

## Appendix E:

Regional Liquid Waste Advisory Committee Terms of Reference, Membership List  
and Meeting Minutes



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## **Terms of Reference**

**March 2008**

### **Regional Liquid Waste Advisory Committee**

#### **Purpose**

The primary role of the Regional Liquid Waste Advisory Committee (RLWAC) will be to advise the Board on the review and implementation of its Liquid Waste Management Plan (LWMP). The RDN's original LWMP was approved by the Province in 1997.

#### **Committee Roles and Responsibilities**

The RLWAC will:

- Provide recommendations to the Board regarding programs and policies relating to liquid waste management;
- Liaise between their constituents or organizations and the RDN by providing feedback to the RDN and increasing awareness of liquid waste issues;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the RDN's LWMP;
- provide input and feedback on the amendment of the LWMP;
- review reports prepared by the RDN or its consultants;
- review and become familiar with the existing liquid waste management system in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the LWMP and its implementation; and
- make recommendations to increase the effectiveness of the LWMP.

#### **Membership Criteria/Selection**

The committee will consist of 22 members. Members will be selected by the Board through an application process. Membership representation will be as follows:

2 members	Business (e.g. Septage Haulers / On-Site Septic System Contractors – 1 north / 1 south)
2 members	Environment Community (e.g. Georgia Strait Alliance)
4 members	General Public (2 north / 2 south)
4 members	RDN Board (representative of municipalities, electoral areas, north and south)
4 members	Municipal staff (Nanaimo, Parksville, Qualicum Beach and Lantzville)
1 member	Ministry of Environment
1 member	Environment Canada
1 member	Department of Fisheries and Oceans
1 member	Central Vancouver Island Health Unit
2 members	First Nations

Membership may be changed as needs or issues arise and other organizations may be called on such as Ministry of Transportation and Islands Trust. The application for committee membership will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in liquid waste issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to liquid waste issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

### **Term**

Members will be appointed by the RDN Board for the duration of the LWMP review expected to last 18 to 24 months. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process.

In general, there will be monthly meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

### **Decision Making**

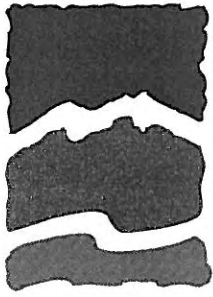
Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

RLWAC meetings will be open to the public, however non-RLWAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegates request to speak to the committee will be at the discretion of the committee.

### **Chairperson**

The chair will be one of the RDN Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.

- NS  
- SDP  
- file



REGIONAL  
DISTRICT  
OF NANAIMO

February 15, 2008

File No.: 5345-30

Chief Viola Wyse  
Snuneymuxw First Nation  
668 Centre Street  
Nanaimo, BC  
V9R 4Z4

Dear Chief Wyse:

**Re: Regional District of Nanaimo Liquid Waste Advisory Committee**

The Regional District of Nanaimo is embarking on a review of our Liquid Waste Management Plan (LWMP). To assist in the review the RDN has formed the Regional Liquid Waste Advisory Committee (RLWAC).

The LWMP review will include a review of source control programs, stormwater management, sewer service area strategies, programs for on-site disposal systems, innovative treatment and re-use opportunities, and other liquid waste management issues and initiatives.

The review will also consider the LWMP in the context of Official Community Plans and the Regional Growth Strategy.

The RDN respectfully invites Snuneymuxw First Nation representation to a position on the committee. If SFN wishes to participate in the review process, please advise us by March 14, 2008 as to your appointed representative. The Committee will be meeting in April and agenda materials will be forwarded in advance to committee representatives.

Questions on the review process may be directed to me or to Sean DePol, Manager of Liquid Waste, at 390-6560.

Regards,

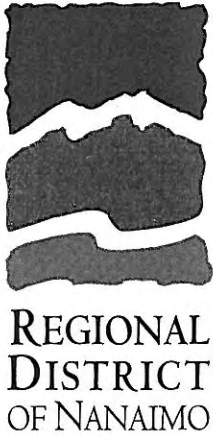
John O. Finnie, P. Eng  
General Manager of Environmental Services

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

- NS  
- SAP  
- file



February 15, 2008

File No.: 5345-30

Chief David Bob  
Nanoose First Nation  
209 Mallard Way  
Lantzville, BC  
V0R 2H0

Dear Chief Bob:

**Re: Regional District of Nanaimo Liquid Waste Advisory Committee**

The Regional District of Nanaimo is embarking on a review of the 1997 Liquid Waste Management Plan (LWMP). To assist in the review the RDN has formed the Regional Liquid Waste Advisory Committee (RLWAC).

The LWMP review will include a review of source control programs, stormwater management, sewer service area strategies, programs for on-site disposal systems, innovative treatment and re-use opportunities, and other liquid waste management issues and initiatives.

The review will also look at the LWMP in the context of Official Community Plans and the Regional Growth Strategy.

The RDN respectfully invites Nanoose First Nation representation on the committee. If NFN wishes to participate in the review process, please advise us by March 14, 2008 as to your appointed representative. The Committee will be meeting in April and agenda materials will be forwarded in advance to committee representatives.

Questions on the review process may be directed to me or to Sean DePol, Manager of Liquid Waste, at 390-6560.

Regards,

John O. Finnie, P. Eng  
General Manager of Environmental Services

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
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RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

## Norum, Shelley

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**From:** Magnan, Alain <MagnanA@pac.dfo-mpo.gc.ca>  
**Sent:** Tuesday, September 11, 2007 11:10 AM  
**To:** Schwager, Nadine  
**Subject:** RE: RDN Liquid Waste Advisory Committee

Hi Nadine,

Fisheries and Oceans Canada (DFO) appreciates the offer provided by the Regional District of Nanaimo to take part in the Liquid Waste Advisory Committee. Issues such as stormwater management and volume reduction programs are relevant to the protection and enhancement of fish and fish habitat. Unfortunately, at this time, DFO South Coast Area does not have sufficient resources to effectively take part in this committee. Please provide my regards to the committee and good luck on your endeavours.

