



# Capital Regional District

## Notice of Meeting and Meeting Agenda Saanich Peninsula Wastewater Commission

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Thursday, October 17, 2024

9:35 AM

Large Meeting Room, Sidney Community Safety  
Building (Fire Hall), 2245 Oakville Ave, Sidney

BC

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Members of the **public may listen to the meeting** via telephone **by dialing 1-833-353-8610** and entering the **Participant Code 1911461 followed by #.** You will not be heard in the meeting room but will be able to listen to the proceedings.

### MEMBERS:

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

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [24-1016](#) Adoption of the Minutes of the July 18, 2024 Meeting

**Recommendation:** That the minutes of the July 18, 2024 Saanich Peninsula Wastewater Commission meeting be adopted.

**Attachments:** [Draft Minutes - July 18, 2024](#)

### 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 Water Commission at [iwsadministration@crd.bc.ca](mailto: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. [24-1003](#) Saanich Peninsula Wastewater Service 2025 Operating and Capital Budget

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

1. Approve the 2025 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2025 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 2025 Capital Budget for changes after year end; and
3. Direct staff to balance the 2024 actual revenue and expense on the transfer to capital reserve fund.

**Attachments:** [Staff Report: SPWW Service 2025 Operating and Capital Budget](#)  
[Appendix A: 2025 SPWW Service Budget](#)

7.2. [24-944](#) 2024 Saanich Peninsula Liquid Waste Management Plan - Technical Advisory Committee - Terms of Reference Update

**Recommendation:** That the Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:  
That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved as presented.

**Attachments:** [Staff Report: 2024 Saanich Peninsula Liquid Waste Management Plan - Technical](#)  
[Appendix A: 2019 TOR for the Saanich Peninsula Liquid Waste Management Plan](#)  
[Appendix B: Updated TOR for the Saanich Peninsula Liquid Waste Management Plan](#)

**8. Notice(s) of Motion**

**9. New Business**

**10. Adjournment**

Next Meeting: January 16, 2025



Making a difference...together

**MINUTES OF A MEETING OF THE Saanich Peninsula Water Commission, held Thursday, July 18, 2024 at 9:30 a.m., Meeting Room 2, Sidney Community Safety Building, 2245 Oakville Ave., Sidney, BC**

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**PRESENT: Commissioners:** D. Kelbert (Chair); M. Doehnel (Vice Chair); S. Duncan; D. Halldorson; C. McNeil-Smith; S. Shrivastava (EP); P. Jones  
**Staff:** A. Fraser, General Manager, Integrated Water Services; J. Marr, Senior Manager, Infrastructure Engineering; G Harris, Senior Manager Environmental Protection; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; J. McAloon, Engineer, Infrastructure Engineering; D. Green, Sr Supervisor Regional Source Control Environmental Protection; D. Dionne, Administrative Coordinator, Integrated Water Services (Recorder)

**REGRETS:** S. Shrivastava; Z. King; C. Pinches; R. Windsor

EP = Electronic Participation

The meeting was called to order at 9:35 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Halldorson, **SECONDED** by Commissioner Duncan, That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Halldorson, **SECONDED** by Commissioner Duncan, That the minutes of the May 16, 2024 Saanich Peninsula Water Commission meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

Thanked everyone for participating in the meetings, especially through the summer.

**5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**6. GENERAL MANAGER'S REPORT**

A. Fraser provided an update the on the amalgamation study review noting that staff have engaged a consultant, Dan Huang from Connections Planning Associates. Staff anticipate having a report from the consultant by the end of the year.

**7. COMMISSION BUSINESS**

### 7.1. Saanich Peninsula Water Service 2024 Mid-Year Capital Projects and Operations Update

Staff presented the staff report and responded to questions from the Commission regarding:

- Pumpstation metering repair funds. Staff do not anticipate any issues with funding the repair.
- Cloak hill reservoir. Staff are working with District of North Saanich staff on the short- mid- and long-term plans. For the short-term there are standard operating procedures between the two, CRD and North Saanich, operational departments. Information is needed from the North Saanich Water Master Plan to determine the flows for long-term planning.
- Hamsterly Pumpstation backup power generator deferral. Staff advised that the original estimate was \$700,000 and therefore wanted to review the priority for this backup generator – is the benefit worth that cost.
- There was a discussion regarding the Bear Hill reservoir and Hamsterly pumpstation, noting that they are physically in Saanich but service the Saanich Peninsula.

The report was received for information.

### 7.2. Summary of Recommendations from Other Water Commissions

The report was received for information.

### 7.3. Water Watch Report

The report was received for information.

## 8. NOTICE(S) OF MOTION

There were none.

## 9. NEW BUSINESS

There was no new business.

## 10. ADJOURNMENT

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner Duncan,  
That the July 18, 2024 Saanich Peninsula Water Commission meeting be adjourned at 9:55.

**CARRIED**

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**CHAIR**

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**SECRETARY**



**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION  
MEETING OF THURSDAY, OCTOBER 17, 2024**

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**SUBJECT**     **Saanich Peninsula Wastewater Service 2025 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the 2025 Saanich Peninsula Wastewater Service (SPWW) operating and capital budget, highlighting the variances from the 2024 budget and the proposed 2025 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2025 SPWW 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 2025 budget has been prepared considering the CRD Board's 2025 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.

**2024 Year End Financial Projections**

The estimated 2024 operating costs are projected to be \$3,755,161, which is under budget by \$252,572. Of this surplus, \$201,670 is attributed to lower labor consumption and reduced repair maintenance costs. The remaining \$50,902 is primarily due to savings from biosolids management cost, along with some minor savings from standard overhead and laboratory.

