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**PORT RENFREW UTILITY SERVICES COMMITTEE  
ANNUAL GENERAL MEETING**  
Notice of Meeting on Monday, November 7, 2016 at 6 p.m.  
Port Renfrew Recreation Centre

Director Mike Hicks (Chair)   Karl Ablack   Maurice Tremblay   Kristine Pearson  
Wayne Smith   Anne Tremblay

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**AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of Annual General Meeting of September 21, 2015
3. Chair's Report
4. 2015 Annual Report (information report)
5. Election of Committee Members
6. New Business
7. Adjournment

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To ensure a quorum, advise Lorrie Siemens 250.360.3087 or [lsiemens@crd.bc.ca](mailto:lsiemens@crd.bc.ca) if you cannot attend.



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

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**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)  
75 Members of the Public

The meeting was called to order at 6:05 pm.

**1. Approval of Agenda**

The agenda was amended as follows:

- Move Item 5 to Item 3 to follow Adoption of Minutes.
- Add a Director's Report to follow Chair's Report

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

**CARRIED**

**2. Adoption of Minutes of Annual General Meeting of September 23, 2014**

**MOVED** by Director Hicks, **SECONDED** by A. Tremblay,  
That the minutes of the Annual General Meeting of September 23, 2014 be adopted as previously distributed.

**CARRIED**

**3. Election of Committee Members**

It was noted that Janice Hiles had withdrawn her nomination prior to the meeting. Chris Welham and Reet Marie Buckler advised, prior to voting, that they were withdrawing their nominations

Total membership on the committee is seven (7), including the electoral area director and the Pacheedaht representative. Two terms are expiring on December 31, 2015 as follows:

- One (1) individual who shall represent the Port Renfrew Water Local Service Area; Port Renfrew Sewer and the Port Renfrew Street Lighting Local Service Areas.
- One (1) individual who shall represent the Port Renfrew Snuggery Cove Water Local Service Area.

Appointments to fill the positions were received in writing by the September 4, 2015 deadline for a term beginning January 1, 2016 and expiring on December 31, 2017:

Representing the Water, Sewer and Street Lighting Service Areas

- Janice Hiles (withdrawn)
- Kristine Pearson
- Chris Welham (withdrawn)
- Reet Marie Buckler (withdrawn)
- John Wells

Representing the Snuggery Cove Water Area

- Bob Croteau
- Karl Ablack
- Lynne Conlin

Director Hicks explained voting eligibility. A sign-in sheet was used to identify property owners and residents prior to receiving a ballot. An election then took place by secret ballot.

Kristine Pearson and Karl Ablack were elected. Their names will be forwarded to the CRD Board for appointment.

**MOVED** by R. Wilson, **SECONDED** by A. Tremblay  
That the ballots be destroyed.

**CARRIED**

**4. Chair's Report**

Chair Wilson advised that he had served on the committee since 1989 and had decided not to run for another term. He wished all the new members the best.

**5. Director's Report**

Director Hicks thanked Rob Wilson for his work over the years. He noted that his absence would create a large void for Port Renfrew. He also encouraged the residents to consider putting their names forward to assist with Fire Department administration.

**6. Annual Report**

M. Cowley presented a written report and a hard copy of a PowerPoint presentation. The following topics were addressed:

- Purpose of the Annual General Meeting
- Port Renfrew Utility Services Committee
- Street Lighting Service
- Drinking Water Service
- Water Supply and Demand
- Drinking Water Quality
- Drinking Water Operations

- Capital Expenditures
- Sewer Service
- Sewer Service Operations
- Refuse Disposal Service
- 2014 Year-End Budget and Financial Report

Staff responded to questions.

**MOVED** by Director Hicks, **SECONDED** by R. Wilson  
That the report be received for information.

**CARRIED**

**7. Adjournment**

The meeting was adjourned at 7:20 pm.



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**PORT RENFREW UTILITY SERVICES  
2015 ANNUAL REPORT  
NOVEMBER 7, 2016**

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## **Purpose of the Annual General Meeting**

The agenda for the Annual General Meeting (AGM) is approved by the members of the Port Renfrew Utility Services Committee (PRUSC). The purposes (and hence the agenda items) of the meeting are:

- To have the last year's AGM meeting minutes approved (by the Committee members);
- To present reports on the work of the Committee, the past year's operation, maintenance, capital upgrades and financial information of the service to the service residents and owners;
- To nominate members for appointment to the service Committee;
- To enable the public to share comments on subjects which relate to the work of the Committee; and
- The Committee can identify (under "new business") issues on which it wants feedback at the meeting. Motions are not considered from the public at the AGM.

