

**GANGES SEWER LOCAL SERVICES COMMISSION
ANNUAL GENERAL MEETING**

Notice of Meeting on Thursday, June 2, 2022 at 12:00 PM
Salt Spring Island Library Program Room, 129 McPhillips Ave, Salt Spring Island, BC V8K 2T5

Gary Holman Gary Utter David Toynbee Mike de Carle Jodie Miller

Zoom:

<https://us06web.zoom.us/j/81338376557?pwd=cUt0RWY0Q1pQQ2hvY2pDMFJYUEF3Zz09>

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 2021 fiscal year.

AGENDA

1. Territorial Acknowledgment / Call Meeting to Order
2. Approval of Agenda 1
3. Adoption of Minutes of the 2020 Annual General Meeting held on November 5, 2021 2-4
4. Director and Chair's Report
5. Report 5-12
 - 5.1 Annual Report for 2021 Fiscal Year
6. Election of Chair and Commissioners
7. New Business - None
8. Next Meeting - TBD
9. Adjournment

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



Making a difference...together

Minutes of the Fiscal Year 2020 Annual General Meeting for Ganges Sewer Local Service Commission
Held November 5, 2021 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

DRAFT

Director: Gary Holman

Commission Members: Gary Utter, Mike de Carle (Via Zoom), David Toynbee, and Jodie Miller

Staff: Karla Campbell, Senior Manager, SSI Administration (Via Zoom), Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (Via Zoom), Dean Olafson, Manager of Engineering, Lia Xu, Manager Finance Services (Via Zoom), Shayla Burnham, Recording Secretary

1. Territorial Acknowledgement/Call meeting to Order

Commissioner Toynbee chaired the meeting in the absence of Chair Utter and provided the Territorial Acknowledgement. The meeting was called to order at 10:07 a.m.

2. Limited Space Meeting Resolution

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee, that this resolution applies to the Ganges Sewer 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 Ganges Sewer Commission, because:

- a. The available meeting facilities cannot accommodate more than (20) people in person, including members of Ganges Sewer Commission and staff, and
- b. There are no other facilities presently available that will allow physical attendance of the Ganges Sewer Commission and the public in sufficient numbers; and

That the Ganges Sewer 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

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Commissioner De Carle, that the November 5, 2021, Annual General Meeting Agenda of the 2020 Fiscal Year for the Ganges Sewer Local Service Commission be approved as amended with the addition of item 5.1 Robin Williams, Kisae Petersen and Ron Cooke re: Dragonfly Commons an Affordable Neighbourhood.

CARRIED

Chair Utter joined the meeting at 10:11 p.m.

4. Adoption of Minutes of the 2019 Annual General Meeting held on December 3, 2020

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner Miller, that the 2020 minutes of the 2019 Fiscal Year Annual General Meeting for the Ganges Sewer Local Service Commission be approved.

CARRIED

5. Delegations

5.1 Robin Williams, Kisae Petersen and Ron Cooke re: Dragonfly Commons an Affordable Neighbourhood

- 30 units of affordable housing at 221 Drake Road on a 10 acre parcel of land.
- Secured water through a drilled well.
- Requesting Ganges Sewer Commission to consider a potential sewer extension to 221 Drake Road.
- Onsite septic system is a possibility but a sewer connection potential cost savings noted.
- Stable ownership model as opposed to rental market.

6. Chair's Report – no report

7. Report

7.1 Annual Report for 2020 Fiscal Year

- Staff provided a brief overview of the report.

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner Miller, that the Ganges Sewer Service Commission receive the Annual report for 2020 Fiscal Year for information.

CARRIED

8. Election of Officers

- Request for volunteers was advertised as per the requirements and after receiving no nominations, Commissioner De Carle, Commissioner Miller and Commissioner Toynbee agreed to continue for an additional two (2) year term from January 1, 2022 – December 31, 2023.

9. New Business

- A report is forthcoming to the Commission regarding a different rate structure at which time staff will call a Special Meeting to present the options for consideration.
- The Commission asked for an update on reclaimed water and staff confirmed it is in the 2022 Capital Planning Projects.

10. Adjournment

MOVED by Commissioner Utter, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Service Commission meeting adjourn at 10:33 am.

CARRIED

CHAIR

SENIOR MANAGER

Ganges Sewer Service

2021 Annual Report



INTRODUCTION

This report provides a summary of the Ganges Sewer Service for 2021. 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 Ganges Sewer Local Services Commission.

