



Notice of Meeting and Meeting Agenda Maliview Local Services Commission

Tuesday, June 23, 2026

10:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Annual General Meeting

[MS Teams Meeting Link](#)

L. Travelbea (Chair), G. Holman, G. Schroeder,

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 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 2025 fiscal year.

- 1. Territorial Acknowledgment**
- 2. Election of Chair**
- 3. Approval of Agenda**
- 4. Adoption of Minutes**

4.1. [26-0632](#) Minutes of May 22, 2025 and June 18, 2025 Maliview Local Sewer Service Commission

Recommendation: That the minutes of the following meetings be adopted as circulated:
-May 22, 2025 Annual General Meeting (AGM)
-June 18, 2025 Special Meeting

Attachments: [Minutes: May 22, 2025 AGM](#)
[Minutes: June 18, 2025](#)

5. Director and Chair's Report

6. Senior Manager's Report

7. Report

7.1. [26-0633](#) Maliview Sewer Local Service 2025 Annual Report

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

Attachments: [Staff Report: Maliview Sewer Local Service 2025 Annual Report](#)
[Appendix A: 2025 Capital Projects List -Financial Summary](#)
[Appendix B: 20245 Statement of Operations and Reserve Balances](#)

8. Election of Commissioners

-3 Positions

9. New Business

None

10. Outstanding Business

None

11. Adjournment

Next Meeting:

- Budget meeting TBA

Meeting Minutes - Draft

Maliview Local Services Commission

Thursday, May 22, 2025

12:00 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, C. Hopp, Manager SSI Engineering, K. Vincent, Senior Financial Advisor, Finance Services (EP), A. Elliyon Financial Analyst, Finance Services (EP), and M. Williamson, Committee Clerk, (Recorder)

Absent:

Electronic Participation- (EP)

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

The meeting was called to order at 12:01 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 2025.

Director Holman 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 Commissioner B. Travelbea, SECONDED by Director Holman,
That agenda for the May 22, 2025, Annual General Meeting of the Maliview Local
Services Commission be approved as presented.**

CARRIED

4. Adoption of Minutes

4.1. Minutes of November 04, 2024 Maliview Local Service Commission AGM

**MOVED By Commissioner B. Travelbea, SECONDED by Director Holman,
That the minutes of the November 04, 2024 meeting be adopted as circulated.**

CARRIED

5. Director and Chair's Report

Director Holman spoke regarding Carolyn Hopp being appointed as the SSI Engineer Manager.

6. Report

6.1. Maliview Sewer Local Service 2024 Annual Report

D. Ovington presented the report.

This report was received for information.

7. Election of Commissioner

No positions are available for 2025-2026 term.

8. New Business

There was no new business.

9. Outstanding Business

9.1. Maliview Wastewater Treatment Plant Project Update

D. Ovington provided information regarding Maliview Wastewater Treatment Plant Project.

Discussion ensued regarding the voter approval process for burrowing and the potential timeline for the Maliview Wastewater Treatment Plant Project.

Discussion ensued regarding potentially moving to billing per unit instead of by property.

10. Adjournment

MOVED By Commissioner B. Travelbea, **SECONDED** by Director Holman,
That the Maliview Local Services Commission adjourn the meeting at 01:02pm.
CARRIED

CHAIR

SENIOR MANAGER

Meeting Minutes - Draft

Maliview Local Services Commission

Wednesday, June 18, 2025

2:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Special Meeting

PRESENT:

COMMISSION MEMBERS: G. Holman, J. Miller

STAFF: D. Ovington, Senior Manager, SSI Administration, J. Bilodeau, Manager, Local Services Water and Wastewater Ops., C. Hopps, Manager SSI Engineering, L. Xu, Manager, Finance Services (EP), and M. Williamson, Committee Clerk, (Recorder)

ABSENT:

COMMISSION MEMBERS: B. Travelbea, L. Travelbea,

Electronic Participation- (EP)

At 2:15pm attendance was recorded.

After 15 minutes past the posted start time of the meeting the Senior Manager determined that quorum was not met, the meeting was cancelled and rescheduled.

