked together to assess the limitations of the existing water system to support development and in 2015 the CRD received specific requests for water service. A series of Port Renfrew Utility Services Committee (PRUSC) meetings were held and in 2015 it was resolved that water system improvements be completed in two phases by three developers (refer to the August 4, 2015 PRUSC meeting minutes additional detail – Attachment 1).

The status of each phase of water system improvements is as follows:

Phase 1 – Well and Booster Pump Improvements:

- **Agreements** – The CRD and the two related developers to this improvement have negotiated agreements during the winter and are about to formally execute the agreements. The terms and conditions of the agreements are consistent to those adopted by the PRUSC at its meeting of August 4, 2015.
- **Design** – the developers hired an engineering consultant to prepare the details of the improvements related to increasing the capacity of the well pump and booster pump system. To date the CRD staff have received and reviewed a few iterations of the design and have been working with the engineering consultant on finalizing the details before they issue a tender. The improvements will also include the replacement of an existing chlorine injection pump system in which the Electoral Area Director has offered to support an application to use the Community Works Fund (gas tax) to a maximum of \$10,000.
- **Construction Schedule** – once the developers receive the tenders with construction costs from contractors, they will select a general contractor and initiate the work. Their proposed schedule is to have the improvements completed and operational by July 1, 2016.

Water service would be provided to the developments subject to the resolution of all of the conditions as stated and adopted at the August 4, 2015 PRUSC meeting.

Phase 2 – Supply and Install an Additional 100,000 lgal Storage Tank:

- Agreement – The CRD and the two developers associated with this improvement have negotiated agreements during the winter and are about to formally execute the agreements. The terms and conditions of the agreements are consistent to those adopted by the PRUSC at its meeting of August 4, 2015.
- Design – the developers hired an engineering consultant to prepare the details of the improvements related to the storage tank installation. To date the CRD has received and reviewed a limited amount of design information.
- Construction Schedule – the developers intend to complete the storage tank by June 30, 2017.

Water service would be provided to the developers subject to the resolution of all of the conditions as stated and adopted at the August 4, 2015 and September 21, 2015 PRUSC meeting for both developments.

ALTERNATIVES

Alternative 1

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

Alternative 2

That the Port Renfrew Utility Services Committee direct staff to report back to the committee with additional information.

IMPLICATIONS

Alternative 1 - by receiving the report for information there will be no change in the plan and there no new implications.

Alternative 2 - by directing the staff to report back to the Committee with additional information, a supplementary report and meeting will have to be scheduled.

CONCLUSION

The agreements, bylaws, designs, and applications related to the proposed Phase 1 and 2 water system improvements are progressing. The Phase 1 design is nearing completion and construction work is due to start in May and be completed by this summer. The Phase 2 work is due to commence in 2017 with commissioning to occur by the summer of 2017.

RECOMMENDATION

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

S. Mason, B.Sc., P. Eng.
Manager, Water Engineering and Planning
Infrastructure Engineering

Malcolm Cowley, P.Eng.
A/ Senior Manager, Infrastructure Engineering
Integrated Water Services
Concurrence

Ted Robbins, B.Sc., C.Tech
General Manager, Integrated Water Services
Concurrence

SM:ls
Attachment: August 4, 2015 Staff Report



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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
 Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)
 9 Members of the public

The meeting was called to order at 6:10 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:

1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

5. Water Service Application for 6504 Parkinson Road

Presented as part of Item 3

6. Water and Sewer Inclusion Request – Parkinson Road

Presented as part of Item 3

7. New Business

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. Adjournment

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED



Making a difference...together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, APRIL 25, 2016

SUBJECT **AMENDMENT OF BYLAW NO. 1747 TO INCLUDE A 20 LOT SUBDIVISION INTO THE PORT RENFREW WATER LOCAL SERVICE AREA**

ISSUE

To amend the Port Renfrew Water Supply Local Service Establishment Bylaw to include a proposed 20 lot single family subdivision development on Parkinson Road.

BACKGROUND

At its meeting of September 21, 2015, the Port Renfrew Utility Services Committee (PRUSC) approved in principle, the inclusion of a parcel of land into the Port Renfrew Water Service Area No. 1 subject to the developer meeting the conditions as resolved by the PRUSC at the September 21, 2015 meeting. The proposed 20 Single Family Equivalent (SFE) bare-land strata development is located south of Parkinson Road, adjacent to the school and behind the recreation center (see attached subdivision plan by JE Anderson & Associates - **Attachment 1**).

The legal description of the proposed bare-land strata plan subdivision is:

Part of the West ½ of the North West ¼ of Section 36, Township 13, Renfrew District, (except those parts in plan 5109, 24267 and 24755), and Part of the Easterly ½ of the North West ¼ of Section 36, Township 13, Renfrew District, (except that part shown coloured red on Plan 346-R, and except those parts in Plans 22475, 24267, 24755, 29515, 41154, 50819 and VIP59967).

Since September 21, 2015, the developer, Port Renfrew Management Ltd. (PRM), has made progress on a number of conditions including signing of a Waterworks Extension Agreement to provide an amenity contribution (a 100,000 lgal storage tank) to increase the capacity of the water service. In addition, as part of the agreement, a no-build covenant has been placed on the Land Title to ensure that the system improvements are complete prior to allowing the development to connect to the water service (the no-build covenant will allow a show home to be constructed, but it cannot be serviced with water). See **Attachment 2** for a complete summary of the September 21, 2015 conditions and their status, and **Attachment 3** includes a complete copy of the staff report.

In order to include the bare land strata parcel into the water service area, Bylaw No. 4055, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2016" has been prepared (**Attachment 4**) for the Port Renfrew Utility Services Committee's consideration.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee recommend to the Electoral Area Services Committee (EASC) and the Capital Regional District (CRD) Board that Bylaw No. 4055, "Port

Renfrew Water Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2016" be introduced and read a first and second time, and read a third time.

Alternative 2

That the Port Renfrew Utility Services Committee request additional information.

IMPLICATIONS

Alternative 1 – In order to move to the next step of improving the water service infrastructure and allow the proposed bare land strata into the water service area, the bylaw amendment must be approved by the PRUSC and forwarded to the EASC and CRD Board. After third reading of the bylaw, it will then be sent to the Inspector of Municipalities for approval. Once the new 100,000 lgal storage tank is installed, the storage capacity for whole service area will be improved. The inclusion of the parcel in the service area will benefit the existing participants as additional user fees and parcel taxation could then be collected.

Alternative 2 - Staff can present a subsequent staff report to address any requests for additional information.

CONCLUSION

The proposed subdivision property currently remains outside, but adjacent to the Port Renfrew Water Supply Local Service Area No. 1. The inclusion of the parcel in the service area will benefit the existing participants as additional user fees and parcel taxation could then be collected. The inclusion will not adversely impact the existing participants in the water service as the improvements to the system would enhance capacity creating no net loss of service to existing users. The property is currently within the fire and solid waste service areas and subject to all applicable user fees within each corresponding service bylaw.

The Port Renfrew Water Local Service establishing bylaw must be amended to include the proposed subdivision into the service area to enable the service to be provided.

RECOMMENDATION

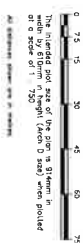
That the Port Renfrew Utility Services Committee recommend to the Electoral Area Services Committee and the Capital Regional District Board that Bylaw No. 4055, "Port Renfrew Water Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2016" be introduced and read a first and second time, and read a third time.

Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning
Infrastructure Engineering
Integrated Water Services

Malcolm Cowley, P.Eng.
A/Senior Manager, Infrastructure Engineering
Integrated Water Services
Concurrence

Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

PACHEENA INDIAN RESERVE No. 1
CLSR PLAN BC 140
CLSR PLAN 56346CLSR PLAN BC 140
CLSR PLAN 56346

All authors agree and are in control.

Proposed Lot Areas and Dimensions are subject to a final Legal Survey

Civic Address: Parkinson Road,
Port Renfrew, BC

This plan lies within the Central General District.

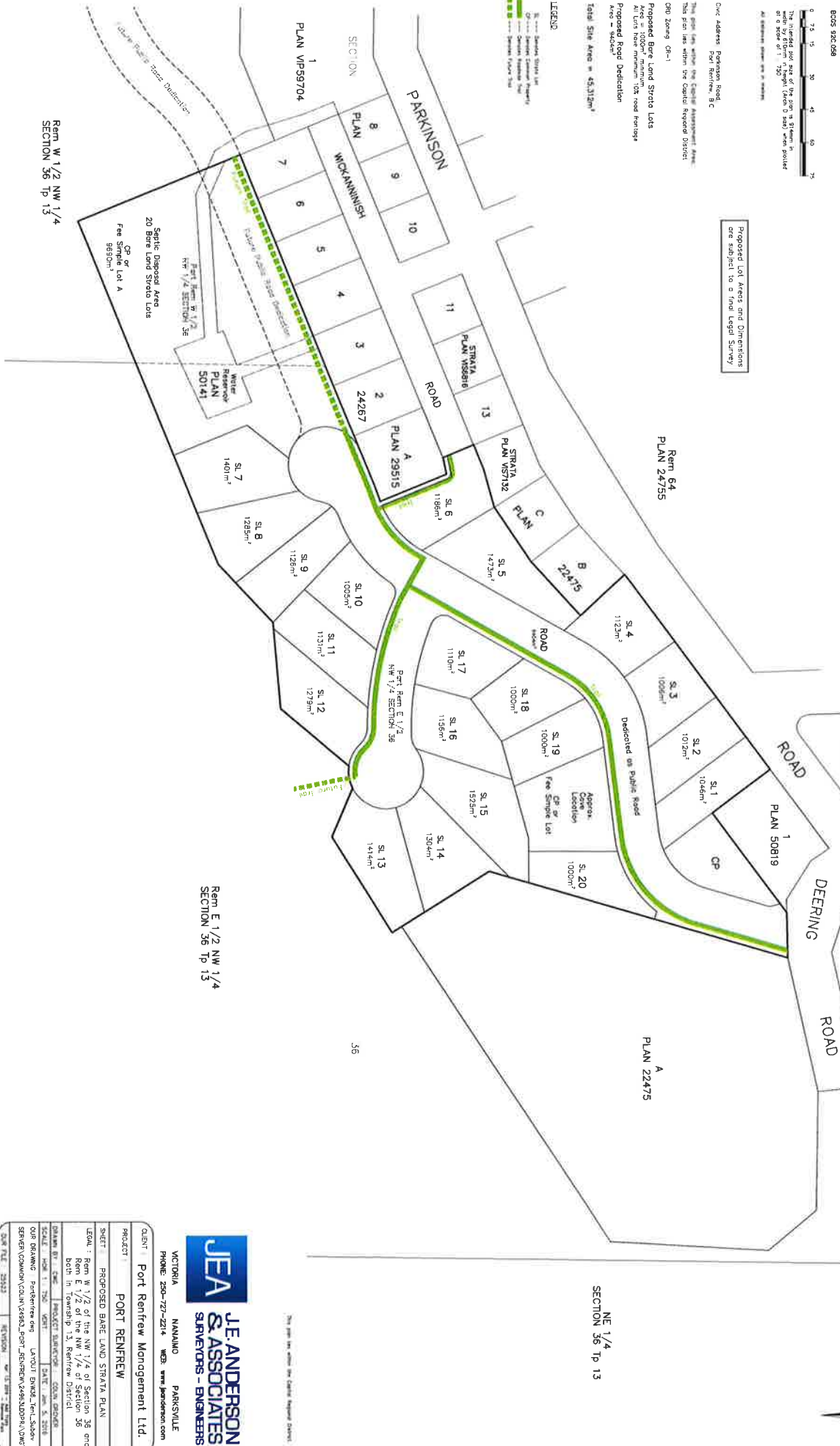
CRD Zoning CR-1

Area = 1000m² minimum
All 1 side. Round minimum 10% road front

Proposed Road Dedication

Total Site Area = 45.312m²

LEGEND

[illegible]

Not open for credit in the Criminal Justice Degree.