SERVICE DESCRIPTION

The Ganges Sewer Service was established in 1985. Ganges is the island's core area providing the majority of commercial services as well as several residential pockets. In addition to the commercial and residential customers, other customers include the hospital, three schools, swimming pool and several senior and affordable housing sites. The system is owned and operated by the Capital Regional District (CRD) and services the Ganges Sewer Service Area, shown in Figure 1.

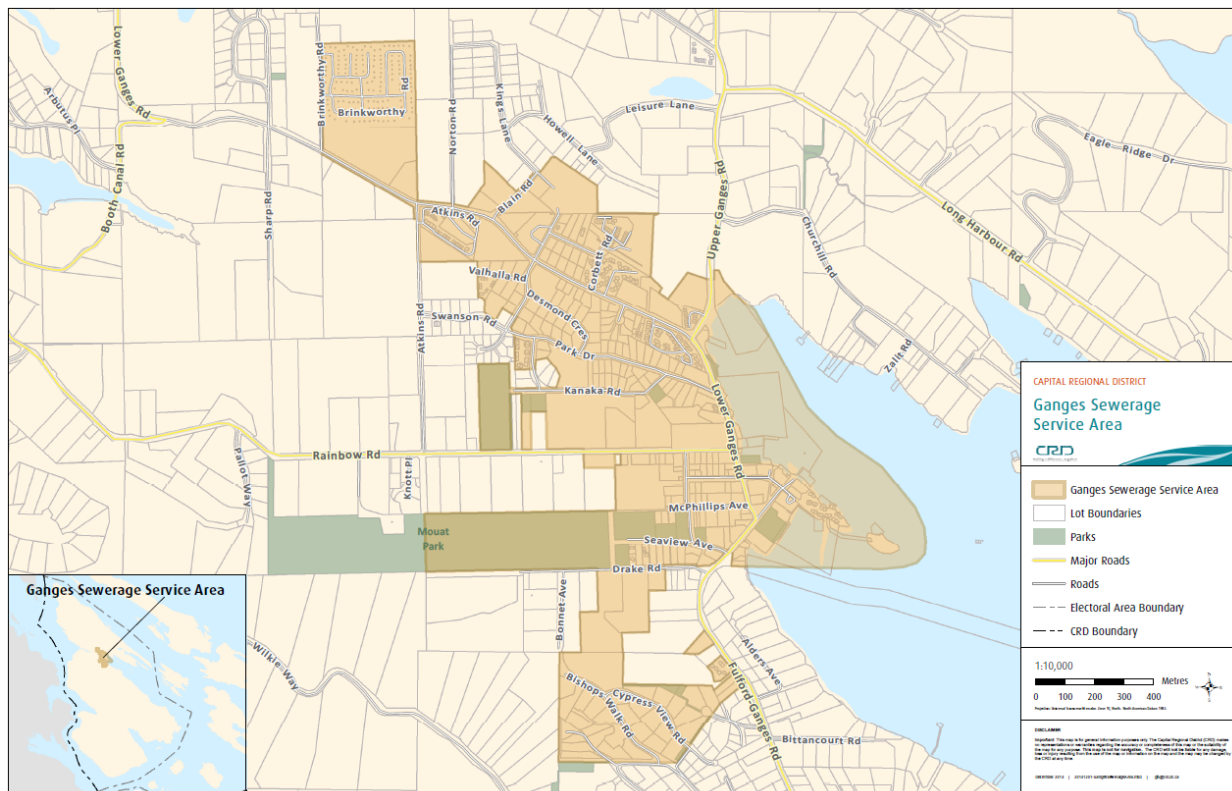


Figure 1: Ganges Sewer Service Area

The majority of the sewer system was built over a period between 1982 and 1988. Collecting and treating sewage began in 1985. Since 1998 there have been significant upgrades to the wastewater treatment plant.

The wastewater system consists of:

- 8,000 m of 150 mm to 250 mm gravity sewer collection main pipes;
- 140 m of 75 mm pressure main pipe;
- 2 collection system pump stations;
- Manholes;
- 5,200 m of 200 mm polyvinyl chloride (PVC) and polyethylene (PE) outfall pipe;
- 1,090 m³/day Membrane Bioreactor (MBR) secondary wastewater treatment plant.

The system discharges treated effluent into the Ganges Harbour in Swanson Channel under authorization of the Municipal Wastewater Regulation.

