



Making a difference...together

PORT RENFREW UTILITY SERVICES COMMITTEE
 Notice of Meeting on **Friday, November 10, 2023 at 2:00 p.m.**
 Goldstream Conference Room, 479 Island Highway, Victoria, BC

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

W. Forsberg (Chair) C. Welham (Vice-Chair) C. Carlsen A. Wickheim (EA Director)

AGENDA

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES3

Recommendation: That the minutes of the June 12, 2023 meeting be adopted.

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Port Renfrew Utility Services Committee at iwsadministration@crd.bc.ca.

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

5. SENIOR MANAGER'S REPORT

- Private Property Winterizing

6. COMMITTEE BUSINESS

6.1. 2024 Operating and Capital Budget6

Recommendation: That the Port Renfrew Utility Services Committee:

1. Approve the 2024 Operating and Capital Budget for the:
 - a) Street Lighting System Local Service as presented and recommend that the 2023 actual surplus or deficit be carried forward to the 2024 operating budget;
 - b) Refuse Disposal Local Service as presented and recommend that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
 - c) Water Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
 - d) Sewer Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);

To ensure quorum, advise IWSadministration@crd.bc.ca if you cannot attend.

**Port Renfrew Utility Services Committee
Agenda – November 10, 2023**

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2. *Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.*

6.2. Project and Operations Update54

There is no recommendation, this report is for information only.

7. CORRESPONDENCE

8. NEW BUSINESS

9. ADJOURNMENT

Next Meeting: At the call of the Chair

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

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

CHAIR

SECRETARY



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
FRIDAY, NOVEMBER 10, 2023**

SUBJECT Port Renfrew Utility Services 2024 Operating and Capital Budget

ISSUE SUMMARY

To present the 2023 Operating and Capital Budget for Committee approval, pursuant to Bylaw No. 3281, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005".

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual Operating and Capital Budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendices A to D for the following Port Renfrew services.

- A. Street Lighting Local Service – pertains to the operation of street lights for the street light service area.
- B. Refuse Disposal Local Service – pertains to the operation and capital plan for the refuse service area.
- C. Water Local Service – pertains to the operation and capital plan for the entire water service area.
- D. Sewer Local Service – pertains to the operation and capital plan for the sewer service area.

The Operating Budget includes the regular annual costs to operate the services. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2021 and 2023
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual cost per taxable folio and per single family equivalent (SFE)

Factors considered in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2023 may be made in January 2024. The CRD Board will give final approval to the budget and financial plan in March 2024.

The Financial Plan for the years 2025 to 2028 may be changed in future years.

Port Renfrew Utility Services Committee – November 10, 2023
Port Renfrew Utility Services 2024 Operating and Capital Budget

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BUDGET OVERVIEW

Port Renfrew Street Lighting Local Service (Appendix A)

Operating Budget

It is projected that operating expenses in 2023 will be \$1,242 under budget due to slightly lower than expected electricity costs and unspent contingency funds. It is projected that revenues in 2023 will be on budget.

As a result, there is an overall operating surplus approximately \$1,242. To balance the operating budget, it is proposed that the estimated surplus from 2023 be carried forward into 2024 operating budget.

Contingency funds have been included in the operating budget in recent years to fund possible large increases in the cost of electricity. CRD staff recommend the contingency funds be set at \$1,062 for 2024. Operating costs for 2024 has been increased by \$56 (0.6%) compared to 2023. The increase is primarily to account for inflation.

Currently there is no capital plan, reserve or debt for this service.

User Charge and Parcel Tax

The service is funded by parcel tax and user charges on residential properties. All properties within the local service area are responsible for the user charge and parcel tax. Table 1 below summarizes the 2024 over 2023 changes for parcel tax and user charge.

Table 1 – User Charge and Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2023	\$3,589	88	\$42.93	\$3,760	90	\$41.78	\$84.71
2024	\$3,715	88	\$44.43	\$3,892	90	\$43.24	\$87.68
Change (\$)	\$126	0	\$1.50	\$132	0	\$1.46	\$2.97
Change (%)	3.51%	0.00%	3.51%	3.51%	0.00%	3.51%	3.50%

* Includes the 5.25% collection fee charged by the Ministry of Finance (not CRD revenue)

Port Renfrew Refuse Disposal Local Service (Appendix B)

Operating Budget

It is projected that 2023 operating expenses will be approximately \$1,771 over budget, due to the withdrawal of service by Recycle BC. Revenues are projected to be on budget.

As a result, there is an overall operating deficit of approximately \$1,771. To balance the 2023 operating budget, it is proposed that the planned 2023 transfer to the Equipment Replacement Fund (ERF) be decreased by the actual deficit amount. Otherwise, the resulting deficit must immediately be included as an expenditure to be recovered from revenue in 2024 financial plan as required by Local Government Act (LGA) Section 374(11).

Operating costs for 2024 have been increased by \$3,261 (3.6%) compared to 2023. The increase is primarily to account for inflation, incremental increases for various operating expenses such as contract for services for waste and scrap transfers.

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Port Renfrew Utility Services 2024 Operating and Capital Budget

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Currently there is no debt or operating reserve for this service.

Capital Reserve Fund (CRF)

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the CRF be set at \$15,950 in 2024. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2023 is projected to be \$39,850.

Equipment Replacement Fund

The Equipment Replacement Fund is used to fund replacement of assets such as fencing, pavement, and bins. It is proposed that the transfer to the ERF be maintained at \$2,000 in 2024. The balance of the ERF at the end of 2023 is projected to be \$41,253. As the service undertakes the planning for the 5-year capital plan including site efficiency upgrades, it is anticipated that associated equipment upgrades will be identified and funded in future years through the ERF.

Capital Expenditure Plan

The 5-year capital plan includes \$362,000 of expenditures to implement site upgrades to improve site capacity, realize operating efficiencies in relation to collection and transportation of refuse from the site, provide covered recyclables storage meeting Recycle BC depot requirements, and enable the service to transition from the current caretaker model towards a site operator model in 2024 when the current site caretaker retires. The service successfully applied for a Growing Communities Fund Grant and will receive \$262,500 through the grant program to help fund the 5-year capital plan. The full capital plan will be funded by a combination of the service's CRF (\$12,000) to pay for covered recyclables storage in 2024; service's CRF (\$29,167) in 2025, 2026 and 2027 to pay for site efficiency upgrades; and grant funding (\$262,500) in 2024 to pay for site efficiency upgrades.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

Cost per Average Household

The cost per average household is based on the assessment value in the service area. Note that this information is available from BC Assessment in February of each year at which point the cost per average household will be calculated.

