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SALT SPRING ISLAND LIQUID WASTE LOCAL SERVICE COMMISSION

Notice of Meeting on **TUESDAY, November 5, 2019 at 11:00 AM**

Creekside Meeting Room, 108-121 McPhillips Ave, Salt Spring Island, BC

Meeting to start after tour of Burgoyne Bay Facility

Gary Holman

Mary Richardson

Rod Scotvold

Rob Pingle r

Sandra Ungerson

(r = regrets)

1. Approval of Agenda

2. Adoption of Minutes of January 15, 2019

3-4

3. Delegations/Presentations

4. Director and Chair Reports

5. New Business

5.1 Salt Spring Island Liquid Waste Disposal – Capital Project Update 5-12

That the Salt Spring Island Liquid Waste Disposal Service Commission:

1. receive this report for information, and
2. approve the use of the accumulated interest in the amount of \$76,000 to amend the capital plan to fund the additional work that was completed, operational effort to improve performance, and upgrades required to address a few operational issues.

5.2 Salt Spring Island Liquid Waste Facility Regulations 13-26

That the Salt Spring Island Liquid Waste Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4286 cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2019” be introduced and read at first, second, and a third time.
2. That Bylaw No. 4286 be adopted.
3. That Bylaw No. 4287 cited as “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No.



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65, 2019" be introduced and read at first, second, and a third time.

4. That Bylaw No. 4287 be adopted.

5.3 Salt Spring Island Liquid Waste Disposal Local Service 2020 Operating and Capital Budget

27-39

That the Salt Spring Island Liquid Waste Disposal Commission:

1. Approve the 2020 operating and capital budget as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer from the Operating Reserve Fund; and
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

6. Outstanding Business

6.1

6.2

7. Adjournment

**Minutes of the Salt Spring Island Liquid Waste Disposal Local Service meeting
Held Tuesday January 15, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **Director:** Gary Holman
Commissioners: Rod Scotvold (via telephone), Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Chris Davidson, Manager, Salt Spring Engineering; Tracey Shaver, Recording Secretary
Absent: Rob Pingle

1. Election of Chair and Vice Chair

Manager Campbell called the meeting to order at 1 PM with a request for nominations for the positons of Chair.

Gary Holman nominated Mary Richardson for the position of chair. No other nominations were put forth; Mary Richardson accepted the position of chair and was voted in by acclamation.

Gary Holman nominated Rod Scotvold for the position of vice chair. No other nominations were put forth; Rod Scotvold accepted the position of vice chair and was voted in by acclamation.

2. Approval of Agenda

MOVED by Commissioner Richardson, **SECONDED** by Director Holman,
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for January 15, 2019 with the addition of item number 6.2 December Finance Reports.

CARRIED

3. Adoption of Minutes of October 11, 2018

MOVED by Director Holman, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting minutes of October 11, 2018.

CARRIED

4. Director and Chair Reports

- 4.1 Director McIntyre** briefly reported on:
- Published directors report in Driftwood
 - Windstorm; CRD internal debriefing, POD Meetings and public town hall
 - January 22, 2019- holding a CRD Budget meeting
- 4.2 Chair Richardson** briefly clarified basic terminology to be used in Reed Bed discussions:
Trucking means hauling liquid waste off island for further treatment
Tera or Geo Tubes – long term storage were fluid drains out
Reed Beds – remove water through evaporation

5. Delegations/Presentations

5.1 Mike Seymour, MSR Solutions Inc.

Mr. Seymour provided an informational presentation on the potential use of sludge drying wetlands on Salt Spring Island.

5.2 Peter Lake, Former Chair of the Salt Spring Liquid Waste Commission

Peter Lake provided additional information and research material regarding use of reed beds. Consideration of pilot project to dewater sludge and reduce hauling costs.

6. Outstanding Business

6.1 Reed Beds Research- verbal Report- Chair Richardson

- General discussion covered in above presentations

6.2 December Financial Reports

- Funding in place for options analysis to determine best option for waste treatment; work planned for 2022 budget.
- Consideration of starting pilot project
- Set up meeting with staff in Victoria regarding regulatory matters for land application of solid waste

7. Outstanding Business

8. Adjournment

MOVED by Commissioner Richardson, **SECONDED** by Director Holman,
That the meeting be adjourned at 2:45 pm.

CHAIR

SENIOR MANAGER



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REPORT TO THE SALT SPRING ISLAND LIQUID WASTE DISPOSAL COMMISSION MEETING OF TUESDAY, NOVEMBER 5, 2019

SUBJECT SALT SPRING ISLAND LIQUID WASTE DISPOSAL – CAPITAL PROJECT UPDATE

ISSUE

To provide an update to the Salt Spring Island Liquid Waste Disposal Service Commission (SSILW) on the Septage Receiving Station Upgrade Project.

