



Making a difference...together

**SAANICH PENINSULA WASTEWATER COMMISSION**  
 Notice of Meeting on **Thursday, January 19, 2023**  
**Immediately Following the Saanich Peninsula Water Commission**  
 Large Meeting Room, Sidney Community Safety Building (Fire Hall),  
 2245 Oakville Avenue, Sidney BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

M. Doehnel  
 S. Duncan  
 D. Halldorson  
 P. Jones

D. Kelbert  
 Z. King  
 C. McNeil-Smith  
 C. Pinches

S. Shrivastava  
 R. Windsor

## AGENDA

### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. ELECTION OF CHAIR

*(Pursuant to Section 2(e) Bylaw No. 3427)*  
*Election conducted by the Acting General Manager, Integrated Water Services*

### 3. ELECTION OF VICE CHAIR

*(Pursuant to Section 2(e) Bylaw No. 3427)*  
*Election conducted by the Chair*

### 4. APPROVAL OF AGENDA

### 5. ADOPTION OF MINUTES .....3

*Recommendation: That the minutes of the September 22, 2022 meeting be adopted.*

### 6. CHAIR'S REMARKS

### 7. PRESENTATIONS/DELEGATIONS

*Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Saanich Peninsula Wastewater Commission at [wsadministration@crd.bc.ca](mailto:wsadministration@crd.bc.ca). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

*To ensure quorum, advise **Denise Dionne**, [ddionne@crd.bc.ca](mailto:ddionne@crd.bc.ca) if you cannot attend.*

**Saanich Peninsula Wastewater Commission  
Agenda – January 19, 2023**

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**8. GENERAL MANAGER'S REPORT**

**9. COMMISSION BUSINESS**

**9.1. Presentation – Saanich Peninsula Wastewater Commission Orientation .....6**

*There is no recommendation, the presentation is for information only.*

**10. SAANICH PENINSULA WASTEWATER COMMISSION MEETING SCHEDULE**

*Regular meetings of the Saanich Peninsula Wastewater Commission shall be held on the third Thursday bi-monthly, commencing immediately following the Saanich Peninsula Water Commission, unless otherwise determined.*

**11. NOTICE(S) OF MOTION**

**12. NEW BUSINESS**

**13. ADJOURNMENT**

**Next Meeting:** Thursday, March 16, 2023



Making a difference...together

**MINUTES OF A MEETING OF THE Saanich Peninsula Wastewater Commission, held Thursday, September 22, 2022 at 9:30 am, Meeting Room #6 Greenglade Community Centre, 2151 Lannon Way, Sidney BC**

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**PRESENT: Commissioners:** D. Kelbert (Chair); M. Doehnel (Vice Chair); S. Duncan; D. Halldorson; Z. King (EP); B. Fallot for C. McNeil-Smith; G. Orr; M. Weisenberger  
**Staff:** T. Robbins, General Manager; I. Jesney, Senior Manager, Integrated Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; P. Kickham, Manager, Environmental Regulations; L. Westinghouse, Senior Financial Advisor; D. Dionne, Administrative Coordinator, Recording Secretary  
**Also in attendance:** Wayne Helgason, Saanich Peninsula Water Commission; D. Puskas, Director of Engineering, District of Central Saanich

**REGRETS:** T. Lomas; R. Windsor

EP = Electronic Participation

The meeting was called to order at 10:42 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Acknowledgement was provided in the preceding meeting.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Weisenberger, **SECONDED** by Commissioner Halldorson,  
 That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Halldorson, **SECONDED** by Commissioner Duncan,  
 That the minutes of the May 19, 2022 meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair made no remarks.

**5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**6. GENERAL MANAGER'S REPORT**

There was no report from the General Manager.

## 7. COMMISSION BUSINESS

### 7.1. Saanich Peninsula Wastewater Service 2023 Capital and Operating Budget

T. Robbins provided an overview of the staff report included in the agenda package.

Staff responded to questions from the Commission regarding:

- Biosolids management, Residuals Treatment Facility and Lafarge.
- Labour charges – Finance noted that this was a typo that should read Laboratory charges – this will be corrected prior to final Board approval in 2023.