Yours truly,

Alain (AI) Magnan, R.P.Bio., CPESC  
Project Assessment Biologist  
Habitat Management  
South Coast  
Fisheries and Oceans Canada  
3225 Stephenson Point Road  
Nanaimo, BC V9T 1K3  
Tel: (250) 756-7021  
Cel: (250) 714-9196  
Fax: (250) 756-7162

Biologist, Evalueateur de projets  
Peches et Oceans  
Gestion de l'habitat  
Cote sud  
3225, chemin Stephenson Point  
Nanaimo (C.-B.) V9T 1K3

-----Original Message-----

**From:** Schwager, Nadine [<mailto:NSchwager@rdn.bc.ca>]  
**Sent:** Friday, September 07, 2007 9:46 AM  
**To:** [rick.morgan@nanaimo.ca](mailto:rick.morgan@nanaimo.ca); [msquire@parksville.ca](mailto:msquire@parksville.ca); [bobweir@qualicumbeach.com](mailto:bobweir@qualicumbeach.com); [spears@lantzville.ca](mailto:spears@lantzville.ca); Hunse, Laura A ENV:EX; [Jean-Francois.Ferry@ec.gc.ca](mailto:Jean-Francois.Ferry@ec.gc.ca); Magnan, Alain; [glenn.gibson@viha.ca](mailto:glenn.gibson@viha.ca)  
**Cc:** [john.elliott@nanaimo.ca](mailto:john.elliott@nanaimo.ca); GO'Rourke@parksville.ca; [twyla@lantzville.ca](mailto:twyla@lantzville.ca); [randy.alexander@gov.bc.ca](mailto:randy.alexander@gov.bc.ca); Lee, Clair; De Pol, Sean  
**Subject:** RDN Liquid Waste Advisory Committee

The RDN is embarking on a review of the 1997 Liquid Waste Management Plan (LWMP) and is forming the Regional Liquid Waste Advisory Committee (RLWAC).

The LWMP review will include a review of:

- source control programs
- volume reduction programs
- stormwater management
- odour control programs
- rural area issues
- sewer service area strategies
- applicability of package sewage treatment plants
- programs for on-site disposal systems
- applicable legislation and criteria
- innovative treatment and re-use opportunities
- implementation schedules, costs and financing

The review will also look at the LWMP in the context of the Official Community Plans and the Regional Growth Strategy.

The RDN has allocated a position on the committee to a member of your staff. The Terms of Reference have been attached. Please forward us a letter, fax or email indicating who you are appointing to the committee by Monday, September 24, 2007. The RDN Board will make official appointments to the Committee at the next Board meeting.

<<Terms of Reference.pdf>>

***Nadine Schwager, AScT***

Liquid Waste Coordinator  
Environmental Services  
Regional District of Nanaimo  
Phone: (250) 390-6560  
Direct Line: (250) 390-6564  
Fax: (250) 390-1542  
[nschwager@rdn.bc.ca](mailto:nschwager@rdn.bc.ca)  
[www.rdn.bc.ca](http://www.rdn.bc.ca)



***The first local government in British Columbia to be ISO 14001 Registered for Environmental Management***



**REGIONAL DISTRICT OF NANAIMO**

**ACTIVE REGIONAL LIQUID WASTE  
ADVISORY COMMITTEE MEMBERS**

**Regional District of Nanaimo Board**

- 1) Director Bill Bestwick, Chair (City of Nanaimo)
- 2) Director George Holme (Electoral Area E; former Chair)
- 3) Director George Anderson (City of Nanaimo)
- 4) Director Brian Dempsey (District of Lantzville)

**Business Community**

- 1) Michelle Jones (north)
- 2) Blair Nicholson (south)

**Environment Community**

- 1) Christianne Wilhelmson, Georgia Strait Alliance
- 2) Vacant

**First Nations**

- 1) James Wesley, Snuneymuxw First Nation
- 2) Vacant

**General Public**

- 1) Douglas Anderson (south)
- 2) Frank Van Eynde (north)
- 3) Vacant
- 4) Vacant

**City of Nanaimo**

John Elliot

**City of Parksville**

Vaughn Figueira

**Town of Qualicum Beach**

Bob Weir

**District of Lantzville**

Fred Spears

**Ministry of Environment**

Kirsten White

Baljeet Mann (alternate)

**Environment Canada**

James Arnott

**Vancouver Island Health Authority**

Gary Anderson

Glenn Gibson (alternate)

**Department of Fisheries and Oceans**

Vacant (declined)

## **PAST REGIONAL LIQUID WASTE ADVISORY COMMITTEE MEMBERS**

### **Regional District of Nanaimo Board**

Director Bill Holdom (City of Nanaimo)  
Director Joe Burnett (Electoral Area A)  
Mayor Teunis Westbroek (Town of Qualicum Beach)  
Director Merv Unger (City of Nanaimo)  
Director Sandy Herle (Parksville)

### **General Public**

Gary Tuyls (North)  
Karen Limin (South)

### **City of Nanaimo**

Trevor Cooke  
Rick Morgan  
Tom Hickey

### **City of Parksville**

Mike Squire  
Al Metcalf  
Gary O'Rourke

### **Ministry of Environment**

Laura Hunse  
Blake Medlar  
Bryce Watson

### **Environment Canada**

Julia Brydon  
Jean-Francois Ferry  
Snehal Lakhani

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, FEBRUARY 7, 2008 IN THE RDN BOARDROOM

#### Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Sandy Herle	Director (Parksville)
Merv Unger	Director (Nanaimo)
Laura Hunse	Ministry of Environment
Blake Medlar	Ministry of Environment
Gary O'Rourke	City of Parksville
John Elliot	City of Nanaimo
Fred Spears	District of Lantzville
Gary Anderson	Vancouver Island Health Authority
Gary Tuyls	Public Representative (North)
Karen Limin	Public Representative (South)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Christianne Wilhelmson	Environment Representative

#### Also in attendance:

Sean De Pol	Manager of Liquid Waste
Nadine Schwager	Liquid Waste Coordinator
David Forgie	Associated Engineering
Manjit Herar	Associated Engineering
Carol Mason	Chief Administrative Officer
John Finnie	General Manager of Environmental Services
Wayne Moorman	Manager of Engineering
Mike Donnelly	Manager of Utilities
Paul Thompson	Manager of Long-Range Planning
Bob Swanson	Operations Supervisor
Mike Brophy	Chief Operator, Southern Communities
Harold Halvorson	Chief Operator, Northern Communities
Dennis Trudeau	General Manager of Transportation Services

#### Absent:

Jean-Francois Ferry	Environment Canada
Bob Weir	Town of Qualicum Beach

Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Director Holme called meeting to order at 12:15 p.m.

**OLD BUSINESS**

None

**NEW BUSINESS****a) *Introductions / Opening Remarks***

Sean De Pol introduced himself as the Manager of the Liquid Waste Department for the Regional District of Nanaimo (RDN) and provided opening remarks regarding the Liquid Waste Management Plan (LWMP) review and amendments project.

All meeting attendees were then asked to introduce themselves. When this was complete, Sean De Pol continued.

Sean De Pol stated that the LWMP Review and Amendments process will likely take 12 to 18 months to complete. During this time, approximately 12 discussion papers based off of the existing LWMP will be produced.

