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**Minutes of a Meeting of the Saanich Peninsula Wastewater Commission
Held November 15, 2012 in the Saanich Peninsula Treatment Plant Meeting Room
9055 Mainwaring Road, North Saanich, BC**

- PRESENT:** **Commissioners:** G. Orr (Chair), M. Lougher-Goodey (Vice-Chair), A. Bryson, T. Daly, M. Doehnel, Z. King, M. Loveless, J. MacGowan, E. McMurphy, M. Williams
Staff: G. Harris, Senior Manager, Environmental Protection; A. Liu, Manager, Environmental Engineering; J. Poncelet, Senior Financial Analyst; T. Robbins, Acting General Manager, Integrated Water Services; T. Tanton, Senior Manager, Infrastructure Engineering; D. Telford, Senior Manager, Environmental Engineering; J. Tradewell (recorder)
Also present: I. Hennigar, Senior Manager, Panorama Recreation
- ABSENT:** **Commissioners:** J. Bill

The meeting was called to order at 9:53 am.

1. Approval of Agenda

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner MacGowan, That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Daly, That the minutes of the September 20, 2012 meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks

The Chair provided comments on three significant items that the Saanich Peninsula Wastewater Commission (SPWWC) reviewed in 2012: 1) biosolids expressions of interest; 2) Saanich Peninsula wastewater treatment plant heat recovery project review; and 3) Stormwater Quality and Wastewater and Marine Environment Program Annual Reports. The Chair thanked Capital Regional District (CRD) staff for their help this year with these projects. He gave a synopsis of the heat recovery pilot project and counseled that, as a Commission, the SPWWC must carry out business in a transparent manner, be accountable for decisions made and ensure the SPWWC is fiscally responsible.

4. Review of Task List of September 20, 2012

The task list was reviewed.

5. **Saanich Peninsula Wastewater Treatment Plant Thermal Energy Recovery System – Operations Update**

D. Telford reviewed the contents of the staff report. Discussion followed and staff responded to questions from the Commissioners. Concern was expressed regarding the long term sustainability of the heat recovery system. Staff reported that a recent adjustment made to the pilot project control system is providing promising results and has improved operational performance.

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Bryson, That the Saanich Peninsula Wastewater Commission receive the report *Saanich Peninsula Wastewater Treatment Plant Thermal Energy Recovery System – Operations Update* for information and direct staff to report back to the next meeting with a comprehensive work plan and schedule for resolving the remaining operational issues with the heat recovery system, and include comments on its sustainability.

CARRIED

A Commissioner enquired if there is any further funding available from the Province for the heat recovery project. Staff will investigate to ascertain if there are any other funding sources available to support this project.

6. **2013 Operating and Capital Budget**

T. Robbins reviewed the 2013 budget of the Saanich Peninsula Liquid Waste Disposal Programs and answered questions from Commissioners. A query arose regarding the discussion with the Province on stormwater jurisdiction and if there is some conclusion in sight within the 2013 budget for stormwater quality work. Staff advised that final approval from the Province is pending and that staff will report back to SPWWC in February 2013 to confirm whether the CRD has authority to perform source control work.

MOVED by Commissioner Doehnel, **SECONDED** by Commissioner Lougher-Goodey, That the Saanich Peninsula Liquid Waste Disposal Programs 2013 Budget – Service 1.538 Source Control Stormwater be increased from \$33,000 to \$50,000.

During discussion, it was decided to postpone consideration of the above motion until February 2013.

MOVED by Commissioner McMurphy, **SECONDED** by Commissioner King, That the motion to increase the Saanich Peninsula Liquid Waste Disposal Programs 2013 Budget – Service 1.538 Source Control Stormwater from \$33,000 to \$50,000 be postponed until February 2013.

CARRIED

Commissioner King left the meeting at 11:21 am.

MOVED by Commissioner Williams, **SECONDED** by Commissioner Bryson,
That the Saanich Peninsula Wastewater Commission recommend reducing Operating
Costs of the Saanich Peninsula Liquid Waste Disposal Programs 2013 Budget – Service
3.718 Saanich Peninsula Wastewater by \$46,866 resulting in a zero increase to the
Requisition and leaving the planned Transfers to Reserves as proposed.

CARRIED

MOVED by Commissioner Lougher-Goodey, **SECONDED** by Commissioner Bryson,
That the Saanich Peninsula Wastewater Commission recommend that the CRD Board:

1. Approve the 2013 Operating and Capital Budget, as amended.
Operating Costs of 3.718 Saanich Peninsula Wastewater
reduced by \$46,866 resulting in a zero increase to the
Requisition;
2. Approve the 2013 debt budget;
3. Approve the Environmental Sustainability program budgets that are incorporated in
the Saanich Peninsula Wastewater budget, including Liquid Waste Management
Plan Implementation and Saanich Peninsula Stormwater Quality Management;
4. Postpone approval of the Saanich Peninsula Wastewater budget 1.538 Source
Control Stormwater until February 2013; and
5. Balance the 2012 actual revenue and expense on the transfer to reserve fund.

CARRIED

7. New Business

There was no new business.

8. Adjournment

MOVED by Commissioner Bryson, **SECONDED** by Commissioner Lougher-Goodey,
That the meeting be adjourned at 11:29 am.

CARRIED

CHAIR