SEWER SYSTEM

Ganges Sewer Regulatory Compliance – Wastewater

The Ganges wastewater treatment plant is regulated by both the provincial and federal governments based on flow and effluent quality limits. Daily effluent flows were all below the allowable provincial maximums in 2021. Effluent quality met provincial and federal regulatory requirements for all compliance parameters, including total suspended solids (TSS), carbonaceous biochemical oxygen demand (CBOD), un-ionized ammonia, and fecal coliform bacteria.

Wastewater influent and effluent were also analyzed for a list of conventional and priority substances to assess risk to human health and the environment. In 2021, of the 195 priority substances analyzed, 72 were detected at standard detection limits in effluent. Substances detected in 2021 included conventionals, nutrients, metals, 2,4,6-tribromophenol, acenaphthylene, phenanthrene, diethyl phthalate, and 1,4-dioxane. These parameters are similar to those detected in previous years.

As in previous years, most priority substances in the effluent were below the *BC Water Quality Guidelines (BC WQG)* before application of the predicted minimum near surface initial environmental dilution of 419:1. Only 2 substances exceeded *BC WQG* in undiluted effluent: copper and zinc. These substances, and all others, were well below the *BC WQG* after the minimum initial dilution factor was applied. Minimum near surface dilution represents the predicted concentration of effluent in the marine water column at a distance of 100 m away from the outfall.

Toxicity Testing

Effluent was also tested for acute toxicity to assess risk to organisms living around the outfall. The effluent sample from July was non-toxic during the 96-hour Rainbow trout acute toxicity test with 100% survival of test organisms. The sample also passed the 48-hour Daphnia acute toxicity test with 100% survival, consistent with 2011-2020.

Sludge (Mixed Liquor)

Ganges Harbour WWTP sludge (mixed liquor) is monitored to inform the CRD Regional Source Control Program (RSCP). All 2021 monthly sample results met the criteria for BC Organic Matter Recycling Regulations (OMRR) Class A Biosolids, including copper which exceeded guidelines for the first time in 2019. Copper monitoring will continue to confirm whether the 2019 exceedance was a one-off occurrence or an indicator of a new contaminant source into the system. Mercury has also exceeded

limits in the past, but has been below guidelines since late 2008, largely due to successes of the implementation of the RSCP dental office code of practice.

Receiving Water

Routine receiving water monitoring is required every four years at the Ganges Harbour WWTP, with the most recent sampling in 2020 and the next scheduled year being 2024. 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.

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. Non-routine emergency sampling was required following extreme rain events in November 2021 that resulted in bypass of treatment works and discharge directly into Ganges Creek. Samples were collected from the creek upstream and downstream of the treatment plant, as well as along the marine shoreline where the creek discharges. Some elevated bacterial results were detected, but not as a result of the treatment plant bypass, as some results upstream of the bypass location were also elevated. Storm water quality investigations are ongoing.

Annual Flow

The monthly flows and the total annual flow over the past 9 years are shown in Figures 1 and 2 below. The graphs indicate that the 2021 wastewater flows were about 4.6% higher than the 8-year average. The monthly flows show the seasonal variations due to peak tourist times (in the summer) and inflow and infiltration (in the winter), but generally the average monthly flow is fairly stable and inflow and infiltration appears to be reasonable.

The *Municipal Wastewater Regulation (MWR)* contains requirements for the treatment, reuse and discharge of municipal wastewater effluent. The regulation includes a requirement that sewer flows reaching treatment plants should not exceed 2.0 times “average dry weather flow” during storm events with less than a 5-year return period. Based on the measured flow rates, the Ganges sewer system meets that requirement.

