



Making a difference...together

SSI LIQUID WASTE DISPOSAL LOCAL SERVICE COMMISSION ANNUAL GENERAL MEETING

Notice of Meeting on Friday, November 5, 2021 at 12:30 PM
Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

Gary Holman	Mary Richardson Jodie Miller	Laura Travelbeau	Rob Pingle	Sandra Ungerson
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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 2020 fiscal year.

AGENDA

1. **Territorial Acknowledgement / Call Meeting to Order**
2. **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 November 5, 2021, and that the attendance of the public at the place of the meeting will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Commission because:

- a. The available meeting facilities cannot accommodate more than (20) people in person, including members of the Commission and staff, and
- b. 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.

Zoom Link: <https://us06web.zoom.us/j/88533600254>

To ensure quorum, advise Shayla Burnham 250 537 4448 if you cannot attend.

EXEC-1295039085-2414

- 3. Approval of Agenda 1-2
- 4. Adoption of Minutes of the 2019 Annual General Meeting held on October 27, 2020 3-4
- 5. Chair's Report
- 6. Report
 - 6.1 Annual Report for 2020 Fiscal Year 5-11
- 7. Election of Officers
- 8. New Business
- 9. Next Meeting - TBD
- 10. Adjournment



Making a difference...together

Minutes of the Fiscal Year 2019 Annual General Meeting of the Salt Spring Island Liquid Waste Local Service Commission
Held October 27, 2020, Lions Hall, 103 Bonnet Ave, Salt Spring Island, BC

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Mary Richardson, Rod Scotvold, Sandra Ungerson
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Allen Xu, Manager Engineering; Lia Xu, Manager, Financial Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Tracey Shaver, Recording Secretary
Absent: Rob Pingle
Present: Call Mills, Gail Sjuberg

1. Territorial Acknowledgement / Call Meeting to Order

Chair Richardson provided a Territorial Acknowledgement and called the meeting to order at 1:06 pm.

2. Limited Space Meeting Resolution

MOVED by Director Holman, **SECONDED** by Commissioner Scotvold

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 will be limited in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the SSI Administration, because:

- a. The available meeting facilities cannot accommodate more than (30) people in person, including members of the commission and staff, and
- b. 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.

CARRIED

2. Approval of Agenda

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Scotvold

That the Salt Spring Island Liquid Waste Local Service Commission Annual General Meeting agenda of October 27, 2020 be approved.

CARRIED

3. **Adoption of Minutes of the 2018 Annual General Meeting held on April 15, 2019**

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Scotvold,
That the Salt Spring Island Liquid Waste Local Service Commission Minutes of the FY 2018
Annual General Meeting held on April 15, 2019 be approved.

CARRIED

4. **Chair's Report** – no report

5. **Report**

5.1 **Annual Report for 2019 Fiscal Year**

MOVED by Director Holman, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Local Service Commission received the 2019
Annual General Report for information.

CARRIED

6. **Election of Officers**

Commissioner Scotvold informed of his intention to step down from the Commission at the
end of 2020 and he was thanked for his many years of service.

Nomination for volunteers were advertised as legislated.

Commissioners Richardson and Ungerson requested to stand for another term beginning in
2021 and hearing no other nominations will have their names forwarded to the CRD Board
for appointment.

7. **New Business** - none

8. **Adjournment**

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Ungerson,
That the meeting be adjourned at 1:21 pm.

CARRIED

CHAIR

SENIOR MANAGER

SSI Liquid Waste Disposal Local Service

2020 Annual Report



INTRODUCTION

This report provides a summary of the Salt Spring Island liquid Waste Disposal Service for 2020. 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 2020, 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 routine operations
- Site security
- Access road minor maintenance
- Assisting contractor with liquid waste removal and hauling operations
- Collection of liquid waste samples for laboratory analysis as required
- 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 2020 operating period:

- Receiving station screen brush and wear plate major preventative maintenance (replacement)
- Emergency response to electrical service power line damage due to a windstorm event. The response and repairs were an insurable loss for the service and the costs were recovered as outlined below in the revenue section.
- Corrective maintenance on the facility Uninterruptable Power Supply (UPS) system.
- Additional labour to provide supplemental process wash-down water.
- Replacement of RTU power supply

The total volume of sewage and septage received in 2020 is shown in Table 1 and Figure 2 below.

The sewage volume increased by approximately 5% and the septage increased by approximately 19% from 2019. Total annual combined volume increased by approximately 14%.

Table 1 - Annual Sewage and Septage Volumes										
	Units	2012	2013	2014	2015	2016	2017	2018	2019	2020
Septage	(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	2,159.7
	(IGAL)	406,206	433,400	436,823	365,886	373,676	390,538	392,596	452,708	475,082

Table 1 - Annual Sewage and Septage Volumes										
	Units	2012	2013	2014	2015	2016	2017	2018	2019	2020
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	4,142.0
	(IGAL)	544,042	537,500	541,439	586,101	697,858	684,005	739,624	767,668	911,138
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	6,301.8
	(IGAL)	950,248	970,900	978,262	951,987	1,071,534	1,074,543	1,132,220	1,220,376	1,386,220

