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**MINUTES OF A MEETING OF THE SAANICH PENINSULA WASTEWATER COMMISSION**  
**Held Thursday, June 18, 2020 in the Saanich Peninsula Wastewater Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC**

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**PRESENT:** **Commissioners:** P. Wainwright (Chair); R. Barnhart (Vice Chair); M. Doehnel  
**Electronic:** D. Kelbert; C. McNeil-Smith; M. Williams; R. Windsor

**Staff:** T. Robbins, General Manager, Integrated Water Services; P. Kickham, Environmental Regulations, Environmental Protection; D. Dionne (recorder)

**Electronic:** I. Jesney, Senior Manager, Infrastructure Engineering; M. Cowley, Manager, Wastewater Engineering & Planning

**ABSENT:** Z. King; G. Orr; M. Weisenberger

**ALSO PRESENT:** M. Underwood (electronic)

The meeting was called to order at 9:25 a.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Barnhart, **SECONDED** by Commissioner Doehnel,  
That the June 18, 2020 Agenda be approved as circulated.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Barnhart, **SECONDED** by Commissioner Doehnel,  
That the minutes of the March 19, 2020 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

Chair Wainwright made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. GENERAL MANAGER'S REPORT**

T. Robbins advised that a tour of the Residuals Treatment Facility site at Hartland Landfill is being planned for the Capital Regional District (CRD) Board for Friday, June 26. The invitation is extended to this Commission and staff will follow up with an email outlining the details of the tour.

**5.1. Essential Wastewater Service Delivery – COVID-19 (Verbal)**

T. Robbins reported the following:

- Integrated Water Service (IWS) staffing levels have not been impacted by COVID-19, and staff have continued to deliver the operating, maintenance and capital programs.
- No significant supply chain issues.

- Staff are tracking incremental costs of implementing COVID-19 protocols and procedures. The costs are not material in terms of direct impact on the operating budget.
- No significant changes in revenue or collections due to COVID-19.
- The Emergency Operations Center is now operating at level one.
- In accordance with the provincial phase two restart approach and WorkSafe BC requirements, the Capital Regional District (CRD) is finalizing its COVID-19 safety plan for the office environment.

**MOVED** by Commissioner Doehnel, **SECONDED** by Commissioner Barnhart,  
That the COVID-19 Essential Services Preparation verbal report be received for information.

**CARRIED**

## 6. COMMISSION BUSINESS

### 6.1. EEP 20-19 Saanich Peninsula Liquid Waste Management Plan Audit

P. Kickham introduced the report, he noted that the audit was completed in 2019 and in general the majority of commitments have been met and that this is the initial step in looking at reviewing and rewriting the Liquid Waste Management Plan in 2021/2022.

Chair Wainwright noted that the report outlined some non-compliance components and that some of the responsible municipalities were not aware of the non-compliance issues in their jurisdictions.

Discussion ensued related to:

- Writing to councils to request a response to the audit
- Ensure councils are informed of the non-compliance issues noted within the Liquid Waste Management Plan Audit report.
- Staff advised that the CRD would be striking a Technical Advisory Committee with representation from the municipalities.
- Involve the Airport Authority and the Institute of Oceanography

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Windsor,  
That the Saanich Peninsula Wastewater Commission directs staff to prepare a letter on behalf of the Commission, to the Saanich Peninsula member Councils and First Nations, to inform them of the non-compliance issues noted within the Liquid Waste Management Plan Audit report and to request that each Council report back to the Commission with their response to the non-compliance issues within six months.

**CARRIED**

**MOVED** by Commissioner Doehnel, **SECONDED** by Commissioner Barnhart,  
That the Saanich Peninsula Wastewater Commission receive this report for information.

**CARRIED**

## 6.2. EEP 20-20 Saanich Peninsula Wastewater - Inflow & Infiltration Update

P. Kickham introduced the report as presented.

Chair Wainwright responded that it is important to keep on top of Inflow and Infiltration (I&I) to maintain plant capacity and not have increased flow. The development of I&I Management Plans for the Saanich Peninsula needs to be collaborative with the municipalities, First Nations and federal government.

### 9:51 R. Windsor left the meeting

Staff responded to questions regarding:

- I&I education
- CRD is providing an analysis of areas of concern for each jurisdiction it is up to the municipalities to prioritize accordingly

Chair Wainwright advised that currently I&I doesn't interfere with plant operation but that it is important to manage in the long term.

**MOVED** by Commissioner Barnhart, **SECONDED** by Commissioner Doehnel,  
That the Saanich Peninsula Wastewater Commission direct staff to budget \$41,000 in the service's 2021 operating budget for the next step in developing Inflow & Infiltration (I&I) Management Plans for the Saanich Peninsula municipalities to help them meet their I&I commitments in the Saanich Peninsula Liquid Waste Management Plan.

**CARRIED**

## 7. NEW BUSINESS

There was no new business.

## 8. ADJOURNMENT

**MOVED** by Commissioner Doehnel, **SECONDED** by Commissioner Barnhart,  
That the Saanich Peninsula Wastewater Commission meeting be adjourned at 10:02 a.m.

**CARRIED**

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Chair

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Secretary