



Making a difference...together

SAANICH PENINSULA WASTEWATER COMMISSION
Notice of Meeting on **Thursday, October 19, 2023** at **Immediately following the**
Saanich Peninsula Water Commission meeting
Meeting Room, Sidney Community Safety Building (Fire Hall),
2245 Oakville Ave, 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.

- | | | |
|-------------------------|-----------------|----------------|
| D. Kelbert (Chair) | P. Jones | S. Shrivastava |
| M. Doehnel (Vice Chair) | Z. King | R. Windsor |
| S. Duncan | C. McNeil-Smith | |
| D. Halldorson | C. Pinches | |

AGENDA

- 1. TERRITORIAL ACKNOWLEDGEMENT
- 2. APPROVAL OF AGENDA
- 3. ADOPTION OF MINUTES4

Recommendation: That the minutes of the September 28, 2023 meeting be adopted.

- 4. CHAIR’S REMARKS
- 5. 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 iwsadministration@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

- 6. GENERAL MANAGER’S REPORT
- 7. COMMISSION BUSINESS
 - 7.1. Service Planning 2024 – Wastewater Community Need Summary7

Recommendation: The Saanich Peninsula Wastewater Commission recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendix A, Community Need Summary – Wastewater, be approved as presented and form the basis of the 2024-2028 Financial Plan.

To ensure quorum, advise iwsadministration@crd.bc.ca if you cannot attend.

7.2. Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget22

Recommendation: The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. *Approve the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 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, and the Harbours Environmental Action Service (Peninsula) budget;*
2. *Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and*
3. *Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.*

8. MOTION(S) WITH NOTICE

8.1. Speaker Series: Commissioners King, Doehnel and Chair Kelbert63

Whereas, there is a need for the commission to engage with citizens about water and wastewater trends, technologies and ideas, and

Whereas, the benefits of engaging with the community before tackling pressing issues will move the relationship with the public beyond a transactional exchange and toward increased trust, and

Whereas hearing from outside experts on topics of public interest will benefit staff, leaders and the community.

Therefore, be it resolved that the Saanich Peninsula Wastewater Commission direct staff to organize an annual speaker series for the peninsula, dedicated to presentations by researchers and public interest groups that are focused on emerging topics concerning water and wastewater.

8.2. First Nations Wastewater Representation: Commissioners King, Doehnel and Chair Kelbert.....64

Whereas, there has been a long standing vacant position for First Nations representation on the Wastewater Commission, and

Whereas all residents of the peninsula have a shared interest in the issues related to the Wastewater Commission; such as land application of biosolids from the Residual Treatment Facility at Hartland, and

Whereas the responsibility of reconciling this representation has resided solely with the Capital Regional District Staff, and

Whereas building an integrated and strong sense of community requires representation from all groups.

Therefore, be it resolved that the Peninsula Wastewater Commission discuss and implement the idea of sending a delegation of commissioners to each of the four nations on the peninsula to address, and acknowledge the Nations concerns regarding representation on the Peninsula Wastewater Commission.

9. NEW BUSINESS

10. ADJOURNMENT

Next Meeting: Thursday, November 16, 2023



Making a difference...together

MINUTES OF A MEETING OF THE Saanich Peninsula Wastewater Commission, held Thursday, September 28, 2023 at 9:30 am, Sidney Community Safety Building, 2245 Oakville Ave, Sidney BC

PRESENT: Commissioners: D. Kelbert (Chair); M. Doehnel (Vice Chair); S. Duncan (EP); D. Halldorson; Z. King; C. McNeil-Smith; C. Pinches; S. Shrivastava; R. Windsor
Staff: A. Fraser, General Manager, Integrated Water Services; J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; S. Irg, Senior Manager, Water Infrastructure Operations; C. Lowe, Environmental Science Officer, Environmental Monitoring Programs; D. Dionne, Administrative Coordinator, Integrated Water Services (Recorder)

REGRETS: P. Jones

EP = Electronic Participation

The meeting was called to order at 9:30.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner King, **SECONDED** by Commissioner McNeil-Smith, That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Halldorson, That the minutes of the July 20, 2023 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair reminded everyone to be mindful and have patience with new staff members as they come up to speed on the service.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentation – Dr. Peter Ross, Raincoast Conservation Foundation; Wastewater, stormwater and biosolids: A perfect storm, or superlative opportunity?

Dr. Ross provided a presentation to the Commission regarding water quality and the level of contaminants showing up in both freshwater and marine environments.

Discussion ensued and Dr. Ross responded to questions from the Commission regarding:

- Availability of labs to conduct testing for Coliform sources
- Concentration of contaminants in Biosolids
- Costs associated with data collection

- Source control
- Combining scientific data with Indigenous knowledge in regards to the Tod Creek monitoring Project
- Time frame for conducting a complete spectrum of analysis
- Time frame for the Tod Creek monitoring project
- Level of contamination in groundwater sources

Dr. Ross left the meeting.

Commissioner King left the meeting.

6. GENERAL MANAGER'S REPORT

6.1. General Manager's Introduction

A. Fraser introduced herself to the Commission and provided a brief background. She stated that she is looking forward to working collaboratively with the Commission to ensure proactive community needs are met.

7. COMMISSION BUSINESS

There was no Commission business.

8. NOTICE(S) OF MOTION

The following notices of motion were provided by Commissioners King, Doehnel and Chair Kelbert, for consideration at the next meeting:

8.1. Speaker Series

Whereas, there is a need for the commission to engage with citizens about water and wastewater trends, technologies and ideas, and

Whereas, the benefits of engaging with the community before tackling pressing issues will move the relationship with the public beyond a transactional exchange and toward increased trust, and

Whereas hearing from outside experts on topics of public interest will benefit staff, leaders and the community.

Therefore, be it resolved that the Saanich Peninsula Wastewater Commission direct staff to organize an annual speaker series for the peninsula, dedicated to presentations by researchers and public interest groups that are focused on emerging topics concerning water and wastewater.

8.2. First Nations Wastewater Representation

Whereas, there has been a long standing vacant position for First Nations representation on the Wastewater Commission, and

Whereas all residents of the peninsula have a shared interest in the issues related to the Wastewater Commission; such as land application of biosolids from the Residual Treatment Facility at Hartland, and

Whereas the responsibility of reconciling this representation has resided solely with the Capital Regional District Staff, and

Whereas building an integrated and strong sense of community requires representation from all groups.

Therefore, be it resolved that the Peninsula Wastewater Commission discuss and implement the idea of sending a delegation of commissioners to each of the four nations on the peninsula to address, and acknowledge the Nations concerns regarding representation on the Peninsula Wastewater Commission.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by Commissioner Halldorson, **SECONDED** by Commissioner Pinches,
That the September 28, 2023 meeting be adjourned at 10:18 am.

CARRIED

CHAIR

SECRETARY



Making a difference...together

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2023**

SUBJECT **Service Planning 2024 – Wastewater Community Need Summary**

ISSUE SUMMARY

To provide strategic context and an overview of services, initiatives and performance data related to the Wastewater Community Need.

BACKGROUND

The Capital Regional District (CRD) Board approved the 2023-2026 Board Priorities on March 8, 2023. Staff then developed the 2023-2026 CRD Corporate Plan which was approved by the CRD Board on April 12, 2023.

The CRD Corporate Plan presents the work the organization needs to deliver over the four-year term, along with the critical regional, sub-regional and local services, to meet the region's most important needs (i.e., Community Needs) and advance the Board's Vision and Priorities. Board Priorities, Corporate Plan initiatives and core service delivery form the foundation of the five-year financial plan.

The 2024 planning cycle marks the first year of the implementation of the 2023-2026 CRD Corporate Plan. The CRD's annual service plans, known as Community Need Summaries, provide an overview of the operational and strategic context, services levels, initiatives, and performance data for each Community Need. They also provide details of the initiatives, associated staffing, timing and service levels required to advance the work in future years.

The Wastewater Community Need Summary is attached as Appendix A. The desired outcome is efficient and effective management of the region's wastewater.

The CRD reports on the progress of its initiatives and services on a regular basis. The Board receives updates about the Board Strategic Priorities through the Chief Administrative Officer Quarterly Progress Reports. The Board also receives an overview of progress made on delivering the Corporate Plan twice a year at the strategic check-in and provisional budget meetings, which take place in the spring and fall respectively. The next strategic check-in will take place in spring 2024. During the year, standing committees and commissions also fulfill an oversight and advisory role in relation to the work.