Port Renfrew Utility Services Committee – November 10, 2023
Port Renfrew Utility Services 2024 Operating and Capital Budget

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Port Renfrew Water Local Service (Appendix C)

Operating Budget

It is projected that total operating expenses in 2023 will be \$12,619 over budget due to unexpected maintenance repairs. Some of these include chlorine pump issues, watermain and water service repairs/maintenance, and increased chemical costs.

It is projected that the revenues in 2023 will be \$49 over budget.

As a result, there is an overall operating deficit of approximately \$12,570. To balance the 2023 operating budget, it is proposed that the planned 2023 transfer to the CRF be reduced by the actual deficit amount. Otherwise, the deficit in 2023 must immediately be included as an expenditure to be recovered from revenue in the 2024 financial plan as required by Local Government Act Section 374(11).

Operating costs for 2024 has been increased by \$10,571 (9.3%) compared to 2023. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023, and the cost for chemicals for disinfection.

Currently there is no debt for this service.

Operating Reserve Fund (ORF)

The Operating Reserve Fund is evaluated as outlined in the CRD Operating Reserve Guidelines endorsed by the CRD Board in 2023 and is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis, which creates swings in expenses. The ORF is the financial strategy to mitigate the corresponding fluctuation in revenue requirement on an annual basis. Typical maintenance activities include hydrant/standpipe maintenance, reservoir cleaning and water treatment plant servicing. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies. It is proposed that 2024 transfers to the Operating Reserve Fund be set at \$5,000. The Operating Reserve Fund balance at the end of 2023 is projected to be approximately \$6,243. There is \$13,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

Capital Reserve Fund

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the CRF be set at \$15,000 in 2024. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the reserve fund at the end of 2023 is projected to be approximately \$22,603.

Capital Expenditure Plan

The 5-year plan includes \$2,890,000 of expenditures to be funded by a combination of the service's CRF, grants and new debt.

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Port Renfrew Utility Services 2024 Operating and Capital Budget

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In 2024, \$20,000 has been allocated for capital works related to the Fire Hydrant Replacement Program (20-01) which is funded from the CRF. The Supply System Replacement Design (23-01) project will be initiated only if CRD is successful in securing grant funding.

Based on the September 13, 2023 CRD Board Meeting, the Water Master Plan Study (24-01) was successful in receiving Growing Communities Fund (GCF) grant funding in the amount of \$131,250, contingent upon an additional \$43,750 (25% of total) being provided by the service. CRD will make a request for the additional funding to be provided through Community Works Fund (CWF) so that this program can progress in 2024. Additional future projects are expected to be identified through the Master Planning process and as such, CRD have deferred advancement of the Alternative Approvals Process (22-01) until anticipated future debt requirements are better understood.

Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by Municipal Finance Authority (MFA) at the time of simulation.

Table 2 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2025	2050	4.30%	\$916,667	\$23,223	\$39,417	\$62,640
	25	2026	2051	4.30%	\$200,000	\$5,067	\$8,600	\$13,667
	25	2027	2052	4.30%	\$200,000	\$5,067	\$8,600	\$13,667
Total					\$1,316,667	\$33,357	\$56,617	\$89,974

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$89,974 equates to approximately \$361.34 cost per parcel.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

User Charge and Parcel Tax

This service is funded through user charge and parcel tax. Properties connected to the water system pay the annual user charge and all properties within the local service area pay the parcel tax. Table 3 below summarizes the 2024 over 2023 changes for parcel tax and user charge.

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Port Renfrew Utility Services 2024 Operating and Capital Budget

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Table 3 – User Charge and Parcel Tax Summary

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>	<i>User Charge</i>	<i>SFE Numbers</i>	<i>User Charge per SFE</i>	<i>Parcel Tax & User Charge</i>
2023	\$66,243	231	\$301.82	\$66,247	316	\$209.93	\$511.75
2024	\$72,200	249	\$305.18	\$70,830	317	\$223.74	\$528.93
Change (\$)	\$5,957	18	\$3.36	\$4,583	1.0	\$13.81	\$17.18
Change (%)	8.99%	7.79%	1.11%	6.92%	0.31%	6.58%	3.36%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

Port Renfrew Sewer Local Service (Appendix D)

Operating Budget

It is projected that the 2023 operating expenses will be \$7,978 over budget. This is primarily due to emergency work resulting from a blockage of the wastewater treatment plant's outfall pipe.

It is projected that the 2023 operating revenues in 2023 will be \$20 over budget.

As a result, there is an overall deficit of approximately \$7,958. To balance the 2023 operating budget, it is proposed that the planned 2023 transfer to the CRF be reduced by the actual deficit amount. Otherwise, the deficit in 2023 must immediately be included as an expenditure to be recovered from revenue in the 2024 financial plan as required by Local Government Act Section 374(11).

Operating costs for 2024 has been increased by \$5,007 (4.6%) compared to 2023. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023.

Currently there is no debt for this service.

Operating Reserve Fund

The Operating Reserve Fund is evaluated as outlined in the CRD Operating Reserve Guidelines endorsed by the CRD Board in 2023 and is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis, which creates swings in expenses. The ORF is the financial strategy to mitigate the corresponding fluctuation in revenue requirement on an annual basis. Typical maintenance activities include treatment facility tank draining/cleaning/inspection, backup power generator load testing, collection system, etc. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies. It is proposed that transfers 2024 to the operating reserve be set at \$4,000. The Operating Reserve Fund balance at the end of 2023 is projected to be approximately \$8,649.

Capital Reserve Fund

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that the budgeted transfer to the CRF be set at \$17,580 in 2024. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to

Port Renfrew Utility Services Committee – November 10, 2023
Port Renfrew Utility Services 2024 Operating and Capital Budget

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ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of this reserve at the end of 2023 is projected to be approximately \$26,519.

Capital Expenditure Plan

The 5-year plan includes \$230,000 of expenditures to be funded by a combination of the service's CRF, capital funds on hand and grants.

Based on the September 13, 2023 CRD Board Meeting, the Sewer Master Plan Study (24-01) was successful in receiving Growing Communities Fund (GCF) grant funding in the amount of \$131,250, contingent upon an additional \$43,750 (25% of total) being provided by the service. CRD will make a request for the additional funding to be provided through Community Works Fund (CWF) so that this program can progress in 2024. Additional future projects are expected to be identified through the Master Planning process and as such, CRD have deferred advancement of the Alternative Approvals Process (22-02) until anticipated future debt requirements are better understood.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

User Charge and Parcel Tax

The user charge and parcel tax fund the service. Properties connected to the sewer system pay the annual user charge and all properties within the local service area are responsible for the parcel tax. Table 5 below summarizes the 2024 over 2023 changes for parcel tax and user charge.

