



Making a difference...together

SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE COMMISSION ANNUAL GENERAL MEETING

Notice of Meeting on Tuesday, October 27, 2020 at 1:00 PM
Lions Hall, 103 Bonnett Ave, Salt Spring Island, BC

Gary Holman Rod Scotvold Rob Pingle Mary Richardson Sandra Ungerson

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 2019 fiscal year.

AGENDA

Territorial Acknowledgement / Call Meeting to Order

Limited Space Meeting Resolution

That this resolution applies to the Salt Spring Island Liquid Waste Disposal Local Service Commission for the meeting being held on October 27, 2020, and that the attendance of the public at the place of the meeting ~~LOOBHOLPLWHG~~ in accordance with the applicable requirements or ~~recommendations~~ under the Public Health Act, despite the best efforts of the ~~LTXLGDWHRPPLVRQ~~ because:

- D The available meeting facilities cannot accommodate more than (30) people in person, including members of the commission and staff, and
- E There are no other facilities presently available that will allow physical attendance of the Commission and the public in sufficient numbers; and

That the Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:

- a. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
- b. By making the minutes of the meeting available on the CRD website following the meeting.

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.

EXEC-1295039085-1945

- 2. Approval of Agenda**
- 3. Adoption of Minutes of the 2018 Annual General Meeting held on April 15, 2019**
- 4. Chair's Report**
- 5. Report**
 - 5.1 Annual Report for 2019 Fiscal Year**
- 6. Election of Officers**
- 7. New Business**
- 8. Adjournment**



Making a difference...together

**Minutes of the Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service Commission
Held Monday April 15, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

DRAFT

Present: **Director:** Gary Holman
 Commissioners: Rod Scotvold, Mary Richardson, Sandra Ungerson, Rob Pingle
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Amber Donaldson, Manager, Finance Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Dan Ovington, Manager, Parks and Recreation; Tracey Shaver, Recording Secretary

1. Call to Order

Chair Richardson called the meeting to order at 10:01 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle,
That the Salt Spring Island Liquid Waste Disposal Commission approved the 2018 Annual General Meeting agenda for April 15, 2019 with the addition of item 7.1 Dewatering Option.

CARRIED

3. Adoption of Minutes of the 2017 Annual General Meeting held on June 5, 2018

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting minutes of the 2017 Annual General meeting held on June 5, 2018.

CARRIED

4. Chair's Report – no report

5. Report

5.1 Annual Report for 2018 Fiscal Year

Staff reviewed the various sections of the annual report which included, operations, sewage and septage volumes, sludge monitoring, capital projects and financial information.

- Working towards changes in operations by updating bylaw
- Restrict hours of access to facility
- Thicker sludge product takes longer to off load
- Water conservation could be creating thicker sludge from household septic tanks
- Consider additional education for property owners “septic savy”

6. Election of Officers

Rob Pingle and Rod Scotvold agreed to accept another term starting in 2020. Hearing no other nominations both will be appointed by acclamation.

7. New Business

7.1 Dewatering Option

- Environmental Resource Management staff tasked with developing a strategy for beneficial use of biosolids; and may require a liquid waste management plan.
- Liquid Waste Commission recommends options analysis study be brought forward to 2022 in the 5 year financial plan.

8. Adjournment

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Scotvold,
That the meeting be adjourned at 10:49 am.

CARRIED

CHAIR

SENIOR MANAGER

Liquid Waste Disposal System

2019 Annual Report

CRD | Sewer Systems

Introduction

This report provides a summary of the Salt Spring Island liquid Waste Disposal Service for 2019. It includes a description of the service, summary of the septage and sewage volumes collected, operations highlights, capital project updates and financial report.

The service is administered by the Salt Spring Island liquid Waste Disposal Local Services Commission.

Service Description

The Salt Spring Island liquid Waste Disposal Service was established in 1993. The system is owned and operated by the Capital Regional District (CRD) and services the entire Salt Spring Island Electoral Area, shown Figure 1.



Figure 1: Salt Spring Island Electoral Area

The Salt Spring Island Liquid Waste Disposal Service is provided through a septage and sludge receiving facility located near Burgoyne Bay. The service utilizes a septage and sewage receiving station, storage tanks, a small pump station and miscellaneous buildings and equipment.

The system presently only receives and stores septage and sewage that is then hauled off island for further treatment and disposal.

Initially, the service did treat and dispose of the septage and sewage on island, but the components reached their end of life and failed. The replacement of this functionality will be reviewed utilizing life cycle costing. These options will then be considered by the Commission and if there is insufficient money in the capital reserve fund to complete construction, then public consultation and a referendum would be undertaken.