**J.E. ANDERSON
& ASSOCIATES**
SURVEYORS - ENGINEERS

VICTORIA NANAIMO PARKSVILLE
PHONE: 250-727-2214 WEB: www.janderson.com

CLIENT **Port Renfrew Management Ltd.**

PROJECT	PORT RENFREW
SHEET	PROPOSED BARGE LAND SURVEY PLAN
LEGAL	Rem 1 1/2 of the NW 1/4 of Section 35 T12N R12W N1/2 of NW 1/4 of Section 36 both in Township 13, Renfrew District
OWNER	PORT RENFREW DISTRICT
OWNER BY	PROJECT DIRECTOR
OWNER ADDRESS	1000 10th St. NW Edmonton, Alberta T6P 0E6
OUR DRAWING	Particulars only
SERIES	UTM10 BUNKER-Peri-Solider
PROJECT COMMON DATA	UTM10 BUNKER-Peri-Solider
DATE	2008-05-20
FILE	2008-05-20

Status of Conditions from September 21, 2015 Staff Report

1. **Developer to provide a conceptual plan of the proposed future development related to the water system** – The developer's consultant, MSR Solutions, continues to work on the design and intends to submit the first draft to the CRD shortly.
2. **That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building codes, MOTI, etc.)** – The subdivision application is complete and ready to be submitted as soon as the bylaw amendment to include the parcel into the water service area is approved.
3. **That the applicant provides amenity contribution to water capacity improvements** - Port Renfrew Management Ltd. (PRM) has offered to provide the stated water system capacity improvement (Phase 2 – 100,000 lgal storage tank) in partnership with the other contributor. An agreement has been prepared and signed by PRM and will be returned to the CRD when the bylaw amendment is approved.
4. **That the covenants, bylaws, and MOU are discharged and the applicant pays for the associated costs.** – The former covenants and related MOU (with Three Point Properties) have been removed from the titles and the bylaws (borrowing) have expired.
5. **That the MoTI approves the subdivision** – We have not received any indication from MOTI on the status of their approval. The subdivision application is complete and ready to be submitted as soon as the bylaw amendment to include the parcel into the water service area is approved.
6. **That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs** - The revision to the service area bylaw (Bylaw 4055) to include the development has been drafted and will be presented to the PRUSC on April 25, 2016.
7. **That the applicant provides suitable water storage tanks to the CRD engineering standards** – The developer's consultant, MSR Solutions, continues to work on the design and intends to submit the first draft to the CRD shortly.
8. **That the developer pay all applicable fees, application, process review, including parcel taxes and/or user fees as required.** – To date, the CRD IWS department has received \$5,000 from PRM. Additional fees will be payable as required.

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF MONDAY, SEPTEMBER 21, 2015**

SUBJECT **REQUEST FOR WATER SERVICE AREA INCLUSION – PORT RENFREW
MANAGEMENT LTD., PARKINSON ROAD DEVELOPMENT**

ISSUE

A request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

BACKGROUND

Subsequent to the latest Port Renfrew Utility Service Committee (committee) meeting of August 4, 2015, Port Renfrew Management Ltd. (representing the ownership of the parcel ID No. 000-468-291) submitted a letter dated September 11, 2015 (attached), requesting inclusion of the proposed 20 lot single family subdivision (PID 000-468-291) in the Port Renfrew water service area. No. 1. The proposed 20 lot subdivision is located south of Parkinson Road (refer to map appended to the letter) and an Application for Connection to Sewer/Water Utility dated April 24, 2015 was received for the same development (copy is attached).

In addition, the letter also requests one immediate water service connection to the lot identified as No. 26 (highlighted in blue) on the map attached to the letter.

The same subject parcel and water service request was addressed in the June 22, 2015, staff report entitled *Water and Sewer Inclusion Request – Parkinson Road* and again at the August 4, 2015 committee meeting, staff report entitled *Proposal for Water System Improvements*.

During the recent meetings of the Committee, several staff reports were presented to the Committee regarding the issues of the water system capacity and reliability. The Capital Regional District (CRD) and the developers worked together and the Committee adopted a phased plan to address the water system issues at its meeting of August 4, 2015.

To reiterate what was presented at the June 22 and August 4 meetings, the subject 20 lot development proposal within the parent 69 acre parcel is not within the existing water service area and therefore, it is not currently eligible for water service. However, the committee may consider a water service establishment area revision subject to the fulfillment of the conditions that were approved by the committee at its August 4, 2015 meeting. For clarity, the conditions related to this development are itemized below along with additional commentary to help explain what is required.

With respect to the one water service request, as noted in both the June 22 and August 4 staff reports, the water system is at capacity and staff have recommended that additional connections should only be made once improvements are completed to increase system capacity.

Summary of conditions and commentary:

"1. Developer to provide a conceptual plan of the proposed future development related to the water system. "

Comments: The developer is expected to provide engineering plans, details and a report outlining in detail how the proposed development will be serviced by the existing water system including, but not limited to, design criteria, proposed materials, sizes, alignments, services, valves, hydrants, standpipes, etc. It is expected that water services for the future lots of this development would be provided from a water main located along the proposed roads within the proposed development.

It should be noted that there is an existing right-of-way, water storage tank, buried water mains, access road and plans for a second tank to be constructed within the subject development site. It is expected that the developer will adjust the subdivision layout to accommodate the existing right-of-way and infrastructure. These details are required so that the CRD can assess the impacts and implications of the development and prepare a staff report for the Committee at a future meeting.

"2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.)."

Comments: The proposed water main extension along the future road within the development would have to comply with all relevant bylaws and applicable codes.

Further, all costs to extend the water system to service any new development including application fees, administration costs, etc. shall be borne by the developer.

"3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system)."

Comments: A DCC Bylaw is no longer contemplated as the current approach of gifting water system improvements has been adopted by the Committee at its meeting of August 4, 2015. The following summarizes the proposed phasing, component improvements, estimated value (as estimated by the developer's consultant), and SFE allocation per specified development as approved by the Committee:

Phase 1 – Port Renfrew RV Resort: estimated contribution of \$140,000 towards well pump and booster pump for 20 SFE's.

Phase 1 – 6649 Godman Road: estimated contribution of \$40,000 towards well pump and booster pump for 5 SFE's.

Phase 2 – Port Renfrew RV Resort: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

Phase 2 – Port Renfrew Management: estimated contribution of \$160,000 towards a 100,000 gallon bolted steel reservoir for 20 SFE's.

The individual development capacity improvements and contributions have been negotiated by the developer's consultant and have not been verified by the CRD. The proposed improvements are each part of a turnkey improvement and must be completed by the developers at no cost to the Port Renfrew water service, prior to allowing any additional connections to the existing water system regardless of the actual costs.

However in order to expedite the process, it would be acceptable for the developers to proceed with Phase 1 and Phase 2 improvements concurrently.

"4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associate costs."

Comments: The land owner(s) formally requested that the covenants be removed and the CRD confirms that the two covenants (related to water service area No. 3 and sewer service area No. 2) have been discharged from the four property titles and the land owner has agreed to pay the expenses and has provided a deposit. A CRD letter dated September 17, 2015 was provided to Port Renfrew Development confirming the discharge of the covenants.

"5. That the MoTI approves the subdivision."

Comments: The Ministry of Transportation and Infrastructure is the statutory decision maker for subdivision approval. The developer will need to provide MOTI with documentation that satisfies MOTI's requirements to create the subdivision. The CRD by means of this report, subject to approval of the committee, may provide approval in principle of water service for the 20 lots (20 SFE's).

"6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs."

Comments: Any revision in the water service area boundary bylaw would have to be defined by land parcel(s). Currently, the parent parcel is 69 acres and in order to service any pending future lots, the lots would have to be subdivided in order to define a revised water service area boundary.

"7. That the applicant provides suitable water storage tanks to the CRD engineering standards."

Comment: See the comments under condition 3 of this staff report.

"8. That the developer pay all applicable fees, application, process review, including parcel taxes and/or user fees as required."

Comment: The developer will have to pay the fees as noted.

The foregoing summary the conditions, next steps and status of the issues related to providing water service to the subject subdivision development.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.

Alternative 2

That the Port Renfrew Utility Services Committee receive this report for information and request that the CRD staff provide further information at a future meeting.

IMPLICATIONS

Alternative 1 – By approving in principle the inclusion of the 20-lot subdivision in the Port Renfrew water service area No. 1, this enables the developer to proceed with completing the conditions including the design and construction of the water system improvements and he can advance his MOTI subdivision application. There is no cost implication to the water service for this alternative. Once the final subdivision plan is approved by MOTI, staff will bring a proposed service area bylaw amendment report for the committee's consideration. If approved, staff will prepare a water service extension agreement to set the terms and conditions of the system capacity improvements with each developer for each development.

Alternative 2- By receiving this report and requesting further information the CRD staff will prepare supplementary information for the Committee's consideration at a future meeting.

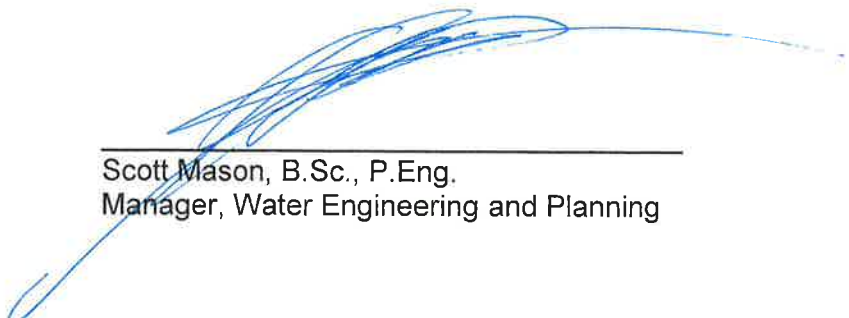
CONCLUSION

In conclusion, a request for inclusion in the Port Renfrew water service area No. 1 was received from Port Renfrew Management Ltd. for a proposed 20 lot single family subdivision development on Parkinson Road.

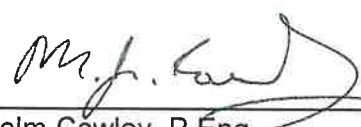
The subject 20 lot development proposal within the parent 69 acre parcel is not included in the existing water service area and therefore, it is not currently eligible for water service. However, the water service area boundary can be extended to include the 20 lots (20 SFE's) when the developer meets the stated conditions and the Committee approves the bylaw to extend the service area and forwards it to the CRD Board for adoption.

RECOMMENDATION

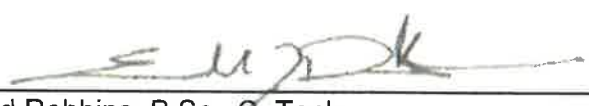
That the Port Renfrew Utility Services Committee approve in principle the request for inclusion of 20 single family equivalents in the Port Renfrew water service area No. 1, for 20 single family building lots for the proposed subdivision of the existing parcel (PID 00-468-291) subject to the developer meeting the conditions as resolved by the Committee at its's meeting of August 4, 2015 and further elaborated within this September 21, 2015 staff report.



Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning



Malcolm Cowley, P.Eng.
Senior Manager, Infrastructure Engineering
Concurrence



Ted Robbins, B.Sc., C. Tech
General Manager, Integrated Water Services
Concurrence

SM:ls

Attachments:

1. Letter and email of September 11, 2015
2. Staff reports of June 22, 2015 and August 4, 2015
3. Draft minutes of August 4, 2015



Making a difference...together

**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held August 4, 2015 at the Port Renfrew Recreation Centre, Port Renfrew, BC**

PRESENT: **Committee Members:** R. Wilson (Chair), CRD Regional Director, M. Hicks, W. Smith, A. Tremblay, J. Wells, M. Tremblay
 Staff: T. Robbins, General Manager, Integrated Water Services, P. Sparanese, Senior Manager, Infrastructure Engineering and Operations; S. Mason, Manager, Water Engineering and Planning, L. Siemens (recorder)
 9 Members of the public

The meeting was called to order at 6:10 pm.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of June 22, 2015

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the minutes of the Port Renfrew Utility Services Committee meeting of June 22, 2015 be adopted as distributed.

CARRIED

3. Proposal for Water System Improvements

P. Sparanese presented a written report and referred to recommendations outlined in staff reports in Items 4 and 5 and recommendation B in Item 6 of the agenda.

MOVED by Director Hicks, **SECONDED** by J. Wells,
That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

- 1)
 - a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water Service Application for 6504 Parkinson Road.*" as follows:
 1. Developer to provide a conceptual plan for ultimate 55 unit RV development.
 2. RV development will be a non-year round operation and the sites will be serviced for RV use only and will not contain servicing for ancillary buildings.

3. The water service complying with all relevant bylaws and applicable codes for servicing (CRD land use approvals, Building Code, MOTI, etc.).
4. The applicant providing an amenity contribution to water system capacity improvements on a component by component basis.
5. Providing certification that the onsite water system is suitable for connection.