Key components of the LWMP include the following:

- Environment
- Development and expansion (service areas)
- Programs
- Capital projects
- Implementation

Why are we conducting this review? The existing LWMP was approved in 1999. Since this time changes related to the plan have occurred. The LWMP makes reference to provincial and federal regulations as well as the RDN's Regional Growth Strategy and Official Community Plans. Many of these references need to be updated. As well, new programs, policies and technologies not currently in the plan will be examined. Some of the areas that will be looked at include innovative technologies, service strategies, packaged sewage treatment systems and on-site septic systems.

All Liquid Waste Advisory Committee (LWAC) Meetings will be open to the public. However, the public will normally not be allowed to speak to the LWAC directly. Any comments/feedback from the public must be received through their LWAC representative.

**b) *Liquid Waste Department Overview***

Nadine Schwager provided an overview of the Liquid Waste Department including the following:

- Municipalities and Electoral Areas that make up the RDN.
- Municipalities are responsible for operating collection systems in their respective areas.
- The RDN is responsible for 20 pump stations, four wastewater treatment facilities and two septage-receiving facilities.
- Effluent is discharged to surface water via four marine outfalls.

- Biosolids are reused as part of the Forest Fertilization Project at Malaspina College.
- Sewer Use Bylaw.
- RDN's Environmental Management System – ISO 14001 Registered.
- Benchmarking.

Gary Tuyls asked if receiving environment monitoring is done at the outfalls. Nadine Schwager stated yes. *Nadine Schwager to provide information on receiving environment monitoring requirements for next meeting.*

**c) *Liquid Waste Management Plan Overview***

LWMP planning horizon is typically 20 years. This time frame is necessary so that changes in technology and effluent criteria are addressed.

*RDN (Nadine Schwager) to publicly advertise the LWMP review in Electoral Area Updates, Regional Perspectives and post a list of LWAC members and their areas of representation.*

RDN's LWMP was completed in 1997 and approved in 1999. The approved LWMP is being reviewed to address current issues and policies. The process will involve input and consensus building from all committee members.

**d) *Discussion Paper No. 1 – Review of Existing Conditions***

Overview of Discussion Paper No. 1:

- Existing service areas for each treatment plant.
- Potential future service areas.
- Capacities of the treatment plant.
- Effluent quality and flow requirements for each treatment plant based on approved Operational Certificates or discharge permits.
- Milestone dates for scheduled treatment plant upgrades.

David Forgie explained what the Canadian Council of Ministers of the Environment (CCME) is. CCME is working towards establishing a uniform level of treatment that, when approved, would be mandated across Canada. Environment Canada would be the regulating body through a revised Fisheries Act Regulation. Currently each province sets its own wastewater treatment requirements and as such, there is much variability from province to province. Jean Francois Ferry is a representative from Environment Canada (but was not in attendance).

*David Forgie to forward Nadine Schwager information received from Jean Francois Ferry pertaining to Environment Canada's General Guidance for Technical Advisory Committees in BC Developing LWMP. Nadine Schwager to circulate document to the LWAC.*

David Forgie discussed service areas and potential development areas in Greater Nanaimo, French Creek, Nanoose, and Duke Point.

As a group, the LWAC will need to decide what will occur in the RDN and over what time frame.

Nadine Schwager pointed out that no effluent is sent to the golf course from Nanoose. *Associated Engineering to correct the PowerPoint slide and Discussion Paper.*

David Forgie discussed design capacities of the treatment plants and average daily flows.

David Forgie explained what “BOD” and “TSS” are. BOD is an acronym for Biochemical Oxygen Demand. TSS is an acronym for Total Suspended Solids.

- BOD is a laboratory measurement of wastewater strength. It is one of the main indicators of the quantity of pollutants present. BOD is a parameter used to measure the amount of oxygen that will be consumed by micro organisms during the biological reaction of oxygen with organic materials. Typically, wastewater coming into a treatment plant has a BOD range from 180 to 250 mg/L. Effluent requirements are typically less than 45 mg/L BOD.
- TSS is a water quality measurement in which the quantity of suspended solids present is measured by filtering the wastewater through a membrane filter (1.2-um pore size). In wastewater, it is one of the main indicators of the quantity of pollutants present. Typically, wastewater coming into a treatment plant has a TSS range from 180 to 250 mg/L. Effluent requirements are typically less than 45 mg/L TSS.

David Forgie then discussed upcoming discussion papers.

- Discussion Paper No. 2 – Policies Regarding On-site Treatment
- Discussion Paper No. 3 – Policies Regarding Connection of New Subdivisions and Policies Regarding Developer Installed Package Treatment Plants.

Blake Medlar explained that package treatment plants could be beneficial because many developers are treating the wastewater to higher standards so that it may be reused for toilet flushing, etc. with excess treated effluent being conveyed to a major wastewater treatment plant.

David Forgie then discussed future discussion papers:

- Determination of remaining treatment capacities at the existing treatment plants including capacity to accept additional service populations and need to increase capacity sooner than previously established milestones.
- Investigation of current issues including existing flows to treatment plants compared to established capacity, ability of treatment plants to meet effluent requirements under current flow regime, and estimated existing and future service populations.
- Estimation of the costs to develop treatment plant upgrades including capital costs (based on previous studies), O&M costs (based on previous studies), and revised time line for upgrades and expenditures.

David Forgie then discussed future LWMP steps which will include the following:

- LWAC meetings to review/discuss discussion papers over the next 12 to 18 months.
- Presentation of summary report to RDN Board.
- Public Information Meeting to present findings of this LWMP review to the public.
- Submission of the LWMP review report to the Ministry of Environment.

Blake Medlar added that the amount of public input required would be determined as we move through this LWMP review process. John Finnie stated that there would be likely more than one public information meeting, possibly in different venues throughout the RDN, i.e. north and south.

*Nadine Schwager will look into posting discussion papers on the RDN website so that they are accessible to the public. Also to post information on committee members, meetings, presentations, and background information on wastewater treatment.*

Christianne Wilhelmson stated that, according to a CRD poll, the public like to receive information via the mail and internet. *Christianne Wilhelmson will provide Nadine Schwager with the reference document.*

Sandy Herle recommended that all acronyms used in the discussion papers and presentations be defined so that everyone understands what is being discussed. *Associated Engineering will provide a handout with acronyms and definitions with discussion papers.*

*David Forgie to provide Nadine Schwager with a copy of "Wastewater Basics" which could be distributed to the LWAC and posted to the RDN website. David Forgie to do a brief presentation on "Wastewater Basics" at the next meeting.*

**e) LWAC Meeting Structure**

Meetings to be held on Thursdays.

*Nadine Schwager will print and distribute agendas. LWAC members are to bring their own copy of the discussion paper (limited copies available at meeting to conserve paper).*

Nadine Schwager will post information, as required, on the RDN website.

