



Making a difference...together

**MALIVIEW SEWER SERVICE COMMISSION  
ANNUAL GENERAL MEETING**

Notice of Meeting on Friday, June 3, 2022 at 12:00 PM  
Creekside Meeting Room (CRD Office)  
121 McPhillips Avenue #108, Salt Spring Island, BC V8K 2T6

Gary Holman

Laura Travelbea

Brian Travelbea

Jodie Miller

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**Zoom:**

<https://us06web.zoom.us/j/86145668170?pwd=V2d6alowODZ0MitnWW45TStOZlIudz09>

**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 Acknowledgement / Call Meeting to Order
2. Approval of Agenda 1
3. Adoption of Minutes of the 2020 Annual General Meeting held on November 1, 2021 2-3
4. Director and Chair's Report
5. Report 4-11
  - 5.1 Annual Report for 2021 Fiscal Year
6. Election of Chair and Commissioners
7. New Business - None
8. Next Meeting - TBD
9. Adjournment

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

EXEC-1295039085-2447



Making a difference...together

## Minutes of the Fiscal Year 2020 Annual General Meeting for Maliview Sewer Services Commission

Held Monday, November 1, 2021, Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

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### **DRAFT**

**Present:** **Director:** Gary Holman  
**Commission Members:** Laura Travelbea, Brian Travelbea, and Jodie Miller  
**Staff:** Karla Campbell, Senior Manager (via Zoom) Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (via Zoom) Lia Xu, Manager, Finance Services (via Zoom) Dean Olafson, Manager Engineering and Shayla Burnham, Recording Secretary

### 1. Territorial Acknowledgement / Call Meeting to Order

Chair L. Travelbea provided a Territorial Acknowledgement and called the meeting to order at 12:30 pm.

### 2. Limited Space Meeting Resolution

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, 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.

**CARRIED**

### 3. Approval of Agenda

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, that the meeting agenda for the Maliview Sewer Service Commission of November 1, 2021 for the Fiscal Year 2020 be approved.

**CARRIED**

**Maliview Sewer Service Commission Minutes**  
**FY 2020 AGM Meeting November 1, 2021**

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**4. Adoption of Minutes of the 2019 Annual General Meeting held October 29, 2020**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, that the Maliview Sewer Service Commission meeting minutes from the FY 2019 held on October 29, 2020 be approved.

**CARRIED**

**5. Director and Chair's Report – No Report**

**6. Report**

**6.1 Annual Report for 2020 Fiscal Year**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, that the Maliview Sewer Service Commission accept the Fiscal Year 2020 Annual General Meeting report for information.

**CARRIED**

**7. Election of Officers**

- The AGM was advertised as per requirements and after receiving no new nominations Laura Travelbea, Brian Travelbea and Jodie Miller agreed to continue for the 2022 term.

**8. New Business**

- A member of the public was invited to speak and requested that CRD staff explore new ways of communicating with residences within the different service areas.
- Staff confirmed they would review the CRD Communication Plan.

**9. Adjournment**

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Miller, that the meeting be adjourned at 12:45 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**

# Maliview Sewer Service

## 2021 Annual Report



### Introduction

This report provides a summary of the Maliview 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 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 m<sup>3</sup>/d. For flows over 60 m<sup>3</sup>/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 m<sup>3</sup>/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 m<sup>3</sup>/d. In 2021, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m<sup>3</sup>/d on approximately 130 days (36% of the time). Flow bypassed the secondary treatment process and received screening on days where the total flow was greater than 60 m<sup>3</sup>/d, but the flow to the secondary treatment process was less than 60 m<sup>3</sup>/d on approximately 40 days (11% of the time). In 2021, there were four days (1.1% of the year) where flows exceeded the allowable maximum total daily flow of 250 m<sup>3</sup>/d

Final effluent quality exceeded the allowable maximum for CBOD in 25% of the monthly samples when flows were <60 m<sup>3</sup>/d. The final effluent did not exceed the allowable maximums for TSS at flows <60 m<sup>3</sup>/d, or for CBOD or TSS when flows were >60 m<sup>3</sup>/d. 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 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. There was no non-routine receiving water sampling required in 2021.