Table 5 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2023	\$64,750	88	\$774.42	\$64,734	98	\$662.10	\$1,436.52
2024	\$67,019	88	\$801.56	\$66,999	98	\$685.27	\$1,486.83
Change (\$)	\$2,269	0	\$27.14	\$2,265	0	\$23.17	\$50.31
Change (%)	3.50%	0.00%	3.50%	3.50%	0.00%	3.50%	3.50%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

Port Renfrew Utility Services Committee – November 10, 2023
Port Renfrew Utility Services 2024 Operating and Capital Budget

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RECOMMENDATIONS

That the Port Renfrew Utility Services Committee:

1. Approve the 2024 Operating and Capital Budget for the:
 - (a) Street Lighting System Local Service as presented and recommend that the 2023 actual surplus or deficit be carried forward to the 2024 operating budget;
 - (b) Refuse Disposal Local Service as presented and recommend that the 2023 actual operating surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Equipment Replacement Fund);
 - (c) Water Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
 - (d) Sewer Local Service as presented and recommend that the 2023 actual surplus or deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund);
2. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2024 Operating and Capital Budget and the five-year Financial Plan for the Port Renfrew Utility Services as presented.

Submitted by:	Jason Dales, B.Sc., WD IV, Senior Manager, Wastewater Infrastructure Operations
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Submitted by:	Rianna Lachance, B.Com., CPA, CA, Senior Manager, Financial Services
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: 2024 Budget Port Renfrew Street Lighting
 Appendix B: 2024 Budget Port Renfrew Refuse Disposal
 Appendix C: 2024 Budget Port Renfrew Water
 Appendix D: 2024 Budget Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Street Lighting

Commission Review

NOVEMBER 2023

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992.

PARTICIPATION:

Port Renfrew Local Service Area # 4, D-762.

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$165,499.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

50% of operating cost to be imposed as an annual user fee to each connected property.

PARCEL TAX:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the Local Service Area.

1.232 - Port Renfrew Street Lighting	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Electricity	7,380	7,342	7,580	-	-	7,580	7,730	7,880	8,040	8,200
Allocations	449	449	457	-	-	457	466	476	485	495
Contingency	1,214	-	1,062	-	-	1,062	1,200	1,200	1,200	1,200
Other Operating Expenses	100	110	100	-	-	100	100	100	100	100
TOTAL COSTS	9,143	7,901	9,199	-	-	9,199	9,496	9,656	9,825	9,995
*Percentage Increase over prior year			0.6%			0.6%	3.2%	1.7%	1.8%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	1,242	(1,242)	-	-	(1,242)	-	-	-	-
Balance c/fwd from 2022 to 2023	(1,455)	(1,455)	-	-	-	-	-	-	-	-
User Charges	(3,760)	(3,760)	(3,892)	-	-	(3,892)	(3,970)	(4,050)	(4,130)	(4,210)
Grants in Lieu of Taxes	(79)	(79)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(260)	(260)	(270)	-	-	(270)	(280)	(290)	(300)	(310)
TOTAL REVENUE	(5,554)	(4,312)	(5,484)	-	-	(5,484)	(4,330)	(4,420)	(4,510)	(4,600)
REQUISITION - PARCEL TAX	(3,589)	(3,589)	(3,715)	-	-	(3,715)	(5,166)	(5,236)	(5,315)	(5,395)
*Percentage increase over prior year										
User Fee			3.5%			3.5%	2.0%	2.0%	2.0%	1.9%
Requisition			3.5%			3.5%	39.1%	1.4%	1.5%	1.5%
Combined			3.5%			3.5%	20.1%	1.6%	1.7%	1.7%

Service:

1.232 Port Renfrew Street Lighting**Committee: Electoral Area**

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax Per Folio</u>	<u>SFE's</u>	<u>User Charge Per Folio</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	86	\$41.24	86	\$39.19	\$80.43	3847	\$19,973.00
2013	87	\$35.14	87	\$33.38	\$68.52	3892	\$19,973.00
2014	87	\$35.98	87	\$34.18	\$70.16	3924	\$18,950.00
2015	87	\$42.77	87	\$40.63	\$83.40	3987	\$20,000.00
2016	88	\$42.28	88	\$40.61	\$82.89	4074	\$19,569.90
2017	88	\$42.28	88	\$40.61	\$82.89	4170	\$22,195.70
2018	88	\$43.18	88	\$41.51	\$84.69	4233	\$24,084.60
2019	88	\$24.40	88	\$23.30	\$47.69	4274	\$25,562.50
2020	88	\$45.01	89	\$33.53	\$78.54	4337	\$28,513.00
2021	88	\$39.72	90	\$34.12	\$73.84	4389	\$31,907.30
2022	88	\$41.68	90	\$40.60	\$82.28	4471	\$46,363.70
2023	88	\$42.93	90	\$41.78	\$84.71	4524	\$48,391.50
2024	88	\$44.43	90	\$43.24	\$87.68		

Change from 2023 to 2024

\$1.50

\$1.46

\$2.97

3.51%

3.51%

3.50%



CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Refuse Disposal

Commission Review

NOVEMBER 2023

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

SERVICE DESCRIPTION:

Provision of recycling and solid waste transfer station operations in Port Renfrew.

PARTICIPATION:

Local Service Area #3 of the Electoral Area of Sooke B(762)

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,585,406.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

RESERVE FUND:

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

1.523 - Port Renfrew Refuse Disposal	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contract for Services	26,950	26,950	27,890	-	-	27,890	28,450	29,020	29,600	30,190
Contracts	54,005	54,005	55,890	-	-	55,890	57,010	58,160	59,320	60,510
Allocations	4,175	4,175	4,471	-	-	4,471	4,560	4,652	4,745	4,840
Electricity	1,170	3,000	1,210	-	-	1,210	1,230	1,250	1,280	1,310
Other Operating Expenses	3,120	3,061	3,220	-	-	3,220	3,290	3,360	3,430	3,500
TOTAL OPERATING COSTS	89,420	91,191	92,681	-	-	92,681	94,540	96,442	98,375	100,350
*Percentage Increase over prior year			3.6%			3.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	229	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	2,000	2,000	2,000	13,950	-	15,950	28,109	28,606	29,113	29,630
TOTAL CAPITAL / RESERVES	4,000	2,229	4,000	13,950	-	17,950	30,109	30,606	31,113	31,630
TOTAL COSTS	93,420	93,420	96,681	13,950	-	110,631	124,649	127,048	129,488	131,980
Internal Recovery	(17,860)	(17,860)	(18,490)	(7,950)	-	(26,440)	(26,969)	(27,508)	(28,058)	(28,620)
NET COSTS	75,560	75,560	78,191	6,000	-	84,191	97,680	99,540	101,430	103,360
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(5,000)	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Recovery Cost	(35,280)	(35,280)	(36,375)	(3,000)	-	(39,375)	(46,115)	(47,040)	(47,980)	(48,940)
Grants in Lieu of Taxes	(374)	(374)	(390)	-	-	(390)	(400)	(410)	(420)	(430)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(40,704)	(40,704)	(41,815)	(3,000)	-	(44,815)	(51,565)	(52,500)	(53,450)	(54,420)
REQUISITION	(34,856)	(34,856)	(36,376)	(3,000)	-	(39,376)	(46,115)	(47,040)	(47,980)	(48,940)
*Percentage increase over prior year Requisition			4.4%	8.6%		13.0%	17.1%	2.0%	2.0%	2.0%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Capital Reserve Fund	39,850	43,800	42,742	42,182	42,128	71,758
Equipment Replacement Fund	41,253	43,253	45,253	47,253	49,253	51,253
Total	81,103	87,053	87,996	89,435	91,381	123,011