Figure 1 - Ganges WWTP Monthly Flow

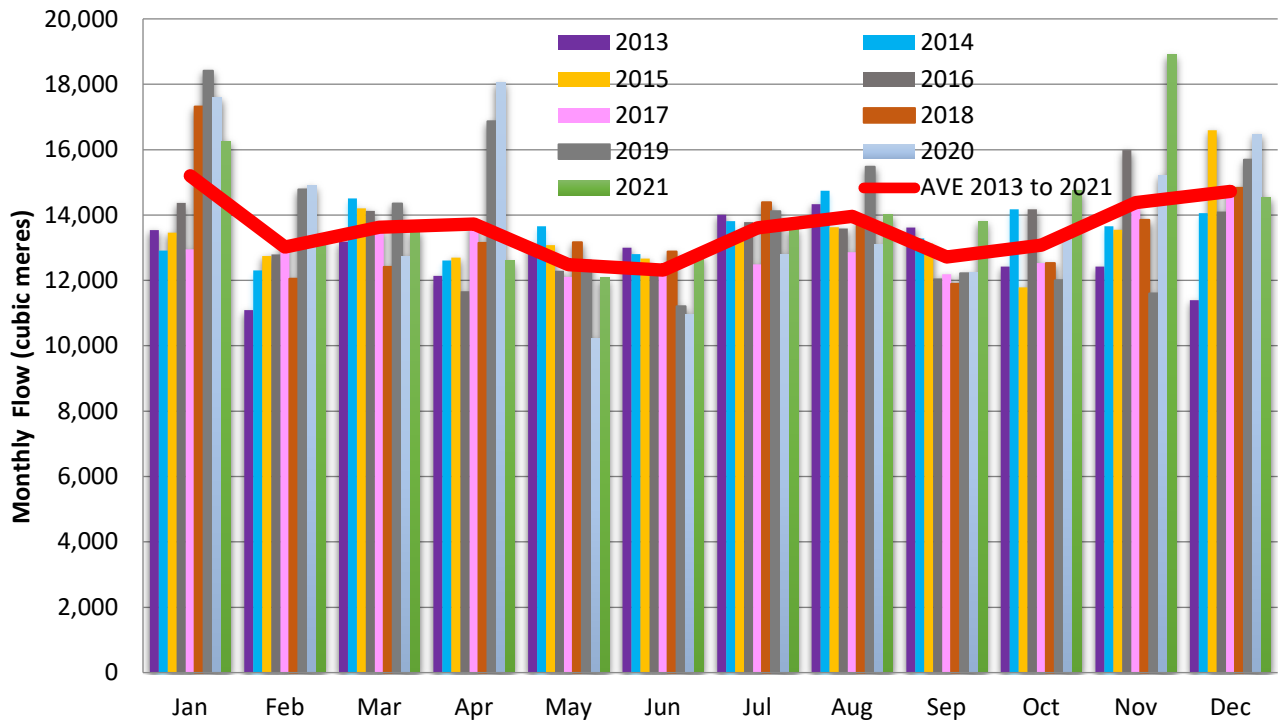
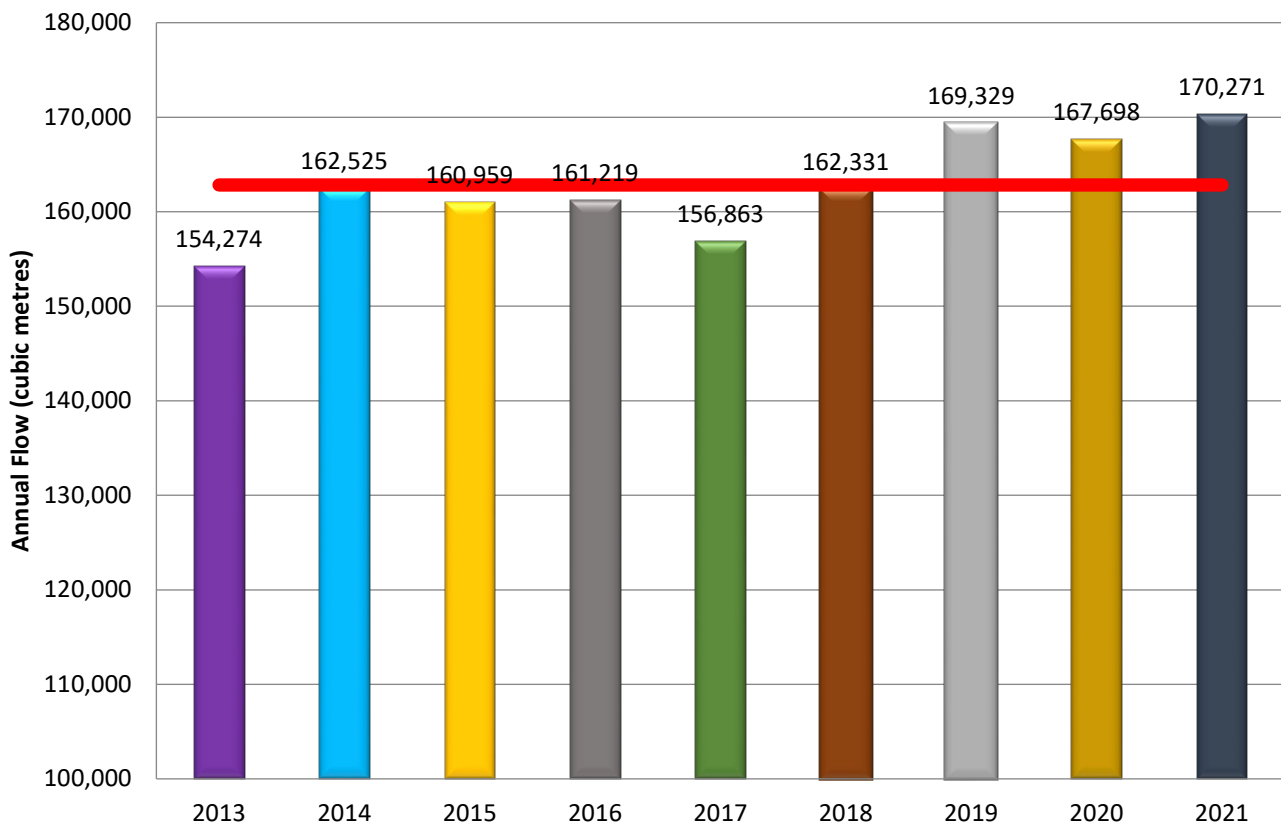