## **Port Renfrew Utility Services Committee**

The PRUSC has authority delegated by the Capital Regional District (CRD) Board for provision of water, sewer, street lighting and refuse disposal for the Port Renfrew community. Refuse disposal service is also provided to the Pacheedaht First Nation under a service delivery agreement. This Annual Report relates to the services provided under the authority of the PRUSC.

## **STREET LIGHTING SERVICE**

Street lighting service is provided in the area of Port Renfrew known as Beach Camp. The street lights are operated and maintained by BC Hydro, and costs are recovered through a parcel tax and user charge on parcels in the area where the service is provided. There have been no significant issues with the service in the past year.

## **DRINKING WATER SERVICE**

The Port Renfrew water service area exists to extract water from a well, treat the water and distribute it to customers. This service is paid for by all properties in the service area since all properties benefit from the service. Total costs to operate the system are supported 50% by parcel taxes and 50% by user fees. Although parcel taxes are the same for every lot, user fees vary based on Single Family Equivalents (SFE) assessed, so individual properties will not see an exact 50/50 split between parcel taxes and user fees.

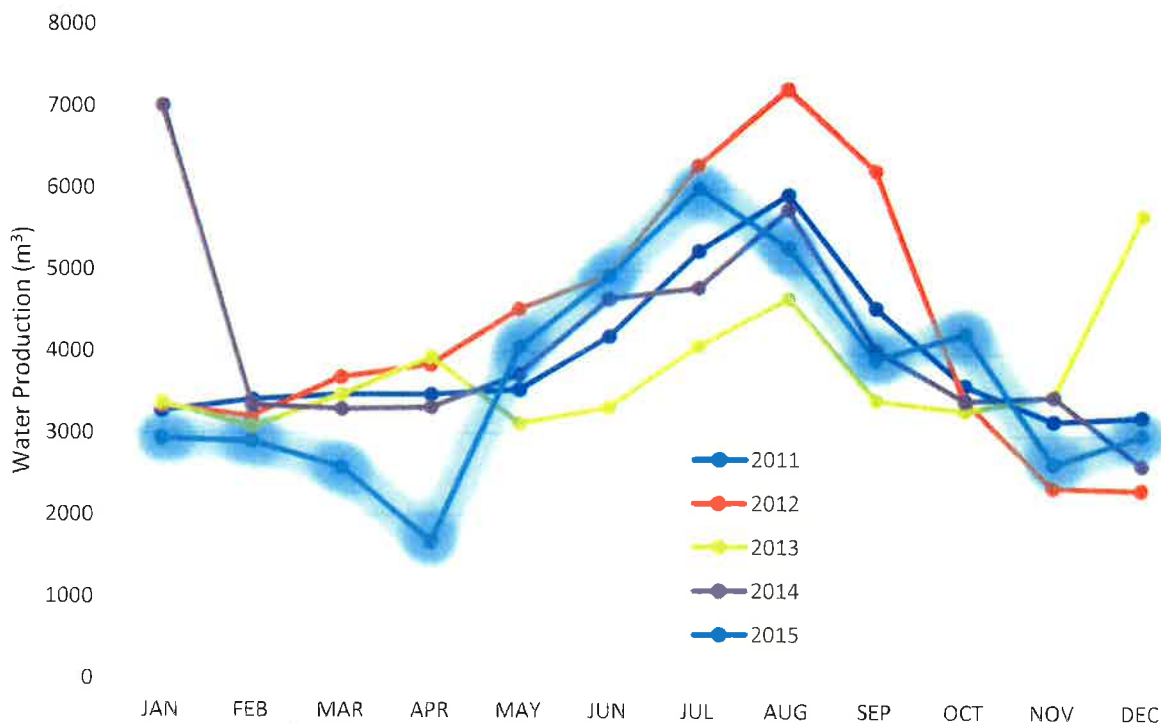
Snuggery Cove was a group of 43 lots added to the Port Renfrew water service area in 2002. In order to connect Snuggery Cove to the rest of the system, a water main extension was required. At the time it was decided that only the residents of Snuggery Cove would pay for this extension since they were the sole beneficiaries of the extension. The cost of this project was borrowed in 2002 and is being paid back by the properties in the Snuggery Cove water service area. As of January 1, 2015, there is now a total of 94 folios (properties) participating in the debt recovery, an increase of 120% since 2011 which has lessened the individual debt payment per folio substantially over the past few years.