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1021 101365	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		36,050	39,850	43,800	42,742	42,182	42,128
Transfer from Ops Budget		2,000	15,950	28,109	28,606	29,113	29,630
Transfer from Cap Fund							
Transfer to Cap Fund		-	(12,000)	(29,167)	(29,167)	(29,167)	-
Interest Income*		1,800					
Ending Balance \$		39,850	43,800	42,742	42,182	42,128	71,758

Assumptions/Background:

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement.
Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101448						
Beginning Balance		39,253	41,253	43,253	45,253	47,253	49,253
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer from Cap Fund		-					
Interest Income		-					
Ending Balance \$		41,253	43,253	45,253	47,253	49,253	51,253

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CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.523	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Port Renfrew Refuse Disposal							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$12,000	\$274,500	\$29,167	\$29,167	\$29,167	\$0	\$362,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$12,000	\$274,500	\$29,167	\$29,167	\$29,167	\$0	\$362,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$262,500	\$0	\$0	\$0	\$0	\$262,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$12,000	\$12,000	\$29,167	\$29,167	\$29,167	\$0	\$99,500
	\$12,000	\$274,500	\$29,167	\$29,167	\$29,167	\$0	\$362,000

Port Renfrew Refuse Disposal

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Service:	1.523	Port Renfrew Refuse Disposal
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Project Number	23-01	Capital Project Title	Covered recyclables storage	Capital Project Description	Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC.
Project Rationale					

Project Number	24-01	Capital Project Title	Site efficiency upgrades	Capital Project Description	Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor containers, electrical upgrades and construction of operator shed. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%.
Project Rationale					

1.523 - Port Renfrew Refuse Disposal

Capital Projects Fund
Updated @ Sep 22, 2023

Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2021	CE.432.2001	19-02	Open	Fencing Replacement	48,000	37,761	10,239	48,000
				Total	48,000	37,761	10,239	48,000

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Water

Commission Review

NOVEMBER 2023

Service: 2.650 Port Renfrew Water

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992)

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$2,705,464.

COMMISSION:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005)

FUNDING:

User Charge:

50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system

Parcel Tax:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charges:

At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997)

2.650 - Port Renfrew Water	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,980	5,920	8,610	-	-	8,610	8,780	8,950	9,120	9,290
Allocations - Operations	80,530	92,000	84,960	-	-	84,960	86,659	88,392	90,160	91,963
Allocations - Other	9,831	9,831	9,497	-	-	9,497	9,684	9,878	10,076	10,277
Electricity	5,300	4,904	5,440	-	-	5,440	5,550	5,660	5,770	5,890
Supplies	3,410	3,017	9,290	-	-	9,290	9,470	9,650	9,840	10,030
Water Testing	2,289	2,601	3,226	-	-	3,226	3,288	3,353	3,418	3,484
Other Operating Expenses	3,269	7,955	3,157	-	-	3,157	3,238	3,340	16,430	3,520
TOTAL OPERATING COSTS	113,609	126,228	124,180	-	-	124,180	126,669	129,223	144,814	134,454
*Percentage Increase over prior year			9.3%			9.3%	2.0%	2.0%	12.1%	-7.2%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	6,000	4,000	5,000	10,000
Transfer to Capital Reserve Fund	15,000	2,430	15,000	-	-	15,000	21,100	13,520	17,730	21,615
MFA Debt Reserve Fund	-	-	-	-	-	-	9,167	2,000	2,000	-
Interest Payments	-	-	-	-	-	-	9,854	43,717	52,317	56,617
Principal Payments	-	-	-	-	-	-	-	23,223	28,290	33,357
TOTAL DEBT / RESERVES	20,000	7,430	20,000	-	-	20,000	46,121	86,460	105,337	121,589
TOTAL COSTS	133,609	133,658	144,180	-	-	144,180	172,790	215,683	250,151	256,043
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	(13,000)	-
User Charges	(66,247)	(66,456)	(70,830)	-	-	(70,830)	(85,000)	(106,253)	(116,881)	(126,233)
Other Revenue	(1,119)	(959)	(1,150)	-	-	(1,150)	(1,150)	(1,130)	(1,140)	(1,150)
TOTAL REVENUE	(67,366)	(67,415)	(71,980)	-	-	(71,980)	(86,150)	(107,383)	(131,021)	(127,383)
REQUISITION - PARCEL TAX	(66,243)	(66,243)	(72,200)	-	-	(72,200)	(86,640)	(108,300)	(119,130)	(128,660)
*Percentage increase over prior year										
User Fees			6.9%			6.9%	20.0%	25.0%	10.0%	8.0%
Requisition			9.0%			9.0%	20.0%	25.0%	10.0%	8.0%
Combined			8.0%			8.0%	20.0%	25.0%	10.0%	8.0%

Port Renfrew Water
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	6,243	11,243	17,243	21,243	13,243	23,243
Capital Reserve Fund	22,603	17,603	13,703	17,223	24,953	46,568
Total	28,846	28,846	30,946	38,466	38,196	69,811

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.
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Reserve Cash Flow

Fund: 1500 Fund Centre: 105536	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,171	6,243	11,243	17,243	21,243	13,243
Transfer from Ops Budget	5,000	5,000	6,000	4,000	5,000	10,000
Expenditures	-	-	-	-	(13,000)	-
Planned Maintenance Activity					Tree clearing for high voltage hydro lines	
Interest Income*	72					
Ending Balance \$	6,243	11,243	17,243	21,243	13,243	23,243

<u>Assumptions/Background:</u>

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		58,573	22,603	17,603	13,703	17,223	24,953
Transfer from Ops Budget		2,430	15,000	21,100	13,520	17,730	21,615
Transfer from Cap Fund		-					
Transfer to Cap Fund		(40,000)	(20,000)	(25,000)	(10,000)	(10,000)	-
Interest Income*		1,600					
Ending Balance \$		22,603	17,603	13,703	17,223	24,953	46,568

<u>Assumptions/Background:</u>

-Transfer as much as operating budget will allow.