Due to reduced repair and maintenance expenses, the transfer from operating funds will also decrease by \$80,000.

In addition, revenue from the Panorama Recreation Center District Energy System (DES) exceeded the budget by \$21,200. The net effect of these revenue and expenditure variances results in a year-end surplus of \$193,771, which will be equally allocated between two funds: the Operating Reserve Fund and the Capital Reserve Fund.

**2025 Budget**

**Operating Budget**

The 2025 combined operations and reserve budget is \$5,115,006, which represents a 2.42% increase over the 2024 budget.

The 2025 operating budget reflects an increase in non-discretionary expenses such as anticipated wage/salary increases, departmental support service allocations, and other operating expenses such as Provincial discharge fees, equipment repairs, electricity costs, and chemical costs.

The budget captures the interest expenses (\$68,250) associated with the \$3 million long-term borrowing planned for capital projects in 2025 and the one-time allocation of \$20,000 for cyclical maintenance expenses, covering Heat Exchanger Dismantle and Cleaning that would be considered over and above routine maintenance. These cyclical maintenance expenses are funded through a transfer from the Operating Reserve Fund.

### 2025 Capital Budget

There are several projects planned for 2025 with a total value of \$5,525,000 including \$50,000 to review the Development Cost Charges (DCC) program. The 2025 capital program consists of projects related to replacement of equipment that is at the end of its service life and projects required to address operational issues, projects include:

- Odour control upgrades at the wastewater treatment plant
- Replacement of pumps at Keating pumpstation
- Electrical and controls related upgrades

The 2025 capital program is funded from existing reserve funds: \$100,000 from the Capital Reserve and \$230,000 from the Equipment Replacement Funds.

A five-year capital plan is presented for information. The value of the five-year (2025-2029) capital plan is \$14,740,000. The current capital reserve and equipment replacement fund balances, planned contributions, transfers, and expenditures, is insufficient to fund the five-year capital plan. The budget assumes capital financing will be required beginning in 2025. Based on Capital Reserve Guidelines, debt will be required and will result in a budget interest payment of \$68,250, this is the main driver of the 2.45% increase in the Operating Costs. The loan authorization approval process began in 2024 to authorize \$7.72 million to partially fund the 2025-2029 capital plan, with the loan expected to be accessible in 2025.

### 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 DES heat exchanger cleaning. The planned transfer to the operating reserve fund in 2025 is \$20,000. By the end of 2024, the operating reserve fund balance is estimated to be \$1,188,828, which includes an estimated surplus transfer of \$96,886. As this plant continues to age, it is important to maintain a healthy operating reserve to offset any unexpected operational emergencies.

**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 2025, the planned transfer to the capital reserve fund is \$386,000. At year-end 2024 the capital reserve fund balance is estimated to be \$990,945, inclusive of a \$96,886 estimated surplus transfer. At year-end in 2024 the DCC reserve fund balance is estimated to be \$322,155.

**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 2025 is \$531,300. At year-end 2024, the equipment replacement fund balance is estimated to be \$1,336,021.

#### Internal Recovery – Other

Partially offsetting the operating expenses are internal recoveries of \$158,602 (\$81,160 from heating recovery and \$77,442 from laboratory recovery). The DES revenue is 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 2025 revenue is based on the 2024 natural gas rate and anticipated demand. The remaining internal recoveries relate to Saanich Peninsula Wastewater Laboratory and Facilities activities provided to other services.

#### Requisition

The requisition is allocated to the participants based on the percentage allocation of actual flow data from the previous year, from October 1, 2023, to September 30, 2024. The cost-sharing percentages for 2025 will be determined in October and are not anticipated to undergo significant changes compared to 2024. The overall 2025 requisition for Saanich Peninsula trunk sewers, treatment and disposal is \$4,927,822 representing a 5.95% increase over 2024.

#### Saanich Peninsula Liquid Waste Management Plan (LWMP)

The 2025 Saanich Peninsula LWMP program budgets have been included in Appendix A, following the Saanich Peninsula Wastewater budget. The Saanich Peninsula LWMP includes the following three budget and associated proposed increases:

- Saanich Peninsula - Stormwater Quality Management – 2.75% increase in alignment with inflation.
- Saanich Peninsula - Source Control Stormwater – 3% increase in alignment with inflation. In 2025 there is a \$10,000 one-time cost which will be funded from the operating reserve, this will fund efforts to add a new Code of Practice for Recycling Yards to the regulatory bylaw.
- L.W.M.P. (Peninsula) – a 3% increase in alignment with inflation.

### **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 2025 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2025 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 2025 Capital Budget for changes after year end; and
3. Direct staff to balance the 2024 actual revenue and expense on the transfer to capital reserve fund.

*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 2025 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2025 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 2025 Capital Budget for changes after year end; and
3. Direct staff to balance the 2024 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 reducing contributions to reserves would limit the ability to address future infrastructure needs and respond to unforeseen emergencies.

**CONCLUSION**

This 2025 Saanich Peninsula Wastewater Service budget is presented for the Saanich Peninsula Wastewater Commission's consideration. The Commission will make budget recommendations to the Capital Regional District Board through the Committee of the Whole in October. The draft 2025 Saanich Peninsula Wastewater Service 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 2025 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 2025 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2025 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 2025 Capital Budget for changes after year end; and
3. Direct staff to balance the 2024 actual revenue and expense on the transfer to capital reserve fund.