**MOVED** by Commissioner Halldorson, **SECONDED** by Commissioner Weisenberger, The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:

1. Approve the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget;
2. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.

**CARRIED**

## 8. COMMISSION MEMBERSHIP

### 8.1. Expiring Terms – December 31, 2022

T. Robbins advised that the expiring terms are presented for information only and that appointments to CRD committees and commissions will follow the Municipal elections and after councils are appointed.

#### **2-year appointments – appointed by municipalities:**

- Sara Duncan, Councillor, Sidney (ending second term)
- Zeb King, Councillor, Central Saanich (ending second term)

#### **CRD Board Directors – appointed by municipalities for a 4-year term**

- Cliff McNeill-Smith, CRD Board Director, Sidney
- Geoff Orr, CRD Board Director, North Saanich
- Ryan Windsor, CRD Board Director, Central Saanich

## 9. NEW BUSINESS

There was no new business

## 10. ADJOURNMENT

**MOVED** by Commissioner Weisenberger, **SECONDED** by Commissioner Orr,  
That the September 22, 2022 meeting be adjourned at 11:04 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**

# Saanich Peninsula Wastewater Commission

January 19, 2023



# Agenda

1. Introduction
2. Service Support Staff
3. Governance Framework
4. Saanich Peninsula Liquid Waste Management Plan
5. System Infrastructure Overview
6. Service Delivery - CRD Departmental Programs
7. Budget





# Meet the team

**Ted Robbins**  
CAO, Capital Regional District

**Ian Jesney**  
Acting General Manager,  
Integrated Water Services

**Joseph Marr**  
Acting Senior Manager, Infrastructure  
Engineering, Integrated Water Services

**Glenn Harris**  
Senior Manager, Environmental  
Protection & Water Quality, Parks &  
Environmental Services

**Jason Dales**  
Senior Manager, Wastewater Infrastructure  
Operations, Infrastructure Wastewater  
Operations

**Ye Li**  
Senior Financial Advisor, Finance &  
Technology

**Tanya Duthie**  
Manager, Administration Services,  
Integrated Water Services

**Denise Dionne**  
IWS Administrative Coordinator &  
Commission Secretary, Integrated Water  
Services



# Governance Overview



## CRD Bylaws & Policies

- CRD Bylaw No. 2388 – Liquid Waste Management Authority Conversion – Saanich Peninsula Local Service Bylaw
- CRD Bylaw No. 3427 – Saanich Peninsula Wastewater Commission Bylaw (Amending Bylaw 4133)
- CRD Bylaw No. 3208 – Water & Wastewater Development Cost Charge Bylaw (Amending Bylaw 4251)
- CRD Bylaw No. 2922 – Sewer Use Bylaw (Amending Bylaw 4221)
- CRD Bylaw No. 4168 – Stormwater Regulation Bylaw (Amending Bylaw 4229)
- CRD Bylaw No. 3906 – Stormwater Source Control Bylaw (Amending Bylaw 4140)
- CRD Procurement (& Delegation) Policy

# Governance Overview



## Service & Governance

- CRD Board – Chair Colin Plant (2023)
- Saanich Peninsula Water Commission
  - Cliff McNeil-Smith, Mayor, Sidney
  - Ryan Windsor, Mayor, Central Saanich
  - Peter Jones, Mayor, North Saanich
  - Sara Duncan, Councillor, Sidney
  - Zeb King, Councillor, Central Saanich
  - Sanjiv Shrivastava, Councillor, North Saanich
  - Carys Pinches, Community, Sidney
  - David Kelbert, Community, Central Saanich
  - Dwayne Halldorson, Community, North Saanich
  - Mike Doehnel, Peninsula Area Agricultural Commission

