



Notice of Meeting and Meeting Agenda Maliview Local Services Commission

Monday, November 4, 2024

1:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

Annual General Meeting

MS Teams Link: [Click here](#)

G. Holman, L. Tavelbea, B. Travelbea, J. Miller

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 Acknowledgement

2. Election of Chair

3. Approval of Agenda

4. Adoption of Minutes

4.1. [24-1120](#) Minutes of June 15, 2023 Maliview Local Service Commission AGM

Recommendation: That the minutes of the June 13, 2023 meeting be adopted as circulated.

Attachments: [Minutes: June 13, 2023](#)

5. Director and Chair's Report

6. Report

6.1. [24-722](#) Maliview Sewer Local Service 2023 Annual Report

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

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

7. Election of Commissioner

3 Positions

8. New Business

None

9. Outstanding Business

None

10. Adjournment

Next Meeting:

*-Monday, November 04, 2024, at 02:00pm in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*

Commissioner L. Travelbea briefly reported:

- Nothing to report.

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 L. Travelbea, that the Maliview Sewer Local Services Commission adjourn the meeting at 12:45pm.

CHAIR

SENIOR MANAGER

Maliview Sewer Service

2023 Annual Report

CRD | Sewer Service

Introduction

This report provides a summary of the Maliview 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 Maliview Sewer Local Service Commission.

Service Description

The Maliview Sewer Service is in a semi-rural residential community located on Salt Spring Island. It is a sewage conveyance and treatment system that is owned and operated by the Capital Regional District (CRD) and services the Maliview Sewer Service Area, shown Figure 1. The Maliview Sewer is comprised of 94 parcels of land of which 100 are presently connected to the system.



Figure 1: Maliview Sewer Service Area

The system was built in the late 1970's with the CRD taking over operations in 1979. The only significant upgrade was the replacement of the treatment plant in 2005 to a rotating biological contactor (RBC) and a further upgrade in 2006 to add a primary screening due to higher than anticipated flows through the RBC treatment plant. The wastewater system consists of:

- 1200 metres of 150 mm asbestos cement (AC) gravity sewer collection main pipes
- 110 metres of 100 mm asbestos cement (AC) pressure main pipe
- 13 manholes
- 260 metres of 150mm asbestos cement (AC), polyethylene (PE) and polyvinyl chloride (PVC) outfall pipe
- 60 cubic metres per day Rotating Biological Contactor (RBC) secondary treatment plant

The system discharges treated effluent into Trincomali Channel under the Municipal Sewer Regulations.

SEWER SYSTEM

Maliview Sewer Regulatory Compliance – Wastewater

The Maliview Estates WWTP produces secondary treated effluent when flows are below 60 m³/d. For flows over 60 m³/d, the plant produces a final effluent that is a blend of secondary treated and fine-screened effluents. As such, there are different regulatory limits for this facility depending on whether total daily flows are above or below 60 m³/d. The flow splitting process responds to instantaneous peak flows, rather than daily flows, and bypass events can occur despite measured total daily flows of less than 60 m³/d. In 2023, flow bypassed the secondary treatment process and only received screening on days where the total flow was less than 60 m³/d on approximately 307 days (84% of the time). Flow bypassed the secondary treatment process and received screening on days where the total flow was greater than 60 m³/d, but the flow to the secondary treatment process was less than 60 m³/d on approximately 39 days (11% of the time). In 2023 flows did not exceed the allowable maximum total daily flow of 250 m³/d

Final effluent quality exceeded the allowable maximums for TSS and CBOD in 29% of the monthly samples when flows were <60 m³/d. All other monthly TSS and CBOD values met provincial regulatory limits.

RECEIVING WATER

Routine receiving water monitoring is required every four years at the Maliview 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 non-routine receiving water sampling required in 2023.