ALTERNATIVES

Alternative 1

The Saanich Peninsula Wastewater Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Wastewater, be approved as presented and form the basis of the 2024-2028 Financial Plan.

Alternative 2

The Saanich Peninsula Wastewater Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Wastewater, be approved as amended and form the basis of the 2024-2028 Financial Plan.

IMPLICATIONS

Governance Implications

In 2024, staff have prioritized programs and initiatives that:

- Advance 2023-2026 Board Priorities or Corporate Plan initiatives;
- Operationalize capital investments; and/or
- Are necessary to maintain a core service level following a regulatory change or where there is a safety risk to customers, communities, or staff.

The Executive Leadership Team (ELT) has reviewed and assessed all business cases and confirmed alignment with the criteria. ELT has determined that the consolidated package of work is appropriate and a proportional response to the CRD Board's and communities' expectations of the organization.

Financial Implications

To exercise constraint and cost containment, the CRD Board directed staff to keep the core inflationary adjustment to 3.5% through the 2024 Service and Financial Planning Guidelines. Staff and management have taken the necessary steps to mitigate the financial impact of proposed initiatives as well as cost escalation and high inflation rate experienced in 2022 through to 2023.

Financial and staff impacts for initiatives will be summarized and included in the provisional budget which will be presented at the Committee of the Whole meeting scheduled for October 25, 2023. Starting this year, this will also include a five-year forecast of staffing level changes, which will be reviewed annually.

A separate supplemental service budget report will be submitted to the Saanich Peninsula Wastewater Commission.

Service Delivery Implications

Appendix A includes information about existing service delivery, operational considerations and performance. Additional information has been provided below about the proposed changes for 2024.

Staff are proposing to advance four new initiatives for the Wastewater Community Need that have financial implications for 2024, as shown in Table 1. The key drivers for the initiatives are:

1. advancing a Board or Corporate Plan Priority;
2. operationalizing capital investments; and
3. adjustments to core service levels to maintain safety.

Table 1. Wastewater Community Need Initiatives (2024)

Initiative	Implementation year(s)	Staff impacts (2024)	Incremental cost (2024)	Funding source
1a-1.1 Lab Technician (Core Area)	2024-2026	1 Term Extended	\$111,000	Requisition
1a-2.1 Environmental Monitoring Program – Environmental Technician Odour	2024-2026	1 Term Extended	\$111,000	Requisition
1a-2.2 Facilities Maintenance Worker	2024-ongoing	1 Term Converted	\$106,000	Fee-for-service & Requisition
1b-4.1 Biosolids Coordinator	2024-2027	1 Term Extended	\$111,000	Requisition

The information in Table 1 reflects the business case costs which ELT reviewed as part of their annual assessment of initiatives. The financial impacts reflect full program costs, including cost of staffing.

1a-1.1 Lab Technician Core Area

Lab Services are an essential component of wastewater service delivery and help ensure fewer contaminants enter the marine ecosystem. Since the CRD began operating the McLoughlin Wastewater Treatment Plant, Lab Services has relied on a term-based Laboratory Technician 2 position to fulfill ongoing operational requirements identified by Integrated Water Services. This position will expire in December 2023.

Initiative 1a-1.1 seeks to extend the term position for three years to ensure service levels are maintained to support the wastewater service going forward. This position is in the Environmental Services division.

1a-2.1 Environmental Monitoring Program - Environmental Technician Odour

Environmental monitoring is required by provincial regulators for all seven of the CRD's wastewater treatment plants. The CRD has relied on a term-based environmental and wastewater sampling technician position since the implementation of the federal wastewater regulations in 2012. It was envisioned that the role would be reviewed once the McLoughlin Point Wastewater Treatment Plant was operational, and the ongoing wastewater sampling and odour support needs were determined. The position is expiring in December 2023.

The complexity and scope of monitoring requirements has increased with the commissioning of the new McLoughlin Point Wastewater Treatment Plant. In response, initiative 1a-2.1 seeks to extend the term position for three years to maintain service delivery and continuity of sampling and odour complaint response support to Integrated Water Services, and other internal divisions. This position is in the Environmental Services division.

1a-2.2 Facilities Maintenance Worker 4

Facilities Management (FM) continues to grow as the CRD centralizes maintenance and operations roles throughout the organization. In 2023, FM took on the responsibility of maintaining the buildings (pump stations) for the core area conveyance line to allow Integrated Water Services staff to concentrate on the systems. This transfer was phased over two years and a term position was recruited to provide temporary support to FM. The division is now expanding into other wastewater sites on a fee-for-service basis. It also provides project management services for a variety of projects cross-organization, from new building construction to interior renovations.

Initiative 1a-2.2 seeks to convert the term position to regular ongoing to ensure the Facilities Management & Engineering Services division can deliver the maintenance plan moving forward.

1b-4.1 Biosolids Coordinator

The management of biosolids is an integral component of the new core area wastewater system. Day-to-day coordination of core area biosolids has been more challenging than anticipated and is only expected to become more complex as short-term management options are implemented and operationalized, and as staff develop the long-term planning and ongoing management plan. The current auxiliary position expires in March 2024.

Initiative 1b-4.1 seeks to extend the term position for three years to ensure continuity of service to Integrated Water Services and its need to manage core area biosolids and optimize its distribution for beneficial reuse. This position is in the Environmental Services division.

CONCLUSION

Capital Regional District (CRD) staff are progressing initiatives identified in the 2023-2026 CRD Corporate Plan, including the CRD Board Priorities. The CRD Board and commissions with delegated authorities determine resourcing through the annual review and approval of the provisional financial plan. To support decision-making, staff provide recommendations on funding, timing and service levels through the service and financial planning processes.

RECOMMENDATION

The Saanich Peninsula Wastewater Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary – Wastewater, be approved as presented and form the basis of the 2024-2028 Financial Plan.

Submitted by:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Community Need Summary – Wastewater

1

Wastewater



Efficient and effective management of the region's wastewater

01 Strategy

STRATEGIES & PLANS

- › [Core Area Liquid Waste Management Plan](#)
- › [Saanich Peninsula Liquid Waste Management Plan](#)

CORPORATE PLAN GOALS

- 1a Optimize Core Area wastewater treatment system
- 1b Management of wastewater & treatment residuals

02 Contacts

Alicia Fraser, General Manager, Integrated Water Services	@ email	T. 250.360.3061
Glenn Harris , Senior Manager, Environmental Protection	@ email	T. 250.360.3090
Jan Van Niekerk, Senior Manager, Customer & Technical Services	@ email	T. 250.474.9655
Jason Dales, Senior Manager, Wastewater Infrastructure Operations	@ email	T. 250.940.7402
Joseph Marr , Senior Manager, Infrastructure Engineering	@ email	T. 250.474.9656

03 Operating Context

ACHIEVEMENTS IN 2023

1. Completed Bowker Sewer Rehabilitation Phase 1. The aging Northeast Trunk - Bowker sanitary sewer system is made from large diameter cast-in-place brick and non-reinforced concrete pipes. Based on results of video inspection about 2,000 metres of sanitary sewer pipes from Foul Bay Road towards Currie Pump Station were deteriorating and in need of repair and rehabilitation. The pipes were lined from the inside using a trenchless technology method, cured-in-place-pipe, to minimize above ground disturbance.
2. Started Phase 1 of the Regional Wastewater Development Cost Charge Program. The need for such a program was identified in the CRD 2023-2026 Corporate Plan and will be used to fund future growth-related regional wastewater system improvements.
3. Various McLoughlin Wastewater Treatment Plant Improvement Projects. These projects refine and optimize operations at the McLoughlin Wastewater Treatment Plant to reduce cost, improve efficiency and odour controls.