## Water Supply and Demand

### Supply: Well Extraction

Total water production through the Port Renfrew water treatment plant in 2015 was 45,629 m<sup>3</sup>; a decrease of approximately 3,881 m<sup>3</sup> (8.6%) from the previous year. The production amount includes water used for fire-fighting, hydrant flushing, maintenance activities and water system leaks. **Figure 1** provides a monthly comparison of treated water volumes produced for the years 2011 to 2015 inclusively. Singular spikes in monthly well extraction are largely attributable to recorded watermain and service failures. Non-revenue water also includes water lost to leakage in the distribution system, including private side connections.

**Figure 1. Port Renfrew Water Production 2011 - 2015**



### Demand: Customer Consumption

Of the 172 taxable folios within the water service area, 145 have service connections. There are 243.33 SFEs (Single Family Equivalents) being provided drinking water through the 145

connections, consisting of single detached residences, duplexes, commercial businesses and properties with multiple dwellings (both strata and non-strata), each on a single property or folio.

To estimate average annual water use per connection, the total volume of produced water (measured as drawn from the well) is divided by the number of connections; for 2015, this equates to 314.7 m<sup>3</sup>/yr. per connection.

The Port Renfrew water system does not have meters installed on residential services. Without the ability to monitor individual residential use, leaks on private properties may go un-noticed, potentially wasting a significant amount of treated drinking water from the system. Commercial properties are fitted with meters which are periodically checked for anomalous readings and flagged for investigation where atypical flow is identified, but they are not used for billing purposes.

Customers are charged for water use based on a fixed "single family equivalent" (SFE) basis. There is often a concern of inequitable water consumption between individual customers under this type of fee structure. Therefore, an option to promote water conservation and equitable payment includes the sale of water based on the amount consumed (measured by individual meters). However, in order to move to a consumption fee structure, a capital investment will be required by the water service to install approximately 140 new meters on all the service connections.

## **Drinking Water Quality**

Water quality samples collected from the Port Renfrew Water System exhibited the following physical, chemical, and biological characteristics:

### Raw Water:

- The raw well water was free of any coliform and *E. coli* bacteria, was slightly hard (45.6 mg/L) and exhibited very low turbidity (0.17 NTU). All metals were below the limits of the *Guidelines for Canadian Drinking Water Quality (GCDWQ)*.

### Treated Water:

- Treated water was bacteriologically safe to drink. In 2015, a total of 48 treated water samples were analyzed; no total coliform and no *E. coli* bacteria were found in any treated water samples.
- Disinfection by-products (total trihalomethanes) at 98.8 µg/L were just below the GCDWQ limit of 100 µg/L.
- Residual chlorine was maintained within the acceptable operational range to ensure the system remained disinfected at all times.

Analytical results of water samples collected during 2015 from the Port Renfrew Water System show that the quality of drinking water is well within regulatory limits. Disinfection by-product concentrations require attention to ensure that concentrations do not exceed the GCDWQ limits.

Water quality data collected from this drinking water system can be viewed on the CRD website at: <https://www.crd.bc.ca/about/data/drinking-water-quality-reports/juan-de-fuca-water-quality-reports/port-renfrew-water-quality-reports>

## **Operations**

The Port Renfrew Water System, which serves the Beach Camp and Snuggery Cove areas, has operated reliably in the past year. Significant events and activities for 2015 were:

- Heavy wind storm significantly damaged the private powerline to the water treatment plant;
- Hydrant inspection maintenance and flushing was completed;
- Watermain repairs at 17005 Wickannish Drive and 17025 Tsonoqua Drive;
- Drained and cleaned the Port Renfrew water storage tank; and,
- One water service repair at 16988 Tsonoqua Drive.

All planned 2015 preventive maintenance work including generator maintenance and annual hydrant and valve maintenance, were completed by December 31, 2015.