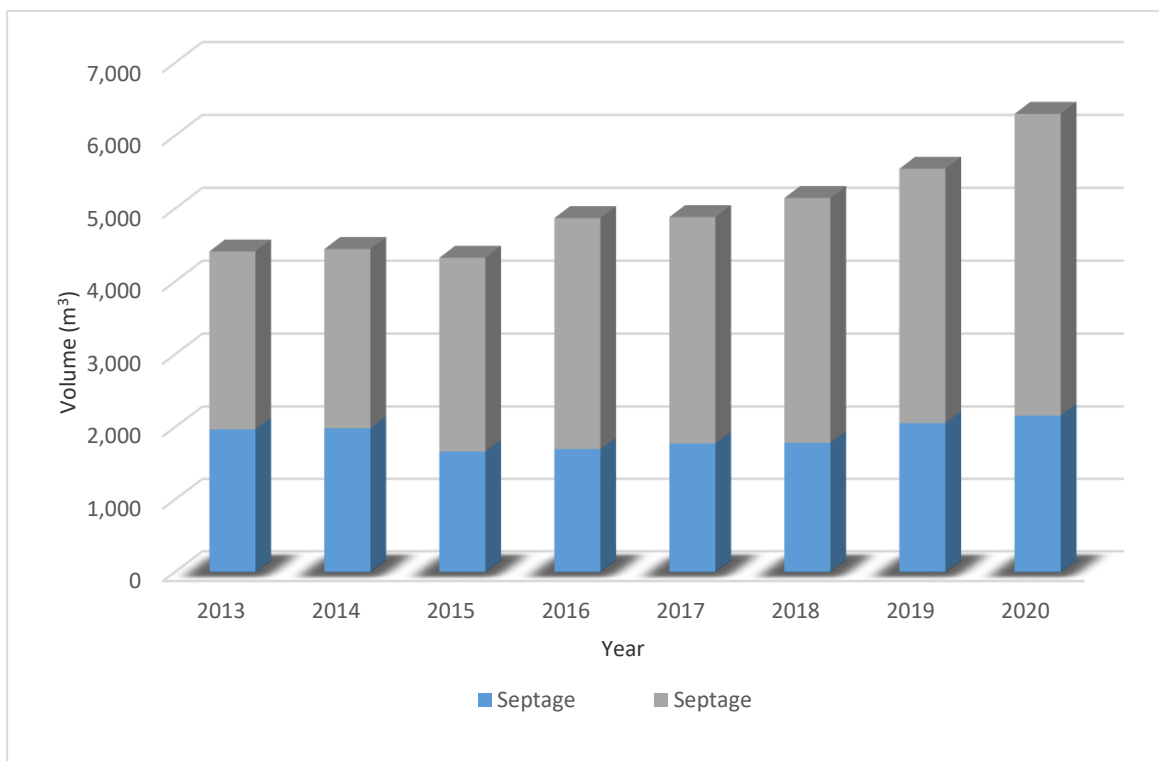


Figure 2 – Annual Total Sewage and Septage Volumes

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 2020 sludge/septage analytical results met the OMRR Class A biosolids criteria, with the exception of the quarterly July 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.

CAPITAL IMPROVEMENTS

The following is a summary of the major capital improvements including year ending spending for 2020:

Septage Facility Upgrade (CE.225): Receiving station upgrades. Remaining funds utilized to install rainwater collection tanks and piping.

Project	Spending
Budget (since 2009)	\$2,240,940
Project Management	(\$545,559)
Construction	(\$976,901)
Equipment Supplies Materials	(\$761,445)
Interest Earned	76,000
Balance Remaining	\$33,035

Safe Work Procedures (CE.699.4506): The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks.

Project	Spending
Budget	\$9,000
Project Management	(\$296)
Contract	(\$1,688)
Equipment Supplies Materials	(\$1,638)
Balance Remaining	\$5,378

Burgoyne Bay Site Investigation (CE.704.8501): Ground water monitoring and site investigation. Reviewing historical documents and data to understand the risks associated with contaminants and how decommissioning of lagoons may be performed.

Project	Spending
Budget	\$47,700
Project Management	(\$11,161)
Contract	(\$1,366)
Balance Remaining	\$35,173

2020 FINANCIAL REPORT

Please refer to the attached 2020 Financial Report. Revenue includes parcel taxes (Transfers from Government), flow-based user fees (Sales – Septage Sludge/Sewage Sludge), 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 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) that is carried forward to the following year.

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:	1-800-663-4425 (toll free)

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, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence	Ted Robbins, BSc, C.Tech, General Manager, Integrated Water Services

Attachment: [2020 Financial Report](#)

For questions related to this Annual Report please email saltspring@crd.bc.ca

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE
Statement of Operations (Unaudited)
For the Year Ended December 31, 2020

	2020	2019
Revenue		
Transfers from government	348,805	310,090
Sales - Septage Sludge	400,901	318,582
Sales - Sewage Sludge	209,036	187,874
Other revenue from own sources:		
Transfer from Operating Reserve	-	28,000
Interest earnings	132	92
Other revenue	965	1,006
Total Revenue	959,839	845,644
Expenses		
General government services	21,503	17,847
Contract for Services	557,769	508,242
Screenings Disposal	3,216	1,647
CRD Labour and Operating costs	136,050	116,162
Debt Servicing Costs	164,344	188,717
Other expenses	28,155	19,560
Total Expenses	911,036	852,175
Net revenue (expenses)	48,802	(6,531)
Transfers to own funds:		
Capital Reserve Fund	26,070	-
Operating Reserve Fund	13,391	2,810
Annual surplus (deficit)	9,341	(9,341)
Accumulated surplus/(deficit), beginning of year	(9,341)	-
Accumulated surplus/(deficit), end of year	\$ -	(9,341)

CAPITAL REGIONAL DISTRICT

SALT SPRING ISLAND SEPTAGE Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2020

	Capital Reserve	
	2020	2019
Beginning Balance	154,793	159,375
Transfer from Operating Budget	26,070	-
Transfers to Capital Projects	(40,000)	(9,000)
Interest Income	2,553	4,418
Ending Balance	143,416	154,793

	Operating Reserve	
	2020	2019
Beginning Balance	1,398	25,992
Transfer from Operating Budget	13,391	2,810
Transfer to Operating Budget	-	(28,000)
Interest Income	61	596
Ending Balance	14,850	1,398