

## Meeting Minutes

### Core Area Liquid Waste Management Committee

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Wednesday, October 11, 2023

9:00 AM

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

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#### Special Meeting

#### PRESENT

Directors: C. Coleman (Chair), D. Kobayashi (Vice Chair), S. Brice, J. Caradonna, Z. de Vries (EP), M. Dell (for M. Alto), B. Desjardins (EP), S. Goodmanson (9:15 am) (EP), K. Murdoch, D. Murdock (9:30 am), C. Plant, L. Szpak, D. Thompson (EP), S. Tobias (9:05 am) (EP)

Staff: T. Robbins, Chief Administrative Officer, N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Hutcheson, General Manager, Parks and Environmental Services; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; P. Kickham, Manager, Environmental Regulation; Y. Li, Senior Financial Officer, Finance and Technology; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, J. Brownoff

The meeting was called to order at 9:00 am.

#### 1. Territorial Acknowledgement

Vice Chair Kobayashi provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Kobayashi, **SECONDED** by Director Murdoch,  
That the agenda for the October 11, 2023 Core Area Liquid Waste Management  
Committee meeting be approved.

**CARRIED**

#### 3. Presentations/Delegations

There were no presentations or delegations.

#### 4. Special Meeting Matters

4.1. [23-733](#) Service Planning 2024 - Wastewater Community Need Summary

A. Fraser spoke to item 4.1.

Discussion ensued on the following:

- wastewater versus environmental service system involvement
- resource differentiation between core area wastewater management and integrated water services
- odour control mitigation
- funding sources and staffing budget allocations
- biosolids management
- overflows and inflow and infiltration

**MOVED by Director Caradonna, SECONDED by Director Szpak,  
The Core Area Liquid Waste Management Committee recommends the  
Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Wastewater, be approved as  
presented and form the basis of the Provisional 2024-2028 Financial Plan.  
CARRIED**

4.2. [23-734](#) 2024 Core Area Liquid Waste Management Service Operating and  
Capital Budget

A. Fraser spoke to Item 4.2.

Discussion ensued on the following:

- asset management plan and equipment replacement fund
- carbon usage from gasification
- odour mitigation and program
- inflow and infiltration program operations
- retiring debt, long term debt servicing and capital replacement reserve
- tipping fees for biosolids

**MOVED by Director Caradonna, SECONDED by Director Kobayashi,  
The Core Area Liquid Waste Management Committee recommends the  
Committee of the Whole recommend to the Capital Regional District Board:  
1. Approve the 2024 Core Area Liquid Waste Management Service operating and  
capital budgets as presented;  
2. Direct staff to balance the 2023 actual revenue and expenses on the transfer to  
the operating reserve; and  
3. Direct staff to update carry forward balances in the 2024 Capital Budget for  
changes after year end.  
CARRIED**

4.3. [23-708](#) 2023 Technical and Community Advisory Committee and Core Area  
Liquid Waste Management Committee Terms of Reference Update

L. Hutchenson spoke to Item 4.3.

Discussion ensued on the following:

- Esquimalt chamber position on committee
- mandates of the Core Area Liquid Waste Management Committee (CALWMC) and the Technical and Community Advisory Committee (TCAC)

**MOVED by Director Kobayashi, SECONDED by Director Desjardins,  
The Core Area Liquid Waste Management Committee recommends to the Capital  
Regional District Board:**

**That the updated Terms of Reference for the Core Area Liquid Waste  
Management Committee and Technical and Community Advisory Committee be  
approved as presented.**

**CARRIED**

5. Adjournment

**MOVED by Director Caradonna, SECONDED by Alternate Director Dell,  
That the October 11, 2023 Core Area Liquid Waste Management Committee  
meeting be adjourned at 10:01 am.**

**CARRIED**

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CHAIR

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RECORDER