ANNUAL FLOW

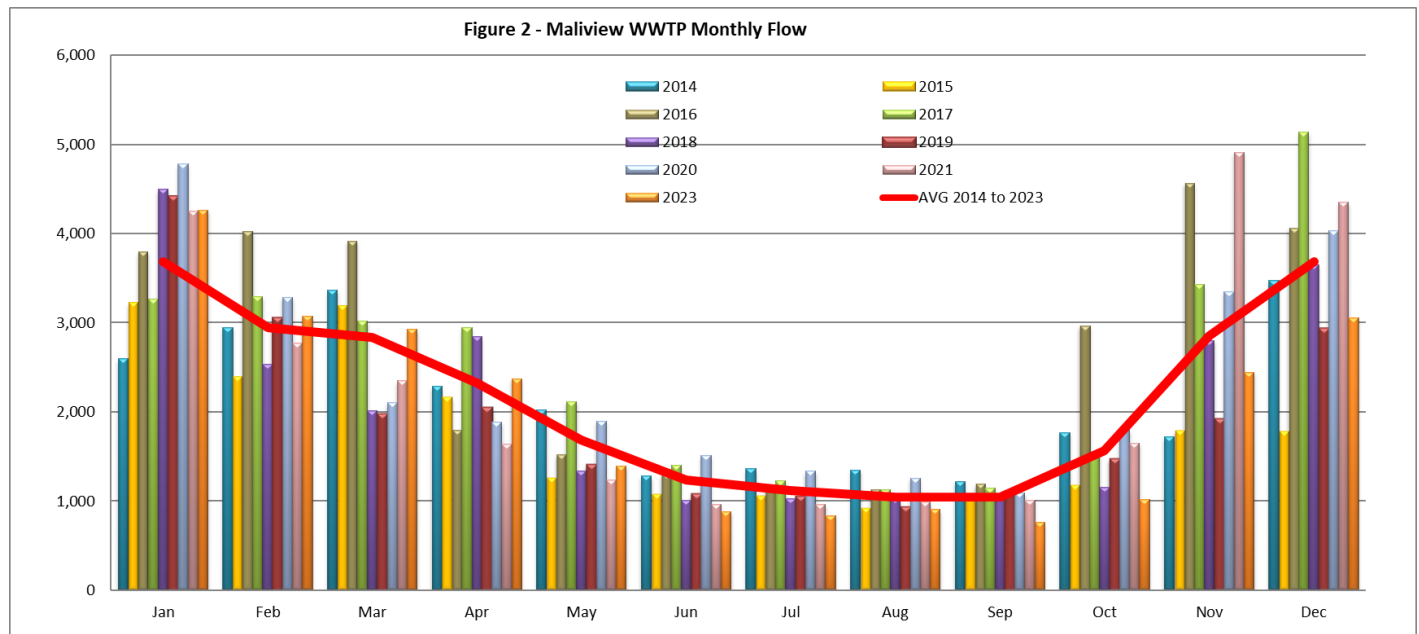
The total annual flow as well as monthly average, minimum and maximum flows are shown in Table 1.

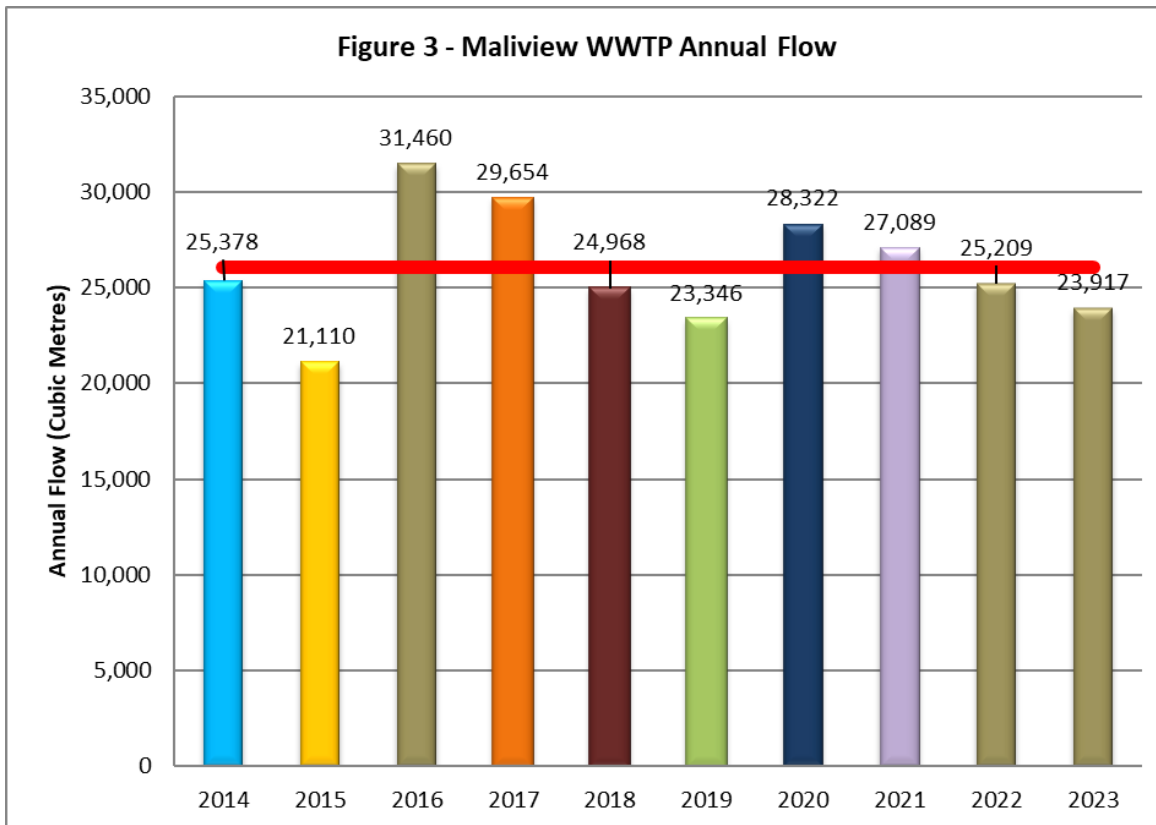
Water inflow and infiltration (I & I) continues to be an issue for the Maliview sewer system, with increased flows during the wet season. Flows in 2023 were slightly less than 2022, and lower than the ten year average.

