



Present: **Director:** Director McIntyre
Commissioners: Gary Holman, Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo, Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Tracey Shaver, Recording Secretary; Malcolm Cowley, Manager, Regional Wastewater, Core Area, SPWWC, Small Sewers via teleconference.
Absent: Rob Pingle; Rod Scotvold

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5. Reports

5.1 2018 Operating and Capital Budget Report

Staff reviewed report and responded to several questions regarding the following topics:

- History of capital project to date and next steps.
 - Dewatering system broke down and an interim action was put in place to ship sludge off island
 - Receiving and holding tanks failing and have now been replaced
 - Remaining capital funding will be used to further analysis treatment options for on island processing
 - Currently there is a CRD ban on use of class A solids on land
 - Project next phase will include: analysis, design, referendum and construction of treatment facility

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission approve the 2018 operating and capital budget as presented, and that the 2017 actual surplus or deficit be balanced evenly between the 2017 transfer to the Capital Reserve Fund and the 2017 transfer to the Operating Reserve Fund;

CARRIED

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the Salt Spring Island Liquid Waste Disposal Commission recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2018 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

CARRIED

6. New Business - none presented

7. Adjourn

MOVED by Commissioner Holman, **SECONDED** by Director McIntyre,
That the meeting adjourned at 2:30 pm

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the 2017 Annual General Meeting of the
Salt Spring Island Liquid Waste Disposal Local Service
Held Tuesday June 5, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips
Ave, Salt Spring Island, BC**

Present: **Commissioners:** Rod Scotvold, Rob Pingle, Gary Holman, Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson,
Manager, Saanich Peninsula and Gulf Islands Operations; Kyu-Chang Jo,
Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Tracey
Shaver, Recording Secretary
Absent: CRD Director McIntyre

1. Call to Order

Chair Richardson called the meeting to order at 10:07 am.

2. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for
the 2017 Annual General meeting with the addition of Item 7.1 Moving Forward.

CARRIED

3. Adoption of Minutes of the 2016 Annual General Meeting held November 28, 2017

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission approved the minutes of
the 2016 Annual General Meeting held on November 28, 2017 with the amendment of
the meeting start time.

CARRIED

4. Chair's Report

There was no report

5. Annual Report for 2017 Fiscal Year

Staff responded to several questions regarding the following topics:

- Original treatment plant produced dry matter through dehydration and the material was then trucked off
- Current receiving station is for holding liquid only and then trucking the waste to be treated off island
- CRD Board policy: No land application of sludge materials (Class A Solids).
- Revisit reed bed or other renewable technology
- Options analysis needed to determine best treatment options for on island waste materials
- Discussion about staffing resources and prioritization of island wide capital projects
- Working on operational guidelines and procedures with local haulers to optimize receiving station systems; restricting unloading access hours to site
- Interest in composting kitchen scraps on island; suggestion that CRD Environmental Services contribute money towards options analysis

- Commissioner's request site tour with budget meetings.

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Pingle
That the Salt Spring Island Liquid Waste Disposal Commission received the 2017
Annual Report for information.

CARRIED

6. Election of Officers

Volunteer Commissioner nominations were called for from the floor.
Mary Richardson and Gary Holman agreed to extend their terms to December of 2020.
No other nominations were made.

7. New Business

7.1 Moving Forward

MOVED by Commissioner Pingle, **SECONDED** by Commissioner Richardson,
That the Salt Spring Island Liquid Waste Disposal Commission requests that an
organics composting component be added to the treatment facility options
analysis and that a portion of the funding be contributed by CRD Environmental
Protection Division.

CARRIED

8. Adjourn

The meeting adjourned at 11:20 pm

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Salt Spring Island Liquid Waste Disposal Local Service meeting
Held Thursday October 11, 2018 in the Creekside Meeting Room, Suite 108- 121
McPhillips Ave, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commissioners: Rod Scotvold, Gary Holman, Mary Richardson
 Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson,
 Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Senior
 Financial Analyst 2; Chris Davidson, Manager, Salt Spring Engineering; Dan
 Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary
 Absent: Rob Pingle

Meeting was called to order by Chair Richardson at 10:00 am.

1. Approval of Agenda

MOVED by Commissioner Scotvold, **SECONDED** by Commissioner Holman,
That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for
October 11, 2018 with the addition of item number 5.1 Reed Beds Concept.

CARRIED

2. Adoption of Minutes of January 25, 2018

MOVED by Director McIntyre, **SECONDED** by Commissioner Scotvold,
That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting
minutes of January 25, 2018.

CARRIED

3. Director and Chair Reports

3.1 Director McIntyre briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- Ganges Sewer refurbishment project; on time and budget; no smell.
- Attended meeting with Eggheads re: biochar
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region
- Destination Management and Marketing Organization approved by CRD Board; Support by 51% of SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications.
- CRD electric bike update now to include the EASC areas

4. New Business

4.1 2019 operating and capital budget

Staff briefly reviewed report:

- Operating expenses higher in 2018; partially due to hauling costs; contract under negotiations.
- Conservative projections used for budget planning.
- BC Work Safe Procedures and facility equipment needed and identified in Capital Plan
- Isolation of facility increases the capital costs to install safety equipment; no water on site.
- Parcel tax increase of 1.7% equates to about .70

MOVED by Commissioner Richardson, **SECONDED** by Commissioner Holman,
That the Salt Spring Island Liquid Waste Disposal Commission:

1. Approve the 2019 operating and capital budget as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Salt Spring Island Liquid Waste Disposal Local Service as presented.

CARRIED

5. Outstanding Business

5.1 Reed Beds Concept

- General discussion of reed bed concept for waste water/sludge treatment instead of current practise of hauling liquid waste off island
- Options analysis expected to guide decisions on treatment options and provide direction for possible referendum in 2020
- Need CRD Bylaw change to allow for disbursement on land of Class A solids
- Request meeting with Peter Lake for information on previous reed bed analysis

6. Adjournment

MOVED by Director McIntyre, **SECONDED** by Commissioner Richardson,
That the meeting be adjourned at 11:25 pm.

CHAIR

SENIOR MANAGER



Present: **Director:** Gary Holman
Commissioners: Rod Scotvold (via telephone), Mary Richardson
Staff: Karla Campbell, Senior Manager SSI Electoral Area; Chris Davidson,
Manager, Salt Spring Engineering; Tracey Shaver, Recording Secretary
Absent: Rob Pingle

5. Delegations/Presentations

5.1 Mike Seymor, MSR Solutions Inc.

Mr. Seymor provided an informational presentation on the potential use of sludge drying wetlands on Salt Spring Island.

5.2 Peter Lake, Former Chair of the Salt Spring Liquid Waste Commission

Peter Lake provided additional information and research material regarding use of reed beds. Consideration of pilot project to dewater sludge and reduce hauling costs.

6. Outstanding Business

6.1 Reed Beds Research- verbal Report- Chair Richardson

- General discussion covered in above presentations

6.2 December Financial Reports

- Funding in place for options analysis to determine best option for waste treatment; work planned for 2022 budget.
- Consideration of starting pilot project
- Set up meeting with staff in Victoria regarding regulatory matters for land application of solid waste

7. Outstanding Business

8. Adjournment

MOVED by Commissioner Richardson, **SECONDED** by Director Holman,
That the meeting be adjourned at 2:45 pm.

CHAIR

SENIOR MANAGER