Gary O'Rourke asked what the role of the LWAC is. David Forgie responded that the LWAC's role is to provide input, not necessarily technical, but feedback from those they are representing. The objective of the meetings is to discuss the issues and then come to a consensus agreement regarding a plan of action. Intent is not to rewrite the existing LWMP – just to review and revise it, as required, based on current issues and policies.

Merv Unger asked if tours of the wastewater treatment facilities would be available. The RDN responded that they would be happy to provide tours of the facilities for interested LWAC members. *Nadine Schwager to organize tours.*

Douglas Anderson asked if stormwater would be assessed. Sean De Pol stated that stormwater management; volume reduction, etc. will be looked at. John Finnie stated that the Board's directive is to look at stormwater.

Christianne Wilhelmson asked if the possibility of digesting liquid and organic solid waste together would be addressed in this review. Sean de Pol stated that only liquid wastes would be looked at, organic solid waste is currently part of another diversion project.

Gary Tuyls asked if there are any combined sewer systems in the RDN. Sean De Pol stated that there are no combined sewers. However, there is inflow and infiltration occurring during storm events.

Blair Nicholson commented on the CRD's sewer-use bylaw and how the RDN does not have anything like it to check to see if restaurant owners are doing their part to maintain grease traps, etc.

Douglas Anderson asked how the discussion process would take place. David Forgie explained that each LWAC member is to read the discussion paper(s) prior to attending the meeting. At the meeting, a brief presentation on the discussion paper will be made. Following the presentation, there will be a period for open discussion and consensus building.

#### **NEXT MEETING**

Next meeting is scheduled for Thursday, April 3, 2008 at 12 p.m., RDN Committee Room (during meeting March 20 was proposed as the next meeting, but has since been changed).

#### **ADJOURNMENT**

Director Holme adjourned the meeting at 2 p.m.



**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE**  
**LIQUID WASTE ADVISORY COMMITTEE**  
**LIQUID WASTE MANAGEMENT PLAN REVIEW**  
**HELD ON THURSDAY, APRIL 3, 2008**  
**IN THE RDN COMMITTEE ROOM**

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Sandy Herle	Director (Parksville)
Merv Unger	Director (Nanaimo)
Laura Hunse	Ministry of Environment
Gary O'Rourke	City of Parksville
Bob Weir	Town of Qualicum Beach
John Elliot	City of Nanaimo
Fred Spears	District of Lantzville
James Wesley	Snuneymuxw First Nation
Gary Anderson	Vancouver Island Health Authority
Gary Tuyls	Public Representative (North)
Karen Limin	Public Representative (South)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Christianne Wilhelmson	Environment Representative

**Also in attendance:**

Sean De Pol	Manager of Liquid Waste, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

**Absent:**

Jean-Francois Ferry	Environment Canada
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Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Director Holme called meeting to order at 12:15 p.m.

**INTRODUCTIONS**

Introductions were made around the table as new members have joined the committee.

**APPROVAL OF AGENDA**

MOVED Joe Burnett, SECONDED Karen Limin, that the agenda be approved.

CARRIED

## **MINUTES**

MOVED Joe Burnett, SECONDED Michelle Jones, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of February 7, 2008 be adopted.

CARRIED

### **LWMP Review Process / Role of the Committee**

Sean De Pol gave an overview of the steps involved in the LWMP Review Process and the role of the committee, emphasizing the need for input from committee members.

### **WASTEWATER BASICS**

Members were provided with a report by Associated Engineering entitled “Wastewater Basics” and Dave Forgie gave a powerpoint presentation explaining the topic and recognized that the subject matter was very familiar to some committee members and was not familiar to others. Members were encouraged to read the report prior to attending the May 1<sup>st</sup> tour of the Pollution Control Centres.

### **RECEIVING ENVIRONMENT MONITORING**

Nadine Schwager explained that receiving environment monitoring requirements are included in permits and operations certificates but that these requirements vary at each plant. Monitoring is being carried out at Duke Point Pollution Control Centre at present and the requirements for the other three plants will be resolved with the Ministry.

### **PUBLIC CONSULTATION PLAN / WEBSITE**

Nadine Schwager provided the members several handouts including the Public Consultation Plan. Ms. Schwager noted that the plan has been approved by the Board and that the new webpages will be available on the website within one day. An updated membership list will also be available on the website, however no contact information will be provided there; an email address ([lwmp@rdn.bc.ca](mailto:lwmp@rdn.bc.ca)) has been created and all enquiries to members will go through this address and be forwarded on to members by Ms. Schwager. It was noted that the committee is still in need of an additional Environment Representative as well as an additional Public Representative (North).

### **POLLUTION CONTROL CENTRE TOURS**

An itinerary for the Pollution Control Centre tours scheduled for May 1<sup>st</sup> was distributed and members were asked to notify Ms. Schwager if they are unable to attend. George Holme indicated he will not be attending the tour.

### **DISCUSSION PAPER #2 – ON-SITE TREATMENT SYSTEM ISSUES**

Group discussion centered around on-site treatment systems; it was confirmed that the new sewage regulations do not require RDN to have an active role in monitoring systems but the RDN may need to look at expanding their role. Laura Hunse said that if the RDN were to take on this role bylaws must be in place within the LWMP.

Gary Anderson explained the application process at VIHA. Applications are not refused but if VIHA has a concern about an application it is forwarded to APEGBC (Association of Professional Engineers and Geoscientists of BC) or ASTTBC (Applied Science Technologists & Technicians of BC). In situations where there is a health hazard reported, a field visit is made and if necessary an Order to Repair is issued.

VIHA cannot act until there is an actual health hazard. Homeowners are responsible to contact an authorized person for design and installation and are required to keep a maintenance log of pumpouts. Mr. Anderson suggests approximately 50 Orders to Repair were issued in 2007; it is a fairly regular process.

Sean De Pol stated that Pump and Haul systems in the RDN are considered a long term solution and if this focus is to change to a temporary solution, not to accommodate development, bylaw changes would be required. The RDN Pump and Haul Bylaw does not govern whether or not a holding tank can be installed, but governs the rate charged for disposal as a significant discount is provided for properties with a valid Pump and Haul permit. There are currently 49 active Pump and Haul permits in the RDN with a number of these being on raw land.