FACTORS THAT WILL AFFECT OUR OPERATIONS IN 2024 AND BEYOND

- **Core Area Wastewater System:**
- Monitoring programs for new wastewater infrastructure in the Core Area continue to be implemented and updated. Additional samples will need to be collected and analyzed on an ongoing basis to support the ongoing operational commissioning and refinement, and monitoring programs.
- Work continues to optimize the operation and maintenance of the new infrastructure. Activities include refining staffing requirements, infrastructure performance, and operations and maintenance functions to improve effluent quality and reduce community impacts related to the operation.
- The CRD continues to implement its short-term biosolids strategy, while also advancing long-term planning, options analysis and pilot testing.
- As the CRD gains more operating experience and implements the outcomes of ongoing optimization works across the Core Area Wastewater System, the annual operating budget will continue to be monitored closely and refined annually.
- **Operational cost increases:** the costs of essential wastewater system operating supplies, such as coagulant chemicals, have been increasing 30-40% year over year which is impacting the cost of service delivery. This trend has been seen across North America.
- **Asset Management:** the ongoing trend in reviewing, updating and completing asset management plans and the continuous upgrading, replacement and growth of assets in the water and wastewater systems rely on having an up-to-date asset registry, as well as an asset onboarding process. Both the Scottish Water Review in 2018 and the EMA Readiness Assessment of 2020 highlighted the need for a reliable asset registry for Water and Wastewater.
 - The risk of assets not being maintained, replaced in a timely manner and failing could impact the CRD's ability to provide the expected water and wastewater level of service and could even result in environmental and public health and safety risks.

- The asset registry is an important step in ensuring that assets are captured in the Maintenance Management System and Preventative Maintenance Plans are developed. This information is also critical with regards to capital and financial planning for the utility services.
- **Aging Infrastructure:** infrastructure is of various ages and in several cases large scale infrastructure renewal will be required to maintain a state of good repair.
- Facility Management's role in supporting maintenance of superstructures in wastewater is being defined.

04 Services

The services listed below rely on the support of several corporate and support divisions to operate effectively on a daily basis. More information about these services is available in the Corporate Services and Government Relations Community Need Summaries.

Wastewater systems and small wastewater systems

Services include wastewater conveyance and tertiary treatment for Core Area, and conveyance and secondary treatment for Saanich Peninsula, and the small wastewater systems in the Electoral Areas.

SERVICE BUDGET REFERENCES¹

- › 3.717 Core Area Wastewater Operations
- › 3.798C Core Area Wastewater Capital
- › 3.718 Saanich Peninsula Wastewater
- › 3.720 Saanich Peninsula Liquid Waste Management Planning Budget
- › 3.750 Core Area Liquid Waste Management Planning Budget

1. WASTEWATER SYSTEM OPERATIONS

Description

Wastewater treatment, collection and transmission system operation and monitoring. System and facility maintenance, consumables management and preventative maintenance. Respond to wastewater system emergencies, service interruptions and wastewater overflows.

What you can expect from us

- ▶ 24/7 wastewater treatment
- ▶ Conveyance system operation
- ▶ System monitoring
- ▶ Customer service and odour monitoring/investigation
- ▶ System and facility maintenance
- ▶ Consumables management
- ▶ 24/7 operator response to system emergencies, service interruptions, wastewater overflows and public and environmental health protection

Staffing Complement

Wastewater Infrastructure Operations: **64 FTE (including 5 Managers and 2 Administrative Support)**

¹ Service budget(s) listed may fund other services

2. CAPITAL PROJECT DELIVERY

Description

Project design, procurement and delivery of projects planned each year, on time and budget. Installations, equipment replacement and capital projects support.

What you can expect from us

- ▶ Capital program for seven services
- ▶ Infrastructure renewal and upgrades
- ▶ Capital project support

Staffing Complement

Capital Projects: 8 FTE (including 1 Manager)

3. INFRASTRUCTURE PLANNING

Description

Strategic asset management for all services/systems including modeling and capacity analysis, vulnerability assessment, infrastructure renewal plans.

What you can expect from us

- ▶ Asset management plans
- ▶ Manage capital plans for seven wastewater services
- ▶ Proactive capital planning for all seven wastewater services with a 15-year outlook
- ▶ Ongoing condition assessment to inform the capital program and ensure wastewater systems assets remain in a state of good repair
- ▶ Incorporating growth and expansion demands into future plans

Staffing Complement

Wastewater Engineering and Planning: 5 FTE (including 1 Manager)

4. PROCESS ENGINEERING SERVICES

Description

Support of Infrastructure Operations through engineering services such as process, civil, electrical and mechanical investigation and optimization.

What you can expect from us

- ▶ Engineering support of utility operations for the seven wastewater services in the areas of process optimization and troubleshooting (including odour treatment systems and energy efficiency), management of change, and root cause failure analysis
- ▶ Long-range planning and implementation of treatment system improvements
- ▶ Feasibility studies, including cost estimates, technical reports and recommendations,

- ▶ Detailed technical research and analysis to support plant operations

Staffing Complement

Process Engineering: 2 FTE (including 1 Manager)

Environmental Protection

Regulatory and non-regulatory services and a support role across the organization that focuses on contaminant reduction, monitoring and assessment associated with liquid waste treatment.

SERVICE BUDGET REFERENCES²

- | | |
|---|--|
| ▶ 1.536 Stormwater Quality Management - Core Area | ▶ 3.700 Septage Disposal Agreement |
| ▶ 1.537 Stormwater Quality Management - Peninsula | ▶ 3.709 Inflow & Infiltration Enhancement Program |
| ▶ 1.538 Source - Stormwater Quality - Saanich Peninsula | ▶ 3.750 Liquid Waste Management Plan- Public Involvement Process |
| ▶ 1.577 Environmental Operations | ▶ 3.752 Stage 3 Harbour Studies |
| | ▶ 3.756 Harbours Environmental Action |

5. REGIONAL SOURCE CONTROL

Description

Administration, monitoring and reporting of compliance with regional bylaw.

What you can expect from us

- ▶ Inspect, monitor and enforcement for businesses and institutions connected to sanitary sewer
- ▶ Promote contaminant reduction associated with sanitary and stormwater systems

Staffing Complement

Environmental Protection: 8.25 FTE + leadership support

6. CORE AREA AND SAANICH PENINSULA WASTEWATER & MARINE ENVIRONMENTAL PROGRAM

Description

Oversight for wastewater monitoring and assessment and reporting to meet regulatory requirements.

What you can expect from us

- ▶ Marine outfall monitoring, assessment and reporting services to demonstrate compliance with federal and provincial legislation
- ▶ Update of Liquid Waste Management Plans

² Service budget(s) listed may fund other services

Staffing Complement

Environmental Protection: 3.5 FTE + leadership support

7. RESIDUALS TREATMENT FACILITY

Description

Administration of the Project Agreement for operation of the RTF and biosolids beneficial use strategy.

What you can expect from us

- ▶ Monitoring and compliance reporting.

Staffing Complement

Environmental Protection: 1.2 FTE + leadership support

8. ON-SITE WASTEWATER MANAGEMENT

Description

Regulatory oversight for onsite wastewater systems and education and outreach services across the region.

What you can expect from us

- ▶ Promote and monitor compliance with regional bylaw.

Staffing Complement

Environmental Protection: 0.7 FTE + leadership support

9. SEPTAGE SERVICE

Description

Administration, monitoring and reporting of regional septage service.

What you can expect from us

- ▶ Negotiate and manage one septage disposal contract servicing the capital region.

Staffing Complement

Environmental Protection: 0.1 FTE + leadership support

10. WATERSHED MANAGEMENT PROGRAM

Description

Promote environmental stewardship associated with sanitary and stormwater systems, contaminants and flows.

What you can expect from us

- ▶ Promote public awareness and stewardship initiatives.
- ▶ Public education and engagement in the region to promote sustainable behavior through campaigns, initiatives and services.

Staffing Complement

Environmental Protection: 1.5 FTE

05 Initiatives

Below are the initiatives listed in the [Capital Regional District 2023-2026 Corporate Plan](#) and the related initiative business cases (IBCs), including financial and staffing impacts, proposed for 2024. The financial impacts reflect full program costs, including cost of staffing.