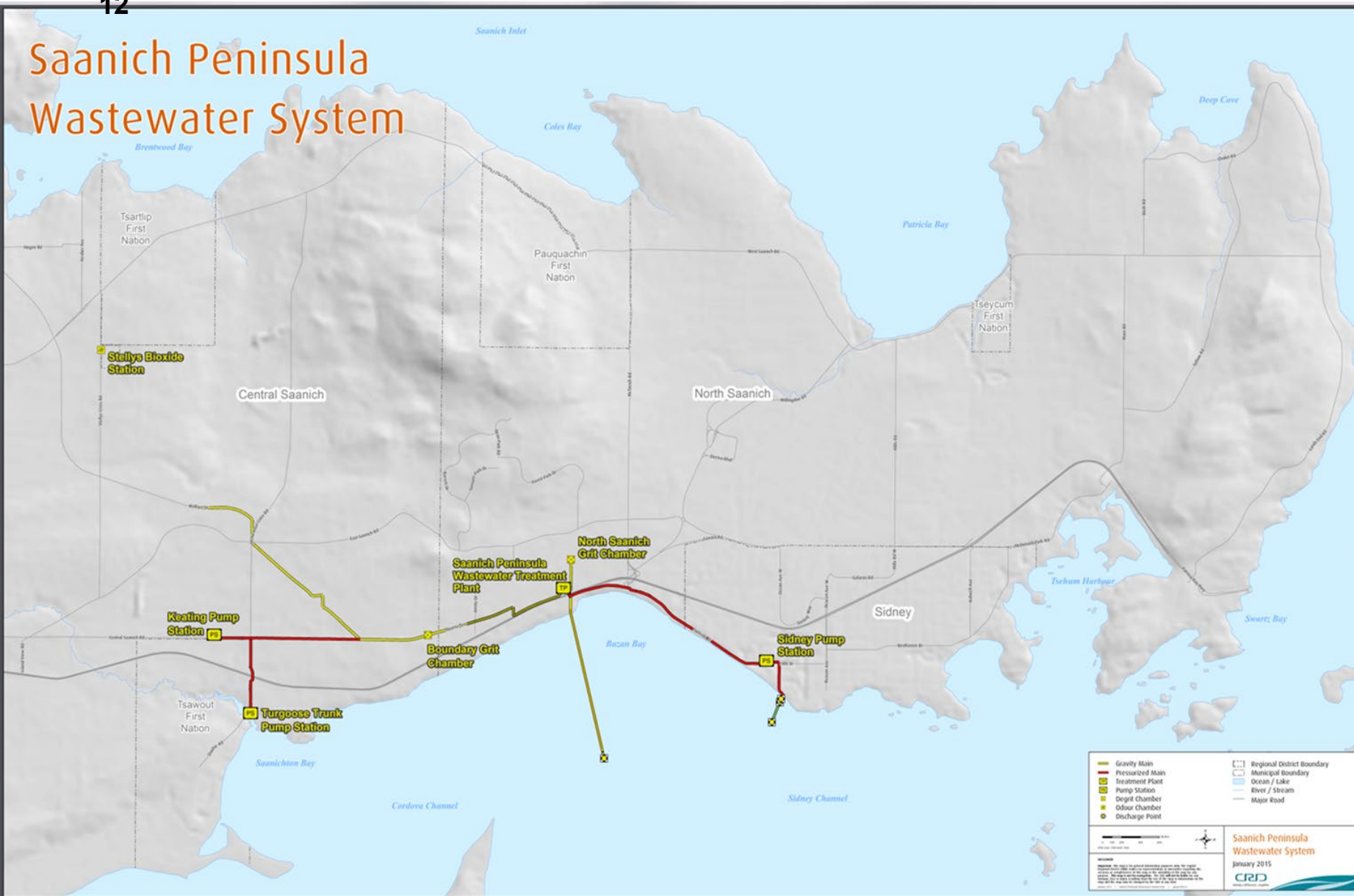
# Saanich Peninsula Liquid Waste Management Plan



- Liquid Waste Management Plan for Central Saanich, North Saanich & Sidney – established in 1996
- Plan Commitments – CRD & Municipal Commitments:
  - Source Control Program
  - Inflow & Infiltration Reduction Program
  - Wastewater & Marine Assessment Program
  - Wastewater Treatment & Residuals Management
  - On-site Septic System & Septage Collection
  - Water Conservation & Wastewater Recycling
  - Stormwater Quality Program