The committee discussed several options for installation and maintenance programs of new on site systems as well as maintenance programs for existing systems. The following points were discussed:

- ◆ Greywater – is considered sewage, treated the same as hazardous water and not permitted for irrigation.
- ◆ There are 12,000 on-site systems in the RDN (*Nadine Schwager will do further research to verify number*)
- ◆ Take action when systems fail – monitor that maintenance is completed.
- ◆ On site inspections usually requested only for house sales and not for general maintenance. (*Blair Nicholson will provide a report on how many inspections his company does on property transfers and how many actually fail*). Mr. Nicholson added that the average price of an inspection is \$249 including a video and approximately \$300 for a pumpout.
- ◆ RDN covenants are being registered on new subdivision properties for maintenance of systems.
- ◆ As a group – where should we be permitting on-site? Where should we prevent or deny subdivisions?
- ◆ VIHA covenants are being registered to protect areas on new properties to allow for placement of septic tanks and drain fields – developers are being asked to show primary and secondary sewage disposal sites for each lot. If a Type 1 system is not suitable for the development property, VIHA will recommend the subdivision does not proceed.
- ◆ Would a private-private, private-public, or a public-public system be more efficient?
- ◆ What would legal implications be if RDN takes on monitoring role? Do we even have that authority?
- ◆ If private-private – paperwork to be administered by RDN, homeowner to have annual inspection and report goes to RDN. If no report RDN follows up.
- ◆ Downside of RDN not getting involved with additional roles is health and environmental damage.
- ◆ Need to obtain information from Capital Regional District – how did they get to where they are with monitoring? *Blair Nicholson and Nadine Schwager will obtain information from CRD.*

The RDN had presented 3 questions and the following general consensus was reached:

1) What should the RDN's role be in regards to approval / construction of new systems? For time being, RDN's role expected to stay status quo. We shouldn't get involved in this step of the process unless we have to.

2) What purpose should holding tanks / pump and haul serve in the RDN? Should be utilized as a temporary measure until a system is replaced, or a sewer connection is made, not as a long-term solution.

3) What role should the RDN take in maintenance of existing systems? No real consensus reached. Leaning towards private-private, some support for private-public, but question of whether we should

implement a management system at all. More details on options and what we can do to be provided after we see the results of the education program.

The following points about an education program were discussed:

- ◆ Educate the committee first – then educate the public.
- ◆ Focus on education program only - many people would not want more government inspections.
- ◆ Encourage older system owners with a financial incentive.
- ◆ Educate people about the financial consequences of not maintaining system.
- ◆ Include realtors in education program.
- ◆ Education program supported but there is a need for regulations and inspections
- ◆ Wait to get feedback from the education program before deciding on taking on any additional roles.

#### **NEXT MEETING**

Next meeting to be announced. The tour of the pollution control centres is May 1, 2008.

#### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:40 pm.

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, JUNE 5, 2008 IN THE RDN COMMITTEE ROOM

#### Present:

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Merv Unger	Director (Nanaimo)
Julia Brydon	Environment Canada
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Fred Spears	District of Lantzville
Gary Tuyls	Public Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Christianne Wilhelmson	Environment Representative

#### Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
Harold Halvorson	Chief Operator, RDN
Mike Brophy	Chief Operator, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

#### Absent:

Sandy Herle	Director (Parksville)
Gary O'Rourke	City of Parksville
Bob Weir	Town of Qualicum Beach
John Elliot	City of Nanaimo
James Wesley	Snuneymuxw First Nation
Gary Anderson	Vancouver Island Health Authority
Karen Limin	Public Representative (South)

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Director Holme called the meeting to order at 12:10 p.m.

#### INTRODUCTIONS

Three new members, Frank Van Eynde, Kirsten White and Julia Brydon were welcomed and introduced themselves to the committee.

## **APPROVAL OF AGENDA**

MOVED Joe Burnett, SECONDED Merv Unger, that the agenda be approved.

CARRIED

## **MINUTES**

MOVED Frank Van Eynde, SECONDED Joe Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of April 3, 2008 be adopted.

CARRIED

## **MATTERS ARISING FROM THE MINUTES**

Douglas Anderson noted that that the RDN website does not effectively inform viewers that the LWMP is under review. *Nadine Schwager will have the website changed to make this clear to viewers.*

## **ON SITE SYSTEMS, HOLDING TANKS, MAINTENANCE PROGRAMS**

Nadine Schwager gave a powerpoint presentation on follow-up matters from the last LWAC meeting. Ms. Schwager noted that the May 1<sup>st</sup> tour was successful and that approximately half of the committee attended; individual tours can still be arranged on request. A preview of the Septic Education program will be presented at the next LWAC meeting by RDN co-op student, Sara Ellis.

In regard to the powerpoint information, John Finnie clarified that the RDN does not support community sewer outside the Urban Containment Boundary. The policy is for sewer *within* the UCB. *Nadine Schwager, Douglas Anderson and Sean De Pol to follow up for September meeting and have planning staff attend.*

## **DISCUSSION PAPER #3 – POLICIES REGARDING DEVELOPER INSTALLED TREATMENT PLANTS**

Dave Forgie of Associated Engineering (BC) Ltd. provided an overview of Discussions Paper #3. The following questions presented in the Discussion Paper were discussed by the committee:

- ◆ Should the RDN enter into ownership, operation and maintenance of package treatment systems?  
There was consensus that the RDN should enter into ownership, operation and maintenance of package treatment plants.
- ◆ To what degree should the RDN be involved in the operation and maintenance of systems acquired?  
RDN have trained staff and contracting out may be an issue with the Union. The Ministry would work with the RDN in respect of requirements and RDN would apply directly to MOE. If RDN assumes plants when built, the RDN could have involvement in design, construction etc. Developer would sign over plant to RDN as in the case of DPPCC and NPCC. The subdivision process would be the trigger for providing requirements to developer.
- ◆ What standards of wastewater treatment should be established?  
This would be dependent on standards. Start by aiming high; toxic chemicals to be removed from waste streams, aim for heat reclamation. Goal is to make sure it is economical. Public should get an idea of the full picture – what are the benefits (lowering heating costs, etc.)

- ◆ Which wastewater treatment technologies would be acceptable for use?  
Need to be “ahead of the game” with technologies, (ie. awareness of endocrine disrupting chemicals to be considered) the public will demand this.
- ◆ What is the acceptable minimum size of the system?  
Size of system would have to be on a case by case basis. Private companies determined <60 units is not economical. CVRD uses <50 as the guideline with some flexibility. Smaller systems cannot support themselves for instance a 16 unit development would struggle to pay for a system failure. Important to consider the point of discharge; safe point of discharge would be difficult for a 50 or 60 home system.
- ◆ When a developer constructs a system, should there be a requirement to provide additional treatment plant capacity for servicing adjacent existing homes?  
Additional capacity for servicing existing adjacent homes should be required of the developers. Must look at needs of community around subdivision and build in the opportunity for systems to be expandable; not certain who will pay. Latecomer fees may be applicable.

## **OTHER**

*Nadine Schwager will email links to committee members for access to the provincial report on **integrated resource management**.*

John Finnie explained that regional districts’ ability to fund is service area based. The RDN will think about aggregating PTPs into a single service area into which all PTP participants would pay.

