



Making a difference...together

**MINUTES OF A MEETING OF THE Port Renfrew Utility Services Committee, held Monday, June 12, 2023 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria BC**

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**PRESENT: Committee Members:** W. Forsberg (Chair) (EP); C. Welham (Vice Chair) (EP); A. Wickheim

**Staff:** J. Marr, Acting Senior Manager, Infrastructure Engineering; A. Hliva, Manager, Wastewater Conveyance Operations; Liz Ferris, Manager, Policy & Planning; J. Kelly, Manager, Capital Projects; M. Risvold (Recorder)

**REGRETS:** C. Carlsen

EP = Electronic Participation

The meeting was called to order at 2 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by C. Welham, **SECONDED** by A. Wickheim,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by A. Wickheim, **SECONDED** by C. Welham,  
That the minutes of the February 6, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. SENIOR MANAGER'S UPDATE**

J. Marr advised the water conservation bylaw has passed and is now in effect. An insert will be included in the June water bills. An overview of the penalties were provided as requested.

Staff responded to a question from the committee regarding bylaw enforcement. Staff advised Capital Regional District (CRD) bylaw officers have the authority to issue fines.

Staff advised the committee of an internal grant opportunity that was applied for Port Renfrew. Discussion ensued.

## **6. COMMITTEE BUSINESS**

### **6.1. 2022 Annual Report**

J. Marr spoke to item 6.1.

Staff responded to a question from the committee regarding water testing. Staff advised regular residual testing and system-wide flushing is currently taking place. There are two chlorine pumps, one has corroded and failed. The failed pump was repaired and now acts as a spare if needed. Discussion ensued regarding the standpipe being replaced.

### **6.2. Project and Operations Update**

Staff provided the capital projects and operational update.

J. Kelly provided an update on Capital Project 23-05 advising the design was completed last year and additional funding was received to proceed with the work. CRD has been in contact with the homeowners and the work is tentatively scheduled for July.

Staff responded to the following questions:

- The life expectancy left on the hydrants. Staff advised there is no specific timeline, however, some hydrants are old and require replacement.
- The generator at the wastewater treatment plant and its ability to run during a power outage. Staff advised annual maintenance was completed on the existing generator and it is functional.
- The status of the outfall. Staff noted the steel structures are corroded.
- Glass no longer being recycled. Staff advised glass not being recycled due to the withdrawal of the Recycle BC service.
- The current refuse disposal caretaker's retirement. Staff advised an update report with an options analysis will be provided to the committee in the fall which will include financial implications. Moving from a caretaker model to a staff member who opens the gate for certain hours of the week may be more financially viable, noting the current site zoning may not allow for a caretaker model.
- Composting opportunities with Pacheedaht First Nation. Staff advised they have been in contact with the Indigenous Zero Waste Technical Advisory Group, noting compost used to be accepted at the facility but has been discontinued due to wildlife.

Staff advised that residents of Port Renfrew are still able to provide materials as refuse even though Recycle BC has withdrawn service.

## **7. CORRESPONDENCE**

There was none.

**8. NEW BUSINESS**

The committee queried having the fall meeting in Port Renfrew. Staff advised if it is not possible to host the fall meeting in Port Renfrew, a site visit can be organized for staff.

**9. ADJOURNMENT**

**MOVED** by A. Wickheim, **SECONDED** by C. Welham,  
That the June 12, 2023 meeting be adjourned at 2:49 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**