## **Capital Expenditures**

There were no capital expenditures in 2015.

Development funded improvements at the water treatment plant including a new well pump, supply line and booster pump upgrades are operational as of the fall of 2016. Operations staff will also be installing wellhead protection by enclosing it within a wooden shed. The Phase 2 water system improvements to be funded and completed by the developers includes the installation of a new 100,000 gallon water storage tank planned for 2017.

Further capital expenditures beyond 2017 will be determined based on additional development and capital investment projects that will be identified when the strategic asset management plan is completed.

## **SEWER SERVICE**

### **Sewer Collection Flows**

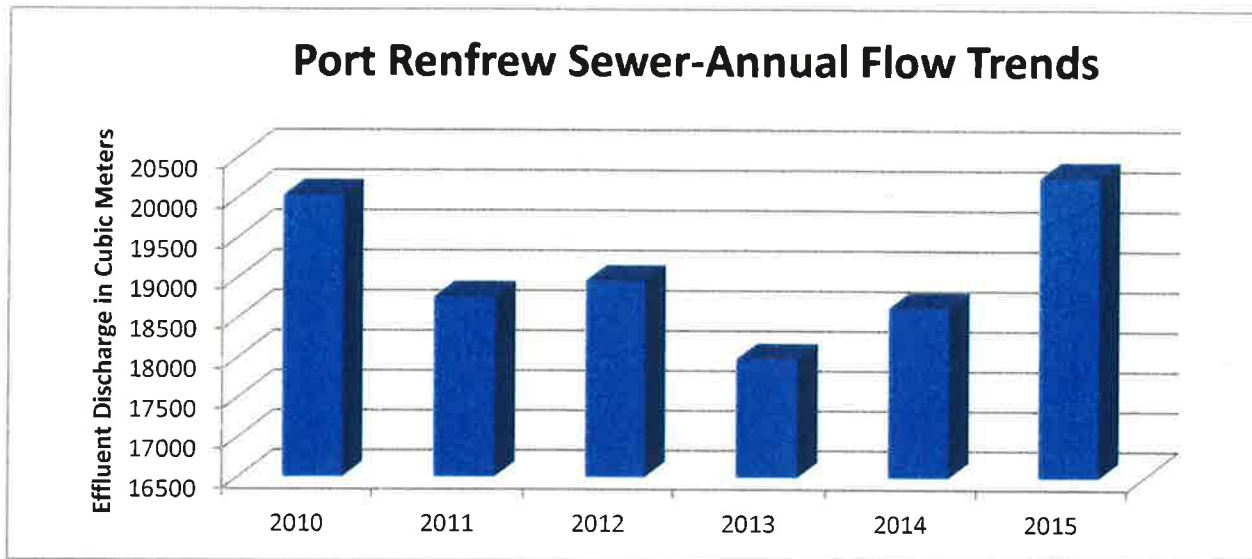
The Port Renfrew sewer system serves 87 properties in the Beach Camp and localized residential area above and has continued to operate reliably in the past year although the wastewater treatment plant had difficulty processing peak flow events. The treatment process consists of an extended aeration facility and a steel outfall which discharges treated effluent to the San Juan River estuary under Ministry of Environment permit. The 87 properties are comprised of 94.77 Single Family Equivalent (SFEs).

A sewage volume of 20,528 m<sup>3</sup> was treated and discharged in 2015 which equates to an average of 217 m<sup>3</sup>/SFE. Sewage flows in Port Renfrew have shown an upward trend since 2013 primarily due to people spending more time in Port Renfrew (especially during the summer season) as well as inflow and infiltration that occurs during wet weather conditions. During the rainy season, inflow and infiltration water enters the sewer system through cracks and defects in the old pipes and manholes that were installed in the 1960's.



Figure 2 shows Port Renfrew sewer flow trends over the last six years. The flows in 2015 were approximately 10% higher than 2014. As a result, the wastewater treatment plant has difficulty processing peak flow conditions in the winter and in the summer.

Figure 2: Port Renfrew Sewer Flow Trends 2009 – 2015



### Treated Effluent Discharge Quality

In 2015, there were no outfall exceedances for daily flows at the Port Renfrew WWTP and no permit violations, although effluent sampling did not take place during peak flow events. The treatment plant removed approximately 91% of the total suspended solids (TSS) and 96% of the biochemical oxygen demand (BOD) and >99% of the fecal coliforms.

