

**GANGES SEWER LOCAL SERVICE COMMISSION
ANNUAL GENERAL MEETING**

Notice of Meeting on **Thursday, June 15, 2023 at 10:00 am**
Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC

Gary Holman

Mike De Carle

David Toynbee

Colin Whyte

Zoom:

<https://us06web.zoom.us/j/84376878251?pwd=N2ZNcjVGbVVvsNjYrNmhBelc1bENVdz09>

AGENDA

Purpose of the Annual General Meeting

The agenda for the Annual General Meeting (AGM) is approved by the members of the Commission. The purposes (and hence the agenda items) of the meeting are:

- To have the last year's AGM minutes approved (by Commission members), and to present reports on the work of the Commission on 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 Commission, and
- To enable the public to share comments on subjects which relate to the work of the Commission. The Commission can identify (under "new business") issues on which it wants feedback at the meeting. Motions raised by the public at the AGM will be considered by the commission at a subsequent regular meeting.

The Annual General Meeting is for the 2022 fiscal year.

1. Territorial Acknowledgment / Call Meeting to Order

2. Approval of Agenda

1-2

3. Adoption of Minutes of the 2021 Annual General Meeting held on June 2, 2022

3-4

Adoption of Special Minutes of March 9, 2023

5-6

4. Delegations/Presentations – None

5. Director and Chair's Report

6. Report

6.1 Annual Report for the 2022 Fiscal Year

7-14

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

7. New Business – None

8. Outstanding Business – None

To ensure quorum, advise Shayla Burnham 250 537 4448 if you cannot attend.

9. Next Meeting – TBD

10. Adjournment



Making a difference...together

Minutes of the Fiscal Year 2021 Annual General Meeting for Ganges Sewer Local Service Commission

Held June 2, 2021 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

DRAFT

Director: Gary Holman

Commission Members: Gary Utter, Mike de Carle (Via Zoom), David Toynbee, and Jodie Miller

Staff: Karla Campbell, Senior Manager, SSI Administration, Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (Via Zoom), Dean Olafson, Manager of Engineering, Lia Xu, Manager Finance Services (Via Zoom), Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement/Call meeting to Order

Chair Utter provided the Territorial Acknowledgement and the meeting was called to order at 12:13 p.m.

2. Approval of Agenda

MOVED by Commissioner Toynbee, **SECONDED** by Director Holman, that the Ganges Sewer Local Service Commission Annual General Meeting agenda of June 2, 2022 for the 2021 Fiscal Year be approved as presented.

CARRIED

3. Adoption of Minutes of the 2020 Annual General Meeting held on November 5, 2021

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner de Carle, that the Ganges Sewer Local Service Commission minutes of November 5, 2021 for the 2020 Fiscal Year be adopted as presented.

CARRIED

4. Director and Chairs Report

Director Holman briefly reported:

- The Local Community Commission (LCC) Advisory Committee has met two times, with a third meeting scheduled for Monday, June 6, 2022. Broadens representation with the possibility of consolidating island wide services under an elected LCC.

Chair Utter briefly reported:

- Affordable housing on Salt Spring Island is an ongoing issue with the need for small businesses to be proactive when it comes to staff housing solutions.

5. Report

5.1 Annual Report for 2021 Fiscal Year

- Staff provided a brief overview of the report.
- The Commission asked for an update on reclaimed water and staff confirmed it is included in the 2022 Capital Planning projects. Staff further confirmed a review of historical records had begun and due to the outdated report from 2009, the project budget was very under estimated. A staff report with recommendations is forthcoming.
- Staff confirmed significant overflow events were a result of unusual weather such as equipment freezing in November and December. Staff further confirmed the installation of heat tracing equipment was complete with additional freeze protection equipment forthcoming.
- Staff confirmed emergency response plans are prepared for all services.
- A review of the existing facility in its entirety will be completed before the completion of any scheduled upgrades.
- The Commission asked if the capacity of the system was oversubscribed and staff confirmed it was not.