With the additional condition:

6. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"* as follows:

Respond to the MoTI referral indicating that the subdivision applicant is required to meet the conditions of CRD bylaw 1792 and 3924 which includes making a written application to the CRD for a waterworks extension (requires CRD board approval), installing a 150mm water main extension from Parkinson Road along Godman Road to the furthest boundary of the last parcel of land serviced by the water main extension including a fire hydrant and all other appurtenances, installing a water service connection within the road to service each new property, makes an application and pays to the CRD the connection fees for each service connection in accordance with CRD Bylaw 3924, and subject to the developer providing an amenity contribution to water system capacity improvements on a component by component basis.

With the additional condition:

That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

2)

- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development. Then a Statement of Condition (SOC) would be developed by the CRD outlining any conditions, including that the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled "*Water and Sewer Inclusion Request – Parkinson Road*" and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

and:

Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:

1. Developer to provide a conceptual plan of the proposed future development related to the water system.
2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
5. That the MoTI approves the subdivision.
6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

With the additional condition:

8. That the developer pay all applicable fees, applications, process review, including parcel taxes and/or user fees as required.

CARRIED

4. Proposed Subdivision – 6649 Godman Road

Presented as part of Item 3

5. **Water Service Application for 6504 Parkinson Road**

Presented as part of Item 3

6. **Water and Sewer Inclusion Request – Parkinson Road**

Presented as part of Item 3

7. **New Business**

The Annual General Meeting was scheduled for Monday, September 21 at 6 pm. The Budget Meeting date was scheduled for Monday, September 21 at 7 pm.

Director Hicks advised that Peter Sparanese will be leaving the CRD and the committee thanked him for his committee support past years.

P. Sparanese provided an explanation of CRD freedom of information and privacy practices in particular responding to a request for lists of Single Family Equivalents. Staff advised that a report will be brought to the committee for clarification. Staff also advised that if the committee has a particular concern, the request should be referred to staff for investigation.

8. **Adjournment**

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the meeting be adjourned at 6:50 pm.

CARRIED

From: Karl Ablack [<mailto:dkarlablack@gmail.com>]
Sent: Friday, September 11, 2015 11:00 AM
To: Ted Robbins
Subject: Port Renfrew Management Subdivision Plan
Importance: High

Hi Ted,

Further to our discussion on Tuesday evening, attached as requested is the original 42 lot subdivision originally plan put forth by Three Point Properties. Also attached is the revised 20 lot plan now being put forth by Port Renfrew Management Ltd. The 20 lots are outlined in black.

MOTI has extended our approval to Oct 15th, 2015. We, therefore, need to get this moving as quickly as possible. Support for the bylaw amendment for extension of the water service area in conjunction with the water upgrades as approved on Aug 14th will be required at the meeting on the 21st in order to maintain the timelines to complete the upgrades by May 2016. I trust the committee will move forward the required inclusion as agreed upon at the last committee meeting. Please let me know if you have questions or require further information. Thank you for your consideration and support.

Sincerely,

Karl Ablack
Port Renfrew Management Ltd.
Victoria Office: (250) 388-0268
Mobile: (250) 744-9799
email: dkarlablack@gmail.com

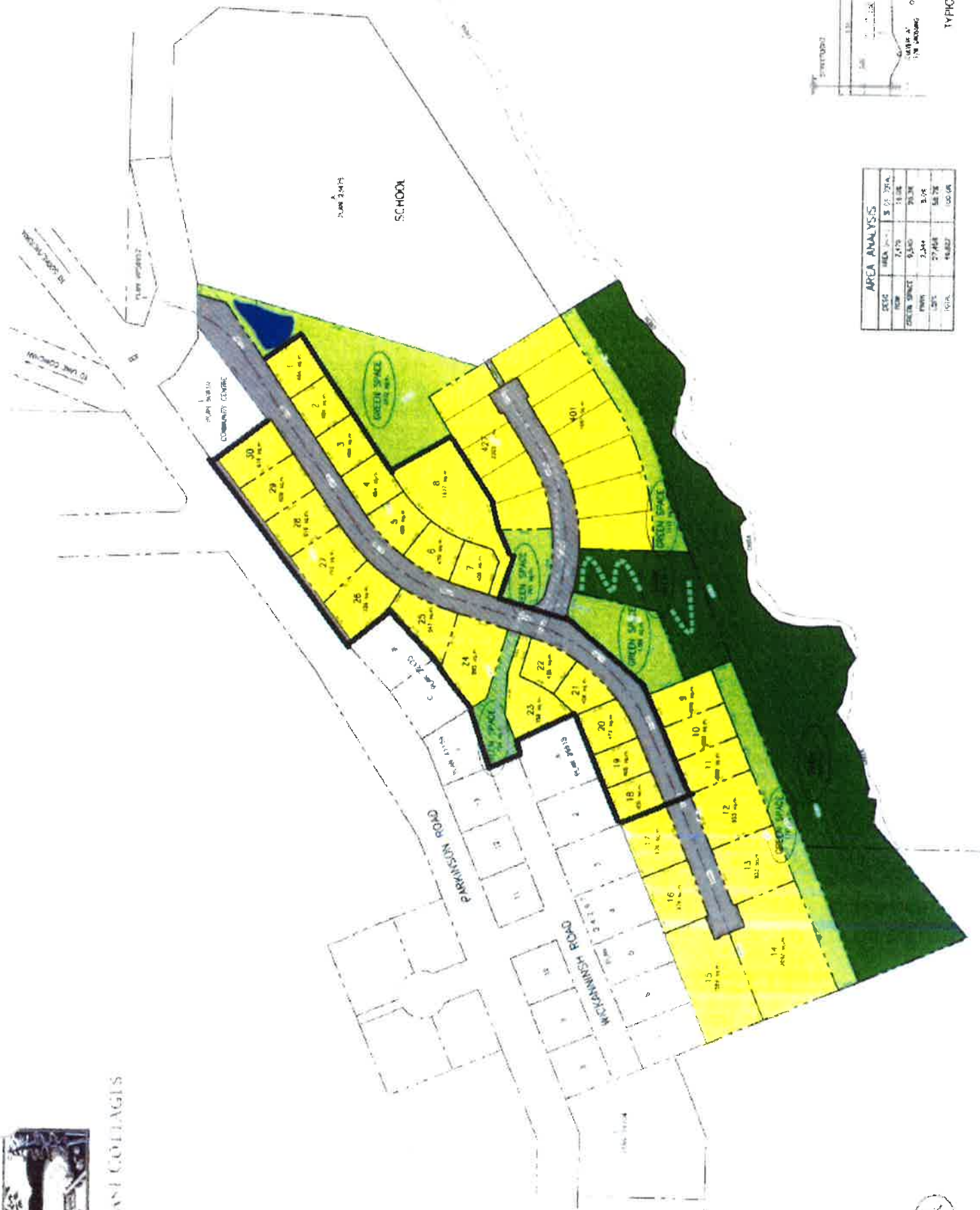
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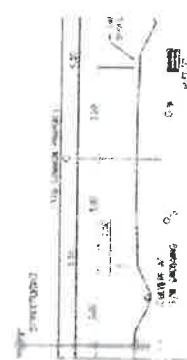
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OCEAN COTTAGES



AREA ANALYSIS			
DEVELOPMENT	AREA (sq. ft.)	% OF TOTAL	REMARKS
LOT AREA	7,470	18.0%	
GREEN SPACE	9,500	22.0%	
ROAD	2,344	5.6%	
UTILITIES	27,448	64.4%	
TOTAL	46,762	100.0%	



TYPICAL SECTION



WILD COAST COTTAGES



AREA ANALYSIS			
DESC	NO	sqm	% OF 10%
ROAD	1	1.476	16.0%
GREEN SPACE	1	1.340	14.7%
PARK	1	1.340	14.7%
LOTS	1	1.340	14.7%
TOTAL	1	1.340	14.7%



TYPICAL SECTION

From: Karl Ablack [<mailto:dkarlablack@gmail.com>]

Sent: Friday, September 11, 2015 11:12 AM

To: Ted Robbins

Subject: Port Renfrew single sfe

Importance: High

Ted,

Further to our discussion on Tuesday, attached as requested is the letter to the committee requesting one immediate connection into the water service area. I would like to have this placed on the agenda for the 21st. Should you have questions or require further information, please contact me at your earliest convenience. Thanks very much for your prompt consideration.

Sincerely,

Karl Ablack

Port Renfrew Management Ltd.

Victoria Office: (250) 388-0268

Mobile: (250) 744-9799

email: dkarlablack@gmail.com

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Version: 2015.0.6086 / Virus Database: 4409/10614 - Release Date: 09/10/15



Port Renfrew Management Ltd.

September 11, 2015

Attn: Ted Robbins, CRD Integrated Water Service
Rob Wilson, Chair Port Renfrew Utility Services Committee
CC: Mike Hicks, Juan de Fuca Electoral Area Director

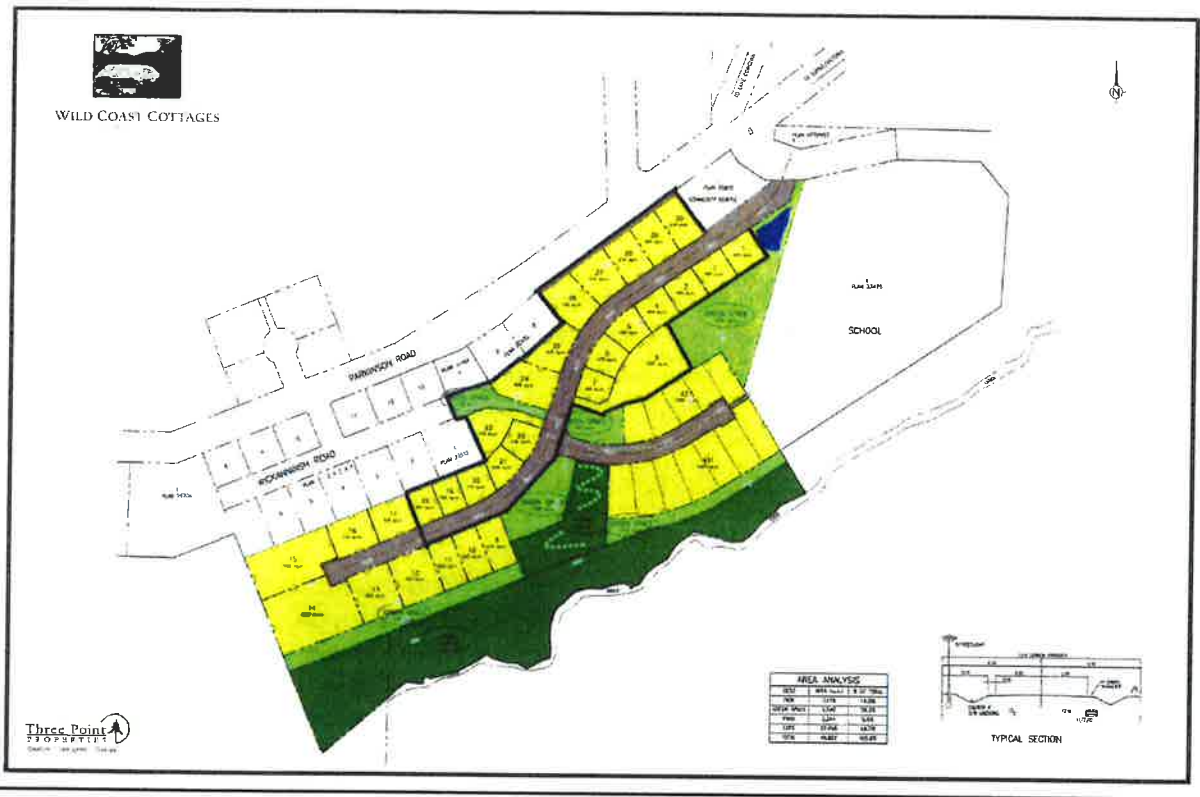
Dear Mr. Robbins,

Subsequent to the PRUSC meeting held August 14, 2015 in which staged improvements have been approved for upgrades to the Port Renfrew water utility in lieu of expansion of the water service area, we respectfully request one immediate connection to the lot outlined in blue on the lot plan identified below. This lot request comes on behalf of a long time Port Renfrew resident looking to build her home. This connection poses no burden on the existing system and the water line exists on the proposed lot. This lot falls within the proposed inclusion area which has been approved in principle by the committee to include 20 new single family equivalents, in accordance with proposed and approved water utility upgrades. I trust the committee will act in good faith and add this request to the agenda for the PRUSC meeting to be held on September 21, 2015 and as well, provide the requested connection approval during the meeting and subsequently allow this long time resident to begin building. Thank you for your prompt attention and consideration.