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.650	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Port Renfrew Water							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$20,000	\$260,000	\$10,000	\$10,000	\$0	\$300,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$275,000	\$1,915,000	\$200,000	\$200,000	\$0	\$2,590,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$295,000	\$2,175,000	\$210,000	\$210,000	\$0	\$2,890,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$916,667	\$200,000	\$200,000	\$0	\$1,316,667
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$275,000	\$1,233,333	\$0	\$0	\$0	\$1,508,333
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$10,000	\$20,000	\$25,000	\$10,000	\$10,000	\$0	\$65,000
	\$10,000	\$295,000	\$2,175,000	\$210,000	\$210,000	\$0	\$2,890,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.650

Service Name: Port Renfrew Water

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$ 95,000	E	Res	\$ 10,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000
22-01	Replacement	Alternative Approval Process	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program	\$ 15,000	S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service	\$ 2,000,000	S	Grant	\$ -	\$ 100,000	\$ 1,233,333	\$ -	\$ -	\$ -	\$ 1,333,333
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service		S	Debt	\$ -	\$ -	\$ 666,667	\$ -	\$ -	\$ -	\$ 666,667
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$ 400,000	S	Debt	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$ 250,000	E	Debt	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
24-01	Study	Water Master Plan Study	Master Planning study for the Port Renfrew service area (25% CWF)	\$ 175,000	S	Grant	\$ -	\$ 43,750	\$ -	\$ -	\$ -	\$ -	\$ 43,750
24-01	Study	Water Master Plan Study	Master Planning study for the Port Renfrew service area (75% GCF)		S	Grant	\$ -	\$ 131,250	\$ -	\$ -	\$ -	\$ -	\$ 131,250
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 2,935,000			\$ 10,000	\$ 295,000	\$ 2,175,000	\$ 210,000	\$ 210,000	\$ -	\$ 2,890,000

Service: **2.650** **Port Renfrew Water**

Project Number	20-01	Capital Project Title	Hydrant Replacement Program	Capital Project Description	Hydrants are reaching their end of life and require replacement.
Project Rationale	The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.				
Project Number	22-01	Capital Project Title	Alternative Approval Process	Capital Project Description	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program
Project Rationale	A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.				
Project Number	23-01	Capital Project Title	Supply System Replacement	Capital Project Description	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.
Project Rationale	The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.				
Project Number	23-02	Capital Project Title	AC Pipe Replacement Program	Capital Project Description	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.
Project Rationale	There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe.				

Service:	2.650	Port Renfrew Water
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Project Number	23-03	Capital Project Title	Miscellaneous Repairs & Replacements	Capital Project Description	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof
Project Rationale	The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.				

Project Number	24-01	Capital Project Title	Water Master Plan Study	Capital Project Description	Master Planning study for the Port Renfrew service area (25% CWF)
Project Rationale	Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Sewer Master Plan Study. Based on recent application, anticipated 75% GCF and 25% CWF for grant funding.				

2.650 - Port Renfrew Water

Capital Projects

Updated @ Sep 25, 2023

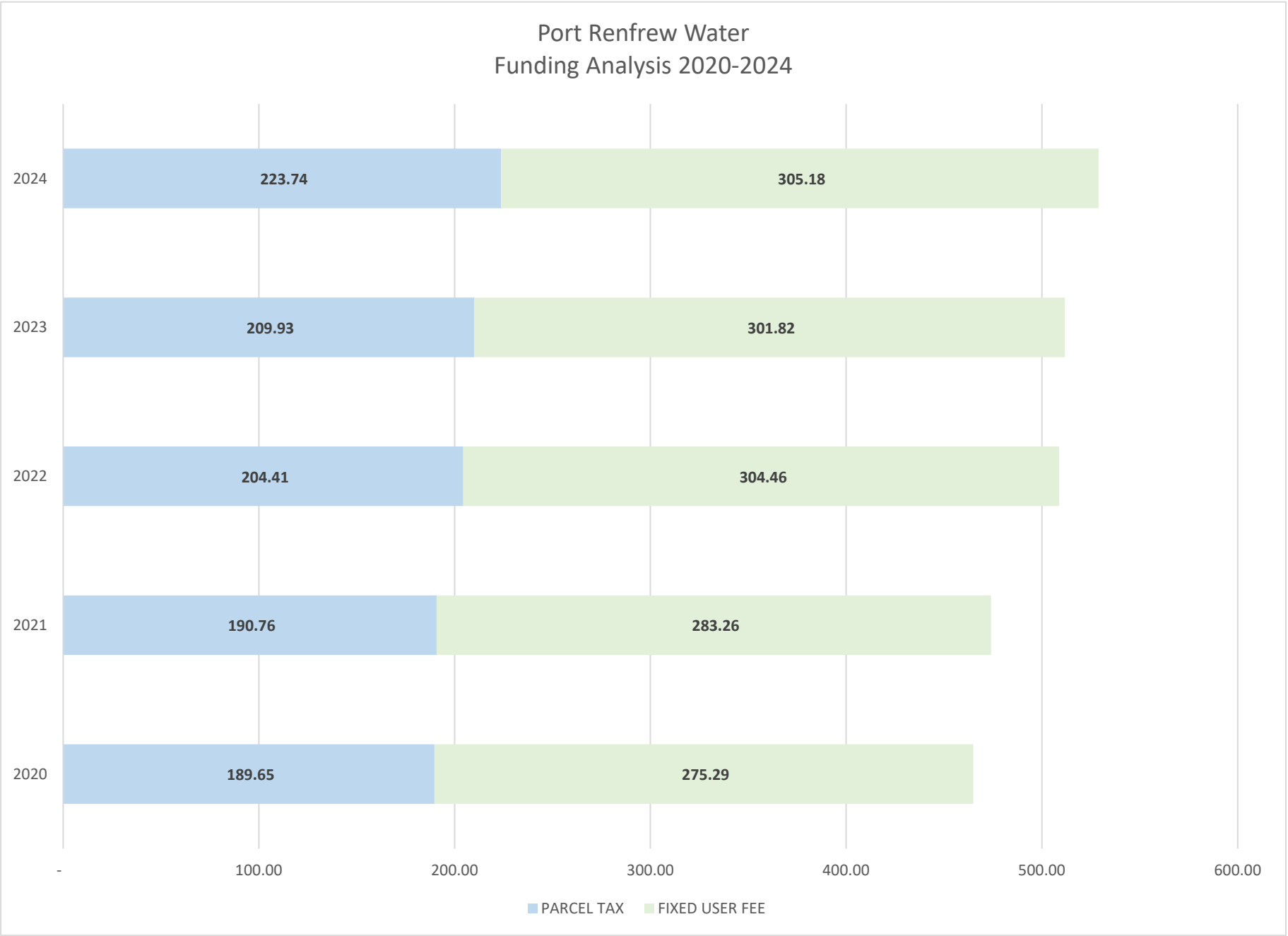
Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
					Expenditure Actuals	Remaining Spending	
2022	CE.817.6001	Open	Wickanninnish Rd Water Main Replacement	50,000	14,153	35,847	50,000
			Totals	50,000	14,153	35,847	50,000

