

Minutes of the meeting of the Salt Spring Island Liquid Waste Disposal Local Service Held Thursday January 25, 2018 in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

**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

Staff called the meeting to order at 1:00 PM.

#### 1. Election of Chair and Vice Chair

Mary Richardson was nominated and accepted the position of Chair. Gary Holman was nominated and declined appointment as Vice-Chair. Director McIntyre nominated Rob Scotvold for the position of vice-chair subject to his approval.

## 2. Approval of Agenda

**MOVED** by Commissioner Holman, **SECONDED** by Director McIntyre, That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for the January 25, 2018 with the addition of Item 3.5 Capital Project Update.

**CARRIED** 

### 3. Adoption of Minutes- no previous minutes to approve.

## 3.5 Capital Project Update

Malcolm Cowley joined the meeting via teleconference to give the Commission an update on the Capital Project which consisted of replacing the receiving tanks at the Burgoyne Bay septage station.

- Project scope included: new tanks, wet pumps, circulation equipment, wash water, electrical and SCADA programming
- Previous system required manual clearing of screens; now automated which improves health and safety concerns.
- Completed on schedule; waiting for "as constructed" drawings and the maintenance and operating manual
- Project came in under budget by about \$60,000

Malcolm Cowley left the meeting.

### 4. Chair and Director Report

Director McIntyre briefly reported on efforts to obtain a "rural" status for Salt Spring Island which would open up eligibility for many federal and provincial grants.

## 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
  - o 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
  - o 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

<b>MOVED</b> by Commissioner Holman,	<b>SECONDED</b> by Director McIntyre
That the meeting adjourned at 2:30	pm

CHAIR	 	



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		



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:

- 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
- 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

<b>MOVED</b> by Director McIntyre, <b>SECONDED</b> by Commissioner Richardson, That the meeting be adjourned at 11:25 pm.
CHAIR

SENIOR MANAGER



Minutes of the Salt Spring Island Liquid Waste Disposal Local Service meeting Held Tuesday January 15, 2019 in the Creekside Meeting Room, Suite 108- 121 McPhillips Ave, Salt Spring Island, BC

**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

#### 1. Election of Chair and Vice Chair

Manager Campbell called the meeting to order at 1 PM with a request for nominations for the positons of Chair.

Gary Holman nominated Mary Richardson for the position of chair. No other nominations were put forth; Mary Richardson accepted the position of chair and was voted in by acclamation.

Gary Holman nominated Rod Scotvold for the position of vice chair. No other nominations were put forth; Rod Scotvold accepted the position of vice chair and was voted in by acclamation.

## 2. Approval of Agenda

MOVED by Commissioner Richardson, SECONDED by Director Holman,

That the Salt Spring Island Liquid Waste Disposal Commission approved the agenda for January 15, 2019 with the addition of item number 6.2 December Finance Reports.

CARRIED

## 3. Adoption of Minutes of October 11, 2018

**MOVED** by Director Holman, **SECONDED** by Commissioner Richardson, That the Salt Spring Island Liquid Waste Disposal Commission approved the meeting minutes of October 11, 2018.

**CARRIED** 

### 4. Director and Chair Reports

### **4.1 Director McIntyre** briefly reported on:

- · Published directors report in Driftwood
- Windstorm; CRD internal debriefing, POD Meetings and public town hall
- January 22, 2019- holding a CRD Budget meeting
- **4.2 Chair Richardson** briefly clarified basic terminology to be used in Reed Bed discussions:

Trucking means hauling liquid waste off island for further treatment

Tera or Geo Tubes – long term storage were fluid drains out

Reed Beds – remove water through evaporation

## 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