Sincerely,

KARL ABLACK (Director)
Port Renfrew Management Ltd
PO Box 9, Station Main
Cochrane, Alberta
T4C 1A4

PORT RENFREW MANAGEMENT LTD. PO BOX 9, STATION MAIN, COCHRANE, ALBERTA T4C 1A4
VICTORIA OFFICE: 250-388-0268 CELL: 250-744-9799



Inclusion area outlined above in black



Single lot for immediate connection outlined above in blue



Making a difference...together

Deferred to Agenda of
August 4, 2015

**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF MONDAY, JUNE 22, 2015**

SUBJECT WATER AND SEWER INCLUSION REQUEST - PARKINSON ROAD

ISSUE

An application for water and sewer service connections and an inclusion request for a potential 42 lot phased subdivision into the Beach Camp Water Service Area was received by the Capital Regional District (CRD) and is brought forward for consideration by the Port Renfrew Utility Services Committee. In addition, it has been requested that covenants be removed from specific land titles that were created in 2009.

BACKGROUND

An application for a water service connection was received by the CRD for a future parcel fronting Parkinson Road to the east and adjacent to 16967 Parkinson Road (refer to Figure 1 for the location). The application was supplemented with a letter from MSR Solutions (MSR) agent to the applicant and further details were identified at meetings held between MSR and the CRD staff. In addition, WealthTerra Capital Management Inc. has requested that covenants related to a Memorandum of Understand (MoU) and development strategy be removed from the land titles (refer to MSR letter of March 11, 2015).

Generally, the applicant is making the following requests:

1. That Covenant #FB320966 be removed from the land titles for PID's 000-468-291, 009-565-787, 009-592-423 and 009-565-752 and Covenant #FB320964 be removed from PID's 000-468-291 and 009-565-787,
2. That the water service area be revised to include a proposed 42 lot subdivision for a location south of Parkinson Road (between Deering Road and Wichanninish Road on PID's 000-468-291 and 009-565-787), and that the sewer service area be revised to include one future lot fronting Parkinson Road, and
3. That approval of water and sewer service connections for the future lot (not yet subdivided), be included in the requested service area revision noted above.

Further, the MSR letter offers on the behalf of the developer financial contributions for off-site water and sewer system improvements (refer to MSR for details).

This potential subdivision is the similar as that referred to the CRD IWS in 2011 from the Ministry of Transportation and Infrastructure (MoTI) the subdivision approval authority. In the CRD's response letter to the MoTI approving officer of February 24, 2011, it was noted that the parcels were not included in the water and sewer services areas and therefore not eligible for service.

These existing parcels were the subject of the proposed development plans of the former owners Three Point Properties (TPP). In 2009, TPP and the CRD created a MoU whereby the developer would make contributions to have the water and sewer systems improved in order to provide service to the proposed development. No action was taken on the MOU and the borrowing bylaws have expired. At the request of the land owner the CRD is working on the

removal of the covenant and related MOU from each land title. The CRD staff and the land owner will pursue the removal of the covenant and related MOU from land titles. There is no involvement or resolution required from the PRUSC on this matter.

Review and Discussion of Developer's Request

The CRD staff have reviewed the application for service and inclusion request and the following information identifies the issues and potential way forward specifically related to the water and sewer systems of Port Renfrew Committee.

Other issues related to land use, subdivision approval, building permits, building codes, etc. have not been considered in this report, and must be considered by the appropriate regulatory authority having jurisdiction.

Water and Sewer Service Connection (one lot) – The applicant desires to create one residential lot by subdividing parcel 000-468-291. This future lot is not within either the Port Renfrew Water and Sewer Service Areas and therefore, it is not eligible for water nor sewer service.

In order to include the lot(s) within the service areas, it would have to be first subdivided and then application made to have the Port Renfrew water and sewer service establishment bylaws revised to include the lot(s). The CRD IWS is not aware of any current subdivision referral from MoTI. Further, it is understood that subdivision can't occur until the MOU and covenants are removed from the land titles.

In order to revise the service establishment bylaws the applicant will have to pay for the administration costs to prepare the draft bylaws and related reports, presentation to the PRUSC, EASC and CRD for initial bylaw reading, submission to the Inspector of Municipalities and return to the CRD for final reading and adoption.

The applicant has noted that water and sewer services (distribution and collection mains) were installed along Parkinson Road and a water service pipe extends to the property line. Although the mains and water service was installed with foresight, again, the future lot(s) is not within either of the service areas and therefore, is not eligible for water nor sewer service.

It has been recognized for years and in essence was the reason for the MOU, that the Port Renfrew water and sewer services had issues related to capacity. Until such time that water and sewer system improvements are completed then additional services should not be considered. The CRD is working on a strategy for consideration of the PRUSC to potentially address the capacity issues. This may include short-term contributions and in the long-term the implementation of a legislative means to impose charges on development to fund the infrastructure associated with growth.

Future Subdivision/Revision of Water and Sewer Service Areas

Although the submitted application form does not include the proposed 42 lot subdivision (strata) the letter and subsequent discussions with MSR indicate that there is a desire to have the subdivision serviced with water only from the Port Renfrew water system and requested that the proposed 42 lot subdivision be included in the water service area. The developer plans to service the development with a private sewer system. As part of the subdivision or 42 lots, the developer proposes to remove the existing storage tank to allow for the creation of two lots. The developer plans to create a new storage tank at another location to be determined.

Again, there is no current subdivision referral before the CRD IWS and although there was a similar response in 2011, indicating that the parcel is not within either the water or sewer services areas and therefore, ineligible to receive sewer and water service.

Developer/Applicant Offering:

The MSR letter identifies a proposed phased contribution of \$150,000 in exchange for water and sewer service as summarized below for the 20 lot subdivision:

- A contribution of \$30,000 to future reservoir improvements to be held by the PRUSC and contributed back to the developer when the works are undertaken, as the proposed development would see the demolition of the existing storage tank to facilitate two lots of the subdivision.
- Installation of additional tankage at the existing reservoir site consisting of two 55,000 litre "poly tanks" and related works for \$120,000 although polyethylene is not an appropriate material for this application in accordance with CRD engineering standards.
- To support the fee simple one lot subdivision a contribution of \$10,000 plus costs associated with a sewer connection although the sewer system is at its theoretical capacity.
- In addition the developer would contribute by preparing supporting documentation including reports and sketches related to future planning of the water utility.

The applicant is suggesting "an approximate valuation of \$7,500 per SFE", however, the CRD is in the process of determining the actual proposed water development cost charges.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee:

- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
 4. That the MoTI approves the subdivision.
 5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.

- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
 2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
 5. That the MoTI approves the subdivision.
 6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
 7. That the applicant provides suitable water storage tanks to the CRD engineering standards.

Alternative 2

That the Port Renfrew Utility Services Committee direct the CRD staff to respond to the water and sewer service requests stating that neither the future one lot subdivision nor the 42 lot subdivision are within either of the established water or sewer services areas and therefore are not eligible for service.

IMPLICATIONS

Alternative 1 – By approving a water service connection in principle subject to the conditions as noted, the one lot could be serviced with water only, provided that improvements are made to increase the capacity of the system for which the applicant is offering.

In addition, by approving a water main extension in principle subject to the conditions as noted, the first phase of the subdivision could be serviced with water provided that improvements are made to increase the capacity of the system for which the applicant is offering.

Alternative 2 – By not approving a water and sewer service connections, the water and sewer services will not be burdened with an increase in demand.

CONCLUSION

The proposed future lot and 42 lot subdivision neither exist and are required to be approved through the MoTI subdivision approval process. Further, for Port Renfrew to provide services the existing service establishment bylaws would have to be revised.


Both of the water and sewer systems are at theoretical capacity and until tangible improvements are completed to both services, additional services should not be approved for connection.

At the request of the land owner, the covenants and MOU are in the process of being removed from land titles with the associated costs to be paid by the land owner.


RECOMMENDATION

That the Port Renfrew Utility Services Committee:


- A) Approve in principle a water service connection only for the future one lot fronting Parkinson Road, subject to the following conditions:
1. That the water service complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 2. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 3. That the covenants, bylaws and MOU are mutually discharged and the developer pays for the associated costs.
 4. That the MoTI approves the subdivision.
 5. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the developer pays the associated costs.
- B) Approve in principle a water main extension to service the first phase (20 lots) of the 42 lot proposed subdivision from Deering Road, subject to the following conditions:
1. Developer to provide a conceptual plan of the proposed future development related to the water system.
 2. That the water main extension complies with all relevant bylaws and applicable codes for servicing (CRD land use approvals, building code, MOTI, etc.).
 3. That the applicant provides amenity contributions to water capacity improvements on a component by component basis or contribution through a future development cost charge (DCC) (subject to adoption of a DCC bylaw), and the applicant addresses the sewer issue separately (private sewer system).
 4. That the covenants, bylaws and MOU are discharged and the applicant pays for the associated costs.
 5. That the MoTI approves the subdivision.
 6. That the PRUSC approve a revision to the existing water service area to include the proposed subdivision and the applicant pays the associated costs.
 7. That the applicant provides suitable water storage tanks to the CRD engineering standards.



Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning



Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence

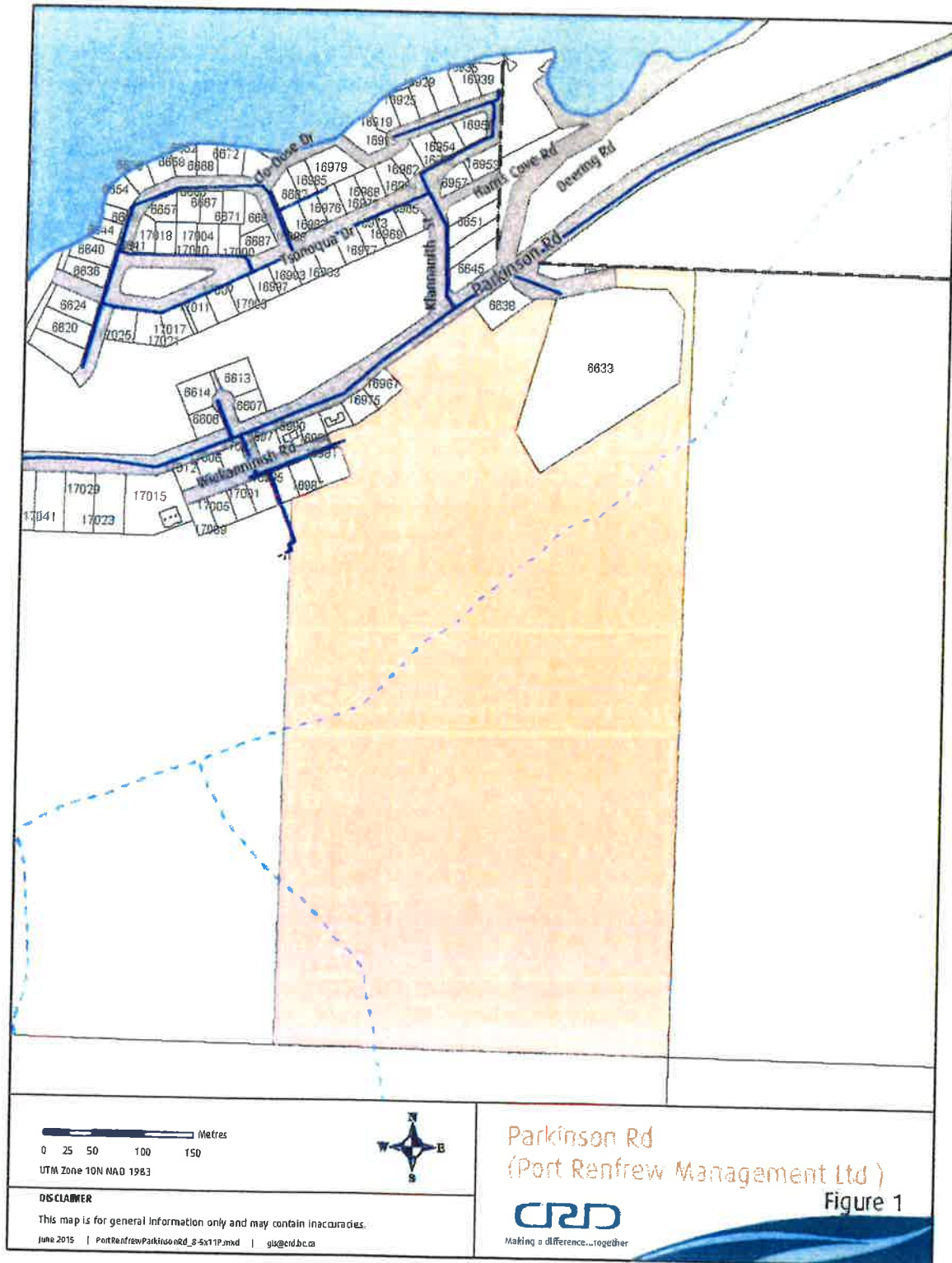


Ted Robbins, B.Sc., C. Tech
General Manager, Integrated Water Services
Concurrence

JM/SM:ls

Attachments –

- Figure 1 – Subject Property
- MSR letter of March 11, 2015
- MSR letter of April 24, 2015



March 11, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca

Attention: Peter Sparanese, P.Eng., Senior Manager

Reference: Port Renfrew Sewer and Water Systems – Discharge of Covenants

Thank you for the opportunity to meet with you and the CRD Integrated Water Services on October 24, 2014 and again most recently on March 9, 2015 with respect to developments in the Port Renfrew area, and the potential impact to the Beach Camp sewer service area, and the Beach Camp and Snuggery Cove water service area. MSR Solutions Inc. has been retained by WealthTerra Capital Management Inc. (WealthTerra) to assist in addressing their sewer and water needs for the phased development of their proposed 42 lot subdivision which has previously received Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure (MoT).