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

Dan Robson left the meeting at 1:08 p.m.

6. Election of Chair and Commissioners

- The Notice of Annual General Meeting was advertised as per requirements and staff called for nominations from the floor. After hearing none staff were directed by the Commission to re-run the ad prior to the budget meeting scheduled in the fall.
- Chair Utter provided the Commission with his resignation following December 31, 2022.

7. New Business

- A report is forthcoming to the Commission regarding a different rate structure at which time staff will call a Special Meeting to present the options for consideration.

8. Next Meeting – TBD

9. Adjournment

MOVED by Commissioner Miller, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Service Commission meeting adjourn at 1:28 p.m.

CARRIED

CHAIR



Making a difference...together

**Minutes of the of the Ganges Sewer Local Service Commission Special Meeting
Held March 9, 2023 at Creekside Meeting Room (CRD Office) #108 – 121 McPhillips
Avenue, BC**

Present: **CRD Director:** Gary Holman
Commission Members: David Toynbee, Mike de Carle (via Zoom) and
Colin Whyte (via Zoom)
Staff: Karla Campbell, Senior Manager, SSI Administration and
Shayla Burnham, Recording Secretary
DRAFT

These minutes follow the order of the agenda although the sequence may have varied.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided by Karla Campbell and the meeting was called to order at 10:03 am.

CARRIED

Commissioner de Carle requested a copy of the 2021/22 testing results from the Ganges Sewer effluent and staff confirmed this information would be provided following the meeting.

Commissioner Whyte entered the meeting via Zoom at 10:07 am.

2. Election of the Chair

Staff called for nominations from the floor. Commissioner Toynbee nominated Commissioner de Carle as Chair. After calling three times and hearing no other nominations, Commissioner de Carle was elected as Chair.

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee, that the March 9, 2023 Ganges Sewer Local Service Commission agenda be approved as amended by adding item 5.1 105 Kilner Road and item 5.2 Sewer Extension for Fire Improvement District.

CARRIED

4. Outstanding Business

4.1 Sewer Leak Adjustment – 107 Atkins Road

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

5. New Business

5.1 105 Kilner Road

- Property purchased by the Community Services as a new Shelter.
- Community Services requesting to join the Ganges Sewer System.
- CRD Building Inspection office has requested Community Services apply for a building permit due to the change in use and the Commission expressed support for the process.

5.2 Sewer Extension for Fire Improvement District

- The new fire hall property located at 455 Lower Ganges Road is required to extend the sewer line across the full frontage of the property.

6. Next Meeting – TBD

7. Adjournment

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Service Commission meeting adjourn at 10:48 am.

CARRIED

CHAIR

SENIOR MANAGER

Ganges Sewer Service

2022 Annual Report



INTRODUCTION

This report provides a summary of the Ganges Sewer Service for 2022. It includes a description of the service, summary of the treatment plant performance, volume of sewage treated, operations highlights, capital project updates and financial report.

The service is administered by the Ganges Sewer Local Services Commission.

SERVICE DESCRIPTION

The Ganges Sewer Service was established in 1985. Ganges is the island's core area providing the majority of commercial services as well as several residential pockets. In addition to the commercial and residential customers, other customers include the hospital, three schools, swimming pool and several senior and affordable housing sites. The system is owned and operated by the Capital Regional District (CRD) and services the Ganges Sewer Service Area, shown in Figure 1.