Mr. Finnie asked the committee to look ahead to public consultation as the public will be very interested, including those with existing systems.

Mr. Finnie also noted that the RDN has no stormwater systems and needs to **support** better rainwater and stormwater systems in developments.

## **NEXT MEETING**

Next meeting will be held Thursday, September 4, 2008 from 12:00-2:00 pm in the RDN Committee Room

## **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:07 pm.

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, SEPT 4, 2008 IN THE RDN COMMITTEE ROOM

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Merv Unger	Director (Nanaimo)
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Fred Spears	District of Lantzville
Gary Tuyls	Public Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Christianne Wilhelmson	Environment Representative
Doug Glenn	Vancouver Island Health Authority
Sandy Herle	Director (Parksville)
Gary O'Rourke	City of Parksville
John Elliot	City of Nanaimo

**Also in attendance:**

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Paul Thompson	Manager of Long Range Planning, RDN
Sara Ellis	Special Projects Assistant, RDN
Rebecca Graves	Recording Secretary, RDN

**Absent:**

Bob Weir	Town of Qualicum Beach
James Wesley	Snuneymuxw First Nation
Gary Anderson	Vancouver Island Health Authority
Karen Limin	Public Representative (South)
Julia Brydon	Environment Canada
Blair Nicholson	Business Representative (South)
Harold Halvorson	Chief Operator, RDN
Mike Brophy	Chief Operator, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

Note: Action items in minutes are *italicized*.



## **CALL TO ORDER**

Director Holme called the meeting to order at 12:15 p.m.

## **INTRODUCTIONS**

Two new members, Lindsay Dalton and Ellen Hausman, were welcomed and introduced to the committee.

## **APPROVAL OF AGENDA**

MOVED Frank Van Eynde, SECONDED Gary Tuyls, that the agenda be approved.

CARRIED

## **MINUTES**

No motion to adopt minutes from the Regional Liquid Waste Advisory Committee regular meeting of June 5, 2008 due to changes brought forward by Kirsten White (MOE). Minutes to be amended.

CARRIED

## **LWMP OVERVIEW**

Sean De Pol began a powerpoint presentation on the LWMP review process to date. The LWMP review process was described. This was followed by a summary of issues discussed during previous meetings. Included was an overview of facilities, onsite treatment issues, and package treatment plants.

## **ADJOURNMENT**

Meeting was interrupted due to evacuation approx. 12:25 p.m.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
LIQUID WASTE ADVISORY COMMITTEE  
LIQUID WASTE MANAGEMENT PLAN REVIEW  
HELD ON THURSDAY, OCTOBER 2, 2008  
AT OLIVER WOODS COMMUNITY CENTRE**

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Sandy Herle	Director (Parksville)
Merv Unger	Director (Nanaimo)
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority
Fred Spears	District of Lantzville
Gary O'Rourke	City of Parksville
Bob Weir	Town of Qualicum Beach
Gary Tuyls	Public Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Christianne Wilhelmson	Environment Representative

**Also in attendance:**

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Nadine Schwager	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Sara Ellis	Special Projects Assistant, RDN
David Forgie	Associated Engineering (BC) Ltd.
Kelly Bush	Associated Engineering (BC) Ltd.
Bev Farkas	Recording Secretary, RDN

**Absent:**

John Elliot	City of Nanaimo
James Wesley	Snuneymuxw First Nation
Julia Brydon	Environment Canada
Blair Nicholson	Business Representative (South)

Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Director Holme called the meeting to order at 12:25 p.m.

## APPROVAL OF AGENDA

MOVED Frank Van Eynde, SECONDED Joe Burnett, that the agenda be approved.

CARRIED

## MINUTES

MOVED Merv Unger, SECONDED Frank Van Eynde, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of June 5, 2008 be adopted as amended.

CARRIED

MOVED Merv Unger, SECONDED Joe Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of September 4, 2008 be adopted.

CARRIED

## UPDATE AND OVERVIEW

Sean De Pol presented an update and overview of progress to date. Programs will be implemented after the LWMP review is submitted for approval at the end of summer 2009.

Blake Medlar confirmed that the LWMP review will be submitted to the Minister and not to the local Ministry office.

Sean De Pol added that there are several additional discussion papers in the works: cost estimates, integrated resource management (organic and sewer sludge with solid waste).

## DISCUSSION PAPER – SOURCE CONTROL

Lindsay Dalton presented the Discussion Paper on Source Control and asked the committee to consider the overall question “what improvements, if any, should be made to the RDN’s source control program?” The committee discussed the following points:

- ◆ Develop education programs in support of RDN sewer use bylaw #1225.
- ◆ No access to enforcement – should Bylaw 1225 be included in the municipal ticketing bylaw?
- ◆ Important to minimize consumer fatigue relative to conservation messages – work with others; professionals, teachers, community groups.
- ◆ Education is a factor with non-compliance.
- ◆ Non-compliance is more effectively handled by bylaw enforcement than by LW staff.
- ◆ Enforcement should be last resort – it is expensive and time consuming. We have the ability to draw on bylaw enforcement if needed, it is more important to rely on education.
- ◆ *S. De Pol to formalize access to bylaw enforcement.*
- ◆ User fees and application fees for discharging are an option to consider.
- ◆ *N. Schwager and L. Dalton will review the bylaw* (there have only been 4 permits issued this year).
- ◆ Term “compliance” more appropriate than “enforcement”. Enforcement is only one component of compliance; other components are promotion, education and verification.
- ◆ Codes of Practice for industries are a very important tool – allow you to target industries that can cause the most harm; Codes of Practice have not been developed as the budget and staff have not been available.
- ◆ The 1997 LWMP requested a review of Codes of Practice; 2 studies were done and an inventory obtained; *L. Dalton will review this and bring back information to the Committee.*
- ◆ Staffing and resources must be approved by Board if Codes of Practice to be developed.

- ◆ Abbotsford finances the monitoring of source control by charging per BOD, etc. with composite samplers paid for by dischargers.
- ◆ Continue to share knowledge with municipal partners; what are our concerns? What are the concerns of our municipal partners?
- ◆ Consider other partnerships as well; modules are out there for education and information.
- ◆ Chemicals in pharmaceuticals and cosmetics are showing up as a problem in the liquid waste stream.
- ◆ Will the source control program be reviewed on a regular basis? Will there be objectives, measures and target dates to see efficiency?

### **SEPTIC EDUCATION UPDATE**

Sara Ellis thanked the Committee for their comments regarding the Septic Education kits that were previously handed out. The kits will be available at upcoming Open Houses to be held at FCPCC and GNPCC on October 4 and 18 respectively. There will also be workshops presented in late 2008.