BACKGROUND

In 2008, the Salt Spring Island electorate approved the borrowing of up to \$2,100,000 to upgrade the Capital Regional District (CRD) owned and operated Liquid Waste treatment and disposal facility at Burgoine Bay (Bylaw 3564). The original budget consisted of the following items:

• Process Building	\$300,000
• Receiving Station	\$350,000
• Mixing upgrade to storage tanks	\$200,000
• Dewatering press upgrades	\$250,000
• Membrane upgrade	\$160,000
• Electrical upgrade	\$ 50,000
• Composting Facility	\$300,000
• Engineering, Project Mgmt	\$490,000

In 2009, a consultant (Dayton and Knight) completed a preliminary design and concluded that the original budget was insufficient to complete the scope of work that was contemplated. Therefore, in 2011 the SSILW approved retaining a consultant (Stantec) to conduct a business case analysis of alternative means for long-term disposal of liquid waste on Salt Spring Island. Stantec recommended to operate the facility as a liquid waste transfer station and re-evaluate treatment options in the future if they became more feasible and if the community was willing to borrow funds to construct and operate a full-fledge treatment facility. In November, 2011, SSILW directed staff to change the scope to a construct a septage receiving facility. Therefore, a third consultant, Worley Parsons, was retained in 2013 to complete the design and construction of the receiving station. Unfortunately, Worley Parsons did not perform and in 2015 the Electoral Area Services Committee directed staff to end Worley Parson's contract and directed Integrated Water Services (IWS) Engineering to complete the septage receiving station project. The scope of work to be completed with the updated \$1.37 million budget included the design, construction and commissioning of the following items:

- Septage receiving station (including control panel, rock trap, screen);
- Replace the wet well pumps and pipe;
- Replace the old steel vertical tanks with new horizontal fiberglass septage storage tanks
- Install new septage recirculating pumps with venturi air injection system

- Re-use existing poly tanks for wash water storage and install new pump supply system
- Re-use existing seacan shed for new electrical control kiosk
- Install new electrical and program controls (SCADA) for all upgraded components

Progress To-Date

IWS commenced with the project in 2016 and the upgrades were substantially completed in October 2017 (see Attachment 1 showing before and after photos of the completed work). Some additional work was completed including the cleaning and removal of the condemned steel storage tanks, re-activation of the water well (for wash water), and general site clean-up. After the upgrades were completed some operational issues have been identified including: excessive grit accumulating in the tanks, occasional septage foaming, difficult mixing, septic hauler off-loading challenges and wash water shortages in the summer.

Currently, the amount remaining in the original \$1.37 million budget is about \$21,000. However, approximately \$51,000 is yet to be allocated to the project for the additional work completed and operational effort to assist with commissioning and improving performance. Furthermore, some additional funds are required and address the above noted operational issues.

CRD Finance has confirmed that interest in the amount of \$76,000 has accumulated over the duration of the project and that it could be used to complete the deficiencies subject to SSILW approval. The use of these funds does not increase debt serving or the requisition, but it is needed to address the operational issues. The net amount of \$46,000 would be used to improve grit removal, improve mixing and work towards using reclaimed water from Ganges Waste Water Treatment Facility for wash water.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Liquid Waste Disposal Service Commission:

1. receive this report for information, and
2. approve the use of the accumulated interest in the amount of \$76,000 to amend the capital plan to fund the additional work that was completed, operational effort to improve performance, and upgrades required to address a few operational issues.

Alternative 2

That the Salt Spring Island Liquid Waste Disposal Service Commission:

1. receive this report for information, and
2. not approve the use of the accumulated interest in the amount of \$76,000 to amend the capital plan to fund the additional work that was completed, operational effort to improve performance, and upgrades required to address a few operational issues.

IMPLICATIONS

Alternative 1 – Utilizing the accumulated interest on this project to fund the additional work that was completed, cover additional operational effort, and complete additional upgrades will ensure that the facility can operate more efficiently and not cause service interruptions to our customers.

The surplus interest funds will be used to improve grit removal, tank mixing and work towards reusing reclaimed water from Ganges WWTP for wash water.

Alternative 2 – Should the accumulated interest not be used to fund the operational effort and complete additional upgrades, the operating budget will be in further deficit (by about \$51,000) for 2019 and additional operational costs will be needed in future years to address the accumulated grit, mixing and wash water issues. For example, the tanks would have to be emptied and cleaned on a more frequent basis to remove the grit and potable water would have to be trucked in to use as wash water. During the tank cleaning and while out of wash water, the service would have to be shut-down which could impact our customers.

RECOMMENDATION

That the Salt Spring Island Liquid Waste Disposal Service Commission:

1. receive this report for information, and
2. approve the use of the accumulated interest in the amount of \$76,000 to amend the capital plan to fund the additional work that was completed, operational effort to improve performance, and upgrades required to address a few operational issues.

Submitted by:	Malcolm Cowley, P.Eng., Manager, Wastewater Engineering & Planning
Concurrence:	Dan Robson AScT, Manager, Infrastructure Operations
Concurrence:	Lia Xu, MSc, CPA, CGA, Finance Manager, Local Services
Concurrence:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area

MC/:ts

Attachment: Construction Photos

Attachment 1 – Sample Photos of Burgoyne Septage Receiving Facility Upgrade

Pre-Construction Photos



Septage discharge connection



Septage receiving screen



Manual septage bar screen



Manual transfer of screenings

Attachment 1 – Sample Photos of Burgoyne Septage Receiving Facility Upgrade



Existing septic wet well



Condemned septic storage tanks



Water storage tank

Photos of Capital Project Improvements



View of site near end of construction (steel tanks not yet removed)



New septage discharge connection



New automated septage screen

Attachment 1 – Sample Photos of Burgoyne Septage Receiving Facility Upgrade



New wet well pumps



New recirculation pumps



New fiberglass septic storage tanks

Attachment 1 – Sample Photos of Burgoyne Septage Receiving Facility Upgrade



Relocated tanks for washwater



Rainwater collection for washwater



Booster pumps for washwater



Condemned steel tanks removed

**REPORT TO SALT SPRING ISLAND LIQUID WASTE COMMISSION
MEETING OF NOVEMBER 5, 2019**

SUBJECT **Salt Spring Island Liquid Waste Facility Regulations**

ISSUE

To amend both the Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw 3864; and Capital Regional District Ticket Information Authorization Bylaw 1857 to update the Salt Spring Island liquid waste facility regulations and enforcement provisions.