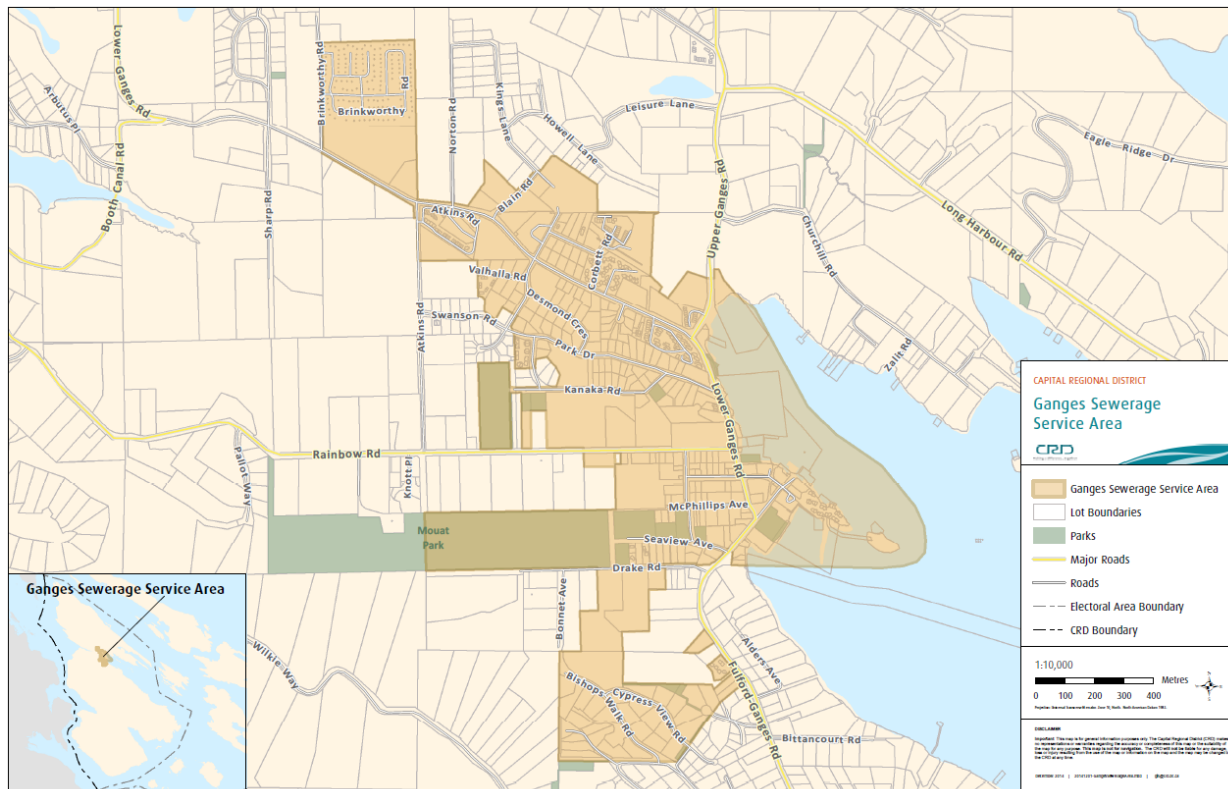


Figure 1: Ganges Sewer Service Area

The majority of the sewer system was built over a period between 1982 and 1988. Collecting and treating sewage began in 1985. Since 1998 there have been significant upgrades to the wastewater treatment plant.

The wastewater system consists of:

- 8,000 m of 150 mm to 250 mm gravity sewer collection main pipes and manholes
- 140 m of 75 mm pressure main pipe
- 2 collection system pump stations
- 5,200 m of 200 mm polyvinyl chloride (PVC) and polyethylene (PE) outfall pipe
- 1,090 m³/day Membrane Bioreactor (MBR) secondary wastewater treatment plant

The system discharges treated effluent into the Ganges Harbour in Swanson Channel under the authorization of the *Municipal Wastewater Regulation (MWR)*.

SEWER SYSTEM

Ganges Sewer Regulatory Compliance – Wastewater

The Ganges wastewater treatment plant is regulated by both the provincial and federal governments based on flow and effluent quality limits. Daily effluent flows were all below the allowable provincial maximums in 2022. Effluent quality met provincial and federal regulatory requirements for all compliance parameters, including total suspended solids (TSS), carbonaceous biochemical oxygen demand (CBOD), un-ionized ammonia, and fecal coliform bacteria.