Initiative	Implementation year(s)	Impacts in 2024	
1a-1 Refine and optimize operations at the McLoughlin Wastewater Treatment Plant to reduce cost, improve efficiency and odour controls	2023-2024	\$111K requisition	1 Term Extended
▶ NEW IBC 1a-1.1 Lab Technician (Core Area)	2024-2026	\$111K requisition	1 Term Extended
1a-2 Support other infrastructure projects that form part of the Core Area wastewater treatment system, including the Residuals Treatment Facility and conveyance system	2023		
▶ NEW IBC 1a-2.1 Environmental Monitoring Program – Environmental Technician Odour	2024-2026	\$111K requisition	1 Term Extended
▶ NEW IBC 1a-2.2 Facilities Maintenance Worker	2024-ongoing	\$106K other	1 Term Converted
1b-1 Implement a development cost charge program for the Core Area wastewater service	2024	-	-
1b-2 Deliver master plans, capital plans and operations for wastewater treatment and conveyance to service current and future population, and address infrastructure deficiencies	Ongoing	-	-
1b-3 Update the Liquid Waste Management Plan for Saanich Peninsula and Core Area	2024-2025	-	-
1b-4 Develop and implement a long-term Biosolids Management Plan	2022-2024		existing
▶ NEW IBC 1b-4.1 Biosolids Coordinator	2024-2027	\$111K requisition	1 Term Extended

06 Performance

GOAL 1A: OPTIMIZE CORE AREA WASTEWATER TREATMENT SYSTEM

GOAL 1B: MANAGEMENT OF WASTEWATER & TREATMENT RESIDUALS

Targets & Benchmarks

Indicators benchmarked in 2022/2023 include:

- Energy use per megalitre of wastewater treated: n/a
- Utilization of gas generated at the Residuals Treatment Facility: n/a

Measuring Progress

Performance Measure(s)	Service	Type	2022 Actual	2023 Forecast	2024 Target
1. Volume of biosolids beneficially used	All Wastewater Services	Quantity	600	1,600	3,600
2. Wastewater effluent quality non-compliance events with provincial and federal regulatory requirements	Core Area Wastewater	Quantity	10	5	0
	Saanich Peninsula Wastewater	Quantity	0	0	0
	Salt Spring Island Liquid Waste	Quantity	6	8	0
	Local Services	Quantity	18	12	10
3. Number of wastewater overflows or flow exceedances	Core Area Wastewater	Quantity	36	20	0
	Saanich Peninsula Wastewater	Quantity	0	0	0
	Salt Spring Island Liquid Waste	Quantity	2	2	0
	Local Services	Quantity	17	15	15
4. Total volume of wastewater collected and treated ²	Core Area Wastewater	Quantity	33,851,491	34,000,000	34,500,000
	Saanich Peninsula Wastewater	Quantity	3,588,904	3,500,000	3,700,000
	Salt Spring Island Liquid Waste	Quantity	178,734	180,000	182,000
	Local Services	Quantity	301,043	300,000	305,000
5. Operating cost per megaliter of wastewater collected and treated ³	Core Area Wastewater	Quantity	686	807	811
	Saanich Peninsula Wastewater	Quantity	1,014	1,099	1,011
	Salt Spring Island Liquid Waste	Quantity	4,431	4,538	4,527
	Local Services	Quantity	5,300	5,579	5,404
6. Number of odour complaints related to operation	Core Area Wastewater	Quantity	98	95	90
	Saanich Peninsula Wastewater	Quantity	0	1	1
	Salt Spring Island Liquid Waste	Quantity	0	0	0
	Local Services	Quantity	2	2	2
7. Delivery of annual capital program ⁴	Core Area Wastewater	Quantity	6,500,000	24,000,000	32,500,000
	Saanich Peninsula Wastewater	Quantity	2,200,000	3,000,000	3,200,000
	Local Services	Quantity	802,000	7,000,000	4,000,000
8. Preventative maintenance completion ⁵	Core Area Wastewater	Quantity	70%	82%	85%
	Saanich Peninsula Wastewater	Quantity	87%	94%	95%
	Salt Spring Island Liquid Waste	Quantity	84%	88%	91%
	Local Services	Quantity	89%	95%	95%

² Volume is expressed in cubic meters

³ Expressed in dollars

⁴ Expressed in dollars spent

⁵ Expressed as percentage of planned maintenance work completed

07 Business Model

PARTICIPANTS

Core Area Municipalities (Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal) and Songhees and Esquimalt First Nations

Saanich Peninsula Municipalities (Central Saanich, North Saanich, Sidney) and Saanich Peninsula First Nations

Local Wastewater Service Areas in the Electoral Areas (Magic Lake, Port Renfrew, Ganges, Maliview, SSI Liquid Waste)

FUNDING SOURCES

Requisitions and user charges (Local Wastewater Service Areas)

GOVERNANCE

[Core Area Liquid Waste Management Committee](#)

[Saanich Peninsula Wastewater Commission](#)

[Electoral Areas Committee](#)

[Local Wastewater Service Area Committees and Commissions](#)



Making a difference...together

SPWWC 23-03

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, OCTOBER 19, 2023**

SUBJECT Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget

ISSUE SUMMARY

To provide an overview of the 2024 Saanich Peninsula Wastewater Service operating and capital budget, highlighting the variances from the 2023 budget and the proposed 2024 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

BACKGROUND

The draft 2024 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's (the Commission) consideration. The Commission will make budget recommendations to the Capital Regional District (CRD) Board through the Committee of the Whole in October. As in previous years, the draft 2024 budget has been prepared considering the CRD Board's 2024 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing of service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area. The following sets out the key components of the budget.

2023 Year-end Financial Projections

The estimated 2023 operating costs are projected to be \$3,723,725, which is a savings of \$520,000. Of this savings, \$433,070 is due to the operational challenges with the final commissioning of the Core Area Residual Treatment Facility and its ability to receive dewatered wastewater residuals from other facilities. An additional \$80,000 of the surplus is attributed to lower labour costs, partially offset by an increase in interest expenses of \$27,500. Furthermore, revenue from the Panorama Recreation Center exceeded the budget by \$33,000. The net effect of these revenue and expenditure variances amounts to \$520,000, which will be allocated equally to the two funds: the operating reserve fund and the equipment replacement fund, with each receiving \$260,000.

2024 Operating Budget

The 2024 combined operations and reserve budget is \$4,993,159, which represents a 5.17% increase over the 2023 budget.

The operating budget includes a \$203,192 reduction from the 2023 budget. This reduction primarily due to a temporary savings of \$400,000 in operating expenses resulted from the lack of readiness to receive waste sludge disposal at the Residual Treatment Facility. To ensure there are sufficient funds available for future infrastructure replacement needs, this savings was offset by a one-time contribution of \$400,000 to the Equipment Replacement Fund.

Within the operating budget, there is a one-time allocation of \$180,000 for cyclical maintenance expenses, covering tasks such as odour control system media replacement, collection system flushing, and Closed-Circuit Television inspection that would be considered over and above

Saanich Peninsula Wastewater Commission – October 19, 2023**Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget****2**

routine maintenance. These cyclical maintenance expenses are funded through a transfer from the Operating Reserve Fund.

The remaining variances are attributed to non-discretionary expense adjustments, including wage and salary increases, departmental support service allocations, and adjustments to other operating expenses such as Provincial discharge fees, equipment repairs, electricity costs, and chemical costs.

The 2024 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets have also been prepared, and include the LWMP budget, the Saanich Peninsula Stormwater Quality Management Program budget, the Saanich Peninsula Stormwater Source Control budget, and the Peninsula Harbour Environmental Action budget. The budgets are reflecting less than a 3.5% requisition increase. The marine monitoring program costs are included in the overall conveyance and treatment operating budget.

2024 Capital Budget

The planned capital expenditures for 2024 is \$2,520,000, this includes \$75,000 Development Cost Charges (DCC) related work, and \$1,525,000 in work that was initiated in 2023 or prior. Most of the carry forward projects are instream or part of the multi-year projects.

The 2024 capital program consists of projects related to replacement of equipment that is at the end of the service life and projects required to address operational issues. In 2024 some notable projects include: odour control upgrades at the wastewater treatment plant, replacement of pumps at Keating pump station and electrical and controls upgrades at the Sidney pump station.

Existing reserves will be used to fund the 2024 capital program with \$1,570,000 drawn from the Capital Reserve and \$950,000 from the Equipment Replacement Funds.

The value of the five-year (2024 to 2028) capital plan is \$12,320,000. With the current capital reserve and equipment replacement fund balances, planned contributions, transfers, and expenditures, there is insufficient funding available for the five-year capital plan. Although there are projected funds remaining in the capital reserve after the application of the five-year plan, there is a limited balance available for unplanned expenditures. The budget assumes capital financing will be required beginning in 2025. Based on Capital Reserve Guidelines, debt will be required. The loan authorization approval process is planned for 2024, to authorize \$10 million to fund the 2025 to 2029 capital plan in part. There is currently no debt authorized for the Saanich Peninsula Wastewater Service.