BACKGROUND

With the Burgoyne Bay Liquid Waste Facility (LWF) upgrade new trucked liquid waste (TLW) operating regulations are required to ensure proper use of the facilities, ensure worker safety, and to protect infrastructure, receiving equipment, and the environment. As well as reduce CRD operational impacts and mitigate transport issues on neighbourhood properties due to the unregulated 24/7 access to the facility.

Liquid Waste Facility Regulations:

The new septic receiving unit is automated and transport haulers are required to ensure that connections during the discharge are leak free and control discharge into the receiving station. There is no full-time attendant on site to oversee the operation of the Burgoyne LWF therefore proposed regulations are meant to ensure safe discharge of TLW into the new facility, and site access.

The proposed amendments are summarized below:

1. **Access Permits:** The Burgoyne LWF is an unattended facility and access to the site is controlled by a gate. The CRD issues gate keys to private septic haulers who dispose liquid waste at the facility. Regulations should require haulers to obtain an access permit similar to the CRD's requirements at their regional septic disposal facilities. An access permit will provide the CRD with a record of the haulers accessing the facility, contact and billing information. The CRD has limited ability to enforce rules of use for this facility; therefore bringing into effect a hauler access permit program will assist in the administrative and operational needs of billing, addressing potential damage to infrastructure, and use of the facility. The CRD is recommending no charges for obtaining a hauler access permit.
2. **Operating Protocols:** A number of call-outs and after hour call outs have occurred since the new facility has been brought on line. The inlet valve modulates the septic receiving rate based on the reading from the level sensor in the screen tank, to avoid screen capacity issues. When the level sensor experiences issues the station gets locked out and sends out an alarm. This occurs when haulers pump thick loads at a high rate, the screen cannot keep up, which in turn causes the station to go into alarm and lock out. Haulers must then wait until CRD staff either attend the site to reset the alarm, or reset the alarm remotely from Ganges WWTP.

The thick loads being discharged into the receiving station are a result of haulers being reluctant to dilute their loads with water, as it adds volume to their septic discharge, and therefore increases their cost to unload septic. Further, the new receiving station is slower to unload than the previous facility, and some haulers have taken to pressurizing

their tanks to force the septage out at a faster rate. Both of these issues cause problems for the new receiving station, and can send it into alarm, requiring CRD Operational support.

These provisions will help issues at the receiving station causing potential spills, in order to meet the BC Contaminated Site Regulation under the *Environmental Management Act*. This Act would come into effect in the event of contamination of a site (ground, ground water) either due to spillage, leakage of the waste from the waste containers, or contamination of the land from dumping of the waste by the TLW haulers.

3. **Call-outs:** To encourage compliance with the revised regulations and reduce staff call outs during and after hours the proposed regulations transfers the cost for call outs to the hauler, including receiving station flow meter reading discrepancies caused by hauler non-compliance. A proposed charge for call outs is \$75.00 per hour, with a minimum charge of \$150 for the first 2 hours.
4. **Hours of Operations:** Complaints have been made by neighbouring properties with haulers accessing the site 24/7. To mitigate this and staff call-outs, the CRD recommends restricting access to the facility to Monday – Friday between 7:30 am to 4:00 pm; with after hours access being considered under emergency situations.
5. **Enforcement:** Amending the Ticket Information Authorization Bylaw 1857 to include enforcement provisions in the regulation of the liquid waste treatment facility. The proposed amendment assigns fines for the misuse of the receiving facility and is based on comparable contraventions to the Capital Regional District Septage Disposal Bylaw 2827.
6. **Transition:** To allow time for the CRD to consult with the on-island haulers and provide them time to adjust to the new operating regulations and hours of operation it is recommended the bylaw will come into effect Thursday, August 1, 2019.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Liquid Waste Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4286 cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2019” be introduced and read at first, second, and a third time.
2. That Bylaw No. 4286 be adopted.
3. That Bylaw No. 4287 cited as “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 65, 2019” be introduced and read at first, second, and a third time.
4. That Bylaw No. 4287 be adopted.

Alternative 2

That Bylaw No. 4286 and No. 4287 be referred back to staff for further information.

IMPLICATIONS

Under the existing bylaws, the CRD has limited ability to enforce the rules of use of its TLW receiving station on Salt Spring Island. The unregulated access and disposing of solids leaves the new receiving station vulnerable to negative impacts on the infrastructure, environmental contamination, and increased call outs. All costs associated with these issues impact the annual operating budgets.

CONCLUSION

The proposed regulations and enforcement provisions will update the administration and operations of an essential Salt Spring Island service and protect the infrastructure and reduce contamination.

RECOMMENDATION(S)

That the Salt Spring Island Liquid Waste Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4286 cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2019” be introduced and read at first, second, and a third time.
2. That Bylaw No. 4286 be adopted.
3. That Bylaw No. 4287 cited as “Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 65, 2019” be introduced and read at first, second, and a third time.
4. That Bylaw No. 4287 be adopted.

Submitted by:	Karla Campbell, BPA, Sr. Manager Salt Spring Island Electoral Area
Concurrence:	Matthew McCrank, MSc., P.Eng., Senior Manager, Infrastructure Operations
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

KC:ts

Attachments:

Appendix A: Bylaw No. 4286, Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2019

Appendix B: Bylaw No. 4287, Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 65, 2019

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4286

**A BYLAW TO AMEND BYLAW 3864 TO UPDATE FEES AND CHARGES FOR UTILITY
SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE
SALT SPRING ISLAND ELECTORAL AREA**

The Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012", is amended as follows:
 - a) By removing Schedule C in its entirety and replacing it with Schedule C attached hereto.
 - b) By inserting Schedule E, attached hereto.
2. Citation:

This Bylaw may be cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2019".