Receiving water monitoring was not required for the Port Renfrew WWTP in 2015 and will not be required again until 2016 unless there is a planned bypass, plant failures/overflows or wet weather overflows that exceed three days duration in the winter and one in the summer.

### Operations

Significant events and activities for 2015 included:

- Motor replacement for blower #1 at the wastewater treatment plant;
- Repair sewer line damaged by BC Hydro contractor at the end of Wickanninish Road. Costs were recovered from BC Hydro; and,
- Repair of a sewer lateral at 6656 Queesto Drive.

Preventive maintenance work for 2016 including generator maintenance is expected to be completed by December 31, 2016.

### Capital Expenditures

There have been no capital expenditures on the wastewater system for a few years now and only one is proposed for 2017 which is to complete a Strategic Asset Management Plan. A Strategic Asset Management Plan will include information from past studies on condition and age of the

existing infrastructure and recommend a prioritized list of infrastructure replacements, which will serve as the basis for future capital spending plans.

In future years it is expected that funds will need to be borrowed to replace parts of the aging sewer system (especially where cracks and defects are allowing excessive inflow and infiltration into the pipe and exceeds the capacity of the treatment plant). In addition, due to increasing flow and the age and limited capacity of the treatment plant, it too, will need to be upgraded in the near future.

## REFUSE DISPOSAL SERVICE

The Port Renfrew Refuse Disposal service serves 277 properties (237 residential folios) within the service area and is funded through direct tax requisition based on the value of each property. The Pacheedaht First Nation also utilizes the facility through fee-for-service agreement. The tonnages of materials received and transferred at the Port Renfrew facility in 2015 are as follows:

Garbage	143 tonnes (8% decrease from 2014)
Recyclables:	
Paper fibres	23 tonnes (4% increase from 2014)
Glass/metal/plastic containers	6 tonnes (no change from 2014)
Scrap metal 71	tonnes (4% increase from 2014)
Oil/filters/containers	6 drums (no change from 2014)
<b>Total recyclables 100</b>	<b>tonnes (4% increase from 2014)</b>

A separate kitchen scraps collection program at the facility was operated in 2015 and a total of 26 tonnes of kitchen scraps were collected and composted.

## 2015 Year End Budget And Financial Report

Attached are copies of the *Statements of Operations (Unaudited)* for Port Renfrew Street Lighting, Water, Snuggery Cove Water, Sewer and Refuse Disposal services as prepared by CRD Finance and Corporate Services for the year 2015. The statements provide an overview of the revenues and expenditures for the year.

*Revenue* includes parcel taxes (*Transfers from government*) and user fees (*Sale of services*), and small amounts for interest on savings (*Interest Earnings*) and miscellaneous revenue such as connection charges and late payment charges (*Other revenue*). *Expenses* include all costs of providing the service. *General government services* include budget preparation, financial management, utility billing, and risk management services. *Other expenses* include all other costs to administer and operate the water system, and the principal and interest payments on borrowing to finance capital projects. *Other fiscal services* includes administration costs for loans.

The difference between *revenue* and *expenses* is reported as *Net revenue (expenses)*. Any transfers to or from capital or reserve accounts for the service (*Transfers to own funds*) are deducted from this amount and it is then added to any surplus or deficit carry forward from the prior year, yielding an *Accumulated surplus* (or deficit) that is carried forward to the following year.

## Street Lighting Service

Revenues of \$7,154 for the Street Lighting service consisted of \$3,535 from parcel taxes, \$3,586 from user charges, and \$33 from other sources such as interest, late payment charges and payment

in lieu of taxes on crown property. Of the \$6,084 expense, \$5,387 was paid to BC Hydro, and the remaining \$697 covered finance and administrative expenses, advertising, meetings, and CRD operating labour. The net revenue from operations of \$1,071 was added to the \$612 surplus carried forward from 2014, resulting in an accumulated surplus of \$1,683 that was carried forward into 2016.

