



Making a difference...together

**MALIVIEW SEWER SERVICES COMMISSION
ANNUAL GENERAL MEETING**

Notice of Meeting on **Monday, June 15, 2023 at 12:30 pm**

Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC

Gary Holman

Laura Travelbea

Brian Travelbea

Jodie Miller

Zoom:

<https://us06web.zoom.us/j/85803104314?pwd=R2FqcStsVVh1ZGdBUIJnZTVGQWdBUT09>

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. **Election of Chair**
3. **Approval of Agenda** **1-2**
4. **Adoption of Minutes of the 2021 Annual General Meeting held on June 3, 2022** **3-4**
5. **Director and Chair's Report**
6. **Report**
 - 6.1 **Annual Report for the 2022 Fiscal Year** **5-12**

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.

EXEC-1295039085-2276

9. Next Meeting – TBD

10. Adjournment



Making a difference...together

Minutes of the Fiscal Year 2021 Annual General Meeting for Maliview Sewer Services Commission

Held Monday, June 3, 2022, Capital Regional District (CRD) Creekside Meeting Room, #108 - 121 McPhillips Avenue, Salt Spring Island, BC

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Laura Travelbea, Brian Travelbea, and Jodie Miller
 Staff: Karla Campbell, Senior Manager, Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations, Lia Xu, Manager, Finance Services (via Zoom) Dean Olafson, Manager Engineering and Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement / Call Meeting to Order

Chair L. Travelbea provided a Territorial Acknowledgement and called the meeting to order at 12:04 pm.

2. Approval of Agenda

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman, that the meeting agenda for the Maliview Sewer Service Commission of June 3, 2022 for the Fiscal Year 2021 be approved.

CARRIED

3. Adoption of Minutes of the 2020 Annual General Meeting held November 1, 2021

MOVED by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, that the Maliview Sewer Service Commission meeting minutes from the FY 2020 held on November 1, 2021 be approved as presented.

CARRIED

4. Director and Chair's Report

Director Holman briefly reported:

- The Local Community Commission (LCC) Advisory Committee has met three times, with a fourth meeting scheduled for Friday, June 24, 2022. Broadens representation with the possibility of consolidating island wide services under an elected LCC.

Chair L. Travelbea – No report.

5. Report

5.1 Annual Report for 2021 Fiscal Year

- Staff provided a brief overview of the Annual Report for the 2021 Fiscal Year.
- The Commission asked staff if there had been any environmental incidents since the report was completed and staff confirmed power outages are ongoing.

Maliview Sewer Service Commission Minutes
FY 2021 AGM Meeting June 3, 2022

- Waste water treatment plant upgrade is a response to the historical exceedances.
- Gravity to the waste water treatment plant.
- Where do you bring the generator from and the team has a suitcase generator?

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

6. Election of Chair and Commissioners

- The Notice of Annual General Meeting was advertised as per requirements and after receiving no new nominations Laura Travelbea, Brian Travelbea and Jodie Miller all agreed to continue for the following term from January 1, 2023 – December 31, 2022.

7. New Business - None

8. Adjournment

MOVED by Commissioner Miller, **SECONDED** by Commissioner B. Travelbea, that the meeting adjourn at 12:37 pm.

CARRIED

CHAIR

SENIOR MANAGER

Maliview Sewer Service

2022 Annual Report

CRD | Sewer Service

Introduction

This report provides a summary of the Maliview 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 Maliview Sewer Local Service Commission.

Service Description

The Maliview Sewer Service is in a semi-rural residential community located on Salt Spring Island. It is a sewage conveyance and treatment system that is owned and operated by the Capital Regional District (CRD) and services the Maliview Sewer Service Area, shown Figure 1. The Maliview Sewer is comprised of 94 parcels of land of which 100 are presently connected to the system.



Figure 1: Maliview Sewer Service Area

The system was built in the late 1970's with the CRD taking over operations in 1979. The only significant upgrade was the replacement of the treatment plant in 2005 to a rotating biological contactor (RBC) and a further upgrade in 2006 to add a primary screening due to higher than anticipated flows through the RBC treatment plant. The wastewater system consists of:

- 1200 metres of 150 mm asbestos cement (AC) gravity sewer collection main pipes
- 110 metres of 100 mm asbestos cement (AC) pressure main pipe
- 13 manholes
- 260 metres of 150mm asbestos cement (AC), polyethylene (PE) and polyvinyl chloride (PVC) outfall pipe
- 60 cubic metres per day Rotating Biological Contactor (RBC) secondary treatment plant

The system discharges treated effluent into Trincomali Channel under the Municipal Sewer Regulations.