Figure 2 - Ganges WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues that were addressed during the 2021 operating period:

- Emergency response to significant atmospheric weather event that occurred on Nov. 14/15 that led to wastewater overflows and flooding.
- Emergency response to wastewater treatment plant alarms as a result of significant cold weather event in late December that caused equipment to fail due to freezing.
- Corrective maintenance/troubleshooting wastewater treatment plant MBR permeate pumping issues.
- 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 two EIRs issued for Ganges in 2021: Both reports were for unplanned bypass and flow exceedances due to weather events.

CAPITAL IMPROVEMENTS

The following is a summary of the major capital improvements including year ending spending for 2021.

SCADA Upgrade (CE.711.7000): Upgrade supervisory control and data acquisition system to hot-standby system.

Project	Spending
Budget	\$20,000
Project Management	(\$709)
Design	(\$12)
Installation	(\$18,665)
Project Closed Balance Returned to CRF	\$614

Ganges WWTP Storage (CE.714.8301): Detailed designs for lab and crew room/facility and blower room expansion for Ganges WWTP.

Project	Spending
Budget	\$30,000
Project Management	(\$361)
Contract	(\$29,538)
Project Closed Balance Returned to CRF	\$101

Ganges WWTP Compressor Replacement (CE.755.1601): Replacement of Ganges WWTP utility air compressor. This project will start in early 2022 and be completed the same year.

Project	Spending
Budget	\$10,000
Project Management	\$0
Contract	\$0
Remaining Balance	\$10,000

2021 FINANCIAL REPORT

Please refer to the attached 2021 Statement of Operations and Reserve Balances.

Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), 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, waste sludge disposal 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.

WASTEWATER SYSTEM PROBLEMS – WHO TO CALL:

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

CRD wastewater system <i>emergency call</i> centre:	1-855-822-4426 (toll free)
	1-250-474-9630 (toll)
CRD wastewater system <i>general enquiries</i> (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, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: [2021 Statement of Operations and Reserve Balances](#)

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

CAPITAL REGIONAL DISTRICT

GANGES SEWER

Statement of Operations (Unaudited)

For the Year Ended December 31, 2021

	2021	2020
Revenue		
Transfers from government	57,000	54,128
User Charges	1,000,303	920,914
Other revenue from own sources:		
Interest earnings	896	586
Transfer from Operating Reserve	34,244	31,693
Other revenue	2,959	1,548
Total Revenue	1,095,402	1,008,869
Expenses		
General government services	32,779	29,970
Contract for Services	41,360	35,506
CRD Labour and Operating costs	358,484	366,175
Debt Servicing Costs	246,517	246,651
Other expenses	298,090	272,867
Total Expenses	977,230	951,169
Net revenue (expenses)	118,172	57,700
Transfers to own funds:		
Capital Reserve Fund	50,000	30,000
Operating Reserve Fund	68,172	27,700
Annual surplus/(deficit)	-	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

GANGES SEWER

Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2021

	Capital Reserves	
	2021	2020
Beginning Balance	859,285	754,283
Transfer from Operating Budget	50,000	30,000
Transfers from Completed Capital Projects	44,491	104,378
Transfer to Capital Project	(101,902)	(43,500)
Interest Income	12,752	14,123
Ending Balance	864,625	859,285

	Operating Reserve	
	2021	2020
Beginning Balance	38,495	41,360
Transfer from Operating Budget	68,172	27,700
Transfer to Operating Budget	(34,244)	(31,693)
Interest Income	1,180	1,128
Ending Balance	73,603	38,495