Service:	2.650	Port Renfrew Water	Committee: Electoral Area
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	163	\$320.86	244	\$203.38	\$524.24	3847	\$39,732.65
2013	172	\$313.09	242	\$211.15	\$524.24	3892	\$28,107.50
2014	172	\$313.74	243	\$210.71	\$524.45	3924	\$37,378.95
2015	172	\$317.95	243	\$213.54	\$531.49	3987	\$47,245.65
2016	194	\$288.95	265	\$207.33	\$496.28	4074	\$50,618.85
2017	198	\$280.35	269	\$197.71	\$478.06	4170	\$55,761.55
2018	198	\$283.11	269	\$204.25	\$487.36	4233	\$64,050.00
2019	211	\$277.19	286	\$195.50	\$472.69	4274	\$72,816.80
2020	223	\$275.29	308	\$189.65	\$464.94	4337	\$83,581.30
2021	223	\$283.26	315	\$190.76	\$474.02	4389	\$92,094.00
2022	223	\$304.46	316	\$204.41	\$508.87	4471	\$134,101.70
2023	231	\$301.82	316	\$209.93	\$511.75	4524	\$148,001.30
2024	249	\$305.18	317	\$223.74	\$528.93		

Change from 2023 to 2024

	\$3.36	\$13.81	\$17.18
	1.11%	6.58%	3.36%



CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Sewer

Commission Review

NOVEMBER 2023

Service: 3.850	Port Renfrew Sewer	Committee: Electoral Area
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DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$884,597.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

FUNDING:

- | | |
|---------------------------|---|
| User Charge: | 50% of operating cost to be imposed as an annual user fee to each connected property. |
| Parcel Tax: | 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area. |
| Connection Charge: | Based on actual cost. |

RESERVE FUND:

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

3.850 - Port Renfrew Sewer

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Grit Disposal	12,000	13,716	11,300	-	-	11,300	11,530	11,760	12,000	12,240
Electricity	7,110	6,200	7,300	-	-	7,300	7,450	7,600	7,750	7,910
Supplies	2,660	1,530	2,750	-	-	2,750	2,800	2,850	2,910	2,970
Allocations - Operations	59,198	57,509	62,431	-	-	62,431	63,680	64,953	66,252	67,577
Allocations - Other	17,446	13,178	18,107	-	-	18,107	18,470	18,837	19,211	19,589
Other Operating Expenses	10,607	24,866	12,140	-	-	12,140	12,390	12,640	12,890	13,150
TOTAL OPERATING COSTS	109,021	116,999	114,028	-	-	114,028	116,320	118,640	121,013	123,436
*Percentage Increase over prior year			4.6%			4.6%	2.0%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	18,000	10,042	17,580	-	-	17,580	17,920	18,370	18,815	19,270
Transfer to Operating Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	-	-	-	-
MFA Debt Interest	-	-	-	-	-	-	-	-	-	-
TOTAL DEBT / RESERVES	22,000	14,042	21,580	-	-	21,580	21,920	22,370	22,815	23,270
TOTAL COSTS	131,021	131,041	135,608	-	-	135,608	138,240	141,010	143,828	146,706
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(64,734)	(64,734)	(66,999)	-	-	(66,999)	(68,340)	(69,710)	(71,103)	(72,528)
Grants in Lieu of Taxes	(1,437)	(1,437)	(1,490)	-	-	(1,490)	(1,440)	(1,470)	(1,500)	(1,530)
Other Revenue	(100)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(66,271)	(66,291)	(68,589)	-	-	(68,589)	(69,880)	(71,280)	(72,703)	(74,158)
REQUISITION - PARCEL TAX	(64,750)	(64,750)	(67,019)	-	-	(67,019)	(68,360)	(69,730)	(71,125)	(72,548)
*Percentage increase over prior year										
User Fees						3.5%	2.0%	2.0%	2.0%	2.0%
Requisition						3.5%	2.0%	2.0%	2.0%	2.0%
Combined						3.5%	2.0%	2.0%	2.0%	2.0%

Port Renfrew Sewer
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	8,649	12,649	16,649	20,649	24,649	28,649
Capital Reserve Fund	26,519	44,099	47,019	65,389	84,204	103,474
Total	35,168	56,748	63,668	86,038	108,853	132,123

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.
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Reserve Cash Flow

Fund: 1500 Fund Centre: 105537	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	4,377	8,649	12,649	16,649	20,649	24,649
Transfer from Ops Budget	4,000	4,000	4,000	4,000	4,000	4,000
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income*	272					
Ending Balance \$	8,649	12,649	16,649	20,649	24,649	28,649

<u>Assumptions/Background:</u>

* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

Surplus money from the operation of the sewer system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		24,997	26,519	44,099	47,019	65,389	84,204
Transfer from Ops Budget		10,042	17,580	17,920	18,370	18,815	19,270
Transfer from Cap Fund		-					
Transfer to Cap Fund		(10,000)	-	(15,000)	-	-	-
Interest Income*		1,480					
Ending Balance \$		26,519	44,099	47,019	65,389	84,204	103,474

<u>Assumptions/Background:</u>

Transfer as much as operating budget will allow.
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* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.850	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Port Renfrew Sewer							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$40,000	\$215,000	\$15,000	\$0	\$0	\$0	\$230,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,000	\$215,000	\$15,000	\$0	\$0	\$0	\$230,000

SOURCE OF FUNDS

Capital Funds on Hand	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
	\$40,000	\$215,000	\$15,000	\$0	\$0	\$0	\$230,000

Port Renfrew Sewer

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Service: 3.850 Port Renfrew Sewer			
Project Number	22-01	Capital Project Title	Genset Upgrade
Capital Project Description	A new genset is required to provide standby power for the whole WWTP.		
Project Rationale	The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.		
Project Number	22-02	Capital Project Title	Alternative Approval Process
Capital Project Description	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).		
Project Rationale	Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).		
Project Number	24-01	Capital Project Title	Sewer Master Plan Study
Capital Project Description	Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study.		
Project Rationale	Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful.		

