



Notice of Meeting and Meeting Agenda Ganges Sewer Local Service Commission

Thursday, November 7, 2024

10:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Annual General Meeting

MS Teams Link: [Click here](#)

M. de Carle, G. Holman, D. Toynbee, C. Whyte

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

Purpose of the Annual General Meeting

The agenda for the Annual General Meeting (AGM) is approved by the members of the Commission. The purposes (and hence the agenda items) of the meeting are:

- *To have the last year's AGM minutes approved (by Commission members), and to present reports on the work of the Commission on the past year's operation, maintenance, capital upgrades and financial information of the service to the service residents and owners,*
- *To nominate members for appointment to the Commission, and*
- *To enable the public to share comments on subjects which relate to the work of the Commission. The Commission can identify (under "new business") issues on which it wants feedback at the meeting. Motions raised by the public at the AGM will be considered by the commission at a subsequent regular meeting.*

The Annual General Meeting is for the 2023 fiscal year

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

3.1. [24-1131](#) Minutes of June 15, 2023 - June 27, 2024 Ganges Local Sewer Service Commission

Recommendation: That the minutes of the following meetings be adopted as presented:
-June 15, 2023 Annual General Meeting (AGM)
-June 15, 2023 Special Meeting
-April 29, 2024 Special Meeting
-June 27, 2024 Special Meeting

Attachments: [Minutes: June 15, 2023 AGM](#)
[Minutes: June 15, 2023 Special Meeting](#)
[Minutes: April 29, 2023 Special Meeting](#)
[Minutes: June 27, 2024 Special Meeting](#)

4. Director and Chair's Report

5. Report

5.1. [24-721](#) Ganges Sewer Local Service 2023 Annual Report

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

Attachments: [Ganges Sewer Local Service Annual Report 2023](#)
[Appendix A: 2023 Statement of Operations and Reserve Balances](#)

6. Election of Commissioner

2 positions

7. New Business

None

8. Outstanding Business

None

9. Adjournment

Next Meeting:

*-Thursday, November 07, 2024, at 11:00am in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*



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**Minutes of the Annual General Meeting of the Ganges Sewer Local Service Commission
Held June 15, 2023 for the 2022 Fiscal Year at the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC**

DRAFT

Present: **Director:** Gary Holman
 Commission Members: Mike de Carle (Chair), David Toynbee and Colin Whyte
 Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area,
 Dean Olafson, Manager SSI Engineering, and Shayla Burnham, Recording
 Secretary

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

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner de Carle and the meeting was called to order at 10:00am.

2. Approval of Agenda

MOVED By Commissioner Toynbee, **SECONDED** by Commissioner Director Holman, that the Ganges Sewer Local Service Commission, approve the Thursday, June 15, 2023 Annual General Meeting for the 2022 fiscal year as presented.

CARRIED

3. Adoption of Minutes of the 2021 Annual General Meeting held on June 2, 2022

MOVED By Commissioner Toynbee, **SECONDED** by Director Holman that the Ganges Sewer Local Service Commission, adopt the minutes of the 2021 Annual General Meeting held on June 2, 2022 as amended by updating the header from 2021 to 2022.

CARRIED

MOVED By Commissioner de Carle, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Service Commission, adopt the Special minutes of March 9, 2023 as presented/amended.

CARRIED

Commissioner Whyte joined the meeting at 10:04am.

5. Director and Chairs Report

Director Holman briefly reported:

- Salt Spring Island Local Community Commission elected on Saturday, May 27, with the inaugural meeting scheduled on Tuesday, June 20, 2023.
- Islands Trust hosting Open Houses as part of the engagement process of Proposed Bylaw No. 530 – Accessory Dwelling Units on Tuesday, June 6 and Saturday, June 10, 2023.

- Salt Spring Island Watershed Protection Alliance (SSIWPA) budget approved.

Chair de Carle – no report

Lia Xu joined the meeting electronically at 10:09am.

6. Report

6.1 Annual Report for the 2022 Fiscal Year

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

7. New Business – None

8. Outstanding Business – None

9. Next Meeting – TBD

10. Adjournment

MOVED By Commissioner de Carle, that the Ganges Sewer Local Service Commission adjourn the meeting at 10:31am.

CHAIR

SENIOR MANAGER

5. Adjournment

MOVED By Commissioner Toynbee, **SECONDED** by Commissioner Whyte,
That the Ganges Local Sewer Service Commission adjourn the meeting at 01:15pm.