READ A FIRST TIME THIS	—	day of	2019
READ A SECOND TIME THIS	—	day of	2019
READ A THIRD TIME THIS	—	day of	2019
ADOPTED THIS	—	day of	2019

CHAIR

CORPORATE OFFICER

SCHEDULE C

Liquid Waste Facility

1. Disposal Fees and Charges

~~Every person depositing Liquid Waste at the disposal site shall pay the following fees:~~

WASTE CATEGORY	FEE PER IMPERIAL GALLON - IG
Septage	\$0.415/ig

- a) Every hauler depositing liquid waste at the liquid waste facility shall pay the following fees and charges:

Fees:	
Septage	\$ 91.29 per cubic metre (\$0.415 per imperial gallon)
Sewage	\$ 91.29 per cubic metre (\$0.415 per imperial gallon)
Facility User Permit	\$50.00 per septage waste disposal truck per annum
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Interpretation-Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

“CRD” means the Capital Regional District.

“Call Out Charge” means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

“Discharge” means to directly or indirectly introduce a substance into a sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

“Facility Access Permit” means a Facility Access Permit issued by the CRD

“Generator” means an owner **or** occupier of property from which the liquid waste originates that is being trucked to a facility for disposal.

“Hauler” means a person **or company** who transports liquid waste from a generator to a liquid waste facility for disposal.

“Local Service Area” means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

“Load of Liquid Waste” means the liquid waste being delivered by the hauling vehicle.

“Liquid Waste” means septage and/or sewage sludge.

“Liquid Waste Receiving Facility” means the Salt Spring liquid waste facility that receives trucked liquid waste, more particularly described as located off Burgoyne Bay Road, Salt Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

“Measured volume” means the actual volume of liquid waste discharged at the designated liquid waste **receiving** facility as measured by the magnetic flow meter installed at the facility.

“Municipality” means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

“Prohibited Waste” means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

“Septage” means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a septic tank or holding tank.

“Septic Tank” means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

“Sewage Sludge” means the primary or secondary sewage sludge from a sewage treatment plant.

“Sewer” means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

“Trucked Liquid Waste” means any liquid waste that is collected and transported from the site where the liquid waste originated by means other than discharge to a Sewer, including but not limited to: Septic tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludge’s of organic or inorganic origin.

“Trucked Waste Manifest” means a form provided by the CRD to be completed by the generator, or agent acting on behalf of the generator, and hauler of septage as a condition of using a liquid waste disposal facility.

3. User Fees:

- a) The liquid waste disposal fee set out in Section 1 will be imposed on every hauler depositing liquid waste at the liquid waste facility and shall be paid in accordance with this bylaw.
- b) The fees charged will be calculated by multiplying the measured volume of liquid waste discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of liquid waste **from the haulers truck as specified in the operators manual for the haulers truckas reported on the trucked waste manifest.**

4. Credit:

- a) Persons depositing liquid waste at the liquid waste facility on a regular basis may apply to the CRD for credit. If the Treasurer CRD is satisfied of the credit worthiness of the hauler, credit may be granted , in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:
 - i) The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for liquid waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.
 - ii) Late payment(s) will be subject to an interest penalty of 1.5% per month.
 - iii) The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Discharges of Liquid Waste Regulations:

- a) ~~No person shall discharge Trucked Liquid Waste directly or indirectly to Sewer or Sewage Facility other than at the Disposal Site.~~
- b) ~~Every Generator or Hauler within the Local Service Area must discharge Liquid Waste into the Disposal Site.~~
- c) ~~Haulers must arrange for a gate access key to the Disposal Site through the Capital Regional District.~~
- d) ~~Haulers must comply with all rules of conduct governing use of the Disposal Site as prescribed in Section 7.~~
- e) ~~No person shall discharge Trucked Liquid Waste at the Disposal Site unless a Trucked Waste Manifest has been completed and deposited at the facility.~~
- a) **Generators or haulers of liquid waste shall only use the Liquid Waste Receiving Facility upon the following conditions:**
 - 1. That they agree to comply with all provisions within this Bylaw.
 - 2. They have received a Burgoyne Bay Liquid Waste Facility Access Permit from the CRD.
 - 3. That the liquid waste meets the operating criteria to be received and processed at the facility.
 - 4. That they agree to comply with all operating protocols governing the use of the liquied waste facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.

- b) Any person making a discharge at the trucked liquid waste facility shall immediately stop the discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the discharge does not meet the provisions of this bylaw or any other enactment.
- c) A Hauler is liable for any damage to a liquid waste facility or CRD property caused by the Hauler or caused by the functioning or operation of a Hauler's vehicle, tank, or equipment.
- d) The CRD may suspend or revoke a permit to access and use of the Disposal Site **liquid waste facility** if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.
- e) Sections 5 (a) to 5 (d) do not apply to a municipality or agent of a municipality, where liquid waste is removed from a water, sewer or sewage facility or the liquid waste facility for purposes of maintenance activities on the water, sewer or sewage facility or the liquid waste facility.