3.850 - Port Renfrew Sewer

Capital Projects
Updated @ Oct 06, 2023

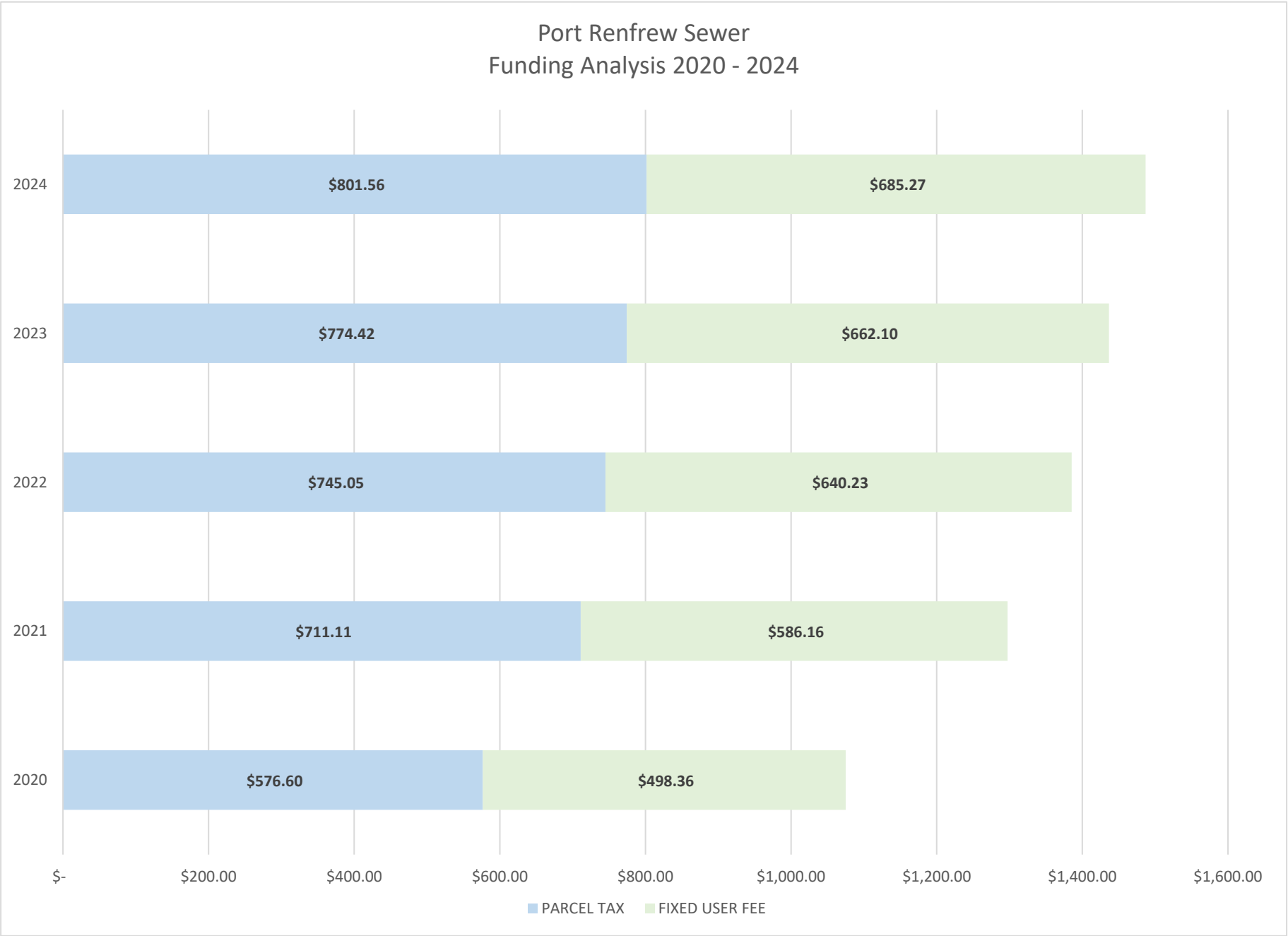
Year	Project#	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
						Expenditure Actuals	Remaining Spending	
2021	CE.679.8302	21-02	Open	Review Options for Phased Capital Plan	20,000	1,176	18,824	20,000
2022	CE.679.4601	22-01	Open	Genset Upgrade-CWF funded	90,000	-	90,000	90,000
				Totals	110,000	1,176	108,824	110,000

Service:	3.850	Port Renfrew Sewer	Committee: Electoral Area
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<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	86	\$490.15	96.77	\$413.88	\$904.03	3847	\$21,516.30
2013	87	\$482.87	94.77	\$421.17	\$904.04	3892	\$19,973.00
2014	87	\$482.87	94.77	\$421.18	\$904.05	3924	\$18,950.40
2015	87	\$483.24	94.77	\$421.49	\$904.73	3987	\$20,000.00
2016	88	\$481.94	94.77	\$425.19	\$907.12	4074	\$19,569.90
2017	88	\$481.94	94.77	\$430.04	\$911.98	4170	\$22,195.70
2018	88	\$535.22	94.77	\$473.88	\$1,009.10	4233	\$24,084.60
2019	88	\$545.63	94.77	\$481.90	\$1,027.53	4274	\$25,562.50
2020	88	\$576.60	96.77	\$498.36	\$1,074.96	4337	\$28,513.30
2021	88	\$711.11	97.77	\$586.16	\$1,297.27	4389	\$31,907.30
2022	88	\$745.05	97.77	\$640.23	\$1,385.28	4471	\$46,363.70
2023	88	\$774.42	97.77	\$662.10	\$1,436.52	4524	\$48,391.50
2024	88	\$801.56	97.77	\$685.27	\$1,486.83		

Change from 2023 to 2024

\$27.14	\$23.17	\$50.31
3.50%	3.50%	3.50%



**REPORT TO PORT RENFREW UTILITY SERVICES COMMITTEE
MEETING OF FRIDAY, NOVEMBER 10, 2023**

SUBJECT **Capital Project Status Reports and Operational Updates – November 2023**

ISSUE SUMMARY

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

BACKGROUND

The Port Renfrew Water System is located on the west coast of Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 317 Single Family Equivalents (SFE) in a part of the Town of Port Renfrew, known as Beach Camp and Snuggery Cove. The Port Renfrew sewer system serves approximately 98 SFE's in the Beach Camp localized residential area. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water and sewer systems with day-to-day operation, maintenance, design and construction of water and sewer system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Port Renfrew Water System is overseen by the CRD Water Quality Section.

The Port Renfrew Refuse Disposal Service is a local service funded by the Pacheedaht First Nation, local property owners and the broader CRD Solid Waste Service. The service's primary function is to provide local garbage collection through the Port Renfrew Garbage and Recycling Depot. Historically the service has also been able to support the collection of recyclables with revenue generated from favourable commodity markets and third party extended producer responsibility service agreements.