CARRIED

CHAIR

SENIOR MANAGER



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**Minutes of the Special Meeting of the Ganges Sewer Local Services Commission
Held Monday, April 29, 2024 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: Commissioners: M. de Carle, G. Holman, D. Toynbee, C. Whyte

Staff:, K. Campbell, Senior Manager, Salt Spring Island Administration, D. Ovington, Parks and Recreation Manager, Senior Manager, Salt Spring Island Administration, M. Williamson, Committee Clerk, (Recorder)

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

The meeting was called to order at 01:01 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

The Senior Manager provided a Territorial Acknowledgement.

2. Election of Chair

The Senior Manager, Salt Spring Island Administration called for nominations for the position of Chair of the Ganges Sewer Local Services Commission for 2024.

Commissioner Toynbee nominated Commissioner de Carle Commissioner de Carle accepted the nomination.

K. Campbell called for nominations a second time.

K. Campell called for nominations a third time.

Hearing no further nominations, the Senior Manager, Salt Spring Island Administration declared Commissioner de Carle Chair of the Ganges Sewer Local Services Commission by acclamation.

MOVED by Commissioner Toynbee **SECONDED** by Commissioner de Carle,
That Commissioner Whyte chair the April 29, 2024 Ganges Sewer Local Services
Commission special meeting.

CARRIED

3. APPROVAL OF AGENDA

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee,
That agenda for the April 29, 2024, Special meeting of the Ganges Sewer Local
Services Commission be approved as circulated.

CARRIED

4. DELEGATIONS/PRESENTATIONS

There were no presentations.

4.1. Delegations

4.1.1 Delegation - Rob Wiltzen, Rob Grant, Salt Spring and Southern Gulf Islands Community Services Society; Re: Item 5.1. Request for Inclusion of Property in the Ganges Sewer Service Area

R. Grant and R. Wiltzen spoke regarding item 5.1.

5. Commission Business

5.1. Request for Inclusion of Property in the Ganges Sewer Service Area

MOVED by Commissioner Toynbee **SECONDED** by Commissioner de Carle,
The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;

2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;

3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;

4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment

Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.

CARRIED

6. ADJOURNMENT

MOVED by Commissioner Whyte
That the Local Community Commission adjourn the meeting at 1:21pm.

CARRIED

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Special Meeting of the Ganges Sewer Local Services Commission
Held Thursday, June 27, 2024 at the Salt Spring Island Multi-Space (SIMS)
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

DRAFT

Present: Commissioners: M. de Carle (Chair), G. Holman, D. Toynbee, C. Whyte (EP),

Staff:, K. Campbell, Senior Manager, Salt Spring Island Administration, D. Ovington, Parks and Recreation Manager, Salt Spring Island Administration, D. Olfsean, Engineering Technician, Salt Spring Island Administration, M. Williamson, Committee Clerk, (Recorder)

EP- Electronic Participation

Guest: J. Clark, Lady Minto Hospital Foundation, J. Waters, Waters Development,

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

The meeting was called to order at 10:02 am.

1. TERRITORIAL ACKNOWLEDGEMENT

Commissioner de Carle provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee,
That agenda for the June 26, 2024, Special meeting of the Ganges Local Sewer Service Commission be approved as circulated.

CARRIED

3. DELEGATIONS/PRESENTATIONS

3.1. Presentations

There were no presentations.

3.2. Delegations

3.2.1. Delegation - Julian Clark, Lady Minto Hospital Foundation, and Jeff Waters, Waters Development Re: Item 4.2. Request for Inclusion of Property in the Ganges Sewer Service Area - 101 Bittancourt Road (Sea Breeze Inn)

J. Clark and J. Waters spoke to agenda item 4.2.

4. Special Meeting Matters

4.1. Request Additional Funds to Complete the Detailed Design for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design

MOVED by Commissioner Toynbee, **SECONDED** by Director Holman,
That the Ganges Sewer Local Services Commission recommends to the Capital Regional District Board that the Ganges Sewer Utility Service 2024 Capital Plan be amended to increase the project budget amount from \$114,500 to \$130,000, an increase of \$15,500 funded from capital reserve fund (CRF).