### **Water Service**

The 2015 revenue of \$109,555 included \$51,960 in parcel tax and \$56,931 from user fees. The total expenses were \$86,119 for operation and administration of the service, leaving a net revenue of \$23,436. \$25,520 was transferred to the Capital Reserve Fund, leaving a net deficit of \$2,083. This deficit was added to the \$9,206 surplus carried forward from 2014, resulting in an accumulated surplus of \$7,123 which was carried forward to 2016.

On December 31, 2015, the Port Renfrew Water Capital Reserve Fund held \$126,884 in funds and the balance in the Equipment Replacement Fund was \$14,753.

### **Snuggery Cove Water Service Debt Recovery**

This service exists for the sole purpose of repaying a \$325,000 loan for expansion of the water system to Snuggery Cove, completed in 2004. The revenue is raised through a property value tax on properties in the Snuggery Cove area that are able to receive water service as a result of the expansion. 2015 revenues of \$18,522 included \$18,371 in parcel taxes. Expenses consisting of debt servicing costs of \$22,984, finance and administration costs of \$810 and internal interest of \$86, were \$5,359 higher than total revenues. The resulting net expenses were deducted from the surplus of \$5,404 that had been carried forward from 2014, resulting in a surplus of \$45 which was carried forward to 2016.

### **Sewer Service**

The 2015 revenue of \$89,549 included \$39,945 in parcel tax and \$40,474 user fees, the remainder being late payment charges, interest earned and grants in lieu of taxes. The total expenses were \$83,020 for operation and administration of the service, leaving net revenue of \$6,529 for 2015. \$5,680 was transferred to the Capital Reserve Fund leaving a year end surplus of \$849. This was added to the \$11,490 surplus carried forward from 2014, resulting in an accumulated surplus of \$12,339 which was carried forward to 2016.


As of December 31, 2015, the Port Renfrew Sewer Capital Reserve Fund contained \$6,897 and the balance in the Equipment Replacement Fund was \$19,281.

### **Refuse Disposal Service**

The 2015 revenue of \$91,394 included \$39,950 from property value taxes, \$29,918 contract revenue for service to the Pacheedaht First Nation, and \$15,000 from CRD Solid Waste. The remainder was comprised of earned interest, grants in lieu of taxes, sales of recyclables and other income. The operating expense of \$62,034 included \$37,811 for operating the station and \$17,303 for tipping fees at Hartland Landfill.

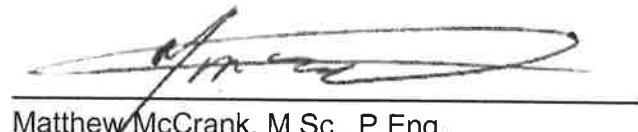
The difference between revenue and expenses in 2015 amounted to a net surplus of \$29,360. \$9,270 was transferred to the Capital Reserve Fund and \$1,020 was transferred to the Equipment Replacement Fund, leaving a surplus of \$19,070 which was carried forward to 2016.

As of December 31, 2015, the balance in the Capital Reserve Fund was \$10,091 and there was \$25,838 in the Equipment Replacement Fund.




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Ian Jesney, P.Eng.  
Sr. Manager, Infrastructure Engineering




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Matthew McCrank, M.Sc., P.Eng.  
Sr. Manager, Infrastructure Operations



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Glenn Harris, Ph.D., R.P.Bio  
Senior Manager, Environmental Protection



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Amber Genero, MA, CPA, CMA  
A/Manager Financial Planning & Analysis

MC/SM/CP/TW/PD:ls  
Attachments: 5

# Port Renfrew Street Lighting

## 2015 Financial Summary



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	2015	2014
<b>Revenue</b>		
Transfers from government	3,535	2,974
User charges	3,586	2,987
Other revenue from own sources		
Interest earnings	8	6
Other revenue	25	94
<b>Total revenue</b>	<b>7,154</b>	<b>6,061</b>
<b>Expenses</b>		
General government services	390	390
Electricity	5,387	5,699
Other expenses	307	87
<b>Total expenses</b>	<b>6,084</b>	<b>6,167</b>
<b>Net revenue (expenses)</b>	<b>1,071</b>	<b>(115)</b>
<b>Annual surplus (deficit)</b>	<b>1,071</b>	<b>(115)</b>
Accumulated surplus, beginning of year	612	727
<b>Accumulated surplus, end of year</b>	<b>\$ 1,683</b>	<b>612</b>