Submitted by:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & 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: 2025 Saanich Peninsula Wastewater Service Budget

# **CAPITAL REGIONAL DISTRICT**

## **2025 BUDGET**

### **Saanich Peninsula Wastewater**

#### **COMMISSION REVIEW**

**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:**

<b>Authorized:</b>	LA Bylaw 4596	\$	<u>Authorized</u>	7,720,000	\$	<u>Borrowed</u>	-	<u>Remaining</u>	7,720,000
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**SPWWS SEWER SYSTEM:**

<u>Location</u>	<u>Cost Sharing Allocation: Annual Wastewater Flows</u>
Airport	1.65%
Sidney	39.19%
Pauquachin	1.10%
Central Saanich	41.47%
North Saanich	16.02%
Tseycum	0.44%
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).

Change in Budget 2024 to 2025

Service: 3.718 Saanich Peninsula Wastewater	Total Expenditure	Comments
<b>2024 Budget</b>	<b>4,993,970</b>	
<b>Operating Changes:</b>		
Operating	(8,753)	Less cyclical maintenance required, offset by inflation-related increases in operating costs
Laboratory	7,052	Inflation cost
Heat Recovery	23,870	Heat exchanger dismantle and cleaning
Biosolids Mgmt.	(1,323)	Waste sludge hauling budget reduced
Allocation - Standard Overhead	(4,064)	Calculation based on prior year's budget
Reserve Transfers	6,003	Increase in capital reserve transfers for future capital projects
Debt Servicing	98,250	New debt cost related to capital projects for replacement of aged infrastructure
Total Other Changes	121,036	
<b>2025 Budget</b>	<b>5,115,006</b>	
Summary of % Expense Increase		
Debt servicing cost	2.0%	
Balance of increase	0.5%	
% expense increase from 2024:	2.4%	
% Requisition increase from 2024 (if applicable):	5.95%	Requisition funding is 99.4% of service revenue

**Overall 2025 Budget Performance**  
(expected variance to budget and surplus treatment)

There is a one-time favorable variance forecasted at \$190,000, primarily due to savings from labour consumption. This amount will be split into two funds: the Operating Reserve Fund and Capital Reserve Fund, with each fund receiving \$95,000.

3.718 - Saanich Peninsula Wastewater	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<b>OPERATING COSTS</b>										
Operating	2,996,881	2,795,211	2,968,128	-	20,000	2,988,128	3,158,223	3,119,671	3,288,065	3,228,576
Laboratory	179,180	179,180	186,232	-	-	186,232	189,952	193,744	197,608	201,557
Heat Recovery	125,753	123,580	149,623	-	-	149,623	152,600	155,654	158,750	161,917
Biosolids Mgmt.	621,700	574,300	620,377	-	-	620,377	1,023,188	1,026,064	1,029,005	1,032,034
Allocation - Standard Overhead	84,219	82,890	80,155	-	-	80,155	82,559	84,210	85,895	87,613
<b>TOTAL OPERATING COSTS</b>	<b>4,007,733</b>	<b>3,755,161</b>	<b>4,004,516</b>	<b>-</b>	<b>20,000</b>	<b>4,024,516</b>	<b>4,606,522</b>	<b>4,579,342</b>	<b>4,759,323</b>	<b>4,711,698</b>
*Percentage Increase over prior year		-6.30%	-0.08%	0.00%	0.50%	0.42%	14.46%	-0.59%	3.93%	-1.00%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	75,690	75,690	74,940	-	-	74,940	75,240	85,550	95,860	106,170
Transfer to Equipment Replacement Fund	530,274	530,274	531,300	-	-	531,300	201,930	212,570	216,820	221,150
Transfer to Capital Reserve Fund	380,273	380,273	386,000	-	-	386,000	396,720	407,450	418,200	428,960
Debt Reserve Fund	-	-	30,000	-	-	30,000	20,700	5,500	4,000	17,000
MFA Principal Payment	-	-	-	-	-	-	155,475	262,753	291,257	311,987
MFA Interest Payment	-	-	68,250	-	-	68,250	159,270	233,630	256,180	288,080
<b>TOTAL CAPITAL / RESERVES</b>	<b>986,237</b>	<b>986,237</b>	<b>1,090,490</b>	<b>-</b>	<b>-</b>	<b>1,090,490</b>	<b>1,009,335</b>	<b>1,207,453</b>	<b>1,282,317</b>	<b>1,373,347</b>
<b>TOTAL COSTS</b>	<b>4,993,970</b>	<b>4,741,398</b>	<b>5,095,006</b>	<b>-</b>	<b>20,000</b>	<b>5,115,006</b>	<b>5,615,857</b>	<b>5,786,795</b>	<b>6,041,640</b>	<b>6,085,045</b>
*Percentage Increase over prior year		-5.06%	2.02%	0.00%	0.40%	2.42%	9.79%	3.04%	4.40%	0.72%
Internal Recovery - Other	(154,483)	(175,683)	(158,602)	-	-	(158,602)	(161,770)	(165,000)	(168,300)	(171,660)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>4,839,487</b>	<b>4,565,715</b>	<b>4,936,404</b>	<b>-</b>	<b>20,000</b>	<b>4,956,404</b>	<b>5,454,087</b>	<b>5,621,795</b>	<b>5,873,340</b>	<b>5,913,385</b>
*Percentage Increase over prior year		-5.66%	2.00%	0.00%	0.41%	2.42%	10.04%	3.07%	4.47%	0.68%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(8,582)	(8,582)	(8,582)	-	-	(8,582)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(180,000)	(100,000)	-	-	(20,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
<b>TOTAL REVENUE</b>	<b>(188,582)</b>	<b>(108,582)</b>	<b>(8,582)</b>	<b>-</b>	<b>(20,000)</b>	<b>(28,582)</b>	<b>(140,295)</b>	<b>(35,295)</b>	<b>(135,295)</b>	<b>(5,295)</b>
<b>REQUISITION</b>	<b>(4,650,905)</b>	<b>(4,457,133)</b>	<b>(4,927,822)</b>	<b>-</b>	<b>-</b>	<b>(4,927,822)</b>	<b>(5,313,792)</b>	<b>(5,586,500)</b>	<b>(5,738,045)</b>	<b>(5,908,090)</b>
*Percentage increase over prior year		-4.17%	5.95%	0.00%	0.00%	5.95%	7.83%	5.13%	2.71%	2.96%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport,										