CARRIED

4.2. Request for Inclusion of Property in the Ganges Sewer Service Area - 101 Bittancourt Road (Sea Breeze Inn)

MOVED by Commissioner Toynbee, **SECONDED** by Director Holman,
The Ganges Sewer Local Services Commission recommends the Electoral Area Service Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.

2. The Applicant agrees to pay all costs associated with including the property in the service area and the capacity purchase charge.

3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property.

4. That Bylaw 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.

CARRIED

6. ADJOURNMENT

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee,
That the Local Community Commission adjourn the meeting at 10:47 pm.

CARRIED

CHAIR

SENIOR MANAGER

Ganges Sewer Service

2023 Annual Report

CRD | Sewer Service

INTRODUCTION

This report provides a summary of the Ganges Sewer Service for 2023. It includes a description of the service, summary of the treatment plant performance, volume of sewage treated, operations highlights, capital project updates and financial report.

The service is administered by the Ganges Sewer Local Services Commission.

SERVICE DESCRIPTION

The Ganges Sewer Service was established in 1985. Ganges is the island's core area providing the majority of commercial services as well as several residential pockets. In addition to the commercial and residential customers, other customers include the hospital, three schools, swimming pool and several senior and affordable housing sites. The system is owned and operated by the Capital Regional District (CRD) and services the Ganges Sewer Service Area, shown in Figure 1.

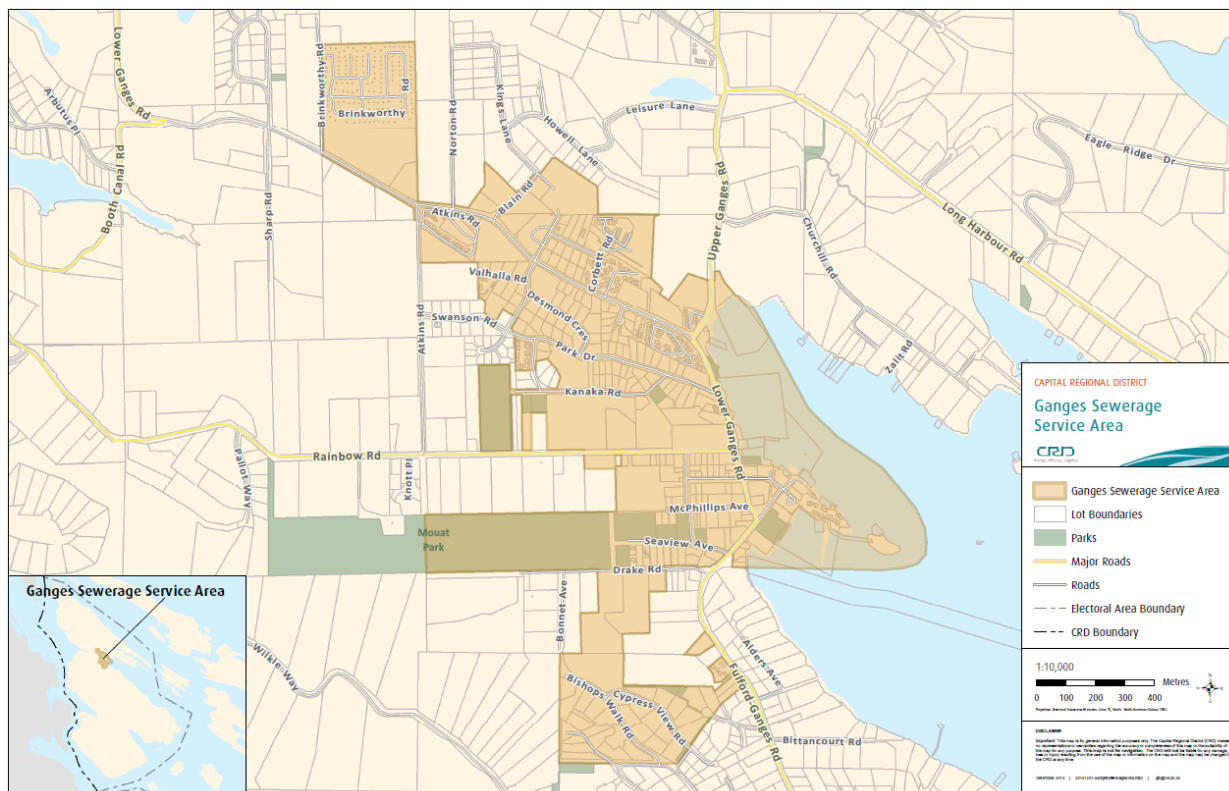


Figure 1: Ganges Sewer Service Area

The majority of the sewer system was built over a period between 1982 and 1988. Collecting and treating sewage began in 1985. Since 1998 there have been significant upgrades to the wastewater treatment plant.