SEWER SYSTEM

Maliview Sewer Regulatory Compliance – Wastewater

The Maliview Estates WWTP produces secondary treated effluent when flows are below 60 m³/d. For flows over 60 m³/d, the plant produces a final effluent that is a blend of secondary treated and fine-screened effluents. As such, there are different regulatory limits for this facility depending on whether total daily flows are above or below 60 m³/d. The flow splitting process responds to instantaneous peak flows, rather than daily flows, and bypass events can occur despite measured total daily flows of less than 60 m³/d. In 2022, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 280 days (77% of the time). Flow bypassed the secondary treatment process and received screening on days where the total flow was greater than 60 m³/d, but the flow to the secondary treatment process was less than 60 m³/d on approximately 73 days (20% of the time). In 2022, there were seven days (1.6% of the year) where flows exceeded the allowable maximum total daily flow of 250 m³/d

Final effluent quality exceeded the allowable maximum for TSS in 25% of the monthly samples when flows were <60 m³/d, and 25% of the monthly samples when flows were >60 m³/d. All other monthly TSS and CBOD values met provincial regulatory limits.

RECEIVING WATER

Routine receiving water monitoring is required every four years at the Maliview 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 non-routine receiving water sampling required in 2022.

ANNUAL FLOW

The total annual flow as well as monthly average, minimum and maximum flows are shown in Table 1.

Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows in 2022 were slightly less than 2021, and lower than the nine year average.

Figures 2 and 3 graphically depict the annual flow patterns.

Continued monitoring will help identify future system upgrade requirements and will help ensure future treatment plant components do not require over-sizing in order to meet the higher I & I flow.

Table 1: Maliview WWTP Combined Annual Flow

	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average 2014 to 2022
TOTAL	25,378	21,110	31,460	29,654	24,968	23,346	28,322	27,089	25,209	26,282
DAILY AVG	2,115	1,759	2,622	2,471	2,081	1,946	2,360	2,257	2,101	2,190
DAILY MAX	3,472	3,221	4,564	5,134	4,495	4,412	4,777	4,911	4,422	4,379
DAILY MIN	1,219	926	1,133	1,130	1,011	928	1,091	964	840	1,027