Wastewater influent and effluent were also analyzed for a list of conventional and priority substances to assess risk to human health and the environment. In 2022, of the 193 priority substances analyzed, 67 were detected at standard detection limits in effluent. Substances detected in 2022 included conventionals, nutrients, metals, total phenols and pyrene. These parameters are similar to those detected in previous years.

As in previous years, most priority substances in the effluent were below the *BC Water Quality Guidelines (BC WQG)* before application of the predicted minimum near surface initial environmental dilution of 419:1. Only cyanide SAD and WAD, cadmium, copper and zinc exceeded *BC WQG* in undiluted effluent. These substances, and all others, were well below the *BC WQG* after the minimum initial dilution factor was applied. Minimum near surface dilution represents the predicted concentration of effluent in the marine water column at a distance of 100 m away from the outfall.

Toxicity Testing

Effluent was also tested for acute toxicity to assess risk to organisms living around the outfall. The effluent sample from July was non-toxic during the 96-hour Rainbow trout acute toxicity test with 100% survival of test organisms. The sample also passed the 48-hour Daphnia acute toxicity test with 100% survival, consistent with 2011-2021.

Sludge (Mixed Liquor)

Ganges Harbour WWTP sludge (mixed liquor) is monitored to inform the CRD Regional Source Control Program (RSCP). Most 2022 monthly sample results met the criteria for BC Organic Matter Recycling Regulations (OMRR) Class A Biosolids, excluding eight monthly copper samples (Jan, Feb, Mar, Apr, Jun, Aug, Sep and Oct). CRD staff will continue to monitor copper and assess whether there are any source control or treatment opportunities to reduce exceedance occurrences in the future.

Receiving Water

Routine receiving water monitoring is required every four years at the Ganges Harbour WWTP, with the most recent sampling in 2020 and the next scheduled year being 2024. This sampling involves collecting 5 samples in a 30-day period for comparison to provincial guidelines set to protect people who are recreating in the vicinity of the marine outfall.

Receiving water sampling is also required if there are planned bypasses, plant failures/overflows, or wet weather overflows that exceed 3 days duration in the winter or 1-day duration in the summer.

There was no emergency/non-routine sampling required in 2022.

Annual Flow

The monthly flows and the total annual flow over the past 10 years are shown in Figures 1 and 2 below. The graphs indicate that the 2022 wastewater flows were about 5.2% lower than the 10-year average. The monthly flows show seasonal variations due to peak tourist times (in the summer) and inflow and infiltration (in the winter), but generally, the average monthly flow is fairly stable, and inflow and infiltration appear to be reasonable.

The *MWR* contains requirements for the treatment, reuse and discharge of municipal wastewater effluent. The regulation includes a requirement that sewer flows reaching treatment plants should not exceed 2.0 times the “average dry weather flow” during storm events with less than a 5-year return period. Based on the measured flow rates, the Ganges sewer system meets that requirement.