Operational Highlights

During 2019, the Salt Spring Island Liquid Waste facility (the facility) operated as a liquid waste transfer station only. Septage and sludge liquid waste was received and stored at the facility and then hauled to SPL Wastewater Recovery Center, located in Langford, for further treatment and processing. Operations staff attended the site Monday to Friday for approximately 4 hours per day performing routine operations including:

- Cleaning of receiving station
- Maintaining rainwater catchment and pumping system.
- Working with and instructing septic hauling contractors with the operational issues
- Site security
- Access road minor maintenance
- Assisting contractor with liquid waste removal and hauling operations
- Collection of liquid waste samples for laboratory analysis
- Equipment preventative maintenance
- Site housekeeping
- Monitoring of septage hauling contractors that are authorised to access and use the facility.
- Responding to critical call-out alarms
- Administration duties

The following is a summary of the major operational issues that were addressed during the 2019 operating period:

- Wash water pump Variable Frequency Drive (VFD) corrective maintenance.
- Emergency response and reporting to septage tank overflow event.
- Facility SCADA communications line repairs.
- Receiving station screen brush and wear plate major preventative maintenance (replacement)

The total volume of sewage and septage received in 2019 is shown in Table 1 and Figure 2 below.

The sewage volume increased by approximately 15% and the septage increased by approximately 4% from 2018. Total annual combined volume increased by approximately 8%.

	Units	2012	2013	2014	2015	2016	2017	2018	2019
Sewage	(m ³)	1,846.6	1,970.2	1,985.8	1,663.3	1,698.7	1,775.4	1,784.7	2,058.0
	(IGAL)	406,206	433,400	436,823	365,886	373,676	390,538	392,596	452,708
Septage	(m ³)	2,473.2	2,443.5	2,461.4	2,664.4	3,172.5	3,109.5	3,362.3	3,489.8
	(IGAL)	544,042	537,500	541,439	586,101	697,858	684,005	739,624	767,668
Total	(m ³)	4,319.8	4,413.7	4,447.2	4,327.7	4,871.2	4,884.9	5,147.1	5,547.8
	(IGAL)	950,248	970,900	978,262	951,987	1,071,534	1,074,543	1,132,220	1,220,376