The property along Parkinson Road and Wickanninish Road is generally identified as PID: 000-468-291, The Easterly 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District, and PID: 009-565-787, The West 1/2 of the North West 1/4 of Section 36, Township 13, Renfrew District.

Proceeding with the subdivision will require approval from the CRD Integrated Water Services for connection to the Port Renfrew sewer and water systems. The CRD are unable to provide connection at this time, as they believe works and services are required to meet regulatory objectives, before additional connections can be successfully accommodated. There are also existing covenants on the property, which stipulate borrowing, works and services on the part of the Owner, and the CRD, which have not been implemented, effectively precluding an approval. We have been directed by WealthTerra to seek removal of the covenants with the CRD. Based on this, we note the following.

Covenant (Charge #FB320964)

A loan authorization bylaw was established for the service. But as of this date the loan authorization has expired. In order to comply with the agreement the CRD would need to adopt a new loan authorization bylaw. Subject to 2.13 of the Covenant, the Owner does not

want the CRD to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

Covenant (Charge #FB320966)

The CRD has not adopted a Security Issuing Bylaw nor obtained Temporary Borrowing necessary to construct as per Section 2.14 of the Covenant. Although a Loan Authorization Bylaw was adopted with no borrowings initiated and the bylaw has expired, the Owner is abandoning its intent to pursue a replacement Loan Authorization Bylaw as of this date. A discharge of the covenant from all properties is requested.

We trust this is sufficient to meet requirements of the CRD to proceed with the administrative issues related to cancelling of the covenants and the opportunity to seek alternative means to accommodate sewer and water needs for existing and future development in Port Renfrew.

If you have any questions, or require additional information, please contact the undersigned, or Mr. Karl Ablack directly.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

cc WealthTerra Capital Management Inc., Mr. Karl Ablack (CSC)
CRD Juan de Fuca Electoral Area Planning Services, Ms. June Klassen

MSR SOLUTIONS INC.

April 24, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca

Attention: Peter Sparanese, P.Eng., Senior Manager
Reference: Port Renfrew Management Ltd. – Request for Water Services

INTRODUCTION

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, we are requesting on behalf of Port Renfrew Management Ltd., to apply to the Port Renfrew Utility Services Committee to be included within the Beach Camp Water Service Area. The property is part of a potential 42 lot subdivision along Parkinson Road and Wickanninish Road identified as PID: 000-468-291, and PID: 009-565-787. It is currently outside of the Beach Camp Water Service Area.

We are also requesting an opportunity to allow one fee simple lot into both the water and sewer service to permit the early construction of a home form the long-time Port Renfrew resident, Deanna Blake.



CRD COSTS AND DESIGN FLOW CHARACTERIZATION

The CRD establishes water consumption based on a single family home typical usage or Single Family Equivalent (SFE). The CRD references their Bylaw No. 3847 (*A Bylaw to Provide for Fees and Charges Payable for Utilities and Street Lighting within the Southern Gulf Islands and Juan de Fuca Electoral Areas*). The Bylaw establishes service connection fees as costs of engineering design, approvals and inspections; construction costs to complete the works; and administration costs of an additional 15%. The minimum connection charge is noted at \$400, and an annual user charge of \$203.38, per single family home.

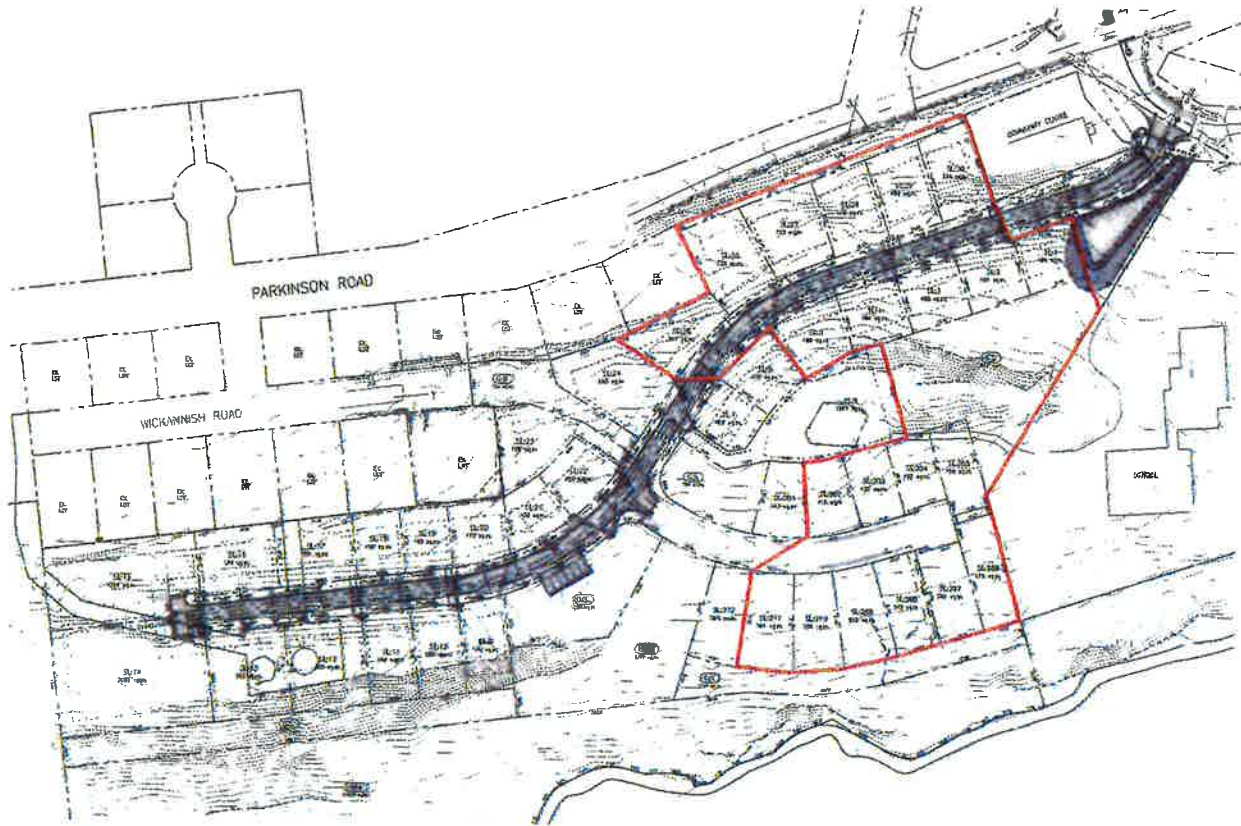
WORKS REQUIRED FOR CONNECTION TO WATER SYSTEM

ONSITE WORKS APPROVED

No onsite works have yet been approved or constructed on the property, as it is still subject to the conditions of the Preliminary Layout Approval (PLA) File 01-001-25599 issued by the Ministry of Transportation and Infrastructure (MoT) in 2008, and any updated requirements. These works require inclusion of the property into the Port Renfrew water system and approval by Island Health of the water system extension. Sewer works would be by an onsite system.

Port Renfrew Management Ltd. is considering the following development stages for the property, subject to compliance with the Preliminary Layout Approval (PLA) from the Ministry of Transportation (MoT)

- Submission of a building permit to allow construction of one home on the property to meet the needs of existing Port Renfrew resident, Ms Deanne Blake, and would consider the existing water connection provided to the property, as well as one sewer connection.
- A phased subdivision of 20 lots with access off Deering Road. These parcels are all within the hydraulic gradient for fire protection from the existing water reservoir site as noted in the original subdivision below and delineated by the red outline.
- The internal servicing would negate replacement of the Asbestos Cement (AC) water system along the frontage of Parkinson Road. This is cause for concern due to the pipe condition, as well as both traffic interruptions and water interruptions required to support this work during the busy summer tourism season.
- Works would include improvements at the intersection of Parkinson Road and Deering Road, at West Coast Road. This will benefit traffic flow and sight lines in the area on behalf of existing residents and visiting guests.



- A separate discussion will be held with the CRD for lands beyond this subdivision of the parcel, including potential for a separate reservoir and water supply system, which could be turned over to the CRD at a future date if desired.

CRD OFFSITE WORKS

In discussions with CRD Integrated Water Services, they have noted the ability to provide water to the site subject to various upgrading requirements. The water system is currently considered to be operating at capacity due to restrictions at the groundwater well (\$20,000 to upgrade) and the booster pump (\$40,000 to upgrade), which with improvements, would provide additional water supply for upwards of 287 SFE. With additional water, other improvements would be required at the water treatment plant for associated controls (\$20,000) to better regulate flows at the reservoir. The proposed works if completed, would increase the water supply from the current 4.5 L/s (70 USgpm) to the capacity of the H2S scrubber at 7.3 L/s (115 USgpm). This is more than sufficient for development within the hydraulic service limits of the existing reservoir.

The CRD has recommended an additional storage capacity requirement of 85,000 Litres (22,500 US gallons). They have suggested costs at about \$385,000, which would include for a new reservoir. However, there is no allowance for a new reservoir location or additional piping in this cost, or impacts to pressure changes on the AC pipe infrastructure.

PROPOSAL FOR CONSIDERATION BY UTILITY COMMISSION

The Port Renfrew Utility Commission has extended the Beach Camp Water Service Area around the Port Renfrew Developments property, and has sited the reservoir on the property. It is a reasonable extension to consider the portion of the property which could be serviced by the existing reservoir into the water service area.

The Beach Camp sewers extend past the subject property, which as a result, contributes to calculations of flows based on inflow and infiltration, and would have negligible impact with one service connection for an existing resident to allow for a new home.

With the additional 20 lots added to the Beach Camp Water Service Area, Port Renfrew Management Ltd. is proposing a phased contribution of \$150,000 towards water system improvements as follows:

- A contribution of \$30,000 to future reservoir improvements to be held by the Utility Commission for contribution back when the works are undertaken.
- Installation of additional tankage at the existing reservoir site consisting of two – 55,000 Litre (15,000 US gallon) poly tanks (NSF 61 rated), including associated piping interconnects at an estimated cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.
- To support the fee simple lot for Ms. Deanne Blake, Port Renfrew Developments would provide a \$10,000 sewer connection contribution, plus costs associated with a subsequent sewer connection to the property. The contribution would support further studies on longer term sewer improvements for the Beach Camp system.

In addition to the above, Port Renfrew Management Ltd. will prepare supporting documentation including reports and sketches in accordance with CRD Integrated Water Services requirements for a new reservoir site and supply/distribution system. This will include potential interconnects at a pressure reducing station to allow removal of the existing reservoir and completion of the subdivision of that area.

Port Renfrew Management Ltd. will be responsible for all costs associated with the supply of potable water to the internal subdivision including servicing of the properties fronting Parkinson Road from the internal strata road to negate replacement of that section of AC pipe across the Parkinson Road property frontage.

In return, the PRUC will agree to provide Port Renfrew Management Ltd. with one fee simple lot on Parkinson Road including sewer and water connections subject to an interim Service Area adjustment. PRUC will expand the Beach Camp Service Area to allow the strata subdivision off Deering Road, with completion of the reservoir addition. This equates to an approximate valuation of \$7,500 for a SFE connection to the PRUC, in addition to servicing costs associated with extending of service to the site.