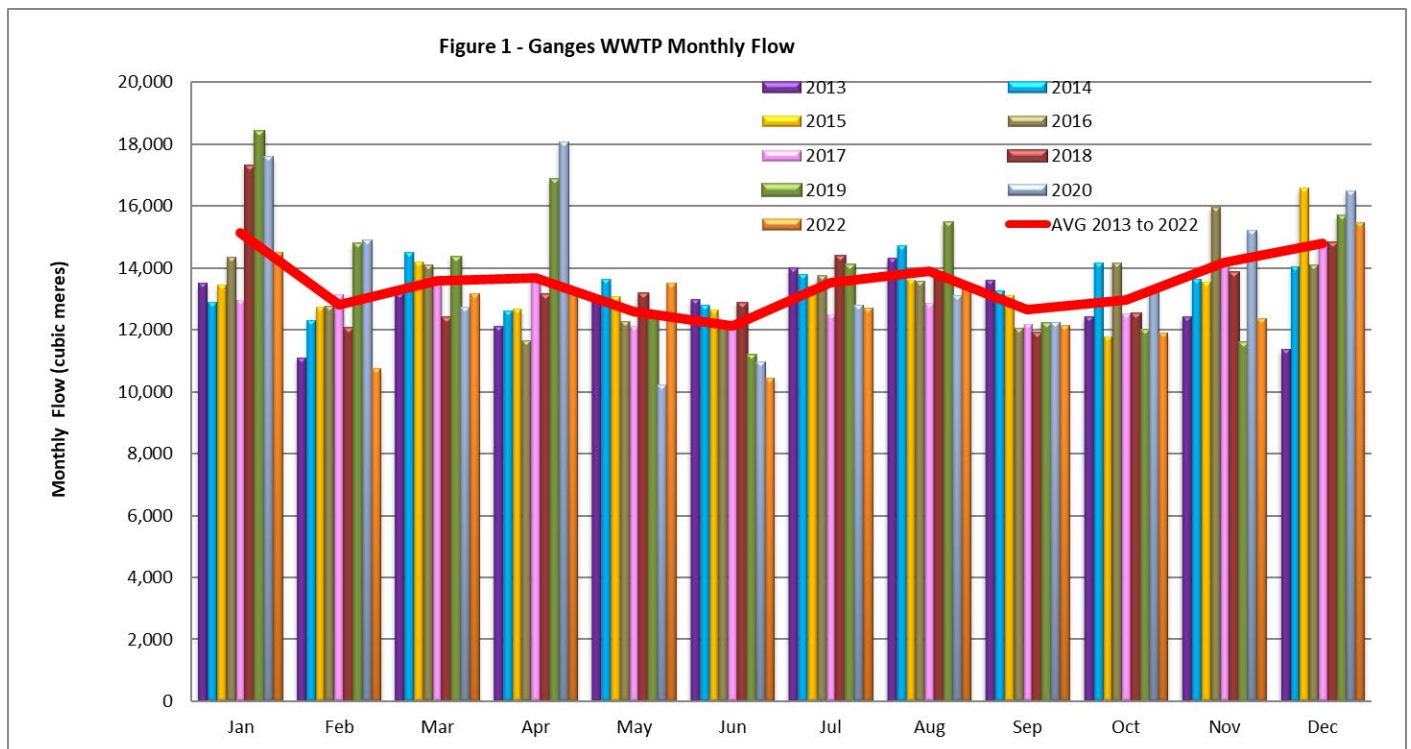
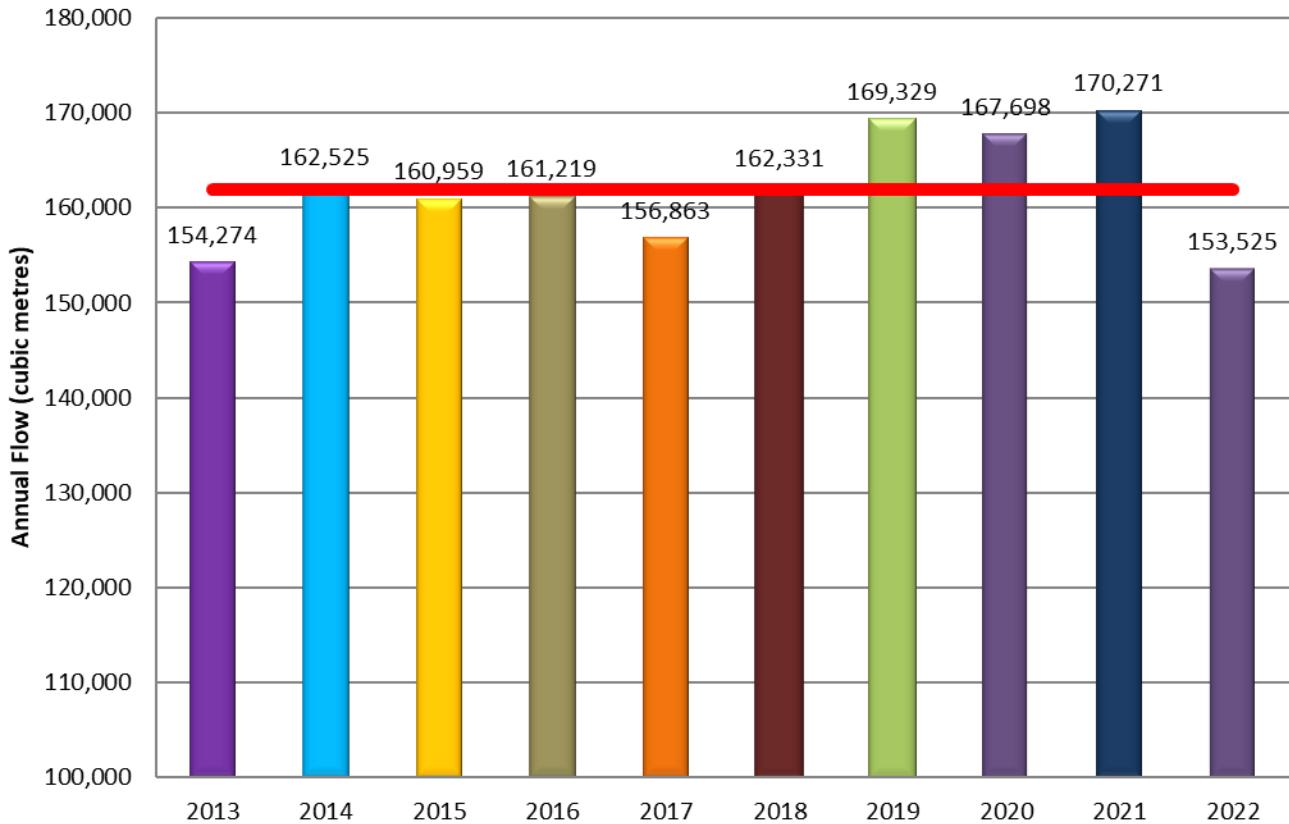