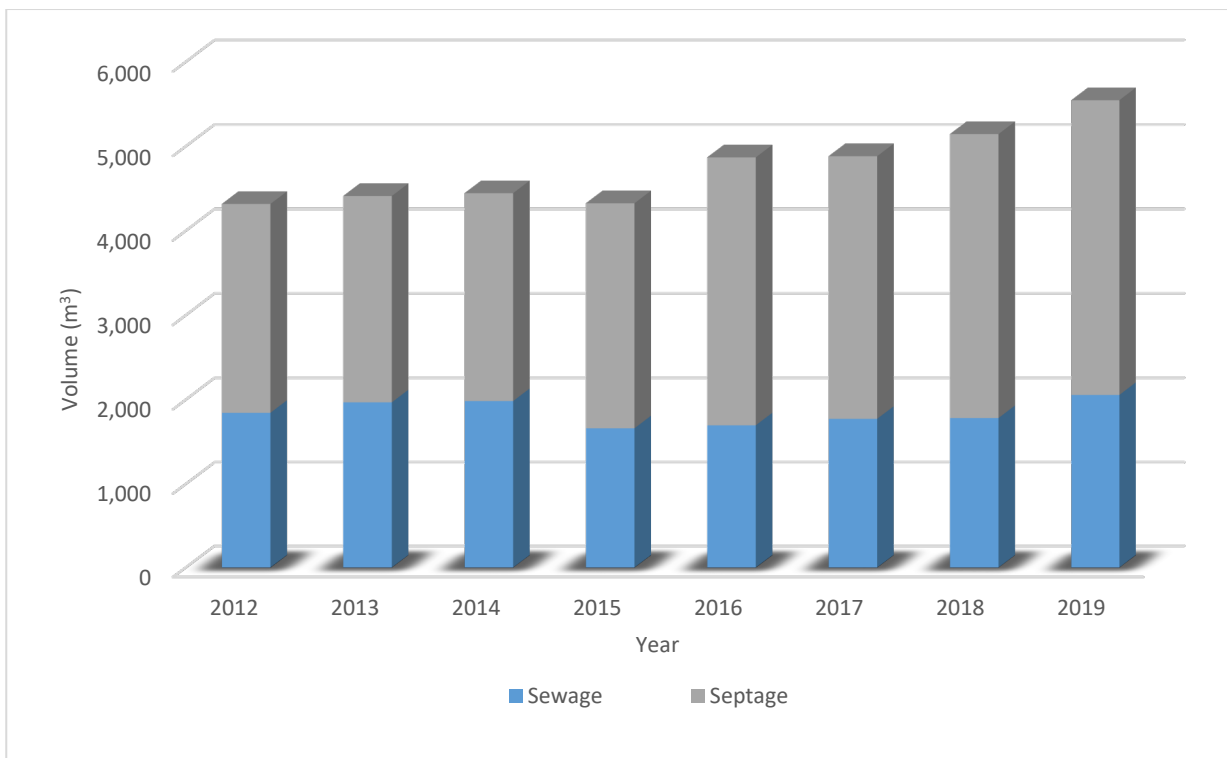


Figure 2 – Annual Total Sewage and Septage Volumes

Sludge & Septage Monitoring

Quarterly monitoring of the Burgoyne Bay sludge/septage is undertaken to characterize the waste prior to disposal and to inform Regional Source Control Program initiatives. Results are compared to BC Organic Matter Recycling Regulation (OMRR) Class A biosolids criteria. The OMRR criteria comparison is not intended to assess the Burgoyne Bay sludge/septage as a biosolids product, but rather for

information purposes and to assess the end-product quality in general. All 2019 sludge/septage analytical results met the OMRR Class A biosolids criteria, with the exception of the quarterly October sample for which copper exceeded the criteria. Copper has exceeded criteria at this facility a number of times in the past; there are no implications of this exceedance for disposal at this time.

2019 Work Completed on Overall Capital Improvements

1. Safe Work Procedures (\$9,000 allocated, 0 spent). The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks. The work was not started in 2019. However it has commenced in early 2020 and is expected to complete in 2020.
2. Ground Water Monitoring and Site Investigation (\$40,000 allocated, 0 spent). The work scope includes reviewing historical documents and data to understand the risks associated with contaminants and how decommissioning of lagoons may be performed. Further investigation and site drilling may be required in subsequent phases. The project was not started in 2019. However it has commenced in early 2020 and its first phase is expected to complete in 2020.

2019 Financial Report

Please refer to the attached [Statement of Operations](#) Revenue includes parcel taxes (Transfers from Government), flow-based user fees (Sewer Use – Sales), interest on savings (Interest Earnings), a transfer from the operating reserve fund, and miscellaneous revenue such as late payment charges (Other Revenue).

Expenses includes all costs of providing the service. General Government Services includes 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 includes all other costs to administer and operate the water system, including insurance, supplies, water testing and electricity.

The difference between Revenue and Expenses is reported as Net Revenue (expenses). Any transfers to or from capital or reserve accounts 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) that is carried forward to the following year.

2019 Parcel Tax charges were \$55.92 per Taxable Parcel.

Salt Spring Island Liquid Waste Problems - Who to Call:

To report any event or to leave a message regarding the Salt Spring Island Liquid Waste Facility, call:

CRD wastewater system emergency call centre:	1-855-822-4426 (toll free) CRD
wastewater system emergency call centre:	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:	Matthew McCrank, MSc., P.Eng, Senior Manager, Wastewater Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Rianna Lachance, BCom, CPA, CA, Senior Manager Financial Services
	Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Concurrence	Ted Robbins, BSc, C.Tech, General Manager, Integrated Water Services



Making a difference...together

Salt Spring Administration
 108 121 McPhillips Ave
 Salt Spring Island, BC, V8K 2T6
 250.537.4448 www.crd.bc.ca



CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Operations (Unaudited) For the Year Ended December 31, 2019

	2019	2018
Revenue		
Transfers from government	310,090	305,840
Sales - Septage Sludge	318,582	305,386
Sales - Sewage Sludge	187,874	161,324
Other revenue from own sources:		
Transfer from Operating Reserve	28,000	10,000
Interest earnings	92	578
Other revenue	1,006	970
Total Revenue	845,644	784,098
Expenses		
General government services	17,847	15,349
Contract for Services	508,042	421,668
Screenings Disposal	1,647	5,071
CRD Labour and Operating costs	116,362	116,489
Debt Servicing Costs	188,717	194,572
Other expenses	19,560	11,985
Total Expenses	852,175	765,134
Net revenue (expenses)	(6,531)	18,964
Transfers to own funds:		
Capital Reserve Fund	-	16,205
Operating Reserve Fund	2,810	2,759
Annual surplus (deficit)	(9,341)	-
Accumulated surplus/deficit, beginning of year	-	-
Accumulated surplus, end of year	\$ (9,341)	-

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2019

	Capital Reserve	
	2019	2018
Beginning Balance	159,374	139,841
Transfer from Operating Budget	-	16,205
Transfers to Capital Projects	(9,000)	-
Interest Income	4,418	3,328
Ending Balance	154,793	159,374

	Operating Reserve	
	2019	2018
Beginning Balance	25,991	32,422
Transfer from Operating Budget	2,810	2,759
Transfer to Operating Budget	(28,000)	(10,000)
Interest Income	596	811
Ending Balance	1,398	25,991