# Port Renfrew Water

## 2015 Financial Summary



	2015	2014
<b>Revenue</b>		
Transfers from government	51,960	51,272
User charges	56,931	52,363
Water sales	169	-
Feeds and Charges	222	3,425
Other revenue from own sources		
Interest earnings	274	370
Other revenue	-	595
<b>Total revenue</b>	<b>109,555</b>	<b>108,025</b>
<b>Expenses</b>		
General government services	5,080	5,084
CRD labour and operating costs	68,861	76,443
Utilities	6,790	8,035
Supplies	2,389	1,302
Other expenses	2,999	2,430
<b>Total expenses</b>	<b>86,119</b>	<b>93,294</b>
<b>Net revenue (expenses)</b>	<b>23,437</b>	<b>14,730</b>
Transfers to own funds		
Capital Reserve Fund	25,520	32,993
<b>Annual surplus (deficit)</b>	<b>(2,083)</b>	<b>(18,263)</b>
Accumulated deficit, beginning of year	9,206	27,469
<b>Accumulated surplus, end of year</b>	<b>\$ 7,123</b>	<b>9,206</b>

# Snuggery Cove Water

## 2015 Financial Summary



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	2015	2014
<b>Revenue</b>		
Transfers from government	18,371	31,788
Other revenue from own sources		
Interest earnings	27	30
Other revenue	123	1,669
<b>Total revenue</b>	<b>18,522</b>	<b>33,487</b>
<b>Expenses</b>		
General government services	810	810
CRD labour and operating costs	22,984	26,994
Other expenses	86	157
<b>Total expenses</b>	<b>23,880</b>	<b>27,961</b>
<b>Annual surplus (deficit)</b>	<b>(5,359)</b>	<b>5,526</b>
Accumulated deficit, beginning of year	5,404	(122)
<b>Accumulated surplus, end of year</b>	<b>\$ 46</b>	<b>5,404</b>

# Port Renfrew Sewer 2015 Financial Summary

	2015	2014
<b>Revenue</b>		
Transfers from government	39,945	39,914
User charges	40,474	40,056
Recovery cost	8,656	-
Penalties/Service charges	329	365
Other revenue from own sources		
Interest earnings	128	193
Other revenue	19	935
<b>Total revenue</b>	<b>89,549</b>	<b>81,463</b>
<b>Expenses</b>		
General government services	2,830	3,831
Contract for services	1,600	-
Grit disposal	5,956	3,475
CRD labour and operating costs	62,708	57,934
Electricity	5,445	5,474
Other expenses	4,481	4,078
<b>Total expenses</b>	<b>83,020</b>	<b>74,792</b>
<b>Net revenue (expenses)</b>	<b>6,529</b>	<b>6,671</b>
Transfers to own funds		
Capital Reserve Fund	5,680	9,503
<b>Annual surplus (deficit)</b>	<b>849</b>	<b>(2,832)</b>
Accumulated deficit, beginning of year	11,490	14,322
<b>Accumulated surplus, end of year</b>	<b>\$ 12,339</b>	<b>11,490</b>



# Port Renfrew Refuse 2015 Financial Summary

	2015	2014
<b>Revenue</b>		
Transfers from government	39,950	29,973
Recovery from Pacheedaht FN	29,918	29,059
Recovery from CRD Solid Waste	15,000	15,000
Other solid waste recoveries	2,096	1,336
Recyclables sales	3,874	3,561
Licensing fees	-	4,250
Other revenue from own sources		
Interest earnings	130	42
Other revenue	427	378
<b>Total revenue</b>	<b>91,394</b>	<b>83,599</b>
<b>Expenses</b>		
General government services	2,380	3,389
Contract for services	55,114	65,101
Utilities & telecommunications	2,066	2,101
Other expenses	2,474	2,542
<b>Total expenses</b>	<b>62,034</b>	<b>73,133</b>
<b>Net revenue (expenses)</b>	<b>29,360</b>	<b>10,466</b>
Transfers to own funds		
Equipment Replacement Fun	1,020	968
Capital Reserve Fund	9,270	2,191
<b>Annual surplus (deficit)</b>	<b>19,070</b>	<b>7,307</b>
Accumulated deficit, beginning of year	-	(7,307)
<b>Accumulated surplus, end of year</b>	<b>\$ 19,070</b>	<b>-</b>