SUMMARY

The proposed reservoir expansion on the Port Renfrew Management Ltd. site will provide a long term resolution of capacity requirements for the Snuggery Cove and Beach Camp Water Service Areas and amended boundaries including the proposed 20 lot development.

The agreement of using the existing water connection and allowing one additional sewer connection will support a long time Port Renfrew resident in meeting their desire for a new home, which has been on hold for more than a year, while solutions have been sought by all parties.

The ability to complete the subdivision with connection to the Beach Camp Water Service Area will allow for required improvements at the main town intersection, benefiting all residents and visitors.

There is an opportunity for the both parties to accept the above noted solutions which will provide long term benefits to the Port Renfrew water system at no additional expense to the existing water users. The developments, will provide an immediate boost to the community and lifestyle, which will help in the longer term of creating a vibrant and sustainable Port Renfrew.

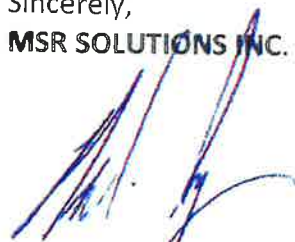
We believe the above is a workable solution, and request the CRD to support the Port Renfrew Utility Commission and Local Area Director in allowing the contributions to be provided by Port Renfrew Developments Ltd., as noted above, and the improvements to be installed.

We would be pleased to meet with you at your convenience to discuss and finalize an interim agreement with the various parties, such that the temporary water service can be provided now, and the remaining works pursued through the regulatory approval channels.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

cc Port Renfrew Management Ltd., Mr. Karl Ablack (CSC)
Juan de Fuca Local Area Director, Mr. Mike Hicks

Application for Connection to Sewer/Water Utility

Pursuant to the regulations applicable to the Utility indicated below

PLEASE PRESS HARD YOU ARE MAKING FOUR (4) COPIES

I, Miko Seymour (PDR Solutions Inc.), being the owner or acting with the owner's consent hereby make application for a utility connection to the property indicated below.

I agree to be subject to all Bylaws, Rules and Regulations and to pay such rates as are thereby specified.

Name of Owner Port Renfrew Management Ltd
 Street 96 Glenside View
 City Cochrane
 Prov. AB Postal Code T4C 1P2
 Phone No. 250-388-0268

Name of Contractor Troy Dorman
 Street Beard Road
 City, Village Port Renfrew
 Prov. BC Postal Code _____
 Phone No. _____

Utility/Utilities to which a connection is requested.

SEWER UTILITIES

- ☐ Magic Lake Estates
☐ Ganges
☐ Malview Estates
☐ Port Renfrew
☐ Other (specify) _____

WATER UTILITIES

- ☐ Magic Lake Estates
☐ Fernwood
☐ Highland
☒ Port Renfrew
☐ Lyall Harbour/Boot Cove
☐ Other (specify) _____

Description of Property to which a connection is requested.

Street Address (if applicable) Parkinson Road and Deering RoadLegal Description - Lot Number NW 1/4 Section 36 Plan No. _____Tax Assessment Folio Number 000-468-291 and 009-565-787INTENDED USE OF PROPERTY Single FamilyDate April 24 2015

Signature of applicant _____

FOR OFFICE USE ONLY

Date application received _____ Drawings received: Yes _____ No _____

Application reviewed by _____ Date payment received _____

Date work order issued _____ Date installation complete _____

Your application for a utility connection has been approved as detailed below. This connection will be installed upon receipt of the connection fee and necessary approvals. The fee for this connection is: \$ _____

Details of Connection: _____

Approved by: _____ Date: _____



Making a difference....together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF TUESDAY, AUGUST 4, 2015

SUBJECT **PROPOSAL FOR WATER SYSTEM IMPROVEMENTS**

ISSUE

At the meeting of June 22, 2015, the Port Renfrew Utility Service Committee (PRUSC) directed the Capital Regional District (CRD) staff to work with the developers to prepare a proposal to address water storage and capacity issues related to the Port Renfrew water system for the PRUSC consideration.

BACKGROUND

At the previous meeting of June 22, 2015, the PRUSC directed the CRD staff to work with the developers through their engineering consultant MSR Solutions (MSR) with the objective of identifying a solution to address the PRUSC concern regarding increased water storage and capacity required to support potential development.

As a result, the CRD staff and MSR met on June 29, 2015, and identified options to provide water storage and other system improvements with the expectation that MSR would prepare a proposal that meets the needs of the developers, PRUSC and is realistic of the technical considerations, costs, timelines, approvals etc. in order to achieve both the short and long-term water servicing and system improvement goals.

MSR submitted a proposal to CRD on July 10, 2015. In summary, the proposal identified water system improvements in phases, with cost estimates for the proposed works and with funding primarily being provided by the developers except for a future pipe project with expected cost sharing with the CRD/PRUSC. Further, in the proposal both the single family equivalent (SFE) amounts were revised and increased, including the timing in which they were proposed to be from the June 22 staff reports and included other development partners.

MSR's Proposal

The following information summarizes the proposed improvements, estimated costs, developer contributions and expected SFE's (refer to the attached copy of MSR's July 10, 2015 letter) (For consistency, the proposed work descriptions and partner names are as shown by MSR):

1. Well pump and booster pump at a cost of \$180,000 for 20 SFE's (presumably November 2015)
 - Port Renfrew RV Resort - \$140,000 for 15 SFE's
 - Port Renfrew Management - \$40,000 for 5 SFE's
2. 100,000 gallon bolted steel reservoir at a cost of \$320,000 for 40 SFE's (May 2016)
 - Port Renfrew RV Resort - \$160,000 for 20 SFE's
 - Port Renfrew Management - \$120,000 for 15 SFE's
 - 6649 Godman Road - \$40,000 for 5 SFE's

3. Booster station and main upgrades at a cost of \$430,000 for 35 SFE's (May 2017)
 - Port Renfrew Management - \$350,000 for 30 SFE's
 - Pacific Gateway Marina - \$80,000 for 5 SFE's
4. Supply line replacement from WTP at a cost of \$800,000 for 192 SFE's (May 2020)
 - Port Renfrew RV Resort - \$60,000 for 10 SFE's
 - Port Renfrew Management - \$180,000 for 36 SFE's
 - Pacific Gateway Marina - \$160,000 for 25 SFE's
 - CRD/PRUSC - \$400,000 for 121 SFE's

MSR estimates the total costs of the proposal at \$1,730,000 for a total increase of 287 SFE's. MSR's latest proposal does not include sewer servicing, which would have to be pursued separately. The developer contribution amounts have been negotiated by MSR and have not been verified by CRD. It should be noted that Pacific Gateway Marina and the developer of the 6649 Godman Road property have been included as partners in the proposal.

A \$30,000 amount is also included in the total cost of the proposal and is identified as CRD Engineering and Administration costs for the removal of covenants and Memorandum of Understanding (MOU) from the Port Renfrew Management land titles and administrative effort to revise the existing bylaws to include future development in the water service area. The CRD expects that its effort related to administration and implementation of the improvements including technical and administrative oversight, operator involvement for construction logistics and commissioning is included.

The CRD staff conducted a preliminary review of the MSR proposal and feel that there are a number of challenges associated with the timing, approvals (in service area versus out of service area), and information necessary to thoroughly assess it, including the need to develop a new MOU. Further, there is new information such as the SFE amount for the Port Renfrew RV Park that was previously identified as totaling 15 SFE's and now totals 45 SFE's. Furthermore, the overall MSR proposed SFE's of 287 is not achievable based on the short-term upgrades as conceptualized with the limiting factor being the capacity of the hydrogen sulfide scrubber (approximately 185 SFE's). Major improvements such as those noted in the old MOU would need to be completed to achieve a greater increase of SFE's. However, of the MSR proposal (items #1 and #2) the need to increase pump capacity and provide a storage tank are consistent with PRUSC's direction. The latter items #3 and #4 are not of sufficient detail to determine all of the implications. MSR's proposal also requested "immediate" connections to the water system before any of the improvements are undertaken but this is not recommended so as to not impact the level-of-service for the existing customers. Further, the MSR information did not address the other issues (statement of conditions) as noted in the staff reports of June 22, 2015.

CRD's Modified Proposals

In light of the above assessment, the CRD identified two modified proposals to the MSR proposal so as to better coincide with the development proposals considering phasing, eligibility for water service, increase to system capacity and storage.

Further, the CRD and owner of the Port Renfrew Management lands are in the process of having the covenants removed. Once the MOU/covenants and all other approvals are achieved the PRUSC should reconsider inclusion of the first 5 SFE's of the Port Renfrew Management development.

Modified Proposal #1 (Recommended)

As a result it is proposed that the 6649 Godman Road development proceed first versus Port Renfrew Management as it is within the water service area, is of the equivalent amount (\$40,000), and does not require a series of approvals in order to proceed. The Port Renfrew Management development (5 SFE) is not in the water service area and requires several approvals and actions before proceeding with the development, therefore this should be included in item 2 (phase 2).

Therefore the CRD's modified proposal #1 is as follows and would see the following work phases and partners:

Phase 1 - Well pump and booster pump for a cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- **Revised:** 6649 Godman Road \$40,000 for 5 SFE's

Phase 2 - 100,000 gallon bolted steel reservoir for a cost of \$320,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- **Revised:** Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal would result in increased well and booster pump capacity (phase 1), and increased permanent storage (phase 2) of 100,000 USg all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

Modified Proposal #2

Another proposal, whereby storage could be implemented in the initial work is to consider the MSR proposal of April 24, 2015 related to the installation of additional storage as an immediate work item. All options for additional storage using a steel tank including a reduced amount of storage (smaller second tank) upfront were seen as cost prohibitive by the developers.

However, MSR's April proposal stated "*Installation of additional tankage at the existing reservoir site consisting of two-55,000 litre (15,000 US Gallon) poly tanks (NSF 61), including associated piping, interconnections at an estimate cost of \$120,000 including engineering and taxes. This work would be completed no later than June 2016.*" This improvement would see an increase of 30,000 US gallons of storage at the existing tank site.

It should be noted that additional storage alone would have limited benefit if the water supply to the tanks is not increased (i.e. well pump and treatment plant booster pump capacity) as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

Phase 1 - Well pump (only) and poly storage tankage at an estimated cost of \$180,000 for 20 SFE's (summer/fall 2015)

- Port Renfrew RV Resort - \$140,000 for 15 SFE's
- 6649 Godman Road developer \$40,000 for 5 SFE's

Phase 2 – The balance of the pump improvements at an estimated cost of \$120,000 and gift contribution of \$200,000 for 40 SFE's (May 2016)

- Port Renfrew RV Resort - \$160,000 for 20 SFE's
- Port Renfrew Management - \$160,000 for 20 SFE's

Regarding the future Phases (3 and 4 as identified by MSR), further details and approvals are needed before any further consideration is given to these proposed improvements.

In summary, this modified proposal #2 would result in increased well pump capacity and increased storage (30,000 USg poly tankage) (phase 1), increased treatment plant booster pump capacity (phase 2) and a contribution of \$200,000 for a future permanent storage tank all totaling \$500,000.

Any proposed work would only proceed under a formal agreement between the CRD and the partners. Proposed work should conform to all relevant bylaws, specifications, bonding, insurance and engineering standards.

No connections to the existing water system, until the improvements described above are completed.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee approve in "principle":

The CRD's modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*

and;

- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*

- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.
 - and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer Inclusion Request – Parkinson Road"* and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 2

That the Port Renfrew Utility Services Committee approve in principle:

The CRD's modified proposal #2 whereby:

- 1)
- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and poly tanks) for 15 SFE's and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water Service Application for 6504 Parkinson Road."*
 - and;
 - b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and poly tanks) for 5 SFE's and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Proposed subdivision – 6649 Godman Road, Port Renfrew"*
- 2)
- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.
 - and;
 - b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (booster pump and cash contribution for future storage) for 20 SFE's and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *"Water and Sewer*

- Inclusion Request – Parkinson Road” and*
- ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)

Alternative 3

That the Port Renfrew Utility Services Committee request that CRD staff provide additional information.

IMPLICATIONS

Alternative 1 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #1 in principle, the offered component improvements will increase the capacity and future storage and allow development to proceed at no upfront cost to the PRUSC. The CRD's modified proposal better coincides with the development proposals considering phasing and eligibility for water service.

Alternative 2 – In Port Renfrew Utility Services Committee approving the CRD's modified proposal #2 in principle, that offers additional storage by way of poly tanks and component improvements with contribution towards a future permanent storage tank will increase the storage and future capacity and allow development to proceed at no upfront cost to the PRUSC.