The wastewater system consists of:

- 8,000 m of 150 mm to 250 mm gravity sewer collection main pipes and manholes
- 140 m of 75 mm pressure main pipe
- 2 collection system pump stations
- 5,200 m of 200 mm polyvinyl chloride (PVC) and polyethylene (PE) outfall pipe
- 1,090 m³/day Membrane Bioreactor (MBR) secondary wastewater treatment plant

The system discharges treated effluent into the Ganges Harbour in Swanson Channel under the authorization of the *Municipal Wastewater Regulation (MWR)*.

SEWER SYSTEM

Ganges Sewer Regulatory Compliance – Wastewater

The Ganges wastewater treatment plant is regulated by both the provincial and federal governments based on flow and effluent quality limits. Daily effluent flows were all below the allowable provincial maximums in 2023. Effluent quality met provincial and federal regulatory requirements for all compliance parameters, including total suspended solids (TSS), carbonaceous biochemical oxygen demand (CBOD), un-ionized ammonia, and fecal coliform bacteria.

Wastewater influent and effluent were also analyzed for a list of conventional and priority substances to assess risk to human health and the environment. In 2023, of the 102 priority substances analyzed, 78 were detected at standard detection limits in effluent. Substances detected in 2023 included conventionals, nutrients, metals, 2-methylnaphthalene, diethyl phthalate, and di-n-butyl phthalate. These parameters have been detected at similar concentrations in previous years.

As in previous years, most priority substances in the effluent were below the *BC Water Quality Guidelines (BC WQG)* before application of the predicted minimum near surface initial environmental dilution of 419:1. Only cyanide WAD, copper and zinc exceeded *BC WQG* in undiluted effluent. These substances, and all others, were well below the *BC WQG* after the minimum initial dilution factor was applied. Minimum near-surface dilution represents the predicted concentration of effluent in the marine water column at a distance of 100 m away from the outfall.

Toxicity Testing

Effluent was also tested for acute toxicity to assess risk to organisms living around the outfall. The effluent sample from July was non-toxic during the 96-hour Rainbow trout acute toxicity test with 100% survival of test organisms. The sample also passed the 48-hour Daphnia acute toxicity test with 100% survival, consistent with 2011-2022.

Sludge (Mixed Liquor)

Ganges Harbour WWTP sludge (mixed liquor) is monitored to inform the CRD Regional Source Control Program (RSCP). Most 2023 monthly sample results met the criteria for BC Organic Matter Recycling Regulations (OMRR) Class A Biosolids, excluding one monthly copper sample (Oct). CRD staff will continue to monitor copper and assess whether there are any source control or treatment opportunities to reduce exceedance occurrences in the future.

Receiving Water

Routine receiving water monitoring is required every four years at the Ganges Harbour WWTP, with the most recent sampling in 2020 and the next scheduled year being 2024. This sampling involves collecting 5 samples in a 30-day period for comparison to provincial guidelines set to protect people who are recreating in the vicinity of the marine outfall.

Receiving water sampling is also required if there are planned bypasses, plant failures/overflows, or wet weather overflows that exceed 3 days duration in the winter or 1-day duration in the summer. There was no emergency/non-routine sampling required in 2023.

Annual Flow

The monthly flows and the total annual flow over the past 11 years are shown in Figures 1 and 2 below. The graphs indicate that the 2023 wastewater flows were about 4% higher than the 11-year average. The monthly flows show seasonal variations due to peak tourist times (in the summer) and inflow and infiltration (in the winter), but generally, the average monthly flow is fairly stable, and inflow and infiltration appear to be reasonable.

The *MWR* contains requirements for the treatment, reuse and discharge of municipal wastewater effluent. The regulation includes a requirement that sewer flows reaching treatment plants should not exceed 2.0 times the “average dry weather flow” during storm events with less than a 5-year return period. Based on the measured flow rates, the Ganges sewer system meets that requirement.