CAPITAL PROJECT UPDATE

Port Renfrew Water

24-01 | Water Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with wastewater master planning study.

Project Rationale: To provide water servicing requirement to the growing Port Renfrew Community as well as the Pacheedaht First Nation. Capacity of the existing and future systems will be assessed as well as the potential to combine Pacheedaht First Nation's and CRD water system into one system.

Project Update and Milestones:

Milestone	Completion Date
Budget and Grant Approval	End of 2023

Port Renfrew Utility Services Committee – November 10, 2023
Capital Project Status Reports and Operational Updates – November 2023

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20-01 | Hydrant Replacement Program

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

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

Project Update and Milestones:

Milestone	Completion Date
2023 works not yet progressed.	

23-05 | Replace Watermain on Wickanninish Road

Project Description: Required replacement of watermain determined based on deteriorated condition noticed in the field.

Project Rationale: Operations staff noted the poor pipe condition in 2022 after a call out to site. It was determined that this project had to be prioritized and moved forward.

Project Update and Milestones:

Milestone	Completion Date
Construction completion (estimated)	October 27, 2023
Design drawing complete for IH and MOTI approval	Nov 17, 2022
Design Consultant Onboarded	October 6, 2022

Port Renfrew Sewer

24-01 | Sewer Master Planning Study

Project Description: Master Planning study for the Port Renfrew Service Area. Subject to successful budget approval and grant funding. To be delivered in conjunction with water master planning study.

Project Rationale: To provide wastewater servicing requirement to the growing Port Renfrew Community as well as the Pacheedaht First Nation. Capacity of the existing and future systems will be assessed.

Project Update and Milestones:

Milestone	Completion Date
Budget and Grant Approval	End of 2023

22-01 | Genset Upgrade

Project Description: A new genset is required to provide standby power for the whole Wastewater Treatment Plant (WWTP).

Port Renfrew Utility Services Committee – November 10, 2023
Capital Project Status Reports and Operational Updates – November 2023

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

Project Update and Milestones:

Milestone	Completion Date
Generator supply contract awarded to Cummins. Delivery not expected until Q1 of 2024.	Ongoing
A Community Works Fund application is in process for approval. Upon approval, procurement through a quotation process will be used and upon delivery the genset installed at the new facility.	Complete

22-02 | Alternative Approval Process (AAP) – Project Has Been Deferred To 2025

Project Description: Based on information in the Options Study (21-02), carry out an AAP in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale: Following approval of Growing Communities Fund (GCF) grant for Master Plan studies to be completed in 2024, this AAP process is proposed to be delayed to 2025/26 so that Master Plan results can be captured and incorporated.

Project Update and Milestones:

Milestone	Completion Date
Project on hold pending Master Plan completion.	Hold

OPERATIONAL UPDATE
Port Renfrew Water

This is an operational update for the reporting period from June 2023 through September 2023.

- **Of note** - Due to both Local Utility Operators being unavailable for work from July 4 until September 5; certified Core Area Operators attended the site on a regular schedule to maintain service. This did however lead to additional labour and travel costs. The CRD continues to look for ways to resolve staffing issues for remote locations.
- System improvement: A new timing system was added to the fill cycle for the reservoir which allowed operations to adjust between low demand (weekdays) and high demand (weekend) cycles, which helped to reduce potential callouts for low reservoir level and ensure adequate water supply for the community.
- Annual maintenance was completed on the main service breaker and Plant flow meter.
- A seized standpipe was replaced as well as a water meter at Parkinson Road.
- Operations responded to numerous Power Outages.

Port Renfrew Sewer

This is an operational update for the reporting period from June 2023 through September 2023.

Port Renfrew Utility Services Committee – November 10, 2023
Capital Project Status Reports and Operational Updates – November 2023

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- **Of note** - Due to both Local Utility Operators being unavailable for work from July 4 until September 5; certified Core Area Operators attended the site on a regular schedule to maintain service. This did however lead to additional labour and travel costs. The CRD continues to look for ways to resolve staffing issues for remote locations.
- Re-configuration of the scum collection arm to promote greater scum/grease removal proved successful.
- Annual mechanical inspections and maintenance was completed on both influent pumps and air blowers. There will be some follow-up work required on both the pumps and discharge piping. This has been deferred until 2024.
- Annual electrical inspections were completed on various Plant components including the main service breaker, transformer, and control panel.
- Operations continues to look for ways to optimize and improve the overall treatment Plant process.

Port Renfrew Refuse Disposal

This is an operational update for the reporting period from June 2023 through September 2023.

Collection continues at the Port Renfrew Garbage and Recycling Depot for the following material streams:

- | | |
|------------------------------------|-------------------------------|
| • Garbage | • Scrap metal |
| • Plastic, metal, paper containers | • Appliances |
| • Cardboard and mixed paper | • Tires |
| • Paint | • Beverage containers |
| • Motor oil | • Propane tanks and canisters |

This past summer a pilot was conducted where garbage bins were serviced on a regular (twice weekly) schedule in an effort to address the increase of refuse received at the site associated with seasonal activity in the community. Servicing of garbage bins has resumed to as needed/ad hoc (approximately weekly) and is expected to ramp up again in late spring 2024.

Growing Communities Grant funding in the amount of \$262,500 (75%) has been secured for site improvements which are expected to improve efficiencies for garbage collection and transport through compaction equipment and infrastructure, support transition from the site caretaker to site operator model when the current caretaker retires in 2024 and address the site requirements associated with Recycle BC service agreements. To access the grant funds, the service will need to supply the remaining 25% of the project costs (\$87,500). This has been added to the 2024-2028 capital plan, and staff continue to look for additional funding sources to cover these costs.

CRD staff are also working with Interchange Recycling to obtain grant funding for site infrastructure for the collection of used motor oil and associated products. In addition, a grant through the Community Works Fund has been secured to repair the failing culvert at the entrance to the site. This work is schedule to be completed this fall.

As outlined in the February 6, 2023 staff report, the depot attendant will be retiring in 2024 which will require new approach to how this depot is staffed in the future. Given this, opportunities for site improvements associated with the Growing Communities Grant and continued discussions with representatives from the Pacheedaht First Nation, an options report will be prepared for this committee's consideration in early 2024.

Port Renfrew Utility Services Committee – November 10, 2023
Capital Project Status Reports and Operational Updates – November 2023

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RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Liz Ferris, M.Sc., PMP, Manager, Policy and Planning, Environmental Resource Management
Submitted by:	Adam Hliva, Manager, Core Area Wastewater Conveyance Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services