Douglas Anderson asked for a box of kits to give out and suggested they be handed out with all RDN building permits, occupancy permits and be promoted by the BC Onsite Wastewater Association who could forward the information to all designers and installers.

Lindsay Dalton informed the Committee that the Capital Regional District is focusing on mandatory servicing regulation and public education; they require proof that septic tanks are pumped out by 2010 or proof of maintenance of an on-site system. Sean De Pol responded that we will focus on septic education and see the results from the CRD's program. John Finnie noted the challenges with a mandatory servicing / pumpout, eg. Access to private property, etc.

### **DISCUSSION PAPER - FLOW & PLANT CAPACITIES**

David Forgie and Kelly Bush of Associated Engineering (BC) Ltd. presented the discussion paper and discussion ensued regarding the future of plant capacities.

### **NEXT MEETING**

Next meeting will be held Thursday, November 6, 2008 from 12:30-2:30 pm at Oliver Woods Community Centre.

### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:25 pm.

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, NOVEMBER 6, 2008 AT OLIVER WOODS COMMUNITY CENTRE

<b>Present:</b>	George Holme	Meeting Chair, Director Electoral Area 'E'
	Joe Burnett	Director Electoral Area 'A'
	Kirsten White	Ministry of Environment
	Blake Medlar	Ministry of Environment
	Fred Spears	District of Lantzville
	Gary O'Rourke	City of Parksville
	Bob Weir	Town of Qualicum Beach
	John Elliot	City of Nanaimo
	Gary Tuyls	Public Representative (North)
	Frank Van Eynde	Public Representative (North)
	Douglas Anderson	Public Representative (South)
	Blair Nicholson	Business Representative (South)
	Michelle Jones	Business Representative (North)
	Christianne Wilhelmson	Environment Representative

#### Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Harold Halvorson	Chief Operator, FCPCC, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
David Forgie	Associated Engineering (BC) Ltd.
Will Wawrychuk	Earth Tech (Canada) Inc.
Bev Farkas	Recording Secretary, RDN

<b>Absent:</b>	Sandy Herle	Director (Parksville)
	Merv Unger	Director (Nanaimo)
	Gary Anderson	Vancouver Island Health Authority
	James Wesley	Snuneymuxw First Nation
	Julia Brydon	Environment Canada

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Director Holme called the meeting to order at 12:30 p.m.

#### APPROVAL OF AGENDA

MOVED Frank Van Eynde, SECONDED Joe Burnett, that the agenda be approved.

CARRIED

## MINUTES

Kirsten White asked that the minutes of the October 2 LWAC meeting be amended to note that the levels of contaminants in the source control bylaw must align with the 2006 version of the Environmental Management Act.

MOVED Joe Burnett, SECONDED Frank Van Eynde, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of October 2, 2008 be adopted as amended. CARRIED

## NEW INTRODUCTIONS

Sean De Pol introduced Harold Halvorson, Chief Operator of the French Creek Pollution Control Centre. Will Wawrychuk of Earth Tech (Canada) Ltd. was introduced to the Committee. Earth Tech is the newly appointed Consulting Engineering firm for the RDN's Liquid Waste Department and will begin its work with the RDN as of January 1, 2009. Associated Engineering (BC) Ltd. will continue to work with the Liquid Waste Management Plan review and will continue to work with the RDN on several projects.

## DISCUSSION PAPER – OPTIONS FOR SECONDARY TREATMENT

Lindsay Dalton introduced the discussion paper by saying that it serves as a point of reference for future discussion, as well as an overview of some of the technology being considered for secondary treatment.

Dave Forgie presented the Discussion Paper on Options for Secondary Treatment (at GNPCC and NPCC) and discussed these options with the Committee. The following points/questions were raised:

- ◆ Review is of existing types of processes – secondary only (Membrane Bio Reactors could be considered tertiary).
- ◆ What option is favoured regarding Integrated Resource Management? The option requiring the least amount of aeration (probably Trickling Filter / Solids Contact)
- ◆ What option produces the most methane? The option with low sludge age and high sludge quantity such as the membrane bioreactor.
- ◆ Need to consider receiving environment – Environmental Impact Study may be required.
- ◆ Environmental Impact Studies have been done for Five Fingers Outfall and for Duke Point.
- ◆ Secondary treatment options can be added onto in future to further increase efficiency – there are several processes for adding on other technologies.
- ◆ Concern re discharging Endocrine Disrupting Chemicals and Pharmaceuticals and Personal Care Products into the ocean. These are in nanograms which suggests low risk discharging into ocean.
- ◆ Membrane bio-reactor the best technology for removal of EDCs and PPCPs, but has high capital and O&M costs.
- ◆ Household detergents – level of phosphorous is the concern here; solution is to encourage the use of low impact products. Education could be helpful in encouraging the use of environmentally friendly detergents.

Blake Medlar noted that the discussion paper should identify dates for upgrades as there are established dates in the Liquid Waste Management Plan. Mr. Medlar also stated that fecal coliforms and turbidity are not “non-applicable” requirements of MSR secondary treatment as identified in the discussion paper.

Christianne Willhelmson asked about the technology selected for the discussion paper. She wondered if ‘modular technology’ and IRM(integrated resource management), were considered.

Dave Forgie replied that the options presented were part of process selection and would also include consideration of IRM.

There are many opportunities for Integrated Resource Management and Earth Tech will be working with the RDN on this. Lindsay Dalton commented that the agenda for the February 2009 meeting will focus on Integrated Resource Management.

Gary Tuyls stated that as a member of the public, he was concerned about the bio-accumulation of endocrine disrupting chemicals and personal care and pharmaceutical products.

Dave Forgie replied that there was little threat of bioaccumulation given the quality of and location of marine discharge.

Doug Anderson asked about the goals and objectives of the liquid waste advisory committee.

*Sean De Pol will bring Terms of Reference for the committee to the next meeting for review.*

*Sean De Pol will review the Environmental Impact Studies (Ministry has a copy of these studies) and will bring them forward to the Committee.*

## **OPEN HOUSE UPDATE**

Ellen Hausman gave a report on the Open House events held at FCPCC on October 4<sup>th</sup> and GNPCC on October 18<sup>th</sup>. The open houses were attended by a total of 167 residents and several community groups gave informative presentations. Tours of the plants were given and attendees came away with greater knowledge of the wastewater treatment process.

## **ODOUR CONTROL**

Sean De Pol and Lindsay Dalton spoke to the ongoing odour control efforts at the treatment plants. Through the Liquid Waste Department's Environmental Management System odour complaints are monitored and addressed immediately. Odour control will remain a priority; the goal is to achieve zero multi-complaint days.