**CAPITAL REGIONAL DISTRICT  
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

<b>Service No.</b>	<b>3.718 Saanch Peninsula Wastewater</b>	<b>Carry Forward from 2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$255,000	\$935,000	\$1,755,000	\$1,580,000	\$530,000	\$50,000	\$4,850,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$1,940,000	\$4,590,000	\$1,100,000	\$950,000	\$850,000	\$2,400,000	\$9,890,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$2,195,000</b>	<b>\$5,525,000</b>	<b>\$2,855,000</b>	<b>\$2,530,000</b>	<b>\$1,380,000</b>	<b>\$2,450,000</b>	<b>\$14,740,000</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$3,000,000	\$2,070,000	\$550,000	\$400,000	\$1,700,000	\$7,720,000
Equipment Replacement Fund	\$590,000	\$820,000	\$415,000	\$200,000	\$380,000	\$200,000	\$2,015,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$1,080,000	\$0	\$0	\$1,080,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$1,605,000	\$1,705,000	\$370,000	\$700,000	\$600,000	\$550,000	\$3,925,000
	<b>\$2,195,000</b>	<b>\$5,525,000</b>	<b>\$2,855,000</b>	<b>\$2,530,000</b>	<b>\$1,380,000</b>	<b>\$2,450,000</b>	<b>\$14,740,000</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
<b>WASTEWATER TREATMENT PLANT</b>													
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	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
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.	\$ 2,500,000	S	Debt	\$ -	\$ 2,300,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 2,500,000
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	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
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	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 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	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
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	\$ -	\$ 150,000	\$ 620,000	\$ 150,000	\$ -	\$ -	\$ 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	\$ -	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 50,000	\$ 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	\$ -	\$ 200,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 500,000
26-02	Study	Wastewater Treatment Plant Model Development	Initial assessment and plant modelling exercise to help assess future plant optimization.	\$ 150,000	E	Res	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
26-03	Renewal	Decarbonization Improvements at SPWWTP	Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.	\$ 120,000	E	Res	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
26-03	Renewal	Decarbonization Improvements at SPWWTP		\$ 1,080,000	E	Grant	\$ -	\$ -	\$ -	\$ 1,080,000	\$ -	\$ -	\$ 1,080,000
<b>PUMP STATIONS</b>													
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	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>GENERAL</b>													
19-06	Renewal	Odour Control Upgrades	Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP.	\$ 575,000	S	Res	\$ 340,000	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ 340,000
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 responsibilities.	\$ 1,200,000	S	ERF	\$ -	\$ 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.	\$ 550,000	E	Res	\$ 150,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 550,000
23-02	Renewal	Electrical & Control Upgrades	Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP.	\$ 275,000	E	ERF	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
24-06	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 240,000	E	ERF	\$ 5,000	\$ 35,000	\$ 15,000	\$ -	\$ 180,000	\$ -	\$ 230,000
29-01	Study	Inflow and Infiltration (I&I) Management Plan Update	Future update to the Saanich Peninsula Wastewater I&I Plan	\$ 50,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
<b>GRAVITY SEWERS &amp; MANHOLES</b>													
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	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 50,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 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.	\$ 1,450,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,450,000	\$ 1,450,000
27-02	Renewal	Trunk Sewer Relining - Ph2		\$ 750,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 500,000	\$ 750,000
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
27-04	Renewal	I&I Flow Monitoring	Flow Monitoring leading up to I&I Plan Updates	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
<b>PRESSURE PIPES &amp; APPURTENANCES</b>													
<b>DEVELOPMENT COST CHARGE (DCC) PROJECTS</b>													
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$ 75,000	S	Res	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>GRAND TOTAL</b>													
				\$ 15,550,000			\$ 2,195,000	\$ 5,525,000	\$ 2,855,000	\$ 2,530,000	\$ 1,380,000	\$ 2,450,000	\$ 14,740,000

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

<b>Project Number</b>	23-03	<b>Capital Project Title</b>	Odour Control Upgrade Construction	<b>Capital Project Description</b>	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.
<b>Project Rationale</b>	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.				

<b>Project Number</b>	26-01	<b>Capital Project Title</b>	Replace Covers on Primary Clarifiers	<b>Capital Project Description</b>	Replace covers over clarifiers to more easily removable geomembrane cover system.
<b>Project Rationale</b>	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.				

<b>Project Number</b>	23-04	<b>Capital Project Title</b>	Replace SCADA Servers and Ethernet Upgrades	<b>Capital Project Description</b>	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards
<b>Project Rationale</b>	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards				



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

<b>Project Number</b>	24-01	<b>Capital Project Title</b>	Sludge Tanks and Process Sump Cleaning and Repairs	<b>Capital Project Description</b>	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.
<b>Project Rationale</b>	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.				

<b>Project Number</b>	27-01	<b>Capital Project Title</b>	SPWWTP Road Upgrades	<b>Capital Project Description</b>	Construct drainage and pavement replacement on the SPWWTP access road.
<b>Project Rationale</b>	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.				