CHAIR

SENIOR MANAGER

Maliview Sewer Service

2025 Annual Report

CRD | Sewer Service

Introduction

This report provides a summary of the Maliview Sewer Service for 2025. 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 2025, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 314 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 28 days (8% of the time). In 2025 all flows met the allowable maximum total daily flow of 250 m³/d.

Final effluent quality exceeded the allowable maximums for TSS in two monthly samples and CBOD in four monthly samples when flows were <60 m³/d (representing only six of twelve 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. 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 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 2025.

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 2025 were about the same as in 2024, and lower than the ten-year average.

Figures 2 and 3 graphically depict the annual flow patterns.

Table 1: Maliview WWTP Combined Annual Flow

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	AVG 2015 to 2025
TOTAL	21,110	31,460	29,654	24,968	23,346	28,322	27,089	25,209	23,917	25,555	24,155	25,890
MONTHLY AVG	1,759	2,622	2,471	2,081	1,946	2,360	2,257	2,101	1,993	2,130	2,013	2,157
MONTHLY MAX	3,221	4,564	5,134	4,495	4,412	4,777	4,911	4,422	4,261	4,288	4,210	4,427
MONTHLY MIN	926	1,133	1,130	1,011	928	1,091	964	840	758	680	455	901

Figure 2 - Maliview WWTP Monthly Flow

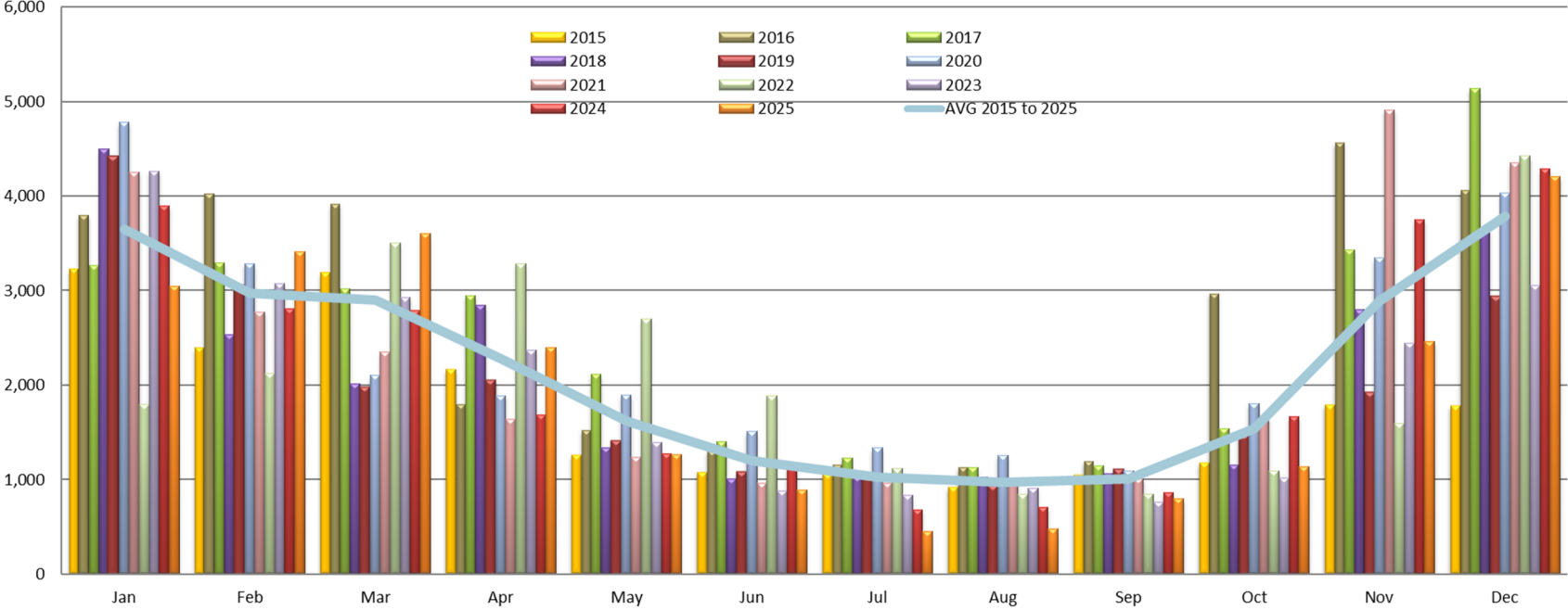
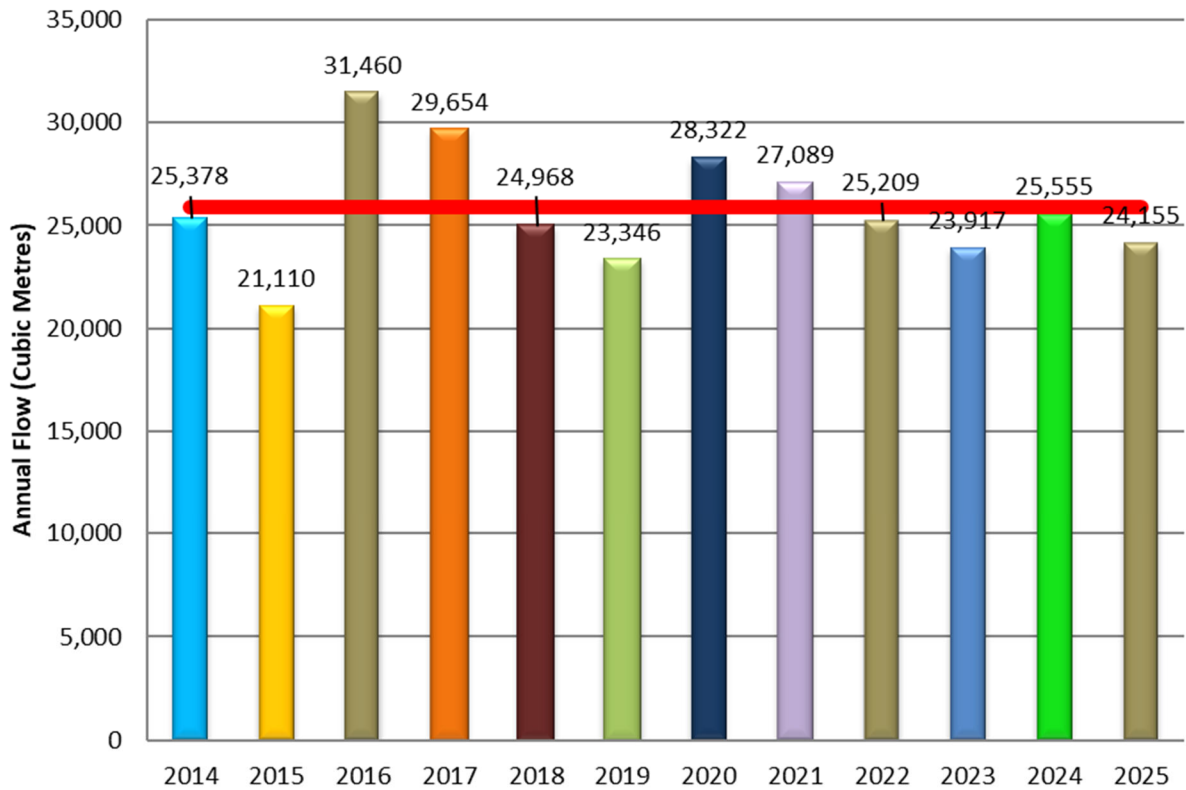


Figure 3 - Maliview WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues and significant preventative maintenance tasks that were addressed during the 2025 operating period:

Wastewater Treatment Plant:

- Electrical pump receptacle replacement due to failure
- Replaced influent transfer pump

Wastewater Collection System:

- 180 Maliview sewer main blockage due to root intrusion required significant response including temporary bypass of sewer main, jet rodding/auguring, and camera work.

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 8 EIRs issued for Maliview in 2025:

- Two prolonged power outages causing untreated bypass (no existing backup power to operate RBC)
- Equipment failure (Clarifier pump failed and causing untreated bypass)
- Two effluent quality exceedances for CBOD and TSS
- Two effluent quality exceedances for CBOD
- One effluent quality exceedance for toxicity

CAPITAL IMPROVEMENTS

The following are capital projects in progress or completed in 2025:

21-03 Maliview Sewer WWTP Upgrades

This project is for the upgrade of the Maliview Wastewater Treatment Plant to meet regulatory requirements.

19-01 Safe Work Procedures

This project is for development of procedures and will continue to support the WWTP Upgrades new process.