However, this alternative may not provide all the storage requirements for the future phases until a permanent tank is commissioned. Poly tanks may also have less durability and a reduced life span as opposed to a bolted steel tank. In addition, additional storage alone would have limited benefit if the water supply to the tanks is not increased from *both* the well pump and treatment plant booster pump as the tanks would eventually empty if the demand for water is greater than the availability of the system to supply the water.

Alternative 3 – If the Port Renfrew Utility Services Committee requests the CRD staff provide additional information, CRD staff will provide information at a future meeting.

CONCLUSION

On direction from the PRUSC, the CRD staff and MSR have worked to identify proposed options to increase the storage and capacity of the Port Renfrew water system to facilitate future development. MSR presented the CRD with a proposal identifying upgrades and phasing of the development, however the CRD identified proposals to better coincide with phasing and eligibility for water service. Based on the modified proposals the developers would undertake component improvements to increase capacity and be able to connect an agreed upon amount of SFE's to the Port Renfrew Water system provided they still meet the statement of conditions as previously outlined by the CRD. Connections should only be made once improvements are completed to increase capacity.

RECOMMENDATION

That the Port Renfrew Utility Services Committee approve in “principle”:

The CRD’s modified proposal #1 whereby:

1)

- a) Phase 1 - Port Renfrew RV Resort gift the component improvements at an estimated value of \$140,000 (Well pump and booster pump) for 15 SFE’s and that the Port Renfrew RV Resort also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *“Water Service Application for 6504 Parkinson Road.”*

and;


- b) Phase 1 – The 6649 Godman Road developer gift the component improvements at an estimated value of \$40,000 (Well pump and booster pump) for 5 SFE’s and that the developer of 6649 Godman Road also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *“Proposed subdivision – 6649 Godman Road, Port Renfrew”*

2)


- a) Phase 2 - Port Renfrew RV Resort gift the component improvements at an estimated value \$160,000 (steel tank) for 20 SFE’s and
 - i) That Port Renfrew RV Resort provide further details for the CRD to assess the impacts and implications of the next stage of their development.

and;

- b) Phase 2 - Port Renfrew Management gift the component improvements at an estimated value of \$160,000 (steel tank) for 20 SFE’s and
 - i) That Port Renfrew Management also comply with the statement of conditions outlined in the staff report of June 22, 2015 entitled *“Water and Sewer Inclusion Request – Parkinson Road”* and
 - ii) That Port Renfrew Management provide further details for the CRD to assess the impacts and implications of their development, and
 - iii) Not proceed until a staff report is prepared for item 2. a) i) and 2.b)ii)



Joseph Marr, P.Eng.
Project Engineer, Infrastructure Engineering
and Operations



Scott Mason, B.Sc., P.Eng.
Manager, Water Engineering and Planning



Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence



Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services
Concurrence

JM:ls

Attachments: MSR letter of July 10, 2015

MSR SOLUTIONS INC.

July 10, 2015

File: 14-190

Capital Regional District
Integrated Water Services
479 Island Highway
Victoria, BC, V9B 1H7

By email: sparanese@crd.bc.ca

Attention: Peter Sparanese, P.Eng., Senior Manager

Reference: Port Renfrew Utility Services Committee – Request for Water Services

INTRODUCTION

Further to our various meetings with the Capital Regional District, Integrated Water Services, and the Juan de Fuca Local Area Director, Mr. Mike Hicks, and our presentation to the Port Renfrew Utility Services Committee on June 23, 2015, we understand a clear and precise proposal is to be submitted for consideration, which addresses concerns raised by the PRUSC.

The desire is to have works staged, such that development may proceed without significant upfront loaded costs, and without impact to future capacity of the system. In other words, development does not proceed unless monies are contributed to the works, and the works are completed, except where noted.

The following works and cost sharing are proposed

Works Proposed	Estimated Cost	Completion Date	Partners	Contribution	SFE Provided
Well Pump and Booster Pump	\$ 180,000	November 2016	Port Renfrew RV Resort	\$ 140,000	15
			Port Renfrew Management	\$ 40,000	5
100,000 Gallon Bolted Steel Reservoir	\$ 320,000	May 2016	Port Renfrew RV Resort	\$ 160,000	20
			Port Renfrew Management	\$ 120,000	15
			6649 Godman Road	\$ 40,000	5
Booster Station and Main Upgrades	\$ 430,000	May 2017	Port Renfrew RV Resort		0
			Port Renfrew Management	\$ 350,000	30
			Pacific Gateway Marina	\$ 80,000	5
Supply Line Replacement from WTP	\$ 800,000	May 2020	Port Renfrew RV Resort	\$ 60,000	10
			Port Renfrew Management	\$ 180,000	36
			Pacific Gateway Marina	\$ 160,000	25
			CRD/PRUSC Cost Share	\$ 400,000	121
	\$ 1,730,000			\$ 1,730,000	287

The well and booster pump improvements would be undertaken by Port Renfrew RV Resort and Port Renfrew Management Ltd., and contributed to the PRUSC in allowing the properties to connect immediately to the water system, while covenants and the previous MoU are removed from titles, and the Water Service Areas are adjusted.

The 100,000 gallon bolted steel tank would be installed on the site of the old wood stave tank and be commissioned by May 2016 to allow for approvals and a spring construction period. The combined works will exceed the design capacity and fire flow capacity, as required by the CRD, and desired by the PRUSC. In exchange for this contribution, the RV Resort, PR Management and the property at 6649 Godman Road will be provided with additional capacity to be developed over the ensuing years.

When development proceeds beyond the 20 lower lots at PR Management property, a booster pump will be required, and similarly for the upper portion of PR RV Resort. If these properties do not develop, the benefits of the booster pump are not required. The benefit of the booster station will also support the Snuggery Cove Service Area which currently suffers from low pressure under high water demands.

The upgrade to the supply line from the existing treatment works and the reservoirs is a critical issue for the PRUSC, as it is near end of life. Without the support of development, PRUSC will have to obtain grant monies, or pass the costs onto existing residents. The developers have proposed contribution in successive years subject to development growth, which would offset contributions by PRUSC.

The above works can be undertaken on the basis of simple agreements of service connections by contribution to system improvements undertaken by the parties. It is only the future upgrade of the supply line which has an identifiable Development Cost Charge basis or around \$6,000 per new connection, based on CRD/grant contributions.

Overall contributions are noted in the above table, and subject to acceptance by PRUSC and the CRD, the developers will agree to proceed with the works in return for the noted single family equivalent connections, in the timelines noted. Failure of the developments to comply, will not impact PRUSC and residents by any means, other than unimproved infrastructure as it currently operates.

If you have any questions, or require additional information, please contact the undersigned.

Sincerely,

MSR SOLUTIONS INC.



Mike Seymour, ASCT, Eng. L.
Manager, Water & Wastewater Systems

Enclosure: Cost Estimates and Contribution

cc Port Renfrew RV Resort, Mr. Jack Julseth, and Mr. David Flaig
Port Renfrew Management Ltd., Mr. Karl Ablack, and Mr. Jason Brown
Pacific Gateway Marina, Mr. Paul McFadden and Mr. Duane Shaw

6649 Godman Road, Mr. James Lum
Juan de Fuca Local Area Director, Mr. Mike Hicks
Port Renfrew Utility Services Committee, Mr. Rob Wilson

Port Renfrew Water System Proposed Works and Cost Share

Description	Item	Unit	Rate	SubTotal	Totals
					\$ 234,000
Main Reservoir					
Reservoir Pad Preparation		1 LS	\$ 10,000	\$ 10,000	
STT Bolted Steel Reservoir (100,000 g)		1 LS	\$ 189,000	\$ 189,000	
Interconnecting Piping		1 LS	\$ 35,000	\$ 35,000	
Well Pump					
Pump RE and RE		1 LS	\$ 16,000	\$ 16,000	\$ 19,000
Electrical Field Wiring		1 LS	\$ 3,000	\$ 3,000	
Booster Pump at WTP					
Equipment Supply		1 LS	\$ 18,625	\$ 18,625	\$ 52,125
Valves and Piping		1 LS	\$ 8,500	\$ 8,500	
Electrical and Mechanical Install		1 LS	\$ 25,000	\$ 25,000	
CRD Engineering and Admin Costs					
Removal of Covenants and MoU		1 LS	\$ 10,000	\$ 10,000	\$ 30,000
Administration		1 LS	\$ 20,000	\$ 20,000	
Engineering and Construction Services					
Project Planning and Discussions		1 LS	\$ 10,000	\$ 10,000	\$ 62,500
Electrical Design		1 LS	\$ 5,000	\$ 5,000	
Design of Improvements		1 LS	\$ 15,000	\$ 15,000	
Approvals from VIHA and CRD		1 LS	\$ 5,000	\$ 5,000	
Tendering of Works		1 LS	\$ 2,500	\$ 2,500	
Services During Construction		1 LS	\$ 20,000	\$ 20,000	
Commissioning and Record Dwg		1 LS	\$ 5,000	\$ 5,000	
Subtotal					\$ 397,625
Contingency (15%)					\$ 59,644
PST on Equipment					\$ 16,249
GST (5%)					\$ 22,863
Total Estimated Costs					\$ 500,000

Additional Options to Provide Further Improvements and Benefits to Snuggery Cove and PRML**Booster Station**

Building for Booster 12'x12'	144 sq.ft.	\$	150	\$	22,000	\$	122,000
Booster Station	1 LS	\$	75,000	\$	75,000		
Electrical and Mechanical Install	1 LS	\$	25,000	\$	25,000		

Supply Piping to Parkinson Road

200 mm PVC Watermain	220 lm	\$	300	\$	66,000	\$	171,000
75 mm Poly Supply Line in PRML lands	500 lm	\$	100	\$	50,000		
Valves	4 Ea	\$	1,300	\$	5,200		
AC Pipe Interconnect	1 LS	\$	20,000	\$	20,000		
Rock Excavation	50 m3	\$	200	\$	10,000		
Asphalt Reinstatement	220 m2	\$	90	\$	19,800		

Engineering and Construction Services

Project Planning and Discussions	1 LS	\$	2,000	\$	2,000	\$	62,000
Structural Design	1 LS	\$	5,000	\$	5,000		
Electrical Design	1 LS	\$	10,000	\$	10,000		
Design of Improvements	1 LS	\$	15,000	\$	15,000		
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000		
Tendering of Works	1 LS	\$	5,000	\$	5,000		
Services During Construction	1 LS	\$	15,000	\$	15,000		
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000		

Subtotal						\$	355,000
Contingency (15%)						\$	53,250
PST on Equipment						\$	5,250
GST (5%)						\$	20,413
Total Estimated Costs						\$	430,000

Additional Options to Provide Further Improvements and Benefits (PGM+Extra Capacity only)

Water Supply Line Upgrade

75 mm from Well site to Deering Road	1600 lm	\$	150	\$	240,000	\$	447,000
Rock Excavation Allowance	150 m3	\$	200	\$	30,000		
Flagging Crew	21 days	\$	2,000	\$	42,000		
Paving Reinstatement	1500 m2	\$	90	\$	135,000		

Engineering and Construction Services

Project Planning and Discussions	1 LS	\$	2,000	\$	2,000	\$	117,000
Design of Improvements	1 LS	\$	40,000	\$	40,000		
Approvals from VIHA and CRD	1 LS	\$	5,000	\$	5,000		
Tendering of Works	1 LS	\$	5,000	\$	5,000		
Services During Construction	1 LS	\$	60,000	\$	60,000		
Commissioning and Record Dwg	1 LS	\$	5,000	\$	5,000		

Subtotal						\$	564,000
Contingency (35%)						\$	197,400
GST (5%)						\$	38,070
Total Estimated Costs						\$	800,000

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4055**

**PORT RENFREW WATER SUPPLY LOCAL SERVICE ESTABLISHMENT
BYLAW NO. 1, 1989, AMENDMENT BYLAW NO. 4, 2016**

The Board of the Capital Regional District in open meeting assembled, enacts as follows:

1. Bylaw No. 1747, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989" is hereby amended as follows:

By deleting Schedule "A" and substituting therefore the attached amended Schedule "A", which includes, THE WEST ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT, EXCEPT THOSE PARTS IN PLANS 5109, 24267 AND 24755 AND THE EASTERLY ½ OF THE NORTH WEST ¼ OF SECTION 36, TOWNSHIP 13, RENFREW DISTRICT, EXCEPT THAT PART SHOWN COLOURED RED ON PLAN 346-R, AND EXCEPT THOSE PARTS IN PLANS 22475, 24267, 24755, 41154, 50819 AND VIP59967.