Reserve Funding

There are currently three reserve funds established for this service. Reserves serve several specified purposes including stabilizing revenue requirements and funding capital renewal and replacement. The service has the following reserve funds:

Operating Reserve: This reserve is available to fund significant maintenance tasks that do not occur annually, such as odour control system carbon replacement, outfall inspections, and District Energy System (DES) heat exchanger cleaning. The planned transfer to the operating reserve fund in 2024 is \$74,880. At year-end 2023, the operating reserve fund balance is estimated to be \$823,376, inclusive of a \$260,000 estimated surplus transfer.

Saanich Peninsula Wastewater Commission – October 19, 2023**Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget****3**

Capital Reserve: There are two portions in the Reserve Fund: Development Cost Charges (DCC) is deposited in the DCC portion and expenditures are restricted to fund growth. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works. In 2024, the planned transfer to the capital reserve fund is \$380,273. At year-end 2023 the capital reserve fund balance is estimated to be \$519,615. It is anticipated that will be a \$170,000 addition to the DCC program in 2024. At year-end in 2023 the DCC reserve fund balance is estimated to be \$167,339.

Equipment Replacement Reserve: This reserve is available to fund minor capital and operating machinery and equipment replacements. The planned transfer to the equipment replacement fund in 2024 is \$530,274. At year-end 2023, the equipment replacement fund balance is estimated to be \$1,445,408.

Internal Recovery – Other

Partially offsetting the operating expenses are internal recoveries of \$154,483. This includes revenue received from the DES. The DES revenue is allocated based on each participants' percentage of total wastewater input, the DES is budgeted to generate \$78,800 in revenue in 2024 from the sale of energy to the Panorama Recreation Centre. The estimated revenue is determined by annual energy rate adjustments based on prior year natural gas market rates and projected energy consumption. The rate used to determine the 2024 revenue is based on the 2023 natural gas rate and anticipated demand. 2024 cost sharing percentages for the DES, based on prior year flows, will be finalized in October, and are not expected to change significantly from the 2023 cost sharing figures. The remaining internal recoveries relate to Saanich Peninsula Wastewater Laboratory and Facilities activities provided to other services.

Requisition

Seven participants in the area distributed the requisition based on the percentage allocation of actual flow data from the previous year, from October 1, 2022 to September 30, 2023. The cost-sharing percentages for 2024 will be determined in October and are not anticipated to undergo significant changes compared to the figures for 2023. The 2024 requisition is \$4,650,904 after incorporating the requisition for capital, existing conveyance and treatment system works, and system operations. The 2024 requisition represents an 5.39% increase over the 2023 requisition.

ALTERNATIVES*Alternative 1*

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 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, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.

Saanich Peninsula Wastewater Commission – October 19, 2023**Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget***Alternative 2*

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve as amended, the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 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, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.

IMPLICATIONS

If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific programs, on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Commission to help mitigate the budget and rate increases, but additional capital financing could result in the longer term.

CONCLUSION

This 2024 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's consideration. The Commission will make budget recommendations to the Capital Regional District Board for final budget approval in March 2024. The 2024 budget reflects the operating costs of the Saanich Peninsula Wastewater Treatment Plant and the conveyance system, as well as the environmental program and capital costs. The financial implications of the 2024 operating and capital budget vary by participant, depending on the operating and capital cost apportionments associated with annual flow and allocated treatment capacity.

RECOMMENDATION

The Saanich Peninsula Wastewater Commission recommends that the Committee of the Whole recommends that the Capital Regional District Board:

1. Approve the 2024 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2024 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, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund.

Saanich Peninsula Wastewater Commission – October 19, 2023

Saanich Peninsula Wastewater Service 2024 Operating and Capital Budget

Submitted by:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2024 Saanich Peninsula Wastewater Service Budget

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Saanich Peninsula Wastewater

COMMISSION REVIEW

OCTOBER 2023

Service: **3.718** **Saanich Peninsula Wastewater**

Committee: **Environmental Services**

DEFINITION:

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

SERVICE DESCRIPTION:

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

PARTICIPATION:

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

MAXIMUM LEVY:

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

See Debt Budget 3.775 - debt fully retired in 2016

SPWWS SEWER SYSTEM:

<u>Location</u>	<u>Allocation for 2023</u>
Airport	1.76%
Sidney	39.24%
Pauquachin	1.09%
Central Saanich	41.75%
North Saanich	15.58%
Tseycum	0.45%
IOS	0.13%
Total	<hr/> 100.00%

FUNDING:

Requisition

RESERVE FUND:

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

3.718 - Saanich Peninsula Wastewater	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Operating	2,812,580	2,763,810	2,816,880	-	180,000	2,996,880	2,955,459	3,130,286	3,086,336	3,248,726
Laboratory	178,305	178,305	179,180	-	-	179,180	182,761	186,409	190,128	193,917
Heat Recovery	117,080	111,720	125,753	-	-	125,753	128,262	130,840	133,449	136,116
Biosolids Mgmt.	1,020,070	587,000	1,021,700	-	(400,000)	621,700	1,024,140	1,026,622	1,029,146	1,031,732
Allocation - Standard Overhead	82,890	82,890	84,219	-	-	84,219	85,903	87,621	89,373	91,161
TOTAL OPERATING COSTS	4,210,925	3,723,725	4,227,733	-	(220,000)	4,007,733	4,376,525	4,561,778	4,528,432	4,701,652
*Percentage Increase over prior year		-11.57%	0.40%	0.00%	-5.22%	-4.83%	9.20%	4.23%	-0.73%	3.83%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	50,640	310,640	74,880	-	-	74,880	75,170	85,480	95,790	106,100
Transfer to Equipment Replacement Fund	118,020	378,020	130,274	-	400,000	530,274	190,880	201,500	212,130	222,770
Transfer to Capital Reserve Fund	367,930	367,930	380,273	-	-	380,273	385,980	396,700	407,430	418,180
Debt Reserve Fund	-	-	-	-	-	-	36,000	11,200	4,000	26,000
MFA Principal Payment	-	-	-	-	-	-	-	125,997	165,196	179,196
MFA Interest Payment	-	-	-	-	-	-	38,700	166,840	207,260	248,110
TOTAL CAPITAL / RESERVES	536,590	1,056,590	585,427	-	400,000	985,427	726,730	987,717	1,091,806	1,200,356
TOTAL COSTS	4,747,515	4,780,315	4,813,159	-	180,000	4,993,159	5,103,255	5,549,495	5,620,238	5,902,008
*Percentage Increase over prior year		0.69%	1.38%	0.00%	3.79%	5.17%	2.20%	8.74%	1.27%	5.01%
Internal Recovery - Other	(134,320)	(167,120)	(154,483)	-	-	(154,483)	(157,580)	(160,730)	(163,950)	(167,220)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,613,195	4,613,195	4,658,676	-	180,000	4,838,676	4,945,675	5,388,765	5,456,288	5,734,788
*Percentage Increase over prior year		0.00%	0.99%	0.00%	3.90%	4.89%	2.21%	8.96%	1.25%	5.10%
<u>SOURCES OF FUNDING (REVENUE)</u>										
Surplus / (Deficit)										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(7,772)	(7,772)	(7,772)	-	-	(7,772)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(192,523)	(192,523)	-	-	(180,000)	(180,000)	(20,000)	(135,000)	(30,000)	(130,000)
TOTAL REVENUE	(200,295)	(200,295)	(7,772)	-	(180,000)	(187,772)	(25,295)	(140,295)	(35,295)	(135,295)
REQUISITION	(4,412,900)	(4,412,900)	(4,650,904)	-	-	(4,650,904)	(4,920,380)	(5,248,470)	(5,420,993)	(5,599,493)
*Percentage increase over prior year		0.00%	5.39%	0.00%	0.00%	5.39%	5.79%	6.67%	3.29%	3.29%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										

Change in Budget 2023 to 2024

Service: 3.718 Saanich Peninsula Wastewater	Total Expenditure	Comments
2023 Budget	4,747,515	
Change in Salaries:		
Base salary change	-	
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Labour Allocation	84,610	IWS labour charge out rate lift
Reserve Contributions	449,724	A one-time increase contribution to ERF and a minor contribution increment to the ORF
Waste Sludge	(400,000)	One-time saving due to delay from the OMS receiving facility
BC Permit	27,340	Fee to discharge increased by the province
Chemical	23,610	Over 20% increase on chemical expense
Other	60,361	Increase in utilities, cyclical maintenance costs, etc.
Total Other Changes	245,644	
2024 Budget	4,993,159	
Transfer Reserve	9.47%	
% expense increase from 2023:	5.17%	
% Requisition increase from 2023 (if applicable):	5.39%	Requisition funding is 96.1% of service revenue

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$520k due mainly to tipping solids at Hartland instead of the Residual Treatment Facility. This amount will be split into two funds: the Operating Reserve Fund and Equipment Replacement Fund, with each fund receiving \$260k.

**CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

Service No.	3.718	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Saanich Peninsula Wastewater							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$160,000	\$530,000	\$1,050,000	\$1,270,000	\$250,000	\$430,000	\$3,530,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$1,365,000	\$1,990,000	\$2,850,000	\$350,000	\$800,000	\$2,800,000	\$8,790,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$1,525,000	\$2,520,000	\$3,900,000	\$1,620,000	\$1,050,000	\$3,230,000	\$12,320,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$3,600,000	\$1,120,000	\$400,000	\$2,600,000	\$7,720,000	
Equipment Replacement Fund	\$260,000	\$950,000	\$200,000	\$400,000	\$200,000	\$380,000	\$2,130,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$1,265,000	\$1,570,000	\$100,000	\$100,000	\$450,000	\$250,000	\$2,470,000	
	\$1,525,000	\$2,520,000	\$3,900,000	\$1,620,000	\$1,050,000	\$3,230,000	\$12,320,000	

CAPITAL REGIONAL DISTRICT

<p>Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</p>	<p>Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p>Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Project provide economic benefit to the organization.</p>
<p>Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age and asset condition/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE										
				Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total	
WASTEWATER TREATMENT PLANT														
20-02	Study	Oxidation Ditch Optimization	The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.	\$ 200,000	E	Res	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
23-03	Renewal	Odour Control Upgrade Construction	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.	\$ 1,000,000	S	Res	\$ 950,000	\$ 950,000						\$ 950,000
23-03	Renewal	Odour Control Upgrade Construction	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.	\$ 1,500,000	S	Debt	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
26-01	Renewal	Replace Covers on Primary Clarifiers	Replace covers over clarifiers to more easily removable geomembrane cover system.	\$ 200,000	E	ERF	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
23-04	Replacement	Replace SCADA Servers and Ethernet Upgrades	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards	\$ 250,000	S	ERF	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000
24-01	Renewal	Sludge Tanks and Process Sump Cleaning and Repairs	Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.	\$ 500,000	S	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
27-01	Renewal	SPWWTP Road Upgrades	Construct drainage and pavement replacement on the SPWWTP access road.	\$ 300,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
28-01	Study	Bazan Bay Outfall Inspection	Follow-up inspection of Bazan Bay Outfall	\$ 250,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
24-02	Replacement	Standby Power Assessment and Replacement	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.	\$ 30,000	E	Res	\$ -	\$ 30,000		\$ -	\$ -	\$ -	\$ -	\$ 30,000
24-02	Replacement	Standby Power Assessment and Replacement	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.	\$ 920,000	E	Debt			\$ 200,000	\$ 720,000				\$ 920,000
24-03	Replacement	SCADA Equipment Replacement	Project to review and address the maturation of SCADA hardware throughout the service areas.	\$ 1,000,000	E	Debt	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
24-04	Replacement	SPWWTP PLC Replacement	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.	\$ 500,000	E	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total	
PUMP STATIONS													\$ -	\$ -
21-02	Renewal	Sidney Pump Station Wet Well Upgrades	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.	\$ 250,000	S	Debt	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
24-05	Replacement	Keating Pump Station - Pump Replacement	The existing pumps are nearing end of life and are becoming more difficult to maintain.	\$ 300,000	S	ERF	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
GENERAL													\$ -	\$ -
19-06	Renewal	Odour Control Upgrades	Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.	\$ 575,000	S	Res	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	\$ 85,000	E	ERF	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$ 1,000,000	S	ERF	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	\$ 350,000	E	Res	\$ -	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000
23-02	Renewal	Electrical & Control Upgrades	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.	\$ 295,000	E	ERF	\$ 100,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
24-06	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 195,000	E	ERF	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 195,000
GRAVITY SEWERS & MANHOLES													\$ -	
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.	\$ 1,100,000	S	Res	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	\$ 50,000	S	Res		\$ 50,000						\$ 50,000
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	\$ 850,000	S	Debt	\$ -	\$ -	\$ 400,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
27-02	Renewal	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.	\$ 2,200,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ 2,200,000
27-03	Renewal	Flushing and CCTV Inspection	SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 150,000			\$ 150,000
PRESSURE PIPES & APPERTUNANCES														\$ -
DEVELOPMENT COST CHARGE (DCC) PROJECTS														\$ -
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$ 75,000	S	Res	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
														\$ -
														\$ -
GRAND TOTAL				\$ 14,125,000			\$ 1,525,000	\$ 2,520,000	\$ 3,900,000	\$ 1,620,000	\$ 1,050,000	\$ 3,230,000	\$ 12,320,000	

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	20-02	Capital Project Title	Oxidation Ditch Optimization	Capital Project Description	The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.
Project Rationale	The current aerators were underperforming and needed to be assessed to improve performance. Preliminary studies have led to optimization with the existing equipment which may negate the need for full replacement in the near future. A consultant is finalizing a design report and recommendations.				

Project Number	23-03	Capital Project Title	Odour Control Upgrade Construction	Capital Project Description	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.
Project Rationale	Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.				

Project Number	26-01	Capital Project Title	Replace Covers on Primary Clarifiers	Capital Project Description	Replace covers over clarifiers to more easily removable geomembrane cover system.
Project Rationale	The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system.				

Service: 3.718 Saanich Peninsula Wastewater

Project Number 23-04

Capital Project Title Replace SCADA Servers and Ethernet Upgrades

Capital Project Description Existing servers are EOL and need to be replaced to meet current CRD specifications and standards

Project Rationale Existing servers are End of life and need to be replaced prior to failure and to meet current CRD specifications and standards

Project Number 24-01

Capital Project Title Sludge Tanks and Process Sump Cleaning and Repairs

Capital Project Description Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.

Project Rationale Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.

Project Number 27-01

Capital Project Title SPWWTP Road Upgrades

Capital Project Description Construct drainage and pavement replacement on the SPWWTP access road.

Project Rationale The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number 28-01 **Capital Project Title** Bazan Bay Outfall Inspection **Capital Project Description** Follow-up inspection of Bazan Bay Outfall

Project Rationale Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing.

Project Number 24-02 **Capital Project Title** Standby Power Assessment and Replacement **Capital Project Description** Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.

Project Rationale Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.

Project Number 24-03 **Capital Project Title** SCADA Equipment Replacement **Capital Project Description** Project to review and address the maturation of SCADA hardware throughout the service areas.

Project Rationale Project to review and address the maturation of SCADA hardware throughout the service areas.

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	24-04	Capital Project Title	SPWWTP PLC Replacement	Capital Project Description	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.
Project Rationale	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.				

Project Number	21-02	Capital Project Title	Sidney Pump Station Wet Well Upgrades	Capital Project Description	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.
Project Rationale	The existing inlet gate to the wet well and the forcemain knife gate valves are seized. Engineering and Operations are working together to determine whether maintenance improvements can extend the longevity or whether complete replacements will be required. Inlet isolation gates are required to function in order to conduct maintenance at the pump station wet well.				

Project Number	24-05	Capital Project Title	Keating Pump Station - Pump Replacement	Capital Project Description	The existing pumps are nearing end of life and are becoming more difficult to maintain.
Project Rationale	Replacement of Keating PS pumps that are at end of life and beginning to result in maintenance issues.				

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number 19-06 **Capital Project Title** Odour Control Upgrades **Capital Project Description** Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.

Project Rationale In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design ; SPWWTP Odour Control Improvements Construction .

Project Number 21-04 **Capital Project Title** Voice Radio Replacement **Capital Project Description** Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.

Project Rationale End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.

Project Number 18-10 **Capital Project Title** Equipment Replacement - Annual Provisional **Capital Project Description** Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.

Project Rationale Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.