## ANNUAL FLOW

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

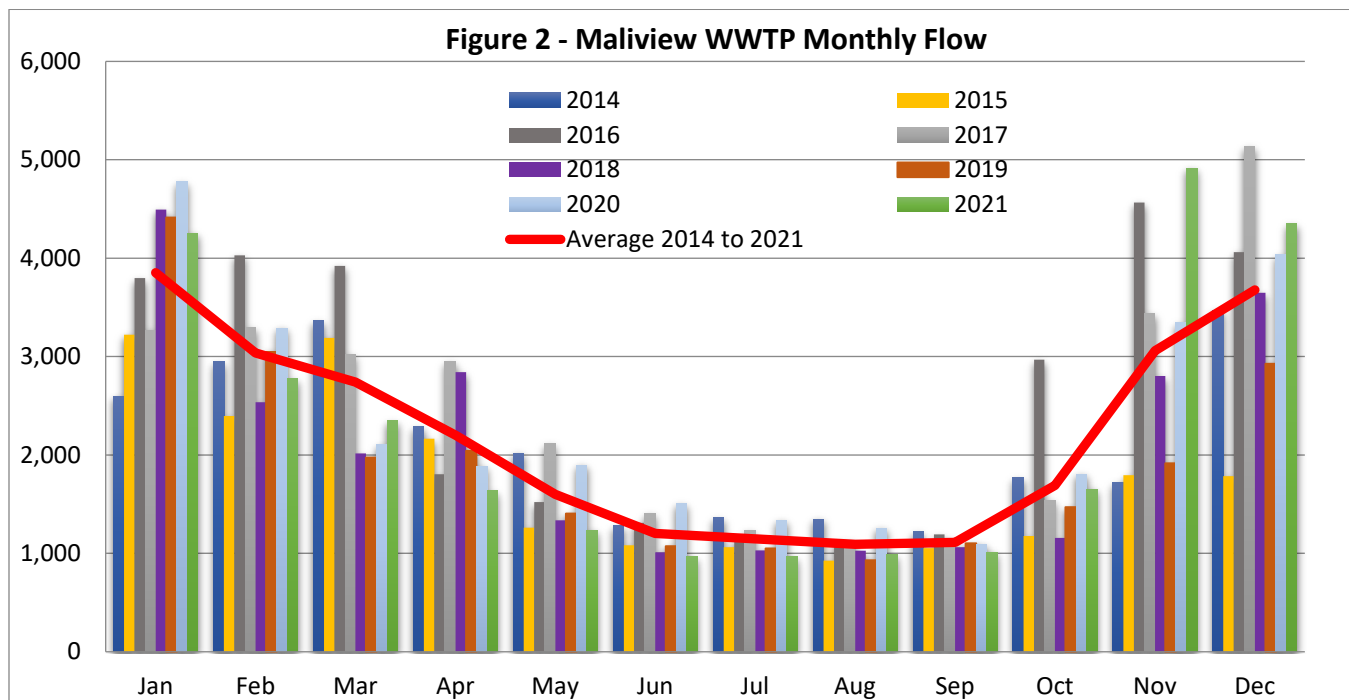
Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows in 2021 were slightly less than 2020, but higher than the eight year average.

Figures 2 and 3 graphically depict the annual flow patterns.