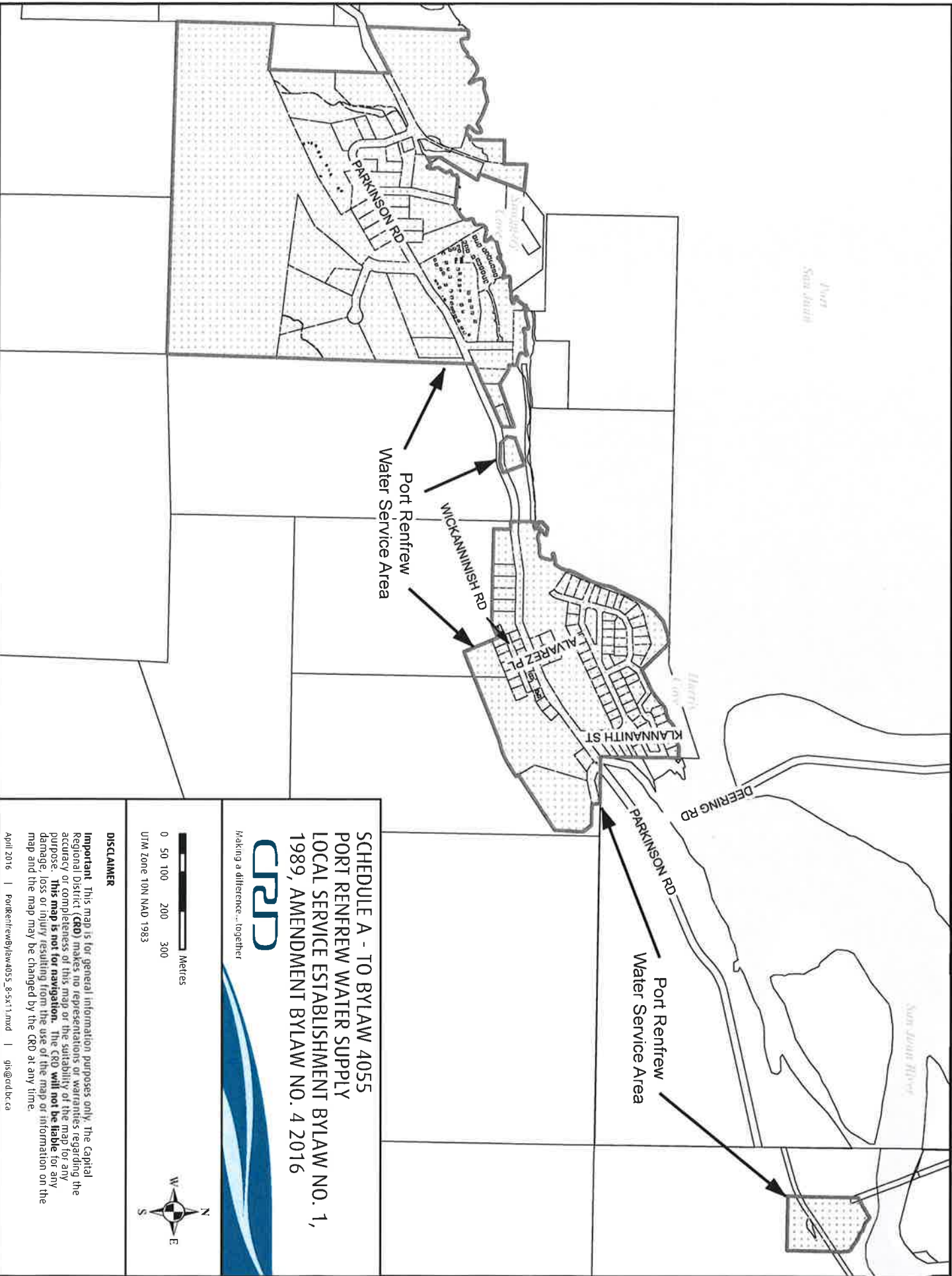
2. This Bylaw may be cited as "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No.4, 2016".

READ A FIRST TIME THIS	DAY OF	2016
READ A SECOND TIME THIS	DAY OF	2016
READ A THIRD TIME THIS	DAY OF	2016
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	DAY OF	2016
CONSENTED TO BY THE DIRECTOR OF THE JUAN DE FUCA ELECTORAL AREA THIS	DAY OF	2016
ADOPTED THIS	DAY OF	2016

CHAIR

SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	DAY OF	2016
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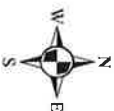
**SCHEDULE A - TO BYLAW 4055
PORT RENFREW WATER SUPPLY
LOCAL SERVICE ESTABLISHMENT BYLAW NO. 1,
1989, AMENDMENT BYLAW NO. 4 2016**

Making a difference... together



0 50 100 200 300 Metres

UTM Zone 10N NAD 1983



DISCLAIMER

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REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, APRIL 25, 2016

SUBJECT **WATER AND WASTEWATER OPERATIONS REPORT – FALL/WINTER 2015-2016**

ISSUE

The purpose of this report is to provide the Port Renfrew Utility Services Committee (PRUSC) with general information regarding operational activities carried out for the water and wastewater service.

BACKGROUND

The items listed below are intended to capture significant regular maintenance undertakings, capital project activities and unplanned emergency events. The report does not provide information with respect to ongoing operational and preventative maintenance programs.

Sewer System Activities

- On November 20, 2015 the motor on blower #1 at the wastewater treatment plant (WWTP) was not performing as it should and was replaced with a new motor at a cost of \$590 plus installation.
- On January 26, 2016 Core Area Operations staff assisted the local operator in inspecting the impellers in the two sewage lift pumps at the WWTP. Upon inspection it was observed that both impellers were clogged with rags to the point that the impellers were no longer visible. When the ragging material was removed it was noticed that the impellers were chipped and damaged to such an extent that they were no longer able to properly grind influent material as they are designed. Two new impellers have been replaced at a total cost of \$2,564 plus taxes and installation.

Water System Activities

- On October 14, 2015 Core Area Operations staff assisted the local operator with a watermain repair at 17025 Tsonoqua Drive. The cause of the main break isn't certain, but age was likely a factor. The failure was a circumferential break and a leak clamp was used for repairs avoiding a shut down. There is a history of similar breaks in this area.
- On November 18, 2015 a heavy wind storm significantly damaged the private powerline to the water treatment plant. A Hydro contractor was required to travel to Port Renfrew and replace cross arms and reinstate the powerline between four spans. There were sufficient funds remaining in the operating budget to cover the contractor costs of \$9,873. While the Hydro power was down, the local operator utilized the onsite diesel generator and storage reservoir to manually maintain water supply to Port Renfrew.
- On January 5, 2016 Core Area Operations staff assisted the local operator with a water service repair at 6656 Queesto Drive. The water service was plugged where it connects to the watermain and was affecting only the single resident it served.

CONCLUSION

The operations staff attended to the regular operational and maintenance activities for the water and wastewater service between October 2015 and March 2016.

RECOMMENDATION

That the Port Renfrew Utility Services Committee receive the report for information.

Cam Preece
Manager, Core Area Operations
Integrated Water Services

Matthew McCrank, M.Sc., P.Eng.
Senior Manager, Infrastructure Operations
Integrated Water Services

Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services
Concurrence

CP:ls



Making a difference...together

REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE MEETING OF MONDAY, APRIL 25, 2016

SUBJECT **PORT RENFREW WASTEWATER TREATMENT PLANT UPDATE**

ISSUE

To inform the Port Renfrew Utility Services Committee (PRUSC) of the need to upgrade the Port Renfrew Wastewater Treatment Plant (WWTP) to meet the current discharge permit requirement.

BACKGROUND

The current Port Renfrew WWTP was commissioned in the 1960's and has operated with little process change since. At the June 22, 2015 PRUSC meeting staff presented a report highlighting the current capacity and condition issues with the WWTP and conveyance system. The current WWTP has a capacity of 50m³/d but can experience dry weather peak flows in excess of 75m³/d during the summer. Therefore, the committee passed the following motion:

- a. Receive the report for information; and
- b. Utilizing the budget of \$3,500 from Capital Reserves, direct staff to further develop the conceptual plan for the short term upgrades and a Class C cost estimate.

Since the June 22, 2015 committee meeting, staff have inquired with vendors regarding the feasibility of using the existing WWTP tankage and expansion of the treatment process to address the current capacity deficiency resulting in compliance issues with respect to current discharge permit requirements. Treatment technology equipment vendors were requested to provide proposals for increasing the treatment capacity from 50m³/d to 100m³/d while maintaining the same facility foot print and utilizing the existing concrete tanks. Table 1 summarizes three proposals that were received:

Table 1 – Summary of Received WWTP Proposals

Treatment Technology	Constraints	Vendor Supplied Capital Costs*
Advanced Sequencing Biological Reactor (ASBR)	<ul style="list-style-type: none"> • Additional tank required • Screening and variable speed influent pumps required • No history of use within the CRD 	\$270,000
Membrane Bio-Reactor (MBR)	<ul style="list-style-type: none"> • Additional building required • Fine screens required 	\$191,000 - \$396,000
Moving Bed Biofilm Reactor (MBBR)	<ul style="list-style-type: none"> • Additional tank required • Influent screens required 	\$485,000

* Costs for only of supply and shipping of vendor supplied equipment – see total project costs below

To upgrade the WWTP additional equipment and costs are required to incorporate vendor supplied treatment technology equipment noted in Table 1. Table 2 below summarizes the additional costs which includes equipment, engineering, operations, administration, regulatory approvals, commissioning, etc.

Table 2 – Additional Equipment and Costs to Complete the WWTP Upgrades

Item	Cost
Influent Screens	\$200,000
Influent Pumps with VFDs	\$100,000
Upgrade Hydro Service	\$20,000
Range of Vender Supplied Costs (from Table 1)	\$191,000 to \$485,000
Subtotal of Supply and Construction Costs	\$511,000 to 805,000
Construction Contingency (30% of Subtotal)	\$153,000 to \$240,000
Engineering	\$150,000
Operations	\$40,000
Administration	\$20,000
Project Total Estimated Cost	\$874,000 to \$1,255,000*

* - The total estimated cost is just to bring the existing treatment plant back into compliance for the existing service area (it will not add any capacity for new developments).

For a fair comparison of the different technologies, lifecycle costing including operation and maintenance costs, sludge disposal is required. Lifecycle and capital costs are determined over the life of the equipment/facility, typically 50-75 years, and brought back to current dollars to determine the best value to the service area. This analysis typically happens during the preliminary design phase to determine the wastewater technology that provides the best value to the service.

Additionally, the Ministry of Environment was not contacted to determine permitting requirements. As outlined in the June 22, 2015 staff report, the Ministry may have concerns regarding the outfall and WWTP location with respect to the tsunami and climate change flood zone. The Ministry will have to be contacted for comment if this this project moves ahead.

As of December 31, 2015, the Port Renfrew Sewer Local Service 1 had \$6,897 in the Capital Reserve Fund and \$19,281 in the Equipment Replacement Fund. This is insufficient to carry out the project and borrowing will be required to fund the upgrades.

ALTERNATIVES

Alternative 1

That the Port Renfrew Utility Services Committee receive this report for information and direct staff to present a report on funding for treatment system upgrade options at the next committee meeting.

Alternative 2

That the Port Renfrew Utility Services Committee receive this report for information and request additional information.

IMPLICATIONS

Alternative 1

Staff will prepare a staff report outlining the funding options available to the Port Renfrew Sewer Service Area mainly comprised of a referendum or alternative approval process, as well as steps necessary in carrying the processes out and general timelines for the committee's consideration.

Alternative 2

Staff will address the committee's questions and present a staff report at the next committee meeting.

CONCLUSION

The Port Renfrew wastewater treatment plant is over 50 years old and experiences capacity issues. Previous conceptual designs to expand the WWTP capacity were for temporary expansion until a new treatment facility was constructed, a new WWTP is not anticipated to be constructed. To ensure regulatory compliance with the discharge permit the WWTP's capacity should be increased.

RECOMMENDATION

That the Port Renfrew Utility Services Committee receive this report for information and direct staff to present a report on funding for treatment system upgrade options at the next committee meeting.

Dale Puskas, P.Eng.
Project Engineer
Infrastructure Engineering

Malcolm Cowley, P.Eng.
A/ Senior Manager, Infrastructure Engineering

Ted Robbins, B.Sc., C.Tech
General Manager, Integrated Water Services
Concurrence

DP:ls