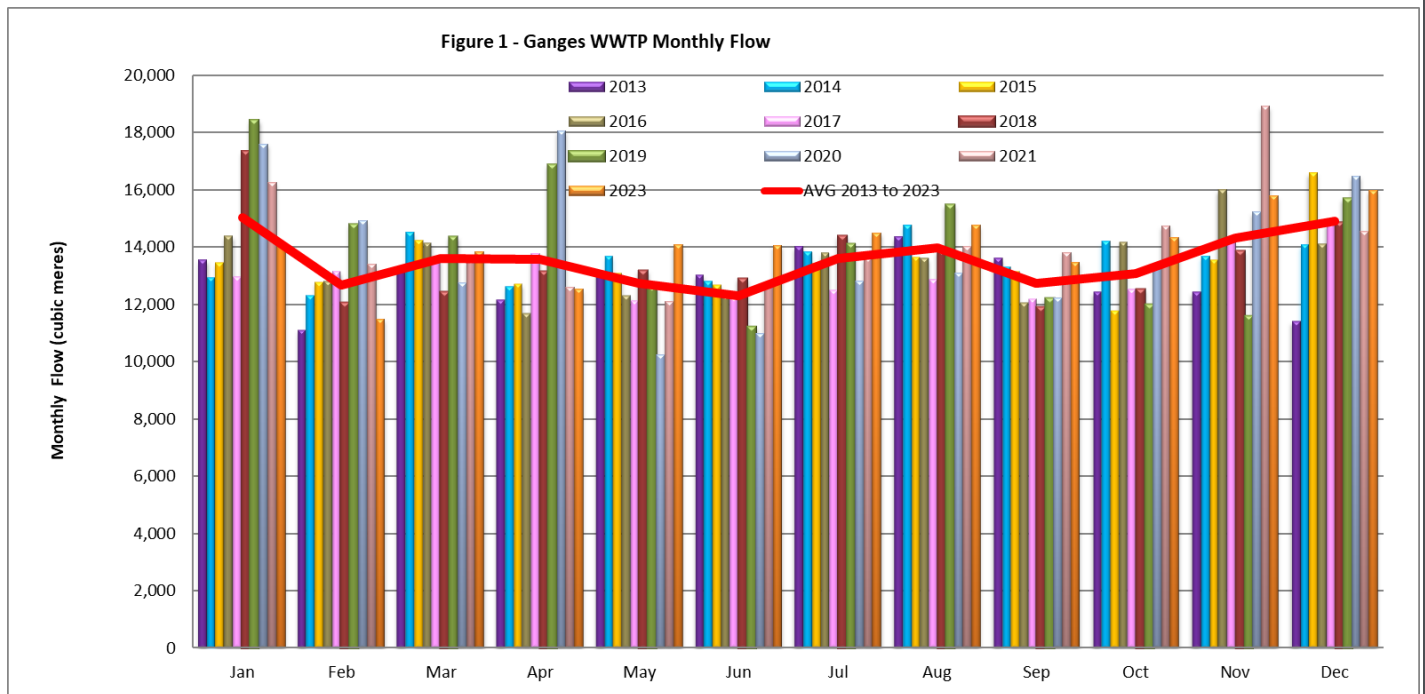
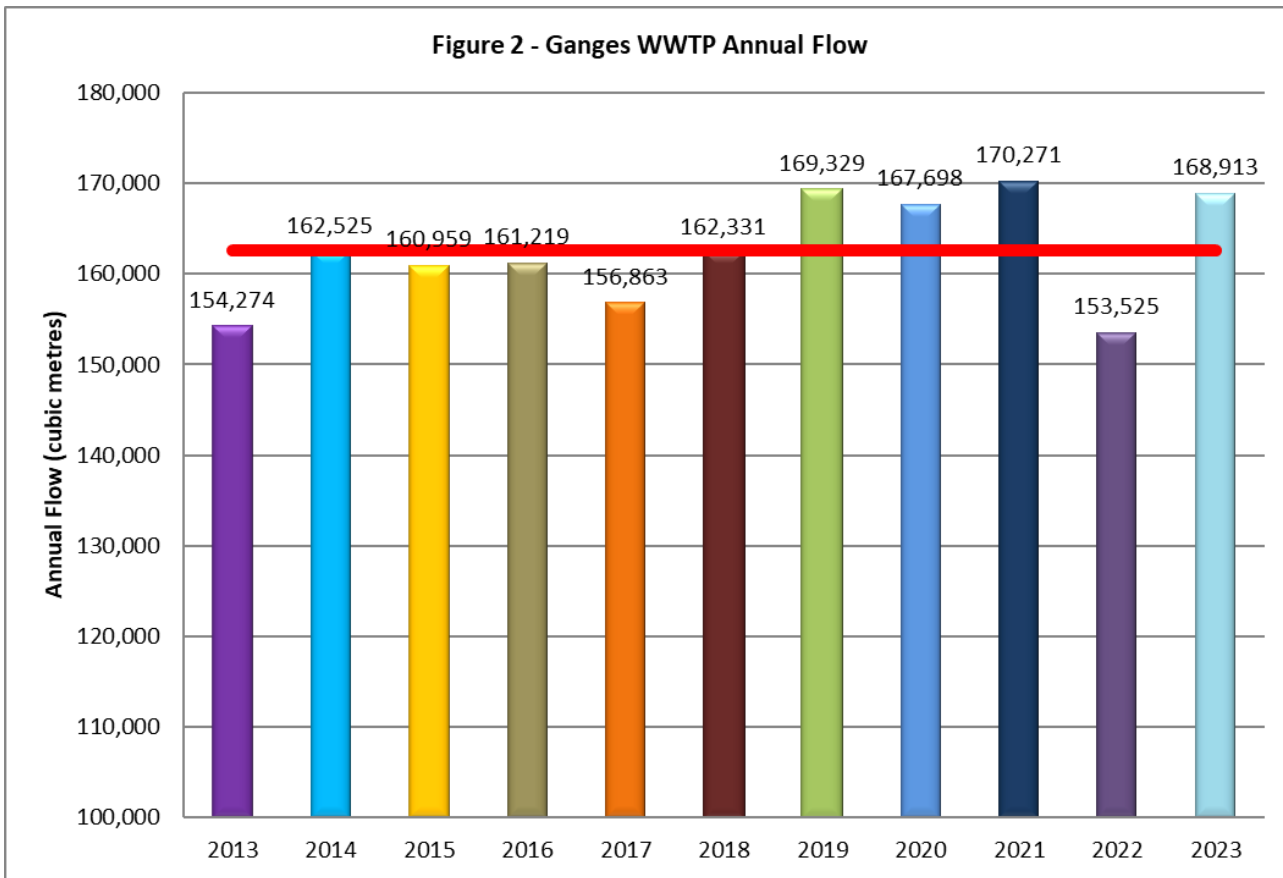