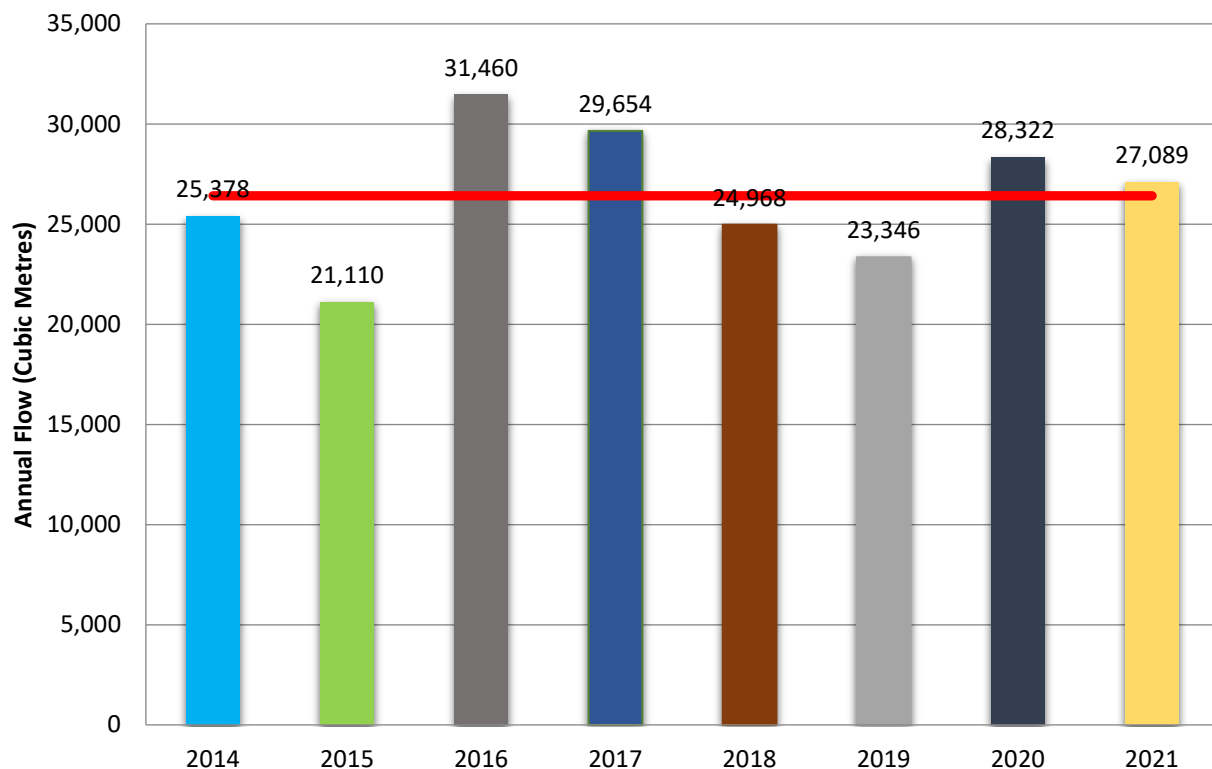
Continued monitoring will help identify future system upgrade requirements and will help ensure future treatment plant components do not require over-sizing in order to meet the higher I & I flow.

**Table 1: Maliview WWTP Combined Annual Flow**

	2014	2015	2016	2017	2018	2019	2020	2021	Average 2014 to 2021
TOTAL	25,378	21,110	31,460	29,654	24,968	23,346	28,322	27,089	26,416
DAILY AVG	2,115	1,759	2,622	2,471	2,081	1,946	2,360	2,257	2,201
DAILY MAX	3,472	3,221	4,564	5,134	4,495	4,412	4,777	4,911	4,373
DAILY MIN	1,219	926	1,133	1,130	1,011	928	1,091	964	1,050



**Figure 3 - Maliview WWTP Annual Flow**



## OPERATIONAL HIGHLIGHTS

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

- Corrective maintenance on the wastewater treatment plant Rotating Biological Contactor (RBC) gear box and motor.
- 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 nine EIRs issued for Maliview in 2021:
    - four as a result of effluent quality exceedance
    - two as a result of high flow events;
    - one associated with power outages and subsequent bypasses of untreated sewage.
    - two as a result a mechanical failure.
- Emergency response to a report of sewage exiting from a manhole.