Figure 2 - Ganges WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues that were addressed during the 2022 operating period:

- Repairs and environmental response to damaged wastewater treatment valves and sludge discharge to ground because of significant cold weather event that occurred in January
- Troubleshooting and repairs of the headworks screenings screw compactor gearbox
- Troubleshooting and replacement of SCADA electronic process control equipment
- Troubleshooting and rebuilding the wastewater treatment plant permeate pump
- Replacement of effluent flow meter equipment
- Repairs of the equalization tank pumps
- Ongoing troubleshooting and corrective maintenance of treatment process communications control equipment
- Replacement of wastewater treatment plant reclaimed process water supply line
- Wastewater Treatment Plant railing kick plate installation to address a safety issue
- Wastewater Treatment Plant air compressor control modifications to address safety issues
- Completed facility outfall inspection and reporting as required by the services operating permit. Outfall inspections are undertaken every five years.
- Compliance and Environmental Incident Reporting:

Compliance data is reported to provincial regulators on a monthly basis, with individual environmental incident reports (EIR) issued if there was an incident at the plant. There were two EIRs issued for Ganges in 2022:

- January 2: Spill of activated sludge from the treatment process due to a valve that froze during a cold weather event Both reports were for unplanned bypass and flow exceedances due to weather events.
- December 26: Unplanned treatment bypass due to an extreme weather event.

CAPITAL IMPROVEMENTS

The following is a summary of the major capital improvements including year-ending spending for 2022.

Ganges WWTP Compressor Replacement (CE.755.1601): Replacement of Ganges WWTP utility air compressor. This project will start in early 2022 and be completed the same year.

Project	Spending
Budget	\$10,000
Operations Labour	(\$9,676)
Equipment	(\$10,392)
Expenses	(\$404)
Remaining Balance	(\$10,472)

Aeration System – Ganges WWTP (CE.798.8301): Design of a new aeration system to improve process performance for the Ganges WWTP.

Project	Spending
Budget	\$114,500
Project Management	\$10,609
Contract	\$0
Remaining Balance	\$103,891

VFD Installation for EQ Tanks (CE.800.8301): Procurement and installation of VFDs for the EQ tanks to improve process control and performance.