6. Rules for Use of the Burgoyn Septage Facility Operating Protocols:

- a) The Burgoyn site **liquid waste facility** is an unattended facility and is controlled by a **locked** gate. The Capital Regional District will issue a gate key to a Hauler carrying out work in the Local Service Area whose application for service is approved. In order to access the site a hauler must have a valid facility use permit.
 - i) Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in section 1 (a).
 - ii) Each vehicle owned by the hauler that is used for the purposes of septage waste disposal at the liquid waste facility must be listed on the Facility Access Permit.
 - iii) Once approved a Facility User Permit sticker, gate access key and/or codes will be issued to the liquid waste facility.
 - iv) A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.
 - v) The CRD may suspend or revoke a Facility Access Permit:
 - (1) for any or all vehicles licensed to any one hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the discharge of waste into a septage disposal facility, when the violation or noncompliance interferes with the operation of the septage disposal facility
 - (2) if a generator or hauler falsifies or omits information regarding the source, type, or quality of septage discharged at a septage disposal facility.
 - (3) for any or all vehicles licensed to any one hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.

- b) While on site at the liquid waste receiving facility, all Haulers, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.
- c) The designated intake connection at the liquid waste facility must be used. Discharging liquid waste directly or indirectly into any other point at the Liquid Waste Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.
- d) Information regarding the liquid waste to be discharged including the waste manifest must be properly entered into the log-in hauler's panel or may result in suspension or revocation of a Facility Access Permit.
- e) The solid to liquid waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to call out charges as set out in Section 1, if CRD staff are required to attend the liquid waste facility, and could result in liability to repair the facility if damage is caused.
- f) Should the liquid waste facility alarm go into effect and the inlet valve close, Haulers must wait until the liquid waste facility has been reset before continuing to off-load. No liquid waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.
- g) All hauling vehicles using the site must have connection devices compatible with those of the facility.
- h) The hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility discharge coupling, and the operation of the equipment associated with the hauling vehicle.
- i) The discharge of liquid waste shall be conducted without spillage. Hoses shall not be drained to the ground. **In the event that an environmental spill occurs, the hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.**
- j) **Each vehicle owned by the hauler that is used for the purpose of waste disposal at a septage disposal facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.**
- k) Parking for Haulers' vehicles on site is permitted only while discharging liquid waste.
- l) There is a limited supply of water to operate the liquid waste receiving facility. Haulers shall not use water for washing or servicing their vehicles.
- m) The Hauler shall designate on the trucked waste manifest the type of liquid waste being discharged.
- n) **Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.**
- o) **Hours of Operation:**
 - i) Liquid waste will only be accepted at the liquid waste facility during regular hours of operation.

ii) The regular hours of operation at the liquid waste facility are as follows:

Monday to Friday, excluding statutory holidays 7:30 am to 4:00 pm

iii) During the regular hours of operation, the liquid waste facility will be open for Haulers to dispose of liquid waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.

iv) After hours access may be considered under emergency situations.

v) No person shall make use of the liquid waste facility at any time other than the regular hours and days of operation, unless:

(1) That person is an employee, contractor or agent of the CRD; or

(2) There is an emergency situation, and the person using the liquid waste facility pays the after hour charges as set out in Section 1.

p) A flow meter is provided **and shall be** used to measure the volume of each discharge. The CRD will bill each Hauler based on the total volume of liquid waste discharged.

7. Offences and Penalties:

a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding \$10,000.

b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

c) Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

**CAPITAL REGIONAL DISTRICT
SALT SPRING ISLAND
LIQUID WASTE FACILITY PERMIT**



SCHEDULE E

APPLICATION FOR A FACILITY USER PERMIT

Submit Completed Form to: Capital Regional District
Salt Spring Island Electoral Area
121 McPhillips Avenue
Salt Spring Island, BC, V8K 2T6

Please Print

COMPANY NAME: _____

COMPANY REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (if different from above): _____

TELEPHONE: (business) _____ (home) _____ (fax) _____

The Facility User Permit fee as outlined in Schedule C must be remitted with the application.

2. List all vehicles to be included in the User Permit:

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

**SCHEDULE E
BYLAW 3864**

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

DESCRIPTION OF VEHICLE(S): _____

CAPACITY: _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

Signature: _____ **Date:** _____

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4287**

**A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT
TICKET INFORMATION AUTHORIZATION BYLAW, 1990**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, is amended as follows:

- (a) Schedule "1" to Bylaw No. 1857 is amended in section 24 by replacing that section as follows:

DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER
24. Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012	Bylaw Enforcement Officer

- (b) by replacing the existing Schedule 24 with the attached Schedule 24.

2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 65, 2019".

READ A FIRST TIME THIS	—	DAY OF	—	2018
READ A SECOND TIME THIS	—	DAY OF	—	2018
READ A THIRD TIME THIS	—	DAY OF	—	2018
ADOPTED THIS	—	DAY OF	—	2018

CHAIR

CORPORATE OFFICER

SCHEDULE 24 TO BYLAW NO. 1857

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES
BYLAW NO. 1, 2012

(BI 3864)

**WORDS OR EXPRESSIONS
DESIGNATING OFFENCE**

		SECTION	FINE
1.	Discharging at locations other than Liquid Waste Facility	Sch "C", Sec 5 (a)	\$100200
2.	Fail to deposit declaration manifest	Sch "C", Sec 5 (c)	\$100
3.	Unauthorized parking	Sch "C", Sec 6 (c)	\$50
4.	Spilling septage	Sch "C", Sec 6 (h)	\$100
5.	Fail to record flow meter reading	Sch "C", Sec 8	\$100
6.	Fail to discontinue discharge	Sch "C", 6 (i)	\$200
7.	Fail to obtain access permit	Sch "C", Sec 6 (a)	\$100
8.	Fail to have compatible connection devices	Sch "C", Sec 6 (f)	\$100
9.	Fail to contain load	Sch "C", Sec 6 (g)	\$150
10.	Fail to load to receiving station inlet	Sch "C", Sec 6 (j)	\$100
11.	Fail to designate discharge on manifest	Sch "C", Sec 6 (l)	\$100
12.	Fail to comply with all posted speed limits	Sch "C", Sec 6 (m)	\$100
13.	Accessing facility after hours	Sch "C", Sec 6 (n)	\$100
14.	Fail to record information	Sch "C", Sec 6 (o)	\$100



Making a difference...together

REPORT TO THE SALT SPRING ISLAND LIQUID WASTE DISPOSAL COMMISSION MEETING OF TUESDAY, NOVEMBER 5, 2019

SUBJECT SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE 2020 OPERATING AND CAPITAL BUDGET

ISSUE

To present the 2020 operating and capital budget. In accordance with Bylaw No 2118, "Salt Spring Island Liquid Waste Disposal Additional Service Establishment Bylaw No. 1, 1993" the Commission's approval of the annual budget is required.