Figures 2 and 3 graphically depict the annual flow patterns.

Table 1: Maliview WWTP Combined Annual Flow

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Average 2014 to 2022
TOTAL	25,378	21,110	31,460	29,654	24,968	23,346	28,322	27,089	25,209	23,917	26,045
DAILY AVG	2,115	1,759	2,622	2,471	2,081	1,946	2,360	2,257	2,101	1,993	2,170
DAILY MAX	3,472	3,221	4,564	5,134	4,495	4,412	4,777	4,911	4,422	4,261	4,367
DAILY MIN	1,219	926	1,133	1,130	1,011	928	1,091	964	840	758	1,000





OPERATIONAL HIGHLIGHTS

The following is a summary of the major operational issues and significant preventative maintenance tasks that were addressed during the 2023 operating period:

- Wastewater Treatment Plant:
 - Motor and Gearbox failed on the Rotating Biological Contactor (RBC)
 - As result of the failure, the motor and gearbox were replaced with equipment suitable for hazardous locations and a variable frequency drive (VFD) and cabling were installed.
- Compliance data is reported to provincial regulators on a monthly basis, with individual environmental incident reports (EIR) issued if there was an incident at the plant that requires an emergency response. There were 6 EIRs issued for Maliview in 2023:
 - two as a result of effluent quality exceedance.
 - one associated with power outages and subsequent bypasses of untreated sewage.
 - three as a result of a mechanical failure of treatment process equipment.

CAPITAL IMPROVEMENTS

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

WWTP Upgrade (CE.582.4501): This project is for the upgrade of the Maliview Wastewater Treatment Plant to meet regulatory requirements.

Project	Spending
Budget	\$2,371,041
Project Management / Administration	(\$110,588)
Design	(\$191,544)
Balance Remaining	\$2,068,909

Safe Work Procedures (CE.699.4508): The work scope includes reviewing and developing safe work procedures for operational and maintenance tasks. Ongoing as capital improvements necessitate.

Project	Spending
Budget	\$7,000
Project Management	(\$148)
Contract	(\$5,872)
Equipment Supplies Materials	(\$310)
Balance Remaining	\$ 670

Waste Water Treatment Plant Alternative Approval Process (CE.793.4501): Approval process for funding the Wastewater Treatment Plant upgrade project.

Project	Spending
Budget	\$15,000
Project Management	(\$0)
Equipment Supplies Materials	(\$0)
Balance Remaining	\$15,000

Waste Water Treatment Plant Public Consultation (CE.754.8301): Public consultation process for the Wastewater Treatment Plant upgrade project.

Project	Spending
Budget	\$10,000
Project Management	(\$1,524)
Consultant	(\$977)
Advertising	(\$69)
Balance Remaining	\$7,430

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), sales (Sewer Use), interest on savings (Interest earnings), transfers from 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 includes 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 carry 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 Maliview 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 with respect to 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

MALIVIEW SEWER

Statement of Operations (Unaudited) For the Year Ended December 31, 2023

	2023	2022
Revenue		
Transfers from government	4,900	4,760
User Charges	188,860	182,672
Sale - Sewer Use	24,519	20,388
Other revenue from own sources:		
Interest earnings	568	242
Transfer from Operating Reserve	-	12,000
Other revenue	1,379	1,137
Total Revenue	220,226	221,199
Expenses		
General government services	7,769	7,399
Contract for Services	21,764	25,149
CRD Labour and Operating costs	64,190	67,563
Other expenses	72,224	56,436
Total Expenses	165,947	156,547
Net revenue (expenses)	54,279	64,652
Transfers to own funds:		
Capital Reserve Fund	41,279	51,652
Operating Reserve Fund	13,000	13,000
Annual surplus/(deficit)	-	-
Accumulated surplus/(deficit), beginning of year	-	-
Accumulated surplus/(deficit), end of year	\$ -	-

CAPITAL REGIONAL DISTRICT

MALIVIEW SEWER

Statement of Reserve Balances (Unaudited)

For the Year Ended December 31, 2023

	Capital Reserve	
	2023	2022
Beginning Balance	79,029	26,389
Transfer from Operating Budget	41,279	51,652
Transfer to Capital Project	-	-
Interest Income	3,860	988
Ending Balance	124,168	79,029

	Operating Reserve	
	2023	2022
Beginning Balance	31,043	29,082
Transfer from Operating Budget	13,000	13,000
Transfer to Operating Budget	-	(12,000)
Total Expenses	1,800	961
Ending Balance	45,843	31,043