<b>Project Number</b>	28-01	<b>Capital Project Title</b>	Bazan Bay Outfall Inspection	<b>Capital Project Description</b>	Follow-up inspection of Bazan Bay Outfall
<b>Project Rationale</b>	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.				

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

<b>Project Number</b>	24-02	<b>Capital Project Title</b>	Standby Power Assessment and Replacement	<b>Capital Project Description</b>	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.
<b>Project Rationale</b>	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.				

<b>Project Number</b>	24-03	<b>Capital Project Title</b>	SCADA Equipment Replacement	<b>Capital Project Description</b>	Project to review and address the maturation of SCADA hardware throughout the service areas.
<b>Project Rationale</b>	Project to review and address the maturation of SCADA hardware throughout the service areas.				

<b>Project Number</b>	24-04	<b>Capital Project Title</b>	SPWWTP PLC Replacement	<b>Capital Project Description</b>	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.
<b>Project Rationale</b>	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.				

**Service:** 3.718 Saanich Peninsula Wastewater

**Project Number** 26-02 **Capital Project Title** Wastewater Treatment Plant Model Development **Capital Project Description** Initial assessment and plant modelling exercise to help assess future plant optimization.

**Project Rationale** Model development will better help to fine tune processes and better analyze and optimize current and future operations.

**Project Number** 26-03 **Capital Project Title** Decarbonization Improvements at SPWWTP **Capital Project Description** Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.

**Project Rationale** Saanich Peninsula WWTP is within the top 5 GHG emitters in the CRD portfolio. Supported by the Government of Canada and Province of BC through the CleanBC Custom Program, a low carbon electrification report was carried out by Prism Engineering in 2024 which recommends improvements that will reduce reliance on natural gas, including a water source heat pump and domestic hot water pre-heating

**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 existing pumps at existing facility.

**Project Number** 19-06 **Capital Project Title** Odour Control Upgrades **Capital Project Description** Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP.

**Project Rationale**

**Service:** 3.718 Saanich Peninsula Wastewater

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

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

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

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	Electrical & Control Upgrades	<b>Capital Project Description</b>	Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP.
<b>Project Rationale</b> Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement also required. This program was underway in 2024 but anticipated to carry into 2025.					

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

<b>Project Number</b>	29-01	<b>Capital Project Title</b>	Inflow and Infiltration (I&I) Management Plan Update	<b>Capital Project Description</b>	Future update to the Saanich Peninsula Wastewater I&I Plan
<b>Project Rationale</b> Continual improvements I&I Management reduce the impact on limiting capacity on conveyance and treatment infrastructure.					

<b>Project Number</b>	20-04	<b>Capital Project Title</b>	Manhole Repairs and Replacement	<b>Capital Project Description</b>	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.
<b>Project Rationale</b> 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.					

**Service:** 3.718 Saanich Peninsula Wastewater

**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** 27-04 **Capital Project Title** I&I Flow Monitoring **Capital Project Description** Flow Monitoring leading up to I&I Plan Updates

**Project Rationale** Monitoring to facilitate future plan updates.

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

**Project Rationale** Update to DCC will better align Developer Cost Charges with upgrades to the system required for growth.

**Summary Schedule  
2025 - 2029 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**

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve Funds	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431
Equipment Replacement Fund	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641	1,294,791
Operating Reserve Fund	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418	1,311,588
<b>Total</b>	<b>3,837,949</b>	<b>4,600,189</b>	<b>4,524,079</b>	<b>4,469,649</b>	<b>4,260,529</b>	<b>4,436,809</b>

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**

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	162,155	322,155	292,155	262,155	282,155	302,155
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-	(50,000)	(50,000)	-	-	-
<b>Transfer OUT - To Capital Reserve</b>	-	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
<b>Fund Return</b>	-	-	-	-	-	-
<b>Transfer IN - DCC Funding</b>	170,000	170,000	170,000	170,000	170,000	170,000
<b>Interest Income</b>	10,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>322,155</b>	<b>292,155</b>	<b>262,155</b>	<b>282,155</b>	<b>302,155</b>	<b>322,155</b>

**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**

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	748,787	990,945	1,426,945	1,653,665	1,511,115	1,479,315
<b>Planned Capital Expenditure</b>	(230,000)	(100,000)	(320,000)	(700,000)	(600,000)	(550,000)
<b>Transfer from Ops Budget</b>	380,273	386,000	396,720	407,450	418,200	428,960
<b>Planned transfer from DCC Funds</b>	-	150,000	150,000	150,000	150,000	150,000
<b>Estimated Surplus</b>	96,886	-	-	-	-	-
<b>Interest Income*</b>	5,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>990,945</b>	<b>1,426,945</b>	<b>1,653,665</b>	<b>1,511,115</b>	<b>1,479,315</b>	<b>1,508,275</b>

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

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

\* 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	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431
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**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**

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	1,486,717	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641
<b>Planned Purchase (Based on Capital Plan)</b>	(690,000)	(230,000)	(415,000)	(200,000)	(380,000)	(200,000)
<b>Estimated Surplus</b>						
<b>Transfer IN (from Ops Budget)</b>	530,274	531,300	201,930	212,570	216,820	221,150
<b>Interest Income*</b>	9,030					
<b>Ending Balance \$</b>	<b>1,336,021</b>	<b>1,637,321</b>	<b>1,424,251</b>	<b>1,436,821</b>	<b>1,273,641</b>	<b>1,294,791</b>

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)