21-01 Maliview Alternate Approval Process / Referendum

This project has supported the loan authorization process.

21-02 Maliview WWTP Upgrades Public Consultation / Engagement

This project was combined with 21-01 and closed.

24-02 Critical Spares WWTP

For the purchase of critical spares to have on hand for emergency replacement.

23-02 I&I Program

Inflow and Infiltration (I&I) reduction program as required by regulator to reduce stormwater load on WWTP. Investigation and prioritizing repairs

24-01 Public Education Program

For the reduction of non-sewage input and care of the new system.

The Capital Projects Financial Summary for 2025 can be found in Appendix A.

Upcoming New Projects in 2026 include:

- Inflow & Infiltration (I&I) Repairs – debt funded

2025 FINANCIAL REPORT

Please refer to the attached 2025 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. Other Expenses include all other costs to administer and operate the sewer system, including insurance 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 *emergency* call centre: **1-855-822-4426 (toll-free)**
1-250-474-9630 (toll)

CRD wastewater system *general enquiries* (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:	Dan Ovington, BBA , Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Jason Dales, B.Sc, WD IV, Senior Manager, Infrastructure Operations
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: [2025 Capital Projects List -Financial Summary](#)
Appendix B: [2025 Statement of Operations and Reserve Balances](#)

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

3.820 - Maliview Estates Sewer System

Capital Projects - Financial Summary
 Updated @ 3/11/2025

Year	Project WBS	Capital Plan#	Status	Capital Project Description	Total Project Budget	Spending		Funding Sources					Total Funding in Place	Funding Pending Receivable
						Expenditure Actuals	Remaining Spending	CRF	CWF	Grant	MFA Debt	Cap On Hand		
2017	CE 582.4501	21-03	Open	Maliview Sewer WWTP Upgrade	4,368,041	1,201,479	3,166,562	38,421	343,620	746,444		47,377	1,175,862	3,192,179
2019	CE 689.4503	19-01	Open	Safe Work Procedures	12,000	6,530	5,670	12,000					12,000	-
2021	CE 793.4501	21-01	Open	Maliview Alternate Approval Process/Referendum	35,000	2,121	32,879	35,000					35,000	-
2021	CE 754.8301	21-02	Closed	Maliview WWTP Public Consultation/Engagement	2,623	2,623	-	2,623					2,623	-
2024	CE 582.8301	24-02	Open	Critical Spares-Maliview WWTP	20,000	12,228	7,772	20,000					20,000	-
2025	CE 901.7501	23-02	Open	I&I Program Maliview WW	120,000	3,791	116,210	20,000					20,000	100,000
2025	CE 793.4502	24-01	Open	Maliview Public Education Program	15,000	-	15,000	15,000					15,000	-
						1,228,570	3,344,093	143,044	343,620	746,444	-	47,377	1,280,485	3,292,179

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Operations (Unaudited)
For the Year Ended December 31, 2025

	2025	2024
Revenue		
Transfers from government	5,220	5,070
User Charges	209,108	198,308
Sale - Sewer Use	23,244	24,393
Other revenue from own sources:		
Interest earnings	613	820
Other revenue	1,064	1,200
Total Revenue	239,249	229,791
Expenses		
General government services	10,177	7,725
Contract for Services	30,302	24,913
CRD Labour and Operating costs	88,383	72,887
Sludge Disposal	48,517	49,968
Supplies	1,394	2,554
Other expenses	11,961	12,210
Total Expenses	190,734	170,257
Net revenue (expenses)	48,515	59,534
Transfers to own funds:		
Capital Reserve Fund	37,605	46,534
Operating Reserve Fund	10,910	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, 2025

	Capital Reserve	
	2025	2024
Beginning Balance	92,944	124,168
Transfer from Operating Budget	37,605	46,534
Transfer from Completed Capital Projects	20,000	-
Transfer to Capital Project	(60,000)	(80,000)
Interest Income	2,938	2,242
Ending Balance	93,487	92,944

	Operating Reserve	
	2025	2024
Beginning Balance	61,037	45,843
Transfer from Operating Budget	10,910	13,000
Transfer to Operating Budget	-	-
Interest Income	2,735	2,194
Ending Balance	74,682	61,037