Project Number 22-02 **Capital Project Title** Microwave Radio Upgrades **Capital Project Description** To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.

Project Rationale Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.

Service: 3.718 Saanich Peninsula Wastewater

Project Number	23-02	Capital Project Title	Electrical & Control Upgrades	Capital Project Description	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.
Project Rationale	The Sidney PS PLC and RTU have been discontinued by the manufacturer, leaving no support if they fail. Additionally, the Sidney PS, Keating PS and SPWWTP have control systems on outdated control software no longer supported by current hardware and operating systems. Funds are required to replace the Sidney PS PLC and RTU and update the programming of the control software to a supported hardware and operating system.				

Project Number	24-06	Capital Project Title	IT Core Infrastructure Replacement	Capital Project Description	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT.				

Project Number	20-03	Capital Project Title	Trunk Sewer Relining	Capital Project Description	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.
Project Rationale	The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting at the most northern section of the Sidney Trunk main. This project will be substantially complete in 2023 with only minor close out works expected to continue into 2024.				

Service: 3.718 Saanich Peninsula Wastewater

Project Number 20-04 **Capital Project Title** Manhole Repairs and Replacement **Capital Project Description** Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.

Project Rationale During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.

Project Number 27-02 **Capital Project Title** Trunk Sewer Relining - Ph2 **Capital Project Description** Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.

Project Rationale The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.

Project Number 27-03 **Capital Project Title** Flushing and CCTV Inspection **Capital Project Description** SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.

Project Rationale Flushing and CCTV inspection program for pipe condition of SPWW sewers.

Project Number 23-01 **Capital Project Title** DCC Program - 5-year Update **Capital Project Description** 5-year update of the DCC program.

Project Rationale This item is for a planned review and update of the DCC Program.

**Summary Schedule
2024 - 2028 Financial Plan**

Asset Profile

Saanich Peninsula Wastewater Assets

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Capital Reserve Fund	686,953	932,226	1,388,206	1,854,906	1,982,336	2,320,516
Equipment Replacement Fund	1,445,408	1,025,682	1,016,562	818,062	830,192	672,962
Operating Reserve Fund	823,376	718,256	773,426	723,906	789,696	765,796
Total	2,955,737	2,676,164	3,178,194	3,396,874	3,602,224	3,759,274

See attached reserve schedules for projected annual cash flows.

Capital Reserve Fund Schedule - SPWWTP

Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

DCC Portion

Fund: 1012

Fund Center: 101356

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	193,170	167,339	112,339	132,339	152,339	172,339
Planned Capital Expenditure (Based on Capital Plan)	-	(75,000)	-	-	-	-
Transfer OUT - To Capital Reserve	(300,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Fund Return	169					
Transfer IN - DCC Funding	274,000	170,000	170,000	170,000	170,000	170,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	167,339	112,339	132,339	152,339	172,339	192,339

Assumptions/Background:

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.
Approved capital expenditures to be funded by DCC to be determined, as under review.

Capital Reserve Portion

Fund: 1012

Fund Center: 102022

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	948,685	519,615	819,888	1,255,868	1,702,568	1,809,998
Planned Capital Expenditure	(1,000,000)	(305,000)	(100,000)	(100,000)	(450,000)	(250,000)
Correction	(102,000)					
Transfer from Ops Budget	367,930	380,273	385,980	396,700	407,430	418,180
Planned transfer from DCC Funds	300,000	225,000	150,000	150,000	150,000	150,000
Funding return						
Interest Income*	5,000	-	-	-	-	-
Ending Balance \$	519,615	819,888	1,255,868	1,702,568	1,809,998	2,128,178

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Total both funds	686,953	932,226	1,388,206	1,854,906	1,982,336	2,320,516
------------------	---------	---------	-----------	-----------	-----------	-----------

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps... There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

Equipment Replacement Fund- SPWWTP
Fund: 1022
Fund Center: 101700

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,167,388	1,445,408	1,025,682	1,016,562	818,062	830,192
Planned Purchase (Based on Capital Plan)	(100,000)	(950,000)	(200,000)	(400,000)	(200,000)	(380,000)
Estimated Surplus	260,000					
Transfer IN (from Ops Budget)	118,020	530,274	190,880	201,500	212,130	222,770
Interest Income*						
Ending Balance \$	1,445,408	1,025,682	1,016,562	818,062	830,192	672,962

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

* Interest in planning years nets against inflation which is not included.

Profile

Saanich Peninsula Wastewater

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	658,259	823,376	718,256	773,426	723,906	789,696
Planned Purchase	(162,523)	(180,000)	(20,000)	(135,000)	(30,000)	(130,000)
Estimated Surplus	260,000					
Transfer from Ops Budget	50,640	74,880	75,170	85,480	95,790	106,100
Interest Income*	17,000	-	-	-	-	-
Ending Balance \$	823,376	718,256	773,426	723,906	789,696	765,796

Assumptions/Background:
Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Saanich Peninsula - Stormwater Quality Management

COMMISSION REVIEW

OCTOBER 2023

Service: 1.537 Saanich Peninsula - Stormwater Quality Management

Commission: Saanich Peninsula Waste Water

DEFINITION:

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

Districts of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

The apportionment of annual operating costs among the participating areas shall be on the basis of one -sixth in proportion to the population of the participating areas, one -sixth in proportion to the land area of the participating areas, one -sixth in proportion to the length of shoreline in each of the participating areas, and one -half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

USER CHARGE:

N/A

Service: 1.537 Saanich Peninsula - Stormwater Quality Management

Commission: Saanich Peninsula Waste Water

	<u>Stormwater</u>
Central Saanich	25.00%
North Saanich	37.12%
Sidney	23.07%
Tsawout Nations	4.83%
Tsartlip Nations	6.20%
Pauquachin Nations	2.24%
Tseycum Nations	1.54%
Total	<u>100.00%</u>

Note:

* Service established effective 2010; previously provided by agreement

1.537 Saanich Peninsula - Stormwater Quality Mgmt	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	81,256	81,471	83,975	-	-	83,975	85,650	87,362	89,121	90,671
Contract For Services	20,676	20,676	21,001	-	-	21,001	21,333	21,669	22,004	22,444
Consultant Expenses	20,000	18,000	20,400	-	-	20,400	20,810	21,230	21,650	22,083
TOTAL OPERATING COSTS	121,932	120,147	125,376	-	-	125,376	127,793	130,261	132,775	135,198
*Percentage Increase over prior year		-1.5%	2.8%	0.0%	0.0%	2.8%	1.9%	1.9%	1.9%	1.8%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	1,785	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	1,785	-	-	-	-	-	-	-	-
TOTAL COSTS	121,932	121,932	125,376	-	-	125,376	127,793	130,261	132,775	135,198
*Percentage Increase over prior year		0.0%	2.8%	0.0%	0.0%	2.8%	1.9%	1.9%	1.9%	1.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,454)	(4,454)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,454)	(4,454)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
REQUISITION	(117,478)	(117,478)	(120,922)	-	-	(120,922)	(123,338)	(125,806)	(128,320)	(130,743)
*Percentage Increase over prior year	0.00%	0.00%	2.93%	0.00%	0.00%	2.93%	2.00%	2.00%	2.00%	1.89%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.537 Saanich Peninsula - Stormwater Quality Mgmt
Operating Reserve Summary
2024 - 2028 Financial Plan**

Profile

Saanich Peninsula - Stormwater Quality Mgmt

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	44,157	47,743	47,743	47,743	47,743	47,743
Planned Purchase	-	-	-	-	-	-
Transfer from/to Ops Budget	1,785	-	-	-	-	-
Interest Income*	1,801	-	-	-	-	-
Total projected year end balance	47,743	47,743	47,743	47,743	47,743	47,743

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Saanich Peninsula - Source Control Stormwater

COMMISSION REVIEW

OCTOBER 2023

Service: 1.538 Saanich Peninsula - Source Control Stormwater

Commission: Saanich Peninsula Waste Water

DEFINITION:

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

SERVICE DESCRIPTION:

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

PARTICIPATION:

Districts of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater

FUNDING:

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

USER CHARGE:

N/A

Service: 1.538 Saanich Peninsula - Source Control Stormwater	Commission: Saanich Peninsula Waste Water
---	--

	<u>2023</u>
Central Saanich	42.54%
North Saanich	28.84%
Sidney	28.61%
Total	<u><u>100.00%</u></u>

Note:
Bylaw No. 3906 (adopted August, 2013).