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual operating and capital budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have therefore, prepared the financial plan shown in Appendix A to this report for the Salt Spring Island Liquid Waste Disposal Local Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets or asset review and study work potentially leading to future capital improvements.

In preparing the Operating Budget, CRD staff took into account:

1. Actual expenditures incurred between 2017 and 2019
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual Cost per taxpayer and per SFE

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. Regulatory, environmental and health and safety factors

Adjustments for surpluses or deficits from 2019 may be made in January 2020. The CRD Board will give final approval to the budget and financial plan in March 2020.

The Financial Plan for the years 2021 – 2024 may be changed in future years.

BUDGET OVERVIEW

Operating Budget

It is anticipated that operating expenses in 2019 will be approximately \$42,270 over budget, due primarily to higher sludge hauling and disposal costs at an actual cost of \$0.37 per imperial gallon

as opposed to the budgeted rate of \$0.32 per imperial gallon as the result of renewal rate becoming available after the 2019 budget planning cycle. This one time unfavorable variance on hauling and disposal cost will be adjusted in 2020 budget to realign with the new hauling and disposal rate. The 2019 operating revenue is projected to be approximately \$20,280 lower than budgeted due to lower septage and sludge sales volume. This results in an operating deficit for the service.

In order to balance the 2019 operating budget, CRD staff recommend that:

- the 2019 transfer to the Capital Reserve Fund (CRF) of \$34,550 not be made; and
- a transfer from the Operating Reserve Fund (ORF) to the operating budget of \$28,000 be made.

The 2020 operating budget has been increased by 10.8% over the 2019 budget to account for inflation, an increase in hauling and disposal costs from \$0.32 per imperial gallon to \$0.37 per imperial gallon, equipment supplies (e.g. screen brush replacement at \$7,000 per year) and increased labour costs including an ongoing supplementary to support additional operating labour support for the service.

Municipal Finance Authority (MFA) Debt:

MFA debt servicing costs are incurred on debt of \$280,000 issued in 2009 at 4.90% interest, \$400,000 issued in 2009 at 4.13% interest, \$650,000 issued in 2010 at 4.50% interest and \$770,000 issued in 2013 at 3.85% interest.

Interest rates on the 2009 borrowings have been reduced to 2.20% and 2.25% respectively, due to refinancing options available 10 years after initial borrowing. Debt servicing costs will be reduced to \$179,072 per year, down from \$194,020, assuming no additional borrowing.

Operating Reserve Fund

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include power line maintenance and inspection, access road maintenance and septage storage tank inspection and maintenance. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for emergency unplanned repairs.

It is proposed that transfers to the Operating Reserve Fund increase by 14% in 2020 (to \$3,200). The Operating Reserve Fund balance at the end of 2019 is projected to be \$1,360.

Capital Reserve Fund:

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget or debt.

It is proposed that transfers to the Capital Reserve Fund increase from \$34,550 to \$50,000 in 2020. The balance at the end of 2019 is projected to be \$163,302.

Capital Expenditure Plan

The 5-year plan includes \$1,251,109 of expenditures to be funded by a combination of the service's capital funds on hand, capital reserve funds and new debt following a public engagement and referendum process planned in 2022. The new debt will fund the design and construction of a new treatment and disposal facility.

One new capital project is planned in year 2020 for Safe Work Procedures Review and Development for \$9,000.

Capital Project Funds

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund. Whenever possible, any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects.

User Charge and Parcel Tax

The disposal user charge (disposal rate) and the parcel tax fund the service. All properties within the local service area are responsible for the parcel tax while users of the facility pay the disposal rate.

It is proposed that the 2020 user charge (disposal rate) increase from \$0.415 to \$0.430 per imperial gallon (\$94.59/m³) and the 2020 parcel tax per taxable folio increase to \$67.50 from \$56.07 (20%) to fund the service.

RECOMMENDATION

That the Salt Spring Island Liquid Waste Disposal Commission:

1. Approve the 2020 operating and capital budget as presented and recommend that the 2019 actual surplus or deficit be balanced on the 2019 transfer from the Operating Reserve Fund; and
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area
Submitted by:	Matthew McCrank, MSc., P.Eng., Senior Manager, Infrastructure Operations
Submitted by	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

MMc/:ts

Attachment: [2020 Budget SSI Liquid Waste-Commissioner Review Nov 2019](#)

CAPITAL REGIONAL DISTRICT

2020 Budget

SSI Liquid Waste Disposal

Commission Review

Compiled and Presented by CRD Finance

Nov-19

Service: **3.705 SSI Liquid Waste Disposal**

Committee: **Electoral Area Services**

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island.
The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of \$126,650 or \$0.10 / \$1,000 to a maximum of \$415,739 on actual assessments for land and improvements.

COMMITTEE:

Salt Spring Island Liquid Waste Disposal Local Services Committee established by Bylaw No. 2119 (May, 1993).

