



Making a difference...together

MALIVIEW SEWER LOCAL SERVICES COMMISSION ANNUAL GENERAL MEETING

Notice of Meeting on Monday, November 1, 2021 at 12:30 PM
Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

Gary Holman

Brian Travelbea

Laura Travelbea

Jodie Miller

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 Maliview Sewer Local Services Commission for the meeting being held on November 1, 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/87074153627>

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 29, 2020 3-4
- 5. Chair's Report
- 6. Report
 - 6.1 Annual Report for 2020 Fiscal Year 5-12
- 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 for Maliview Sewer Services Commission

Held Thursday October 29, 2020, in the Lions Hall, 103 Bonnet Ave, Salt Spring Island, BC

DRAFT

Present: **Commission Members:** Laura Travelbea, Brian Travelbea, Director Holman
Staff: Karla Campbell, Senior Manager; Allen Xu, Manager Engineering; Matt McCrank, Senior Manager, Wastewater Infrastructure Operations; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Lia Xu, Manager, Finance Services; Tracey Shaver, Recording Secretary.

1. Territorial Acknowledgement / Call Meeting to Order

Chair L. Travelbea called the meeting to order at 10:43 AM with a Territorial Acknowledgement.

2. Limited Space Meeting Resolution

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,
That this resolution applies to the Maliview Sewer Service Commission for the meeting being held on October 29, 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 Commission 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 L. Travelbea, **SECONDED** by B. Travelbea,
That the meeting agenda of October 29, 2020 for the Fiscal Year 2019 Maliview Sewer Service Commission be approved and amended by adding item 6.1 Liquid Waste Commission Nomination

CARRIED

3. Adoption of Minutes of the 2018 Annual General Meeting held April 17, 2019

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,
That the Maliview Sewer Service Commission meeting minutes from the FY 2018 held on April 17, 2019 be approved.

CARRIED

4. **Chair's Report** – no report

5. **Report**

5.1 **Annual Report for 2019 Fiscal Year**

MOVED by Commissioner B. Travelbea, **SECONDED** by Director Holman,
That the Maliview Sewer Service Commission accept for information the Fiscal Year
2019 Annual General Meeting report.

CARRIED

6. **Election of Officers**

- Requests for volunteers was advertised for 30 days in advance of AGM.
- No nominations have come forward.
- Both Laura and Brian Travelbea agreed to continue for a second term beginning in 2021.

6.1 **Liquid Waste Commission Nomination**

- Laura Travelbea agreed to be nominated to the Liquid Waste Commission as the representative for the Maliview Sewer service area.

7. **New Business** - None

8. **Adjournment**

MOVED by Commissioner L. Travelbea, **SECONDED** by B. Travelbea,
That the meeting be adjourned at 10:59 am.

CARRIED

CHAIR

SENIOR MANAGER

Maliview Sewer Service

2020 Annual Report

CRD | Sewer Service

Introduction

This report provides a summary of the Maliview Sewer Service for 2020. It includes a description of the service, summary of the treatment plant performance, volume of sewage treated, operations highlights, capital project updates and financial report.

The service is administered by the Maliview Sewer Local Service Commission.

Service Description

The Maliview Sewer Service is in a semi-rural residential community located on Salt Spring Island. It is a sewage conveyance and treatment system that is owned and operated by the Capital Regional District (CRD) and services the Maliview Sewer Service Area, shown Figure 1. The Maliview Sewer is comprised of 94 parcels of land of which 100 are presently connected to the system.



Figure 1: Maliview Sewer Service Area

The system was built in the late 1970's with the CRD taking over operations in 1979. The only significant upgrade was the replacement of the treatment plant in 2005 to a rotating biological contactor (RBC) and a further upgrade in 2006 to add a primary screening due to higher than anticipated flows through the RBC treatment plant. The wastewater system consists of:

- 1200 metres of 150 mm asbestos cement (AC) gravity sewer collection main pipes
- 110 metres of 100 mm asbestos cement (AC) pressure main pipe
- 13 manholes
- 260 metres of 150mm asbestos cement (AC), polyethylene (PE) and polyvinyl chloride (PVC) outfall pipe
- 60 cubic metres per day Rotating Biological Contactor (RBC) secondary treatment plant

The system discharges treated effluent into Trincomali Channel under the Municipal Sewer Regulations.