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST						2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	52,720	52,720	52,388	-	-	52,388	53,452	54,514	55,595	56,675
Contract For Services	5,937	5,937	6,985	-	-	6,985	7,076	7,185	7,323	7,466
TOTAL OPERATING COSTS	58,657	58,657	59,373	-	-	59,373	60,528	61,699	62,918	64,141
*Percentage Increase over prior year		0.0%	1.2%	0.0%	0.0%	1.2%	1.9%	1.9%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	58,657	58,657	59,373	-	-	59,373	60,528	61,699	62,918	64,141
*Percentage Increase over prior year		0.0%	1.2%	0.0%	0.0%	1.2%	1.9%	1.9%	2.0%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,763)	(1,763)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	(1,058)	(1,058)	(657)	-	-	(657)	(673)	(682)	(716)	(730)
TOTAL REVENUE	(2,821)	(2,821)	(2,420)	-	-	(2,420)	(2,436)	(2,445)	(2,479)	(2,493)
REQUISITION	(55,836)	(55,836)	(56,953)	-	-	(56,953)	(58,092)	(59,254)	(60,439)	(61,648)
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 San Pen - Source Control Stormwater
Operating Reserve Summary
2024 - 2028 Financial Plan**

Profile

San Pen - Source Control Stormwater

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures (such as legal challenges and investigations), unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	48,179	49,086	48,429	47,756	47,074	46,358
Planned Purchase	(1,058)	(657)	(673)	(682)	(716)	(730)
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	1,965	-	-	-	-	-
Total projected year end balance	49,086	48,429	47,756	47,074	46,358	45,628

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

L.W.M.P. (Peninsula)

COMMISSION REVIEW

OCTOBER 2023

Service: 3.720 L.W.M.P. (Peninsula)

Saanich Peninsula Wastewater Commission

DEFINITION:

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

SERVICE DESCRIPTION:

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

MAXIMUM LEVY:

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

Service: 3.720 L.W.M.P. (Peninsula)

Saanich Peninsula Wastewater Commission

	<u>Operating</u>
Central Saanich	43.23%
North Saanich (*see note below)	16.14%
Sidney	40.63%
Total	<u>100.00%</u>

Note:

* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	36,262	36,262	34,200	-	-	34,200	34,881	35,574	36,281	37,013
TOTAL OPERATING COSTS	36,262	36,262	34,200	-	-	34,200	34,881	35,574	36,281	37,013
*Percentage Increase over prior year		0.0%	-5.7%	0.0%	0.0%	-5.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,985	19,985	23,334	-	-	23,334	23,801	24,277	24,763	25,247
TOTAL CAPITAL / RESERVES	19,985	19,985	23,334	-	-	23,334	23,801	24,277	24,763	25,247
TOTAL COSTS	56,247	56,247	57,534	-	-	57,534	58,681	59,851	61,044	62,260
*Percentage Increase over prior year		0.0%	2.3%	0.0%	0.0%	2.3%	2.0%	2.0%	2.0%	2.0%
OPERATING COSTS LESS INTERNAL RECOVERIES	56,247	56,247	57,534	-	-	57,534	58,681	59,851	61,044	62,260
*Percentage Increase over prior year		0.0%	2.3%	0.0%	0.0%	2.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,320)	(2,320)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(2,320)	(2,320)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
REQUISITION	(53,927)	(53,927)	(55,214)	-	-	(55,214)	(56,361)	(57,531)	(58,724)	(59,940)
*Percentage Increase over prior year		0.0%	2.4%	0.0%	0.0%	2.4%	2.1%	2.1%	2.1%	2.1%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.720 L.W.M.P. Peninsula
Operating Reserve Summary
2024 - 2028 Financial Plan**

Profile

L.W.M.P. Peninsula

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	135,311	160,814	184,148	207,948	232,225	256,988
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	19,985	23,334	23,801	24,277	24,763	25,247
Interest Income*	5,518	-	-	-	-	-
Total projected year end balance	160,814	184,148	207,948	232,225	256,988	282,235

Assumptions/Background:
Retain reserve balance for future LWMP planning projects.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Harbours Environmental Actions Service - Peninsula

COMMISSION REVIEW

OCTOBER 2023

Service: 3.756 Harbours Environmental Actions Service - Peninsula	Committee: Saanich Peninsula Wastewater Commission
---	--

DEFINITION:

Harbours Environmental Action Service for Saanich Peninsula support environmental stewardship on the Peninsula in response to increasing stressors on the marine environment. Establishment Bylaw No. 4391, March 10th, 2021

SERVICE DESCRIPTION:

The service coordinates and implement harbours, waterbodies, and watercourses environmental protection and improvement initiatives on and surrounding the Saanich Peninsula, namely Sidney, North Saanich, and Central Saanich

PARTICIPATION:

	2023
Sidney	28.61%
District of North Saanich	28.84%
District of Central Saanich	42.54%
TOTAL	100.00%

MAXIMUM LEVY:

Greater of \$75,000 or \$0.0049 per \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Saanich Peninsula Wastewater Commission

FUNDING:

Requisition

RESERVE FUND:

N/A

3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA	BUDGET REQUEST				2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL		
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING					2024 ONE-TIME	2024 TOTAL
OPERATING COSTS:										
Allocations	47,834	47,834	52,655	-	-	52,655	53,708	54,782	55,879	56,997
Consultant Expenses	13,850	13,850	14,130	-	-	14,130	14,411	14,700	14,990	15,290
Contract For Services	4,429	4,429	4,520	-	-	4,520	4,610	4,700	4,790	4,890
Operating - other costs	4,639	4,639	865	-	-	865	877	889	898	868
TOTAL OPERATING COSTS	70,752	70,752	72,170	-	-	72,170	73,606	75,071	76,557	78,045
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
CAPITAL / RESERVE										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	70,752	70,752	72,170	-	-	72,170	73,606	75,071	76,557	78,045
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(2,165)	(2,165)	(2,165)	-	-	(2,165)	(2,165)	(2,165)	(2,165)	(2,165)
TOTAL REVENUE	(2,165)	(2,165)	(2,165)	-	-	(2,165)	(2,165)	(2,165)	(2,165)	(2,165)
REQUISITION	(68,587)	(68,587)	(70,005)	-	-	(70,005)	(71,441)	(72,906)	(74,392)	(75,880)
*Percentage Increase over prior year		0.0%	2.1%	0.0%	0.0%	2.1%	2.1%	2.1%	2.0%	2.0%
PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

**Notice of Motion Saanich Peninsula Wastewater
Commission Thursday, October 19, 2023**

SUBJECT Speaker Series

BACKGROUND

Whereas, there is a need for the commission to engage with citizens about water and wastewater trends, technologies and ideas, and

Whereas, the benefits of engaging with the community before tackling pressing issues will move the relationship with the public beyond a transactional exchange and toward increased trust, and

Whereas hearing from outside experts on topics of public interest will benefit staff, leaders and the community.

RECOMMENDATION

Therefore, be it resolved that the Saanich Peninsula Wastewater Commission direct staff to organize an annual speaker series for the peninsula, dedicated to presentations by researchers and public interest groups that are focused on emerging topics concerning water and wastewater.

SUBMITTED BY:

Commissioners:

- Zeb King
- Mike Doehnel
- David Kelbert

**Notice of Motion Saanich Peninsula Wastewater
Commission Thursday, October 19, 2023**

SUBJECT First Nations Wastewater Representation

BACKGROUND

Whereas, there has been a long standing vacant position for First Nations representation on the Wastewater Commission, and

Whereas all residents of the peninsula have a shared interest in the issues related to the Wastewater Commission; such as land application of biosolids from the Residual Treatment Facility at Hartland, and

Whereas the responsibility of reconciling this representation has resided solely with the Capital Regional District Staff, and

Whereas building an integrated and strong sense of community requires representation from all groups.

RECOMMENDATION

Therefore, be it resolved that the Peninsula Wastewater Commission discuss and implement the idea of sending a delegation of commissioners to each of the four nations on the peninsula to address, and acknowledge the Nations concerns regarding representation on the Peninsula Wastewater Commission.

SUBMITTED BY:

Commissioners:

- Zeb King
- Mike Doehnel
- David Kelbert