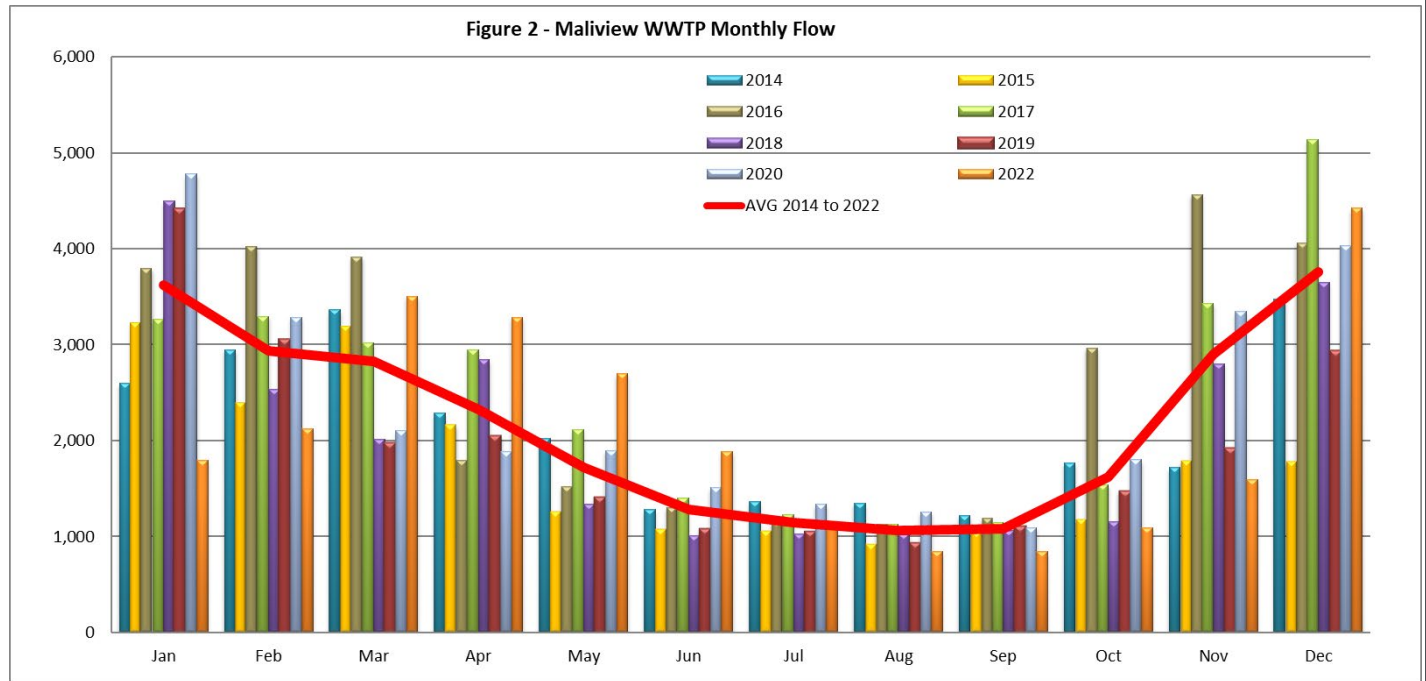
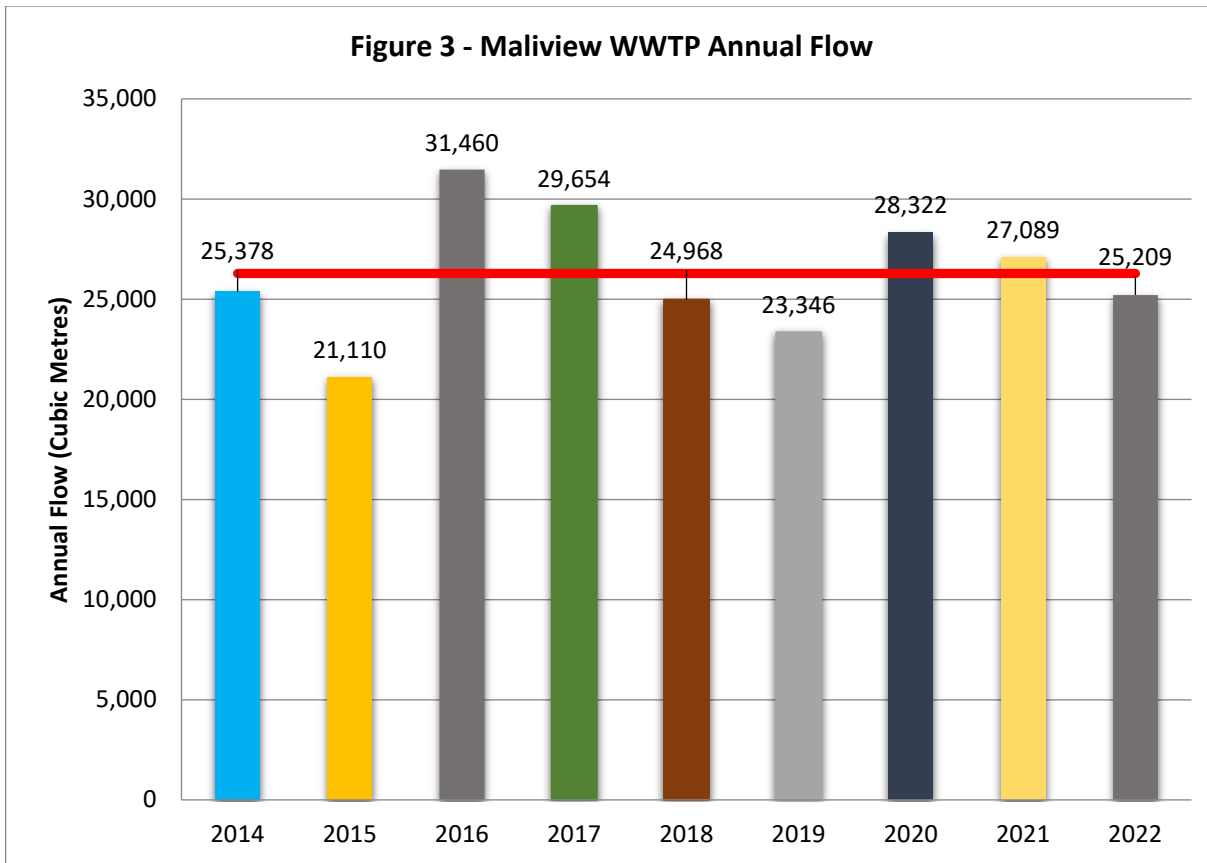