SEWER SYSTEM

Maliview Sewer Regulatory Compliance – Wastewater

The Maliview Estates WWTP produces secondary treated effluent when flows are below 60 m³/d. For flows over 60 m³/d, the plant produces a final effluent that is a blend of secondary treated and fine-screened effluents. As such, there are different regulatory limits for this facility depending on whether total daily flows are above or below 60 m³/d. The flow splitting process responds to instantaneous peak flows, rather than daily flows, and bypass events can occur despite measured total daily flows of less than 60 m³/d. In 2020, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 51 days (14% of the time). Flow bypassed the secondary treatment process and received screening on days where the total flow was greater than 60 m³/d, but the flow to the secondary treatment process was less than 60 m³/d on approximately 37 days (10% of the time). In 2020, there were two days (1% of the year) where flows exceeded the allowable maximum total daily flow for the of 250 m³/d

Final effluent quality exceeded the allowable maximums for TSS and CBOD in 38% and 13%, respectively, of the monthly samples when flows were <60 m³/d. The final effluent did not exceed the allowable maximums when flows were >60 m³/d, unlike in 2019 when for CBOD exceeded in 17% of monthly samples. All other monthly TSS and CBOD values met provincial regulatory limits.

RECEIVING WATER

Routine receiving water monitoring is required every four years at the Maliview WWTP, with 2020 being a scheduled year. This sampling involves collecting 5 samples in a 30-day period for comparison to provincial guidelines set to protect people who are recreating in the vicinity of the marine outfall. In 2020, all results were well below the applicable health guidelines. Routine sampling is next required in 2024.

Receiving water sampling is also required if there are planned bypasses, plant failures/overflows, or wet weather overflows that exceed 3 days duration in the winter or 1 day duration in the summer. In

2020, there was one event that triggered this sampling: during an operational inspection in the summer, an outfall leak was discovered in the intertidal zone of the beach. Beach advisory signs were posted and repairs were initiated. Shoreline sampling was undertaken after the repairs were complete to ensure that leak impacts had dissipated; all monitoring results were below the human health guidelines.

ANNUAL FLOW

The total annual flow as well as monthly average, minimum and maximum flows are shown in Table 1.

Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows in 2020 were more than 2019 and the seven year average.

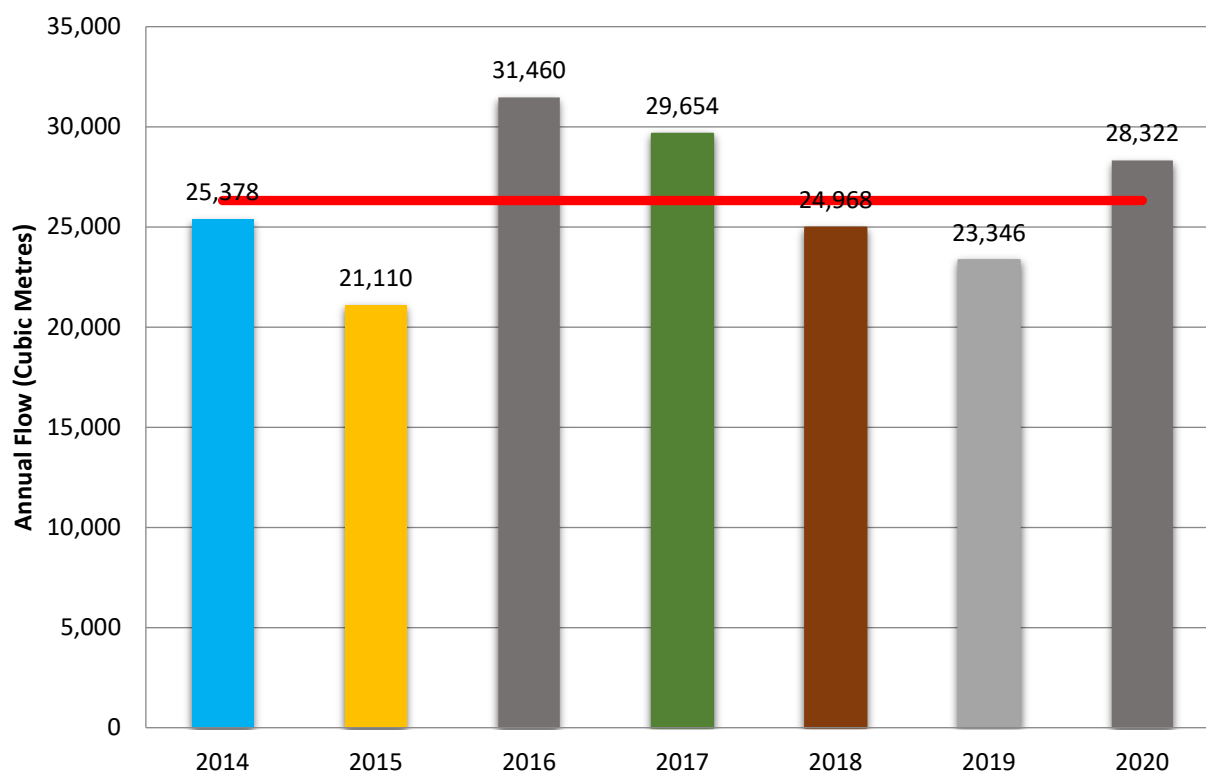
Figures 2 and 3 graphically depict the annual flow patterns.