Figure 2 - Ganges WWTP Annual Flow



OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues that were addressed during the 2023 operating period:

- Replacement of both wastewater treatment plant effluent pumps.
- Corrective maintenance completed on the sludge thickening membranes. Some membrane plates will need to be replaced in 2024 as a result of excessive wear.
- Aeration blower equipment replacement.
- Corrective maintenance completed on the Manson Pump Station pump 1 seal replacement.
- Compliance data is reported to provincial regulators monthly, with individual environmental incident reports (EIR) issued if there was an incident at the wastewater treatment plant or a spill in the wastewater collection system. There was one EIRs issued for Ganges in 2023:
 - December 5: Unplanned treatment bypass due to an extreme wet weather event.

CAPITAL IMPROVEMENTS

The following is a summary of the major capital improvements, including year-end spending for 2023.

Ganges WWTP Compressor Replacement (CE.755.1601): Replacement of the Ganges WWTP utility air compressor was completed in 2023. The project saw cost overrun factors due to price escalation of compressor equipment after the budget was established; unaccounted hidden conditions encountered with electrical and mechanical connections; and additional mechanical equipment required to address an occupational health and safety concern were addressed as part of the project. Interest income and CRF funds were applied to the project deficit.

Project	Spending
Budget	\$10,000
Operations Labour	(\$9,676)
Equipment	(\$10,392)
Expenses	(\$404)
Interest Income and CRF	\$10,472
Remaining Balance	\$0

Aeration System – Ganges WWTP (CE.798.8301): Design of a new aeration system to improve process performance for the Ganges WWTP.

Project	Spending
Budget	\$114,500
Project Management	(\$22,917)
Contract	(\$35,820)
Remaining Balance	\$55,763

VFD Installation for EQ Tanks (CE.800.8301): Procurement and installation of VFDs for the EQ tanks to improve process control and performance.

Project	Spending
Budget	\$50,000
Project Management	(\$25)
Contract	(\$0)
Remaining Balance	\$49,975

Reclaimed Water Study (CE.801.8001): Study to determine the feasibility of reclaiming water from the effluent discharged from the Ganges WWTP.

