



Notice of Meeting and Meeting Agenda Maliview Local Services Commission

Thursday, May 22, 2025

12:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Annual General Meeting

MS Teams link: [Click here](#)

G. Holman, L. Tavelbea, B. Travelbea, J. Miller

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

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 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 2024 fiscal year

1. Territorial Acknowledgement

2. Election of Chair

3. Approval of Agenda

4. Adoption of Minutes

- 4.1. [25-0591](#) Minutes of November 04, 2024 Maliview Local Service Commission AGM

Recommendation: That the minutes of the November 04, 2024 meeting be adopted as circulated.

Attachments: [Minutes: November 04, 2025](#)

5. Director and Chair's Report

6. Report

6.1. [25-0499](#) Maliview Sewer Local Service 2024 Annual Report

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Maliview Sewer Annual Report 2023](#)
 [Appendix A: 2024 Statement of Operations and Reserve Balances](#)

7. Election of Commissioner

No positions are available for 2025-2026

8. New Business

None

9. Outstanding Business

9.1. [25-0594](#) Maliview Wastewater Treatment Plant Project Update

Recommendation: Verbal Discussion

10. Adjournment

Next Meeting:

-TBA

Meeting Minutes - Draft

Maliview Local Services Commission

Monday, November 4, 2024

1:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Annual General Meeting

PRESENT:

COMMISSION MEMBERS: G. Holman, L. Tavelbea, B. Travelbea, J. Miller(EP)

STAFF: D. Ovington, Senior Manager, SSI Administration, J. Bilodeau, Manager, Local Services Water and Wastewater Ops., D. Olafson, Manager SSI Engineering, D. Robson, Manager Saanich Peninsula Gulf Island Ops, L. Xu, Manager, Finance Services, R. Cheney, Audio/Video Systems Analyst, Technology and Digital Transformation (EP), A. Elliyon Financial Analyst, Finance Services (EP), S. Hennessy Administrative Receptionist, SSI Administration, (EP), K. Vincent, Senior Financial Advisor, Finance Services (EP), and M. Williamson, Committee Clerk, (Recorder)

Electronic Participation- (EP)

These minutes follow the order of the agenda although the sequence may have varied.

The meeting was called to order at 01:03 pm.

1. Territorial Acknowledgement

D. Ovington provided a Territorial Acknowledgement.

2. Election of Chair

The Senior Manager, SSI Administration called for nominations for the position of Chair of the Maliview Local Services Commission for 2024.

Commissioner B. Travelbea nominated Commissioner L. Travelbea,
Commissioner L. Travelbea accepted the nomination.

D. Ovington called for nominations a second time.

D. Ovington called for nominations a third time.

Hearing no further nominations, the Senior Manager, SSI Administration declared Commissioner L. Travelbea Chair of the Maliview Local Services Commission by acclamation.

3. Approval of Agenda

MOVED By Director Holman, SECONDED by Commissioner B. Travelbea,
That agenda for the November 04, 2024, Annual General Meeting of the Maliview
Local Services Commission be approved as presented.
CARRIED

4. Adoption of Minutes

4.1. Minutes of June 15, 2023 Maliview Local Service Commission AGM

MOVED By Director Holman, SECONDED by Commissioner B. Travelbea
That the minutes of the June 15, 2023 meeting be adopted as circulated.
CARRIED

5. Director and Chair's Report

Nothing to report.

6. Report

6.1. Maliview Sewer Local Service 2023 Annual Report

D. Robson presented the report.

This report was received for information.

- Public information for treatment plant expected to be distributed before the end of the 2024.
- Staff to review possible additional available grants for the treatment plant.

7. Election of Commissioner

Request for volunteers was advertised as per the requirements and staff confirmed no new nominations were received.

Commissioners Miller, B. Travelbea, and L. Travelbea have emailed their intent to serve on the commission for the January 1, 2025 to December 31, 2026 term.

8. New Business

There was no new business.

9. Outstanding Business

There was no outstanding business.