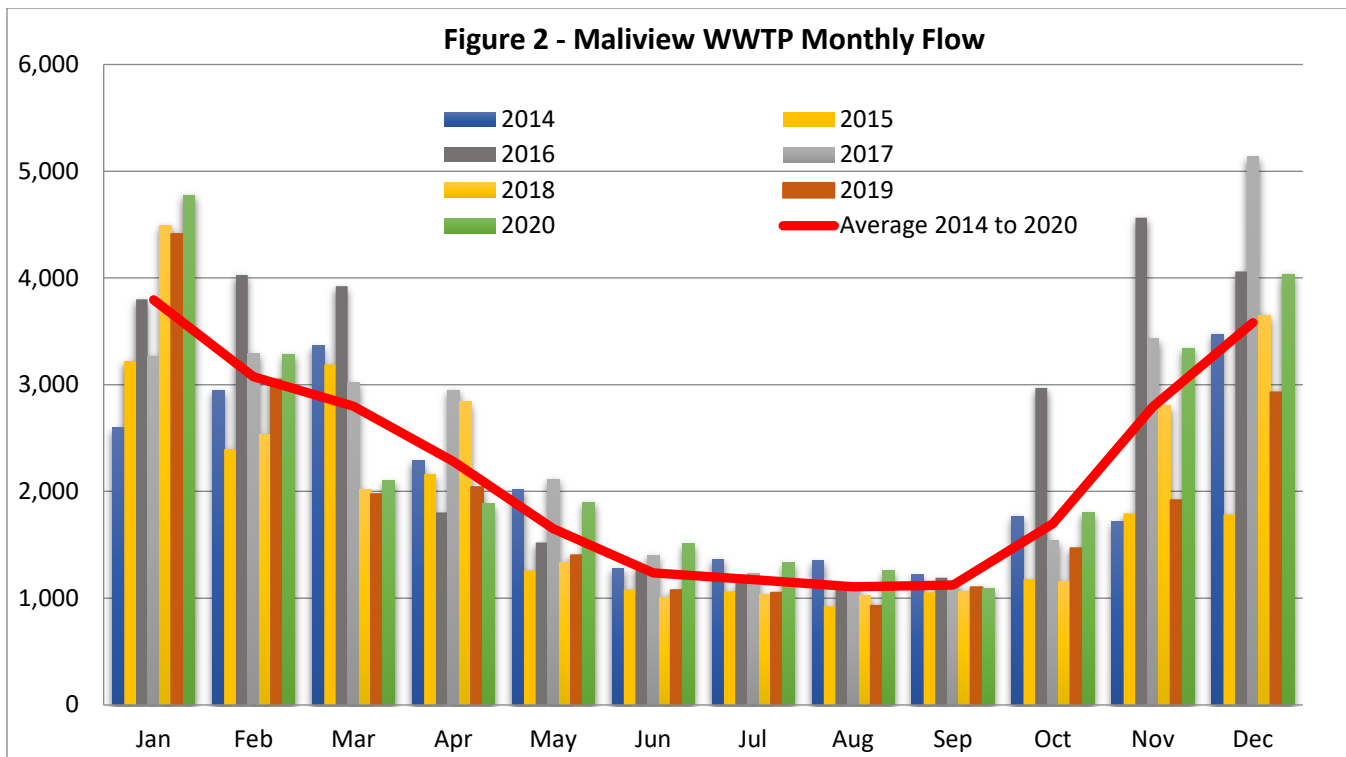
Continued monitoring will help identify future system upgrade requirements and will help ensure future treatment plant components do not require over-sizing in order to meet the higher I & I flow.