Project	Spending
Budget	\$57,500
Project Management	(\$877)
Contract	(\$0)
Remaining Balance	\$56,623

Lifting Brackets Ganges WWTP (CE.822.8001): New lifting brackets are required for the MBR membranes in the WWTP.

Project	Spending
Budget	\$65,000
Project Management	(\$2,213)
Contract	(\$0)
Remaining Balance	\$62,787

2023 FINANCIAL REPORT

Please refer to the attached 2023 Statement of Operations and Reserve Balances.

Revenue includes parcel taxes (Transfers from Government), fixed user fees (User Charges), interest on savings (Interest earnings), transfers from the Operating Reserve Fund, and miscellaneous revenue such as late payment charges (Other revenue).

Expenses include all costs of providing the service. General Government Services include budget preparation, financial management, utility billing and risk management services. CRD Labour and Operating Costs include CRD staff time as well as the costs of equipment, tools, and vehicles. Debt servicing costs are interest and principal payments on long-term debt. Other Expenses include all other costs to administer and operate the sewer system, including insurance, supplies, waste sludge disposal, and electricity.

The difference between Revenue and Expenses is reported as Net revenue (expenses). Any transfers to

or from capital or reserve funds for the service (Transfers to own funds) are deducted from this amount, and it is then added to any surplus or deficit carried forward from the prior year, yielding an Accumulated Surplus (or deficit). In alignment with *Local Government Act* Section 374 (11), any deficit must be carried forward and included in the next year's financial plan.

WASTEWATER SYSTEM PROBLEMS – WHO TO CALL:

To report any event or to leave a message regarding the Ganges Wastewater System, call either:

- CRD wastewater system *emergency call* centre:** **1-855-822-4426 (toll-free)**
1-250-474-9630 (toll)
- CRD wastewater system *general enquiries* (toll-free):** **1-800-663-4425**

When phoning about an emergency, please specify to the operator the service area in which the emergency has occurred.

Submitted by:	Jason Dales, Senior Manager B.Sc, WD IV, Infrastructure Operations
	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
	Dan Ovington, BBA , Senior Manager, Salt Spring Island Electoral Area
	Angela Linwood, CPA, CMA, Controller, Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

Appendix A: [2023 Statement of Operations and Reserve Balances](#)

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

CAPITAL REGIONAL DISTRICT

GANGES SEWER

Statement of Operations (Unaudited)

For the Year Ended December 31, 2023

	2023	2022
Revenue		
Transfers from government	59,891	58,147
User Charges	1,038,630	1,015,009
Other revenue from own sources:		
Interest earnings	3,535	2,287
Transfer from Operating Reserve	40,957	10,000
Other revenue	2,495	1,536
Total Revenue	1,145,508	1,086,979
Expenses		
General government services	35,969	34,770
Contract for Services	60,737	62,867
CRD Labour and Operating costs	372,065	390,189
Debt Servicing Costs	247,151	246,753
Capital purchases	40,237	-
Other expenses	339,349	323,310
Total Expenses	1,095,508	1,057,889
Net revenue (expenses)	50,000	29,090
Transfers to own funds:		
Capital Reserve Fund	-	-
Operating Reserve Fund	-	29,090
Equipment Replacement Fund	50,000	-
Annual surplus/(deficit)	-	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

GANGES SEWER Statement of Reserve Balances (Unaudited) For the Year Ended December 31, 2023

	Capital Reserves	
	2023	2022
Beginning Balance	593,041	864,625
Transfer from Operating Budget	-	-
Transfer from Completed Capital Projects	-	30,823
Transfer to Capital Project	(50,274)	(222,000)
Transfer to Equipment Replacement Fund	-	(100,000)
Interest Income	28,453	19,593
Ending Balance	571,220	593,041

	Operating Reserve	
	2023	2022
Beginning Balance	96,008	73,603
Transfer from Operating Budget	-	29,090
Transfer to Operating Budget	(40,957)	(10,000)
Interest Income	5,609	3,315
Ending Balance	60,660	96,008

	Equipment Replacement Fund	
	2023	2022
Beginning Balance	100,200	-
Transfer from Operating Budget	50,000	-
Transfer from Capital Reserve	-	100,000
Interest Income	1,014	200
Ending Balance	151,214	100,200