Figure 3 - Maliview WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues and significant preventative maintenance tasks that were addressed during the 2022 operating period:

- Wastewater Treatment Plant:
 - Corrective maintenance on the wastewater treatment plant Rotating Biological Contactor (RBC) gearbox and motor.
 - Replacement of the primary clarifier transfer pump
- Collection System:
 - Sewer lateral repairs 215 Maliview Drive
- 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 that requires an emergency response. There were seven EIRs issued for Maliview in 2022:
 - three as a result of effluent quality exceedance.
 - one as a result of a facility maximum daily flow exceedance event.
 - one associated with power outages and subsequent bypasses of untreated sewage.
 - two as a result of a mechanical failure.
- Completed facility outfall inspection and reporting as required by the services operating permit.
- Replacement of the odour control biofilter media including corrective maintenance of the failed odour control ducting within the biofilter containment structure.

CAPITAL IMPROVEMENTS

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

WWTP Upgrade (CE.582.4501): This project is for the preliminary investigation and design for the upgrade of the Maliview Wastewater Treatment Plant.

Project	Spending
Budget	\$382,041
Project Management / Administration	(\$72,720)
Design (Engineering, Drafting, etc.)	(\$137,406)
Third-Party Services	(\$1,916)
Supplies	(\$517)
Balance Remaining	\$169,482

Safe Work Procedures (CE.699.4508): The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks. On-going as capital improvements necessitate.

Project	Spending
Budget	\$7,000
Project Management	(\$4,704)
Contract	(\$1,316)
Equipment Supplies Materials	(\$310)
Balance Remaining	\$670

Outfall Concrete Ballast (CE.745.4500): Design and install concrete ballast for the outfall line. This project was closed in 2022.

Project	Spending
Budget	\$51,000
Contract	(\$31,951)
Equipment Supplies Materials	(\$16,852)
Project Closed Balance Returned to CWF	\$2,197

Waste Water Treatment Plant Alternative Approval Process (CE.793.4500): Approval process for funding of the Waste Water Treatment Plant upgrade project.

Project	Spending
Budget	\$15,000
Project Management	\$0
Equipment Supplies Materials	\$0
Balance Remaining	\$15,000

Waste Water Treatment Plant Public Consultation (CE.754.8300): Public consultation process for the Waste Water Treatment Plant upgrade project.

Project	Spending
Budget	\$10,000
Project Management	\$1,524
Consultant	\$976
Advertising	\$69
Balance Remaining	\$7,431

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), sales (Sewer Use), interest on savings (Interest earnings), transfers from 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 includes 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 Maliview Wastewater System, call either:

CRD wastewater system *emergency* call centre: **1-855-822-4426 (toll-free)**
1-250-474-9630 (toll)

CRD wastewater system *general enquiries* (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

MALIVIEW SEWER

Statement of Operations (Unaudited) For the Year Ended December 31, 2022

	2022	2021
Revenue		
Transfers from government	4,760	4,670
User Charges	182,672	180,752
Sale - Sewer Use	20,388	25,611
Other revenue from own sources:		
Interest earnings	242	181
Transfer from Operating Reserve	12,000	-
Other revenue	1,137	1,028
Total Revenue	221,199	212,242
Expenses		
General government services	7,399	6,059
Contract for Services	25,149	21,943
CRD Labour and Operating costs	67,563	51,378
Debt Servicing Costs	-	1,540
Other expenses	56,436	45,539
Total Expenses	156,547	126,459
Net revenue (expenses)	64,652	85,783
Transfers to own funds:		
Capital Reserve Fund	51,652	36,056
Operating Reserve Fund	13,000	22,000
Annual surplus/(deficit)	-	27,727
Accumulated surplus/(deficit), beginning of year	-	(27,727)
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2022

	Capital Reserve	
	2022	2021
Beginning Balance	26,389	45,570
Transfer from Operating Budget	51,652	36,056
Transfer from Completed Capital Projects	-	-
Transfer to Capital Project	-	(55,521)
Interest Income	988	284
Ending Balance	79,029	26,389

	Operating Reserve	
	2022	2021
Beginning Balance	29,082	6,848
Transfer from Operating Budget	13,000	22,000
Transfer to Operating Budget	(12,000)	-
Total Expenses	961	234
Ending Balance	31,043	29,082