# Saanich Peninsula Wastewater System



## System Infrastructure Overview

- Total length of wastewater collection & conveyance (gravity & pressure) mains across system: 16.1 km
- Pipe diameters range from 300mm–750mm; late 1990s construction
- Pipe material types:
  - Concrete 10%
  - Steel 10%
  - PVC 73%
  - AC 7%
- 3 Pumping Stations
- 67 manholes
- Secondary Wastewater Treatment Plant
- Bagan Bay Ocean Outfall: 1.5 km

# Wastewater Treatment Overview

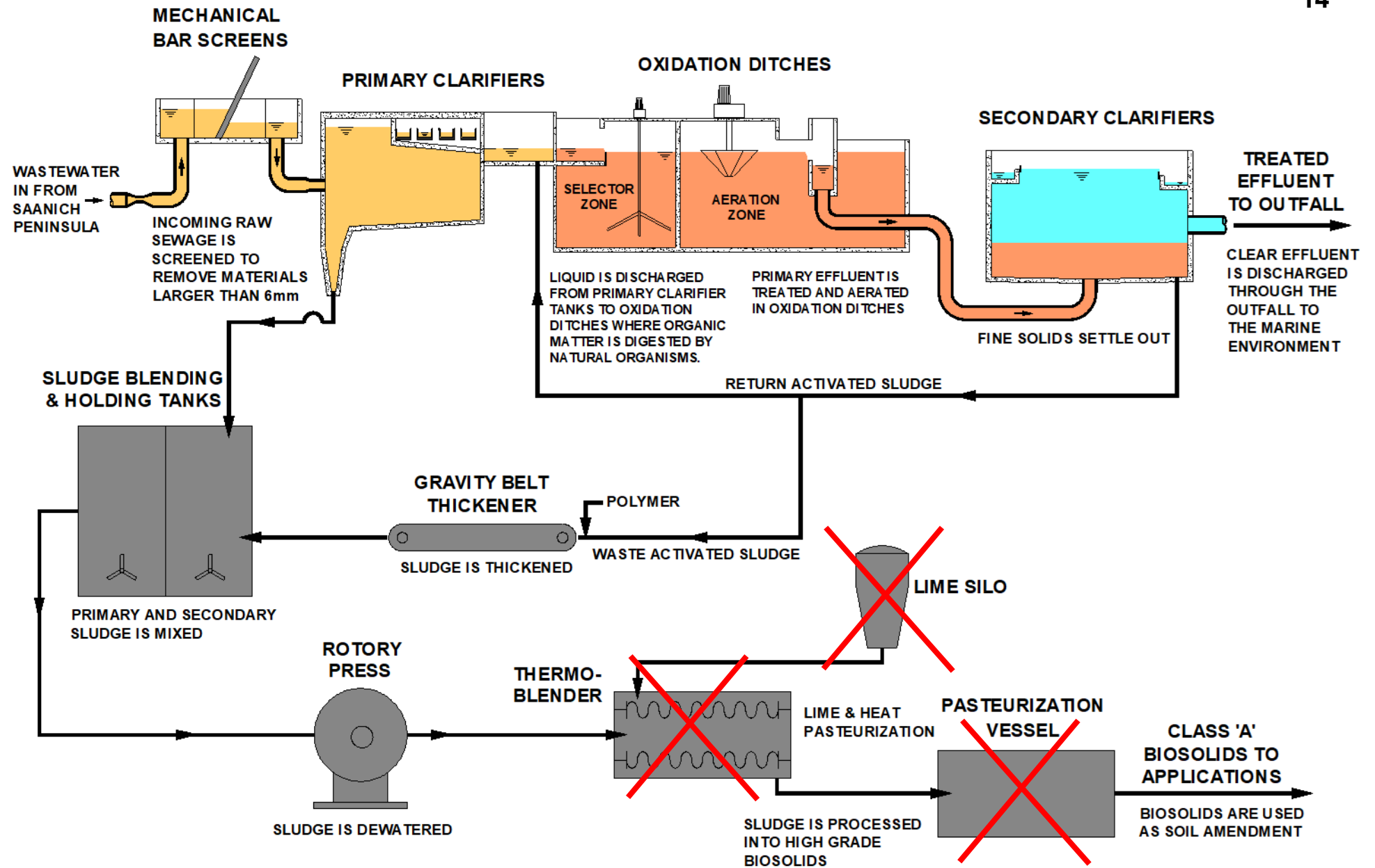


## Peninsula Treatment Plant Facts

- Activated Sludge Secondary Treatment Plant
- Treatment Plant Average Dry Weather Flow Capacity: 18,500 m<sup>3</sup>/day
- Treatment Plant Peak Day Flow Capacity: 41,000 m<sup>3</sup>/day
- Current Population Equivalent Served: 44,000 people (estimated)  
(225 l/person/day)
- Currently the SPWWTP is operating at 54% and 70% of design ADF & PDF flows.
- Discharge Permit Effluent Quality Criteria:
  - Biochemical Oxygen Demand 45 mg/l
  - Total Suspended Solids 45 mg/l
  - Provincial Operational Certificate ME-15445



# Plant Process Flow Diagram



# Residuals Management



- Plant Produces 4,100 metric tons/year of Raw Sludge
- Plant Equipped to Produce Class A Biosolids
  - Sludge is heat pasteurized and lime stabilized to produce Class A Biosolids regulated by BC OMRR
  - 'PenGrow' product produced between 2006-2010
  - Production and distribution halted in 2011 – CRD Board decision to ban production and distribution at regional facilities of Biosolids intended for land application
  - Currently land filled as controlled waste
- District Energy System – SPWWTP Heat Recovery System
  - System in service since 2011
  - Initial capital investment of \$2.99M – UBCM General Strategic Priorities Fund (Gas Tax Agreement Funds); 100% grant funding as pilot project
  - Capturing waste heat energy - utilized by Panorama Recreation Centre