Table 1: Maliview WWTP Combined Annual Flow

	2014	2015	2016	2017	2018	2019	2020	Average 2014 to 2020
MONTHLY TOTAL	25,378	21,110	31,460	29,654	24,968	23,346	28,322	26,320
DAILY AVG	2,115	1,759	2,622	2,471	2,081	1,946	2,360	2,193
DAILY MAX	3,472	3,221	4,564	5,134	4,495	4,412	4,777	4,296
DAILY MIN	1,219	926	1,133	1,130	1,011	928	1,091	1,063

Figure 3 - Maliview WWTP Annual Flow





OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues that were addressed during the 2020 operating period:

- Emergency response to failed outfall pipe for the Maliview Wastewater treatment plant.
- Corrective maintenance in relation to additional (increased frequency) hauling and disposal of sludge from the Maliview Wastewater treatment plant. The increase in frequency of hauling and disposal of sludge is a corrective action implemented as a result of Environment Canada and Climate Change issuing a warning letter in late 2019 declaring that the Maliview WWTP was in non-compliance with the effluent discharge under the *Fisheries Act*.
- Corrective maintenance on the wastewater treatment plant Rotating Biological Contactor (RBC) gear box and motor.
- Corrective maintenance on the wastewater treatment plant space heater (replaced).
- Compliance and Environmental Incident Reporting:
 - Compliance data is reported to provincial regulators on a monthly basis, with individual environmental incident reports (EIR) issued if there was an incident at the plant. There were ten EIRs issued for Maliview in 2020:
 - three as a result of high flow events;
 - two as a result of outfall pipeline break. This event triggered additional receiving environment sampling requirement.
 - three associated with power outages and subsequent bypasses of untreated sewage.
 - two as a result a mechanical failure.

CAPITAL IMPROVEMENTS

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

WWTP Upgrade (CE.582.4501 and CE.582.8301): Engineering design for an upgrade to the Maliview Waste Water Treatment Plant.

Project	Spending
Budget	
Project Management / Administration	\$24,900
Design (Engineering, Drafting, etc.)	\$290,620
Total Project	\$315,520

Safe Work Procedures (CE.699.4508): The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks.

Project	Spending
Budget	\$7,000
Project Management	(\$4,704)
Contract	(\$1,316)
Equipment Supplies Materials	(\$310)
Balance Remaining	\$670

Outfall Concrete Ballast (CE.745):

Project	Spending
Budget	\$51,000
Contract	(\$31,951)
Equipment Supplies Materials	(\$16,853)
Remaining Balance	\$2,197

2020 FINANCIAL REPORT

Please refer to the attached 2020 Financial Report. Revenue includes fixed user fees (User Charges), Water Sales (Sale-Water), 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.

As of December 31, 2020, the accumulated deficit was (\$27,727). In alignment with Local Government Act Section 374 (11), if actual expenditures exceed actual revenues, any deficiency must be included in the next year's financial plan. The financial plan approved on March 24, 2021 incorporated this deficit.

WASTEWATER SYSTEM PROBLEMS – WHO TO CALL:

To report any event or to leave a message regarding the Maliview Wastewater System, call either:

CRD wastewater system emergency call centre:

1-855-822-4426 (toll free)

CRD wastewater system emergency call centre:
CRD wastewater system general enquiries

1-250-474-9630 (toll)
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 1: 2020 Financial Report

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

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Operations (Unaudited)

For the Year Ended December 31, 2020

	2020	2019
Revenue		
User Charges	121,516	118,304
Sale - Sewer Use	25,226	20,472
Other revenue from own sources:		
Transfer from Operating Reserve	55,691	-
Interest earnings	-	146
Other revenue	650	1,522
Total Revenue	203,083	140,444
Expenses		
General government services	5,698	5,503
Contract for Services	47,549	14,671
CRD Labour and Operating costs	81,086	55,090
Debt Servicing Costs	1,626	4,296
Capital Purchases	5,173	-
Other expenses	53,678	33,461
Total Expenses	194,810	113,021
Net revenue (expenses)	8,273	27,423
Transfers to own funds:		
Capital Reserve Fund	26,000	9,423
Operating Reserve Fund	10,000	18,000
Annual surplus/(deficit)	(27,727)	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ (27,727)	-

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2020

	Capital Reserve	
	2020	2019
Beginning Balance	18,933	36,355
Transfer from Operating Budget	26,000	9,423
Transfers from Completed Capital Projects	-	10,000
Transfer to Capital Project	-	(37,228)
Interest Income	637	384
Ending Balance	45,570	18,933

	Operating Reserve	
	2020	2019
Beginning Balance	51,504	32,294
Transfer from Operating Budget	10,000	18,000
Transfer to Operating Budget	(55,691)	-
Total Expenses	1,035	1,210
Ending Balance	6,848	51,504