Project	Spending
Budget	\$50,000
Project Management	\$25
Contract	\$0
Remaining Balance	\$49,975

Reclaimed Water Study (CE.801.8001): Study to determine the feasibility of reclaiming water from the effluent discharged from the Ganges WWTP.

Project	Spending
Budget	\$57,500
Project Management	\$851
Contract	\$0
Remaining Balance	\$56,649

Lifting Brackets Ganges WWTP (CE.822.8001): New lifting brackets are required for the MBR membranes in the WWTP.

Project	Spending
Budget	\$65,000
Project Management	\$0
Contract	\$0
Remaining Balance	\$65,000

2022 FINANCIAL REPORT

Please refer to the attached 2022 Statement of Operations and Reserve Balances.

Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), interest on savings (Interest earnings), transfers from the Operating Reserve Fund, and miscellaneous revenue such as 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. CRD Labour and Operating Costs include CRD staff time as well as the costs of equipment, tools, and vehicles. Debt servicing costs are interest and principal payments on long-term debt. Other Expenses include all other costs to administer and operate the sewer system, including insurance, supplies, waste sludge disposal, and electricity.

The difference between Revenue and Expenses is reported as Net revenue (expenses). Any transfers to or from capital or reserve funds 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). In alignment with Local Government Act Section 374 (11), any deficit must be carried forward and included in the next year's financial plan.

WASTEWATER SYSTEM PROBLEMS – WHO TO CALL:

To report any event or to leave a message regarding the Ganges Wastewater System, call either:

CRD wastewater system <i>emergency call</i> centre:	1-855-822-4426 (toll-free) 1-250-474-9630 (toll)
CRD wastewater system <i>general enquiries</i> (toll-free):	1-800-663-4425

When phoning with respect to an emergency, please specify to the operator, the service area in which the emergency has occurred.

Submitted by:	Jason Dales, Senior Manager B.Sc, WD IV, Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Electoral Area
	Rianna Lachance, BCom, CPA, CA, Senior Manager Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Attachment: [2022 Statement of Operations and Reserve Balances](#)

For questions related to this Annual Report please email saltspring@crd.bc.ca

CAPITAL REGIONAL DISTRICT

GANGES SEWER

Statement of Operations (Unaudited)

For the Year Ended December 31, 2022

	2022	2021
Revenue		
Transfers from government	58,147	57,000
User Charges	1,015,009	1,000,303
Other revenue from own sources:		
Interest earnings	2,287	896
Transfer from Operating Reserve	10,000	-
Other revenue	1,536	2,959
Total Revenue	1,086,979	1,061,158
 Expenses		
General government services	34,770	32,779
Contract for Services	62,867	41,360
CRD Labour and Operating costs	390,189	358,484
Debt Servicing Costs	246,753	246,517
Other expenses	323,310	298,090
Total Expenses	1,057,889	977,230
 Net revenue (expenses)	29,090	83,928
 Transfers to own funds:		
Capital Reserve Fund	-	50,000
Operating Reserve Fund	29,090	33,928
 Annual surplus/(deficit)	-	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

GANGES SEWER

Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2022

	Capital Reserves	
	2022	2021
Beginning Balance	864,625	859,285
Transfer from Operating Budget	-	50,000
Transfer from Completed Capital Projects	30,823	44,491
Transfer to Capital Project	(222,000)	(101,902)
Transfer to Equipment Replacement Fund	(100,000)	-
Interest Income	19,593	12,751
Ending Balance	593,041	864,625

	Operating Reserve	
	2022	2021
Beginning Balance	73,603	38,495
Transfer from Operating Budget	29,090	33,928
Transfer to Operating Budget	(10,000)	-
Interest Income	3,315	1,180
Ending Balance	96,008	73,603

	Equipment Replacement Fund	
	2022	2021
Beginning Balance	-	-
Transfer from Operating Budget	-	-
Transfer from Capital Reserve	100,000	-
Interest Income	200	-
Ending Balance	100,200	-