# Service Overview



## CRD Departmental Programs

- Wastewater Infrastructure Operations & Engineering
  - Wastewater System Operation and Maintenance
  - Capital Project Delivery
  - Engineering Design & Project Management
  - System Infrastructure Planning & Asset Management
  - Emergency Response
- Plant Maintenance & Fleet Management
  - Preventive Maintenance Planning & Management for Operations
  - Fleet: Service Vehicles & Heavy Equipment



# Service Overview



## CRD Departmental Programs

- Environmental Protection & Engineering
  - Marine Monitoring
  - Effluent Sampling and Lab Testing
  - Compliance Reporting
  - LWMP Administration
- Stormwater Management
  - Saanich Peninsula Stormwater Quality Program
  - Stormwater Source Control Program



# Budget Planning and Approval Overview



## Service Budget

- Operating & Capital Budgets
  - Provides for all expenditures for Operation & Maintenance (O&M), administration of wastewater service and capital projects
- Operating, Capital Project Lists & Supplemental budget items considered by Commission annually in September for recommendation to CRD Board
- Service Funding
  - 100% of annual operating costs funded by requisition to participants based on flow (with exception of revenue generated from sale of heat energy from DES)
  - Participants: Central Saanich, North Saanich, Sidney, Airport, Pauquachin FN, Tseycum FN, IOS
  - 100% of debt costs funded by requisition to participants calculated by capacity formula
  - Development Cost Charge Capital (DCC) – primarily funded through collection of DCC funds

## Budget Summaries



Final Budget

## Service Budget

2023 Budgets	
Total Budget	\$ 4.45 M
Total Wastewater Capital	\$ 282 K
Total DCC Capital	\$ 0

2023 Budget Context	
Wastewater System Operation	\$3.91 M
Transfers to Reserves	\$537 K
Debt Servicing	\$ 0
	\$4.45 M



# Thank you



@crdvictoria



Capital Regional District



CRDVictoria



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