## CAPITAL IMPROVEMENTS

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

WWTP Upgrade (CE.582.4501): This project is for the preliminary investigation and design for the upgrade of the Maliview Waste Water Treatment Plant.

Project	Spending
Budget	\$382,041
Project Management / Administration	(\$27,151)
Design (Engineering, Drafting, etc.)	(\$51,561)
Expenses	(\$481)
Supplies	(\$517)
<b>Balance Remaining</b>	<b>\$302,331</b>

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)
<b>Balance Remaining</b>	<b>\$670</b>

Outfall Concrete Ballast (CE.745.4500): Design and install concrete ballast for outfall line. This project will be closed in 2022.

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

Waste Water Treatment Plant Alternative Approval Process (CE.793.4500): Approval process for funding of the Waste Water Treatment Plant upgrade project.

Project	Spending
Budget	\$15,000
Project Management	\$0
Equipment Supplies Materials	\$0
<b>Balance Remaining</b>	<b>\$15,000</b>

Waste Water Treatment Plant Public Consultation (CE.754.8300): Public consultation process for the Waste Water Treatment Plant upgrade project.

Project	Spending
Budget	\$10,000
Project Management	\$1,524
Consultant	\$976
Advertising	\$69
<b>Balance Remaining</b>	<b>\$7,431</b>



## 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), sewer usage sales (Sale-Sewer Use), 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 sewer 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 Maliview Wastewater System, call either:

<b>CRD wastewater system <i>emergency</i> call centre:</b>	<b>1-855-822-4426 (toll free)</b> <b>1-250-474-9630 (toll)</b>
<b>CRD wastewater system <i>general enquiries</i> (toll free):</b>	<b>1-800-663-4425</b>

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](mailto:saltspring@crd.bc.ca)

**CAPITAL REGIONAL DISTRICT**

**MALIVIEW SEWER**

**Statement of Operations (Unaudited)  
For the Year Ended December 31, 2021**

	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Transfers from government	4,670	-
User Charges	180,752	121,516
Sale - Sewer Use	25,611	25,226
Other revenue from own sources:		
Transfer from Operating Reserve	-	55,691
Interest earnings	181	-
Other revenue	1,028	650
<b>Total Revenue</b>	<b>212,242</b>	<b>203,083</b>
<b>Expenses</b>		
General government services	6,059	5,698
Contract for Services	21,943	47,549
CRD Labour and Operating costs	51,378	81,086
Debt Servicing Costs	1,540	1,626
Capital Purchases	-	5,173
Other expenses	45,539	53,678
<b>Total Expenses</b>	<b>126,459</b>	<b>194,810</b>
<b>Net revenue (expenses)</b>	<b>85,783</b>	<b>8,273</b>
Transfers to own funds:		
Capital Reserve Fund	36,056	26,000
Operating Reserve Fund	22,000	10,000
<b>Annual surplus/(deficit)</b>	<b>27,727</b>	<b>(27,727)</b>
Accumulated surplus/(deficit), beginning of year	(27,727)	-
<b>Accumulated surplus/(deficit), end of year</b>	<b>\$ -</b>	<b>(27,727)</b>

## CAPITAL REGIONAL DISTRICT

### MALIVIEW SEWER

#### Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2021

	<b>Capital Reserve</b>	
	<b>2021</b>	<b>2020</b>
<b>Beginning Balance</b>	45,570	18,933
Transfer from Operating Budget	36,056	26,000
Transfers from Completed Capital Projects	-	-
Transfer to Capital Project	(55,521)	-
Interest Income	283	637
<b>Ending Balance</b>	<b>26,389</b>	<b>45,570</b>

	<b>Operating Reserve</b>	
	<b>2021</b>	<b>2020</b>
<b>Beginning Balance</b>	6,848	51,504
Transfer from Operating Budget	22,000	10,000
Transfer to Operating Budget	-	(55,691)
Total Expenses	234	1,035
<b>Ending Balance</b>	<b>29,082</b>	<b>6,848</b>