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

\* 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 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	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,091,252	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418
Transfer In						
Planned Purchase	(100,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
Estimated Surplus	96,886					
Transfer from Ops Budget	75,690	74,940	75,240	85,550	95,860	106,170
Interest Income*	25,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,188,828</b>	<b>1,243,768</b>	<b>1,184,008</b>	<b>1,239,558</b>	<b>1,205,418</b>	<b>1,311,588</b>

**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**

## **2025 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **Commission REVIEW**

OCTOBER 2024

**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

<b>Service: 1.537 Saanich Peninsula - Stormwater Quality Management</b>	<b>Commission: Saanich Peninsula Waste Water</b>
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	<u>Stormwater</u>
Central Saanich	26.49%
North Saanich	40.23%
Sidney	22.16%
Tsawout Nations	3.58%
Tsartlip Nations	3.70%
Pauquachin Nations	2.27%
Tseycum Nations	1.57%
<b>Total</b>	<b><u>100.00%</u></b>

Note:

\* Service established effective 2010; previously provided by agreement

**APPENDIX A**

1.537 Saanich Peninsula - Stormwater Quality Mgmt	<b>BUDGET REQUEST</b>									
	<b>2024 BOARD BUDGET</b>	<b>2024 ESTIMATED ACTUAL</b>	<b>2025 CORE BUDGET</b>	<b>2025 ONGOING</b>	<b>2025 ONE-TIME</b>	<b>2025 TOTAL</b>	<b>2026 TOTAL</b>	<b>2027 TOTAL</b>	<b>2028 TOTAL</b>	<b>2029 TOTAL</b>
<u>OPERATING COSTS:</u>										
Operating Expenditures	83,975	83,975	86,757	-	-	86,757	89,331	91,968	94,438	97,223
Contract For Services	20,720	20,720	21,134	-	-	21,134	21,557	21,988	22,428	22,877
Consultant Expenses	20,400	20,400	20,808	-	-	20,808	21,224	21,649	22,082	22,523
<b>TOTAL OPERATING COSTS</b>	<b>125,095</b>	<b>125,095</b>	<b>128,700</b>	<b>-</b>	<b>-</b>	<b>128,700</b>	<b>132,112</b>	<b>135,605</b>	<b>138,948</b>	<b>142,623</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>125,095</b>	<b>125,095</b>	<b>128,700</b>	<b>-</b>	<b>-</b>	<b>128,700</b>	<b>132,112</b>	<b>135,605</b>	<b>138,948</b>	<b>142,623</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
<b>REQUISITION</b>	<b>(120,922)</b>	<b>(120,922)</b>	<b>(124,245)</b>	<b>-</b>	<b>-</b>	<b>(124,245)</b>	<b>(127,657)</b>	<b>(131,150)</b>	<b>(134,493)</b>	<b>(138,168)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.75%	0.00%	0.00%	2.75%	2.75%	2.74%	2.55%	2.73%
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**  
**2025 - 2029 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				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	93,222	96,780	96,780	96,780	96,780	96,780
Planned Purchase	-	-	-	-	-	-
Transfer from/to Ops Budget	-	-	-	-	-	-
Interest Income*	3,557	-	-	-	-	-
<b>Total projected year end balance</b>	<b>96,780</b>	<b>96,780</b>	<b>96,780</b>	<b>96,780</b>	<b>96,780</b>	<b>96,780</b>

\* 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**

## **2025 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **Commission REVIEW**

OCTOBER 2024



**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

<b>Service: 1.538 Saanich Peninsula - Source Control Stormwater</b>	<b>Commission: Saanich Peninsula Waste Water</b>
---	--

	<u>2024</u>
Central Saanich	42.54%
North Saanich	28.84%
Sidney	28.61%
<b>Total</b>	<b><u><u>100.00%</u></u></b>

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

**APPENDIX A**

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST						2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	52,388	52,388	52,006	-	10,000	62,006	53,492	55,006	56,561	58,157
Contract For Services	6,875	6,875	9,092	-	-	9,092	9,265	9,459	9,649	9,841
<b>TOTAL OPERATING COSTS</b>	<b>59,263</b>	<b>59,263</b>	<b>61,098</b>	<b>-</b>	<b>10,000</b>	<b>71,098</b>	<b>62,757</b>	<b>64,465</b>	<b>66,209</b>	<b>67,999</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>59,263</b>	<b>59,263</b>	<b>61,098</b>	<b>-</b>	<b>10,000</b>	<b>71,098</b>	<b>62,757</b>	<b>64,465</b>	<b>66,209</b>	<b>67,999</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,653)	(1,653)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	(657)	(657)	(673)	-	(10,000)	(10,673)	(682)	(716)	(730)	(746)
TOTAL REVENUE	(2,310)	(2,310)	(2,436)	-	(10,000)	(12,436)	(2,445)	(2,479)	(2,493)	(2,509)
<b>REQUISITION</b>	<b>(56,953)</b>	<b>(56,953)</b>	<b>(58,662)</b>	<b>-</b>	<b>-</b>	<b>(58,662)</b>	<b>(60,312)</b>	<b>(61,986)</b>	<b>(63,716)</b>	<b>(65,490)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.8%	2.8%	2.8%	2.8%
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  
2025 - 2029 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				
	2024	2025	2026	2027	2028	2029
<b>Projected year end balance</b>						
Beginning Balance	58,108	59,669	48,996	48,314	47,598	46,867
Planned Purchase	(657)	(10,673)	(682)	(716)	(730)	(746)
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	2,217	-	-	-	-	-
<b>Total projected year end balance</b>	<b>59,669</b>	<b>48,996</b>	<b>48,314</b>	<b>47,598</b>	<b>46,867</b>	<b>46,121</b>