## **MEMBERSHIP**

Lindsay Dalton suggested that the Committee may remain as it is but stated that there is a vacant position on the Committee for a public representative. The position will be posted in the local newspapers in the near future but committee members were encouraged to contact Lindsay if they are aware of anyone who may be interested.

## **OTHER**

Lindsay Dalton informed the Committee that Sara Ellis will be conducting free public workshops on the Septic Education Program; November 24<sup>th</sup> in Nanoose and November 26<sup>th</sup> in Cedar.

It was determined that the Committee is satisfied with current distribution of agenda packages. Additional agenda packages are available by request.

John Finnie commented on the apparent confusion with the Committee – “What is our goal?” Mr. Finnie noted that the approved plan is already in place and the Committee is reviewing the plan, adding that consideration must be given to new programs, new opportunities, new ideas and information to update. *A meeting with the Ministry of Environment re MSR would be very beneficial and should be held very soon.*

#### **NEXT MEETING**

Next meeting will be held Thursday, December 4, 2008 from 12:30-2:30 pm at Oliver Woods Community Centre.

#### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:25 pm.



## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, DECEMBER 4, 2008 AT OLIVER WOODS COMMUNITY CENTRE

<b>Present:</b>	George Holme	Meeting Chair, Director Electoral Area 'E'
	Joe Burnett	Director Electoral Area 'A'
	Merv Unger	Director (Nanaimo)
	Bob Weir	Town of Qualicum Beach
	John Elliot	City of Nanaimo
	Fred Spears	District of Lantzville
	Julia Brydon	Environment Canada
	Blake Medlar	Ministry of Environment
	Gary Tuyls	Public Representative (North)
	Douglas Anderson	Public Representative (South)
	Christianne Wilhelmson	Environment Representative

#### Also in attendance:

John Finnie	General Manager, Environmental Services, RDN
Sean De Pol	Manager of Liquid Waste, RDN
Lindsay Dalton	Liquid Waste Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Sara Ellis	Special Projects Assistant and Recording Secretary, RDN
David Forgie	Associated Engineering (BC) Ltd.

#### Absent:

Gary O'Rourke	City of Parksville
Kirsten White	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority
Frank Van Eynde	Public Representative (North)
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
James Wesley	Snuneymuxw First Nation

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:32 p.m.

#### APPROVAL OF AGENDA

MOVED M. Unger, SECONDED J. Burnett, that the agenda be approved.

CARRIED

#### MINUTES

MOVED M. Unger, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of November 6th, 2008 be approved.

CARRIED

## **DISCUSSION PAPER #7 – COST ESTIMATES FOR UPGRADES**

D. Forgie presented a Discussion Paper on *Cost Estimates for Upgrading/Expanding Treatment Capacity* and discussed options with the Committee. The following points/questions were raised:

- The 1997 LWMP contained costs and timelines for treatment plant upgrades and expansions. As costs of upgrades have increased since 1998, costs needed to be updated to 2008 dollars.
- Approach used available construction cost indices such as Engineering News Records (ENR), Construction Cost Index (CCI) for North America, Seattle and Toronto, and Stats Canada to estimate capital and operation and maintenance costs.
- Secondary treatment of effluent is required for RDN Pollution Control Centres.
- Cost of upgrades, particularly for secondary treatment at GNPCC, are substantial.
- Grant programs will be utilized where possible.
- DCCs are based on historic costs and have not kept pace with current costs.
- FCPCC was built without any provincial or federal grants, consequently the budget for this facility is tight.
- Nanoose upgrade is dependent on increased population, but the decision to upgrade will not be solely based on the population. The MOE and RDN will discuss this in more detail later.
- Staffing levels in the Liquid Waste Department will be contingent upon population increase, facility expansion, and the move to secondary treatment process at GNPCC.
- In response to G. Tuyls question regarding UV disinfection, D. Forgie noted that UV disinfection would not be required for GNPCC expansion to secondary treatment
- Currently 175 connections to the Lantzville system with an additional 400 to be connected. Lantzville has received grant funding for their sewer collection system.
- J. Burnett said that Cedar would be coming online at the end of February 2009. The DPPCC is also at its leveraged capacity. D. Forgie added that DPPCC has UV disinfection.
- B. Medlar noted that the RDN may need to upgrade Operator's certification with the GNPCC upgrade to secondary treatment. B. Weir is concerned that there is a shortage of Operators in the field and B. Medlar replied that this issue should be taken to UBCM.
- Concerns were raised over the capacity of Vancouver Island University to handle biosolids as the amount of sludge increases with secondary treatment. This issue will be looked at in the March 5<sup>th</sup> LWAC discussion paper.

## **UPDATE – ENVIRONMENTAL MANAGEMENT SYSTEM**

S. De Pol gave an overview of the Environmental Management System (EMS). Developed by the International Standards Organization and referred to as ISO 14001, an EMS is a continual cycle of planning, implementing, reviewing and improving of an organization's responsibilities, procedures, processes, and resources to meet its environmental policy and business objectives. The benefits include overall improvement in environmental performance, improved environmental compliance, reduction in actual/potential environmental impacts, and an increase in operating efficiency and control. Information is openly communicated internally, as well as externally through open houses and by request; data and Environmental Management Plans are also available upon request.

Officially registered in 2005, the Regional District of Nanaimo (RDN) was the first local government to achieve ISO 14001 registration in British Columbia.

MOVED Chairman Holme, SECONDED J. Burnett that the committee receive the report on Environmental Management Systems for information.

CARRIED

## UPDATE – BENCHMARKING

S. De Pol spoke about the Benchmarking program that is in place. The National Water and Wastewater Benchmarking Initiative is a program that allows participants to compare and review the performance of their utility against other utilities to identify areas where they are doing well and areas for improvement. The RDN has participated in this program since 2002 and pays \$15,000 annually for its participation. The LWD's consultant, EarthTech/AECOM is responsible for the program.

S. DePol noted that Benchmarking reports exist but have not been taken to the Board to date. J. Finnie added that the reports are comparatives but there are seldom two organizations that are doing everything the same (ie. same programs, same treatment processes). Comparing similar organizations and staffing levels can identify potential improvements. F. Spears noted that Benchmarking serves as a tool for professional development.

MOVED Chairman Holme, SECONDED J. Burnett that the committee receive the report on Benchmarking for information.

CARRIED

## COMMITTEE TERMS OF REFERENCE

S. De Pol discussed the rationale behind the LWMP review: the RDN was encouraged by the Ministry to review the LWMP every 5 years. S. De Pol also discussed the upcoming schedule of discussion papers (schedule in hand-out package); discussion papers focus on key areas of the plan.

Three options were discussed for future LWAC meetings:

1. Keep running the Committee in the same conventional form.
2