FUNDING:

Parcel Tax: Annual, levied on all properties in the Electoral Area

Tipping Fee: \$0.415 per imperial gallon (Bylaw No. 4311, Jun 12, 2019)

Connection Charge: N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

SSI Liquid Waste Disposal	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
	<u>OPERATING COSTS:</u>									
Sludge Hauling Contract	352,000	410,000	388,500	-	-	388,500	397,050	405,790	414,720	423,840
Grit & Waste Sludge Disposal	8,000	6,500	8,000	-	-	8,000	8,180	8,360	8,540	8,730
Repairs & Maintenance	5,750	4,090	5,820	-	-	5,820	10,940	6,070	15,200	6,330
Allocations	20,130	20,130	23,743	-	-	23,743	26,877	30,128	30,686	31,255
Electricity	3,000	4,600	4,600	-	-	4,600	4,700	4,800	4,910	5,020
Supplies	540	1,400	7,400	-	-	7,400	7,560	7,730	7,900	8,070
Labour Charges	136,190	121,560	140,940	4,390	-	145,330	148,527	151,795	155,134	158,548
Other Operating Expenses	10,490	10,090	10,640	-	-	10,640	10,870	11,100	11,330	11,570
TOTAL OPERATING COSTS	536,100	578,370	589,643	4,390	-	594,033	614,704	625,773	648,420	653,363
*Percentage Increase over prior year						10.8%	3.5%	1.8%	3.6%	0.8%
Transfer from Operating Reserve Fund	-	(28,000)	-	-	-	-	(5,000)	-	(9,000)	-
NET OPERATING COSTS	536,100	550,370	589,643	4,390	-	594,033	609,704	625,773	639,420	653,363
*Percentage Increase over prior year						10.8%	2.6%	2.6%	2.2%	2.2%
DEBT/RESERVES										
MFA Debt Reserve	-	-	560	-	-	560	560	560	560	560
MFA Debt Principal	104,880	104,880	104,877	-	-	104,877	104,877	104,877	104,877	158,644
MFA Debt Interest	89,140	89,140	74,195	-	-	74,195	74,195	74,195	89,312	101,745
Transfer to Operating Reserve Fund	2,810	2,810	3,200	-	-	3,200	3,270	3,340	3,410	3,490
Transfer to Capital Reserve Reserve Fund	34,550	-	50,000	-	-	50,000	51,100	52,220	53,370	54,540
TOTAL DEBT / RESERVES	231,380	196,830	232,832	-	-	232,832	234,002	235,192	251,529	318,979
TOTAL COSTS	767,480	747,200	822,475	4,390	-	826,865	843,706	860,965	890,949	972,342
FUNDING SOURCES (REVENUE)										
Sale - Septage Sludge	(290,500)	(282,065)	(279,500)	-	-	(279,500)	(285,650)	(291,930)	(298,350)	(304,910)
Sale - Sewage Sludge	(166,000)	(154,155)	(172,000)	-	-	(172,000)	(175,780)	(179,650)	(183,600)	(187,640)
Payments in Lieu	(390)	(390)	-	-	-	-	(1,070)	(1,080)	(1,090)	(1,100)
Other Revenue	(500)	(500)	(1,060)	-	-	(1,060)	(462,500)	(472,660)	(483,040)	(493,650)
TOTAL REVENUE	(457,390)	(437,110)	(452,560)	-	-	(452,560)	(381,206)	(388,305)	(407,909)	(478,692)
REQUISITION - Parcel Tax	(310,090)	(310,090)	(369,915)	(4,390)	-	(374,305)				
*Percentage increase over prior year requisition						20.7%	1.8%	1.9%	5.0%	17.4%

Reserve Schedule

Reserve Fund: 3.705 SSI Liquid Waste Disposal Operating Reserve Fund (Bylaw No. 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septic holding tank maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105209

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	25,992	1,360	4,560	2,830	6,170	580
Transfer from Operating Budget	2,810	3,200	3,270	3,340	3,410	3,490
Expenditures	(28,000)	-	(5,000)	-	(9,000)	-
Planned maintenance activity			Access Road Maintenance		Power Line Maintenance	
Interest Income	558	-	-	-	-	-
Ending Balance \$	1,360	4,560	2,830	6,170	580	4,070

Reserve Schedule

Reserve Fund: 3.705 SSI Liquid Waste Disposal Capital Reserve Fund (Bylaw No. 2274)

Reserve Cash Flow

Fund: 1087 Fund Center: 102146

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	159,375	163,302	204,302	215,402	87,622	140,992
Transfer to Cap Fund (Based on Capital Plan)	-	(9,000)	(40,000)	(180,000)	-	-
Transfer from Operating Budget	-	50,000	51,100	52,220	53,370	54,540
Transfer to Operating Budget	-	-	-	-	-	-
Interest Income*	3,927	-	-	-	-	-
Ending Balance \$	163,302	204,302	215,402	87,622	140,992	195,532

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 3.705
 Service Name: SSI Liquid Waste Disposal

Proj. No.	Capital Exp. Type	Funding Source Codes	Funding Source Codes (con't)	Asset Class
The first two digits represent first year the project was in the capital plan.	Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset	Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding	Res = Reserve Fund STLoan = Short Term Loans WU - Water Utility	L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment

Capital Project Title	Capital Project Description	Total Project Budget
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".	This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-02	Replacement	Septage Facility Upgrade	Septage receiving station and storage tanks	\$1,370,000	S	Cap	\$22,109	\$22,109	\$0	\$0	\$0	\$0	\$22,109
16-03	Study	Options Analysis	Options for treatment and disposal and public consultation	\$65,000	S	Res	\$0	\$0	\$0	\$65,000	\$0	\$0	\$65,000
17-01	Study	Public Engagement and Referendum	Public Engagement and Referendum	\$40,000	S	Res	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
18-01	Replacement	Treatment and Disposal	Engineering and construction of treatment and disposal	\$1,000,000	S	Debt	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
19-01	Replacement	Groundwater Monitoring	Groundwater monitoring	\$40,000	S	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
19-02	Study	Safe Work Procedures - Review and Development	Review and develop safe work procedures for operational and maintenance tasks.	\$9,000	S	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
20-01	Replacement	Lagoon Closure	Lagoon Closure	\$75,000	S	Res	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
GRAND TOTAL				\$2,599,000			\$22,109	\$31,109	\$40,000	\$180,000	\$1,000,000	\$0	\$1,251,109

Service: 3.705

SSI Liquid Waste Disposal

Proj. No. 16-02

Capital Project Title Septage Facility Upgrade

Capital Project Description Septage receiving station and storage tanks

Asset Class S
S - Engineering Structure

Board Priority Area New septage receiving station

Corporate Priority Area Good

Project Rationale

The actual construction cost for the facility has varied from \$676,000 to over \$1,500,000. The value shown here is subject to verification and change once the design process is complete. Will need funds set aside for composting allocated to this phase.

Proj. No. 16-03

Capital Project Title Options Analysis

Capital Project Description Options for treatment and disposal and public consultation

Asset Class S
S - Engineering Structure

Board Priority Area 0

Corporate Priority Area 0

Project Rationale

Review options for the treatment and disposal of the septage sludge. Do complete life cycle analysis. Public engagement and referendum to borrow. Estimates to date indicate it will not be possible to construct the treatment and disposal facilities without additional money. While this may change once the septage receiving and storage phase is complete and preferred treatment and disposal option selected, it is prudent to assume a referendum and significant public engagement will be required.

Proj. No. 17-01

Capital Project Title Public Engagement and Referendum

Capital Project Description Public Engagement and Referendum

Asset Class S
S - Engineering Structure

Board Priority Area 0

Corporate Priority Area 0

Project Rationale

Proj. No. 18-01

Capital Project Title Treatment and Disposal

Capital Project Description Engineering and construction of treatment and disposal

Asset Class S
S - Engineering Structure

Board Priority Area There may be a new treatment process installed.

Corporate Priority Area N/A

Project Rationale

This is the design and construction of the preferred treatment and disposal chosen through the options analysis.

Service: **3.705**

SSI Liquid Waste Disposal

Proj. No. 19-01

Capital Project Title Groundwater Monitoring

Capital Project Description Groundwater monitoring

Asset Class

S

S - Engineering Structure

Board Priority Area 0

Corporate Priority Area N/A

Project Rationale As part of the long term impact analysis of the old lagoons, groundwater monitoring may be required. Groundwater monitoring may also be required for onsite disposal of the treated sludge.

Proj. No. 19-02

Capital Project Title Safe Work Procedures - Review and Development

Capital Project Description Review and develop safe work procedures for operational and maintenance tasks.

Asset Class

S

S - Engineering Structure

Board Priority Area 0

Corporate Priority Area N/A

Project Rationale Included in response to safety concerns expressed by Operations personnel.

Proj. No. 20-01

Capital Project Title Lagoon Closure

Capital Project Description Lagoon Closure

Asset Class

S

S - Engineering Structure

Board Priority Area 0

Corporate Priority Area N/A

Project Rationale The old lagoons have not been officially closed. Additional tests and reports are required.

SSI Liquid Waste Disposal

Capital Projects Fund

Project#	Status	Capital Project Description	Total Budget	Expenditure Actuals	Remaining Funds	Funding Source-CRF*	Funding Source-Debt**	Funding Source-Operating***	Funding Source - Interest****	Return Surplus to CRF*
CE.225	OPEN	Septage Facility Upgrade	2,240,940	2,219,634	21,306	50,000	2,100,000	8,428	82,512	
		<i>Uncommitted Interest Income</i>			76,713				76,713	
		Totals	2,240,940	2,219,634	98,019	50,000	2,100,000	8,428	159,225	-

* CRF (Capital Reserve Fund)

** Debt (MFA Debt)

*** Operating (Operating Budget)

**** Interest (Interest Income)

Service: **3.705** **SSI Liquid Waste Disposal**

Committee: **Electoral Area Services**

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>Rate/Gallon*</u>	<u>Sludge (Gallons)</u>	Sewer	Septage (Gallons)	
2011	5,705	\$42.10	\$0.380	350,092	¹	501,437	¹ 851,529
2012	5,735	\$50.29	\$0.380	406,206	¹	544,042	¹ 950,248
2013	5,763	\$50.30	\$0.380	433,400	¹	537,500	¹ 970,900
2014	5,763	\$50.31	\$0.380	436,823	¹	541,439	¹ 978,262
2015	5,765	\$51.22	\$0.390	365,886	¹	586,101	¹ 951,987
2016	5,821	\$52.49	\$0.400	373,676	¹	697,858	¹ 1,071,534
2017	5,821	\$54.92	\$0.405	390,538	¹	684,005	¹ 1,074,543
2018	5,821	\$55.13	\$0.415	392,596	¹	739,624	¹ 1,132,220
2019	5,821	\$56.07	\$0.415	400,000	²	700,000	² 1,100,000
2020	5,836	\$67.50	\$0.430	400,000	²	650,000	² 1,050,000

¹ Actual Volume

² Estimated Volume