\* 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**

## **2025 BUDGET**

### **L.W.M.P. (Peninsula)**

#### **Commission REVIEW**

OCTOBER 2024

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

<b>Service: 3.720 L.W.M.P. (Peninsula)</b>	<b>Saanich Peninsula Wastewater Commission</b>
--	--

	<u>Operating</u>
Central Saanich	42.90%
North Saanich (*see note below)	16.57%
Sidney	40.53%
<b>Total</b>	<b><u>100.00%</u></b>

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)

**APPENDIX A**

3.720 - LWMP (PENINSULA)	BUDGET REQUEST						2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	34,200	34,200	35,226	-	-	35,226	36,270	37,329	38,418	39,540
<b>TOTAL OPERATING COSTS</b>	<b>34,200</b>	<b>34,200</b>	<b>35,226</b>	<b>-</b>	<b>-</b>	<b>35,226</b>	<b>36,270</b>	<b>37,329</b>	<b>38,418</b>	<b>39,540</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	3.0%	2.9%	2.9%	2.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
TOTAL CAPITAL / RESERVES	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
<b>TOTAL COSTS</b>	<b>57,422</b>	<b>57,422</b>	<b>59,190</b>	<b>-</b>	<b>-</b>	<b>59,190</b>	<b>60,327</b>	<b>61,488</b>	<b>62,672</b>	<b>63,879</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>57,422</b>	<b>57,422</b>	<b>59,190</b>	<b>-</b>	<b>-</b>	<b>59,190</b>	<b>60,327</b>	<b>61,488</b>	<b>62,672</b>	<b>63,879</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
TOTAL REVENUE	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
<b>REQUISITION</b>	<b>(55,214)</b>	<b>(55,214)</b>	<b>(56,870)</b>	<b>-</b>	<b>-</b>	<b>(56,870)</b>	<b>(58,007)</b>	<b>(59,168)</b>	<b>(60,352)</b>	<b>(61,559)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
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  
2025 - 2029 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				
	2024	2025	2026	2027	2028	2029
Beginning Balance	193,985	224,609	248,573	272,630	296,789	321,043
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	23,222	23,964	24,057	24,159	24,254	24,339
Interest Income*	7,403	-	-	-	-	-
<b>Total projected year end balance</b>	<b>224,609</b>	<b>248,573</b>	<b>272,630</b>	<b>296,789</b>	<b>321,043</b>	<b>345,382</b>

**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.

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION  
MEETING OF THURSDAY, OCTOBER 17, 2024**

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**SUBJECT    2024 Saanich Peninsula Liquid Waste Management Plan – Technical Advisory Committee – Terms of Reference Update**

**ISSUE SUMMARY**

This report presents an updated 2024 Saanich Peninsula Liquid Waste Management Plan (SPLWMP) Technical Advisory Committee Terms of Reference.

**BACKGROUND**

The Capital Regional District (CRD) administers the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) under the BC Environmental Management Act on behalf of the Saanich Peninsula local governments. The SPLWMP was approved in 1999 and, despite no major changes in operations or governance, the plan should be reviewed and updated, as necessary.

On October 17, 2019, the Saanich Peninsula Wastewater Commission directed staff to endorse creation of the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee to review the commitments identified in the SPLWMP consolidated version dated December 2011. The review is now underway, following a temporary break during COVID and as staff aligned workplans with local governments.

The 2019 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee (Appendix A) requires minor updates to reflect the committee's current advisory needs and the new corporate template. An updated 2024 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee is attached as Appendix B.

**ALTERNATIVES**

*Alternative 1*

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved.

*Alternative 2*

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be referred back to staff for revisions.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and to provide a point of reference and guidance for the committees and their members. The Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee requires minor updates to reflect the committee’s current advisory needs and the new corporate template.

**RECOMMENDATION**

That the Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved as presented.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: 2019 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee

Appendix B: Updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee

**TERMS OF REFERENCE****SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN  
TECHNICAL ADVISORY COMMITTEE****October 2019**

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The BC Environmental Management Act (EMA) provides a regulatory framework and enables modern environmental management tools to ensure human health and environmental protection in British Columbia.

The EMA allows local/regional governments to develop a Liquid Waste Management Plan (LWMP) for approval by the Minister of Environment. An approved LWMP authorizes a local/regional government to proceed with measures to accommodate existing and future development under a strategy that ensures the management, resource recovery and disposal of treated waste is sufficiently protective of public health and the environment. A LWMP allows the local/regional governments to develop community-specific solutions for wastewater management that meet or exceed existing regulations found in the Municipal Wastewater Regulation.

The original Saanich Peninsula Liquid Waste Management Plan (SPLWMP) was first adopted in 1996 to address public health and environmental issues. The SPLWMP was later amended and consolidated in 2009 and 2011 and included a number of amendments to reflect the current commitments under this plan.

**PURPOSE**

To assist in the review of the SPLWMP, the Saanich Peninsula Wastewater Commission (SPWWC) requested that a Technical Advisory Committee (TAC) be established to review the commitments, as identified in the SPLWMP consolidated version dated December 2011. The TAC will evaluate the technical and regulatory components of the SPLWMP and provide advice and recommendations to the SPWWC and the respective participating jurisdictions regarding planning and priority setting for liquid waste management on the Saanich Peninsula in the coming years. TAC technical and regulatory review will include the following subjects:

- source control program
- reduction of inflow and infiltration to sanitary sewers
- wastewater and marine assessment program
- wastewater treatment and disposal
- water conservation and wastewater recycling
- stormwater quality and surface water resources program
- North Saanich onsite sewage disposal solutions
- commitment performance audits

In addition, the TAC will:

- review the results of the performance audit of the SPLWMP
- identify the gaps or new trends/changes required for the SPLWMP
- develop an action plan to address the commitments of the SPLWMP
- coordinate activities of participants
- report findings and provide advice and recommendations to the SPWWC and participating jurisdictions regarding liquid waste management planning on the Saanich Peninsula

## **COMPOSITION**

Individual members act as a liaison, resource and provide knowledge and expertise on an ongoing basis. The Committee members consist of:

- Manager, Regulatory Services, CRD (chair)
- Manager, Wastewater Engineering and Planning, CRD (vice chair)
- Director of Infrastructure Engineering, District of North Saanich
- Municipal Engineer, District of Central Saanich
- Director of Engineering and Public Works, Town of Sidney
- at the discretion of the Chair/Vice Chair, involve additional staff as required to support the Committee
- referrals to others as and when needed

Invitations to meetings will also be forwarded to representatives of other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority, and Institute of Ocean Sciences).

## **PROCEDURES**

1. The Committee will meet upon request by the Chair/Vice Chair.
2. The agenda will be finalized in consultation between staff and the Committee Chair/Vice Chair, and any Committee member may make a request to the Chair to place a matter on the agenda.
3. Minutes and agendas are prepared and distributed by the Parks & Environmental Services Department, CRD.

## **DELIVERABLES**

The deliverables of the TAC will be:

- produce recommendations to the SPWWC by the Chair and to participating municipalities through their Technical Representatives
- prepare plans/assessments as required to ensure adherence with the SPLWMP and compliance with provincial and federal environmental legislation

*Approved by the Saanich Peninsula Wastewater Commission on October 17, 2019*

## **SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN TECHNICAL ADVISORY COMMITTEE**

### **PREAMBLE**

The BC Environmental Management Act (EMA) provides a regulatory framework and enables modern environmental management tools to ensure human health and environmental protection in British Columbia.

The EMA allows local/regional governments to develop a Liquid Waste Management Plan (LWMP) for approval by the Minister of Environment & Climate Change Strategy. An approved LWMP authorizes a local/regional government to proceed with measures to accommodate existing and future development under a strategy that ensures the management, resource recovery and disposal of treated waste is sufficiently protective of public health and the environment. A LWMP allows the local/regional governments to develop community-specific solutions for wastewater management that meet or exceed existing regulations found in the Municipal Wastewater Regulation.

The original Saanich Peninsula Liquid Waste Management Plan (SPLWMP) was approved in 1999 to address public health and environmental issues. The SPLWMP was later amended and consolidated in 2009 and 2011 and included a number of amendments to reflect the current commitments under this plan.

The CRD is responsible for reviewing and overseeing the SPLWMP on behalf of the CRD and the local governments. SPLWMP governance is overseen by the Saanich Peninsula Wastewater Commission (SPWWC) and both the Capital Regional District (CRD) and local governments have responsibility for service delivery under the plan. The SPWWC requested that a Technical Advisory Committee (TAC) be established to review the commitments, identified in the SPLWMP consolidated version dated December 2011.

The Committee's official name is to be:

### **Technical Advisory Committee**

#### **1.0 PURPOSE**

- a) The mandate of the Committee is to assist in the review and make recommendations to the SPWWC regarding the SPLWMP.
- b) The Committee will evaluate the technical and regulatory components of the SPLWMP and provide advice and recommendations to the SPWWC and the respective participating jurisdictions regarding planning and priority setting for liquid waste management on the Saanich Peninsula in the coming years. Technical and regulatory review will include the following subjects:

- sanitary and stormwater source control program
- reduction of inflow and infiltration to sanitary sewers
- wastewater and marine human health and environment assessment program
- wastewater treatment and disposal
- water conservation and wastewater recycling
- stormwater quality and surface water resources program
- onsite sewage disposal
- performance audits commitments

In addition, the Committee will:

- review the results of the performance audit of the SPLWMP
- identify the gaps or new trends/changes required for the SPLWMP
- develop an action plan to address the current and proposed commitments of the SPLWMP
- coordinate activities of participants
- report findings and provide advice and recommendations to the SPWWC and participating jurisdictions regarding liquid waste management planning on the Saanich Peninsula

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will provide advice and make recommendations to the SPWWC for review, comment and decision.
- b) The term of the Committee will be for the period required to address the matters, as determined by the SPWWC.

## **3.0 COMPOSITION**

- a) The Committee members shall consist of members representing:
  - Manager, Regulatory Services, CRD (chair)
  - Manager, Wastewater Engineering and Planning, CRD (vice chair)
  - Supervisor, Environmental Monitoring Programs, CRD
  - Director of Infrastructure Engineering, District of North Saanich
  - Municipal Engineer, District of Central Saanich
  - Director of Engineering and Public Works, Town of Sidney
  - At the discretion of the Chair/Vice Chair, involve additional staff as required to support the Committee
  - Other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).
- b) The CRD will provide staff responsible for the commitments and oversight of the SPLWMP.
- c) Each local government will nominate a representative to the Committee. Individual members act as a liaison from their respective local governments and provide knowledge and expertise on an ongoing basis.

- d) Invitations to sit as TAC members will also be forwarded to representatives of other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).
- e) All TAC member nominations will be forwarded to the Capital Regional District Board for appointment.

#### **4.0 PROCEDURES**

- a) The Committee will meet upon request by the Chair/Vice Chair.
- b) The agenda will be finalized by the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda; and
- c) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Environmental Protection (CRD) will act as a liaison to the committee;
- b) Action items and agendas are prepared and distributed by the CRD Environmental Protection division.

Approved by \_\_\_\_\_ on \_\_\_\_\_