

Meeting Minutes

Core Area Liquid Waste Management Committee

Wednesday, October 7, 2020

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC V8W 1R7

Special Meeting

PRESENT:

Directors: B. Desjardins (Chair), L. Helps (Vice-Chair), L. Szpak (for D. Blackwell), S. Brice, F. Haynes (12:25 pm), B. Isitt (12:21 pm), J. Loveday, R. Martin, R. Mersereau, K. Murdoch, D. Screech, L. Seaton, N. Taylor, G. Young, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; T. Robbins, General Manager, Integrated Water Services; D. Fairbairn, Vice Chair, Core Area Wastewater Treatment Project Board; D. Clancy, Project Director, Core Area Wastewater Treatment Project Board; E. Scott, Deputy Project Director, Core Area Wastewater Treatment Project Board; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

Regrets: Director Blackwell

The meeting was called to order at 11:45 am.

1. Territorial Acknowledgement

Chair Desjardins provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Director Screech,
That the agenda for the October 7, 2020 Core Area Liquid Waste Management
Committee meeting be approved.
CARRIED

3. Chair's Remarks

Chair Desjardins noted the project is at a turning point. This capital project that has been ongoing for the last 4 years, and stewarded by the project board is nearing its completion date. The Chair acknowledged the work the project board has done as monumental. The handoff is now occurring as we transition to the operation of the plant and the reins of control will be transferred over the next few months. As the committee overview switches to the operational phase, it will likely be meeting monthly over the next while.

4. Presentations/Delegations

There were no presentations or delegations.

5. Committee Business

5.1. [20-492](#) Wastewater Treatment Project Q2 2020 Quarterly Report

D. Fairbairn provided an overview of the project board Quarterly report.

Discussion ensued on the following:

- performance measurements
- completion timeline and targets
- landscaping at Clover Point
- Gorge Bridge construction clean-up

**MOVED by Director Helps, SECONDED by Director Brice,
The Core Area Liquid Waste Management Committee recommend to the Capital
Regional District Board:**

That this report be received for information.

CARRIED

5.2. [20-597](#) Wastewater Treatment Project July 2020 Monthly Report

**MOVED by Director Helps, SECONDED by Director Brice,
The Core Area Liquid Waste Management Committee recommend to the Capital
Regional District Board:**

That this report be received for information.

CARRIED

5.3. [20-598](#) Wastewater Treatment Project August 2020 Monthly Report

**MOVED by Director Helps, SECONDED by Director Brice,
The Core Area Liquid Waste Management Committee recommend to the Capital
Regional District Board:**

That this report be received for information.

CARRIED

5.4. [20-602](#) 2019-2022 Wastewater Service Planning

T. Robbins provided an overview of the 2019-2022 Wastewater Service Planning.

Discussion ensued on the following:

- staffing requirements
- key performance indicators
- capital reserve contribution strategy

**MOVED by Director Murdoch, SECONDED by Director Mersereau,
That the Core Area Liquid Waste Management Committee recommends to the
Capital Regional District:**

**That Appendix A Community Need Summary - Wastewater be approved as
presented and advanced to the October 28, 2020 provisional budget review
process.**

CARRIED

5.5. [20-603](#) Core Area Wastewater Service - 2021 Operating and Capital Budget

T. Robbins spoke to the Core Area Wastewater Service - 2021 Operating and Capital Budget.

Discussion ensued on the following:

- capital projects
- grant funding
- financing strategy
- asset management and amortization
- long term planning

MOVED by Director Plant, SECONDED by Director Brice,

That the Core Area Liquid Waste Management Committee recommends that the Capital Regional District Board:

1. Review and approve the 2021 Core Area Liquid Waste Management Service operating and capital budgets as presented, at the October 28, 2020 provisional budget meeting; and
2. Direct staff to balance the 2020 actual revenue and expenses on the transfer to the debt retirement reserve fund at year end.

CARRIED

5.6. [20-577](#) Bylaw Nos. 4374 and 4375: Core Area Wastewater Loan Authorizations

T. Robbins introduced Bylaws 4374 and 4375, Core Area Wastewater Loan Authorizations.

MOVED by Director Brice, SECONDED by Alternate Director Szpak,

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4374, "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 1, 2020" be introduced and read a first, second, and third time;
2. That Bylaw No. 4374 be referred to the Inspector of Municipalities for approval.
3. That Bylaw No. 4375, "Liquid Waste Management Core Area and Western Communities Service Loan Authorization Bylaw No. 2, 2020" be introduced and read a first, second, and third time;
4. That Bylaw No. 4375 be referred to the municipal councils of the participants for approval, and if two-thirds of approval is received, to the Inspector of Municipalities.

CARRIED

5.7. [20-576](#) Bylaw Nos. 4376, 4377, and 4378: Core Area Sewer Reserve Bylaws

T. Robbins introduced Bylaws 4376, 4377 and 4378, Core Area Sewer Reserve Bylaws.

MOVED by Director Plant, SECONDED by Director Mersereau,

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4376, "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 2, 2020" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4376 be adopted.
3. That Bylaw No. 4377, "Liquid Waste Management Core Area and Western

Communities Service Debt Repayment Reserve Establishment Bylaw No. 1, 2020”, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4377 be adopted.
5. That Bylaw No. 4378, “Liquid Waste Management Core Area and Western Communities Service Capital Reserve No. 1, 2020”, be introduced and read a first, second, and third time; and
6. That Bylaw No. 4378 be adopted.
CARRIED

6. Notice(s) of Motion

There were no Notice(s) of Motion.

7. New Business

There was no new business.

8. Adjournment

MOVED by Director Brice, **SECONDED** by Director Helps,
That the October 7, 2020 Core Area Liquid Waste Management Committee meeting be adjourned at 12:44 pm.
CARRIED

Chair

Recorder