10. Adjournment

MOVED By Director Holman **SECONDED** by Commissioner B. Travelbea,
That the Maliview Local Services Commission adjourn the meeting at 02:07am.
CARRIED

CHAIR

SENIOR MANAGER

Maliview Sewer Service

2024 Annual Report



Introduction

This report provides a summary of the Maliview Sewer Service for 2024. 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 in 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 2024, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 331 days (91% 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 25 days (7% of the time). In 2024 flows exceeded the allowable maximum total daily flow of 250 m³/d in December, due to heavy rain events.

Final effluent quality exceeded the allowable maximums for TSS and CBOD in 14% of the monthly samples when flows were <60 m³/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 2024 being a sampling year. The next scheduled receiving water sampling year will be 2028. 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. The 2024 receiving water sampling results were all well below water quality guidelines. The next scheduled receiving water year will be 2028.

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 2024.

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 2024 were slightly higher than 2023, and lower than the ten year average.

Figures 2 and 3 graphically depict the annual flow patterns.

Table 1: Maliview WWTP Combined Annual Flow

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Average 2014 to 2024
TOTAL	25,378	21,110	31,460	29,654	24,968	23,346	28,322	27,089	25,209	23,917	25,555	26,001
DAILY AVG	2,115	1,759	2,622	2,471	2,081	1,946	2,360	2,257	2,101	1,993	2,130	2,167
DAILY MAX	3,472	3,221	4,564	5,134	4,495	4,412	4,777	4,911	4,422	4,261	4,288	4,360
DAILY MIN	1,219	926	1,133	1,130	1,011	928	1,091	964	840	758	680	971

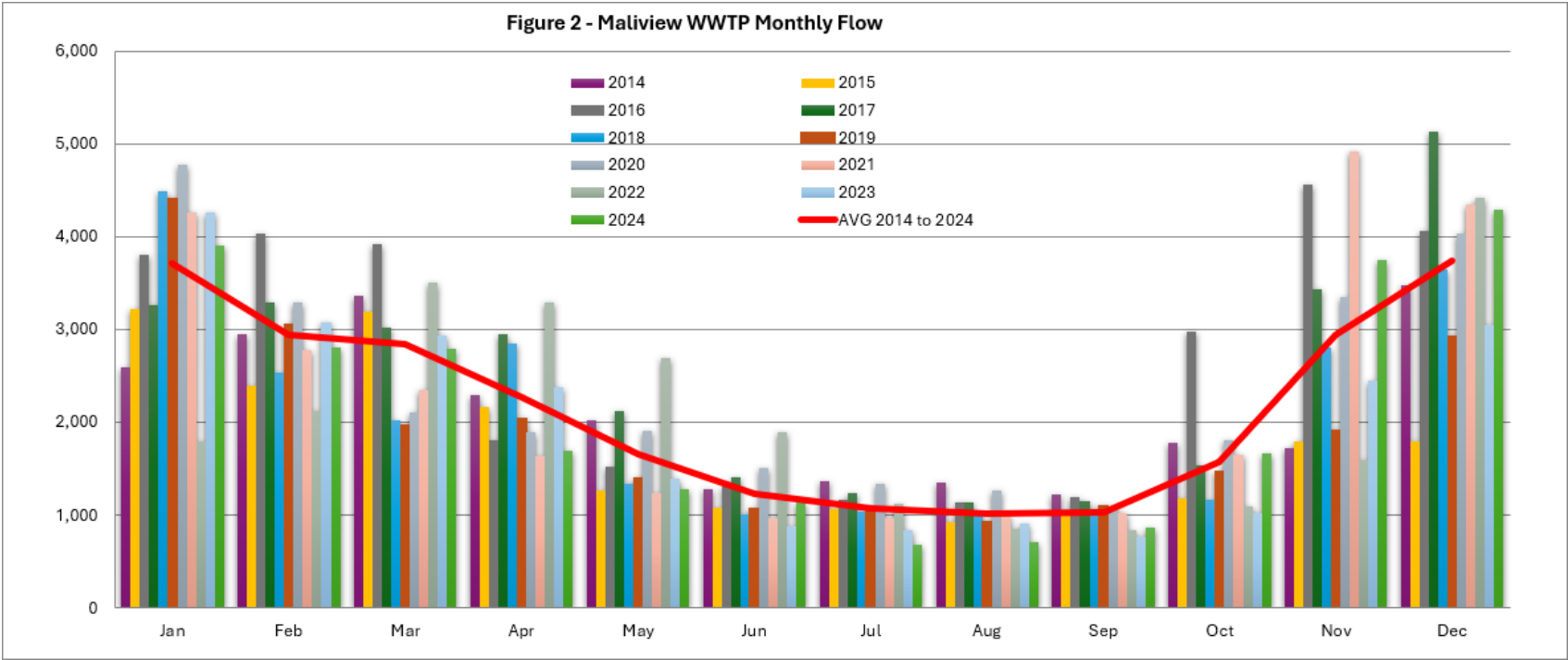
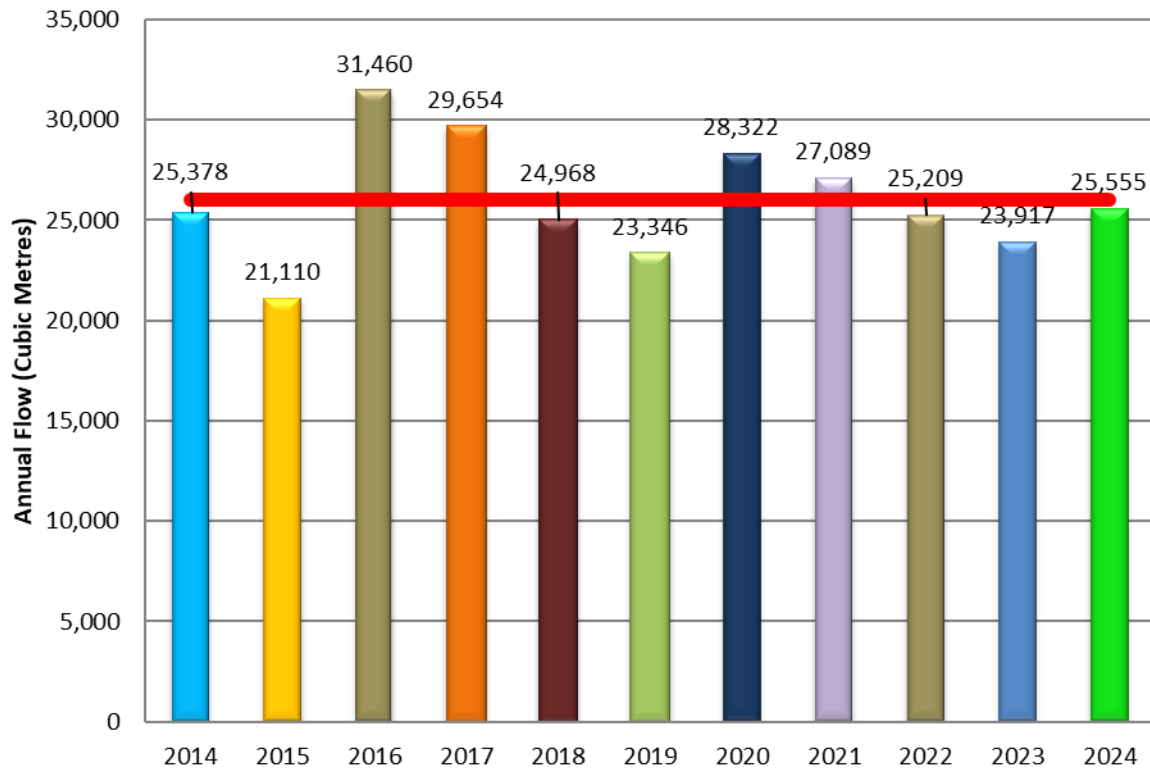


Figure 3 - Maliview WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues and significant preventative maintenance tasks that were addressed during the 2024 operating period:

Wastewater Treatment Plant:

- RBC electrical failure
- RBC mechanical failure
- Hot water tank replacement
- Emergency eyewash station relocation

Compliance data is reported to provincial regulators monthly, with individual Environmental Incident Reports (EIR) issued if there was an incident at the plant that requires an emergency response. There were 7 EIRs issued for Maliview in 2024:

- Two weather related flow exceedances due to heavy inflows and infiltration
- Prolonged power outage causing untreated bypass (no existing backup power to operate RBC)
- Equipment failure (RBC mechanical failure)
- Equipment failure (RBC VFD electrical failure)
- Two effluent quality exceedances for CBOD and TSS

CAPITAL IMPROVEMENTS

The following is a summary of the major capital improvements, including year-ending spending for 2024:

WWTP Upgrade (CE.582.4501): This project is for the upgrade of the Maliview Wastewater Treatment Plant to meet regulatory requirements.

Project	Spending
Budget	\$2,371,041
Project Management / Administration	(\$144,681)
Design	(\$351,779)
Equipment	(\$195,094)
Balance Remaining	1,679,487

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

Project	Spending
Budget	\$7,000
Project Management	(\$148)
Contract	(\$5,872)
Equipment Supplies Materials	(\$310)
Balance Remaining	\$ 670

Waste Water Treatment Plant Alternative Approval Process (CE.793.4501): Approval process for funding the Wastewater Treatment Plant upgrade project.

Project	Spending
Budget	\$35,000
Project Management	(\$27)
Equipment Supplies Materials	(\$0)
Balance Remaining	\$34,973

Waste Water Treatment Plant Public Consultation (CE.754.8301): Public consultation process for the Wastewater Treatment Plant upgrade project.

Project	Spending
Budget	\$50,000
Project Management	(\$1,577)
Consultant	(\$977)
Advertising	(\$69)
Balance Remaining	\$47,377

Waste Water Treatment Plant Critical Spares (CE.582.8301): Purchase critical spares to have on hand for emergency replacement.

Project	Spending
Budget	\$20,000
Project Management	(\$135)
Balance Remaining	\$19,865

2024 FINANCIAL REPORT

Please refer to the attached 2024 Statement of Operations and Reserve Balances.

Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), sales (Sewer Use), interest on savings (Interest earnings), transfers from Operating Reserve Fund, and miscellaneous revenue such as late payment charges (Other revenue).

Expenses include all costs of providing the service. General Government Services include 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 include all other costs to administer and operate the sewer system, including insurance, 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). In alignment with Local Government Act Section 374 (11), any deficit must be carried forward and included in the next year's financial plan.

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 <i>emergency</i> call 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:	Jason Dales, Senior Manager B.Sc, WD IV, Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Dan Ovington, BBA , Senior Manager, Salt Spring Island Electoral Area
	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: [2024 Statement of Operations and Reserve Balances](#)

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, 2024

	2024	2023
Revenue		
Transfers from government	5,070	4,900
User Charges	198,308	188,860
Sale - Sewer Use	24,393	24,519
Other revenue from own sources:		
Interest earnings	820	568
Other revenue	1,200	1,379
Total Revenue	229,791	220,226
Expenses		
General government services	7,725	7,769
Contract for Services	24,913	21,764
CRD Labour and Operating costs	72,887	64,190
Supplies	2,554	9,366
Other expenses	62,178	62,858
Total Expenses	170,257	165,947
Net revenue (expenses)	59,534	54,279
Transfers to own funds:		
Capital Reserve Fund	46,534	41,279
Operating Reserve Fund	13,000	13,000
Annual surplus/(deficit)	-	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2024

	Capital Reserve	
	2024	2023
Beginning Balance	124,168	79,029
Transfer from Operating Budget	46,534	41,279
Transfer to Capital Project	(80,000)	-
Interest Income	2,242	3,860
Ending Balance	92,944	124,168

	Operating Reserve	
	2024	2023
Beginning Balance	45,843	31,043
Transfer from Operating Budget	13,000	13,000
Transfer to Operating Budget	-	-
Interest Income	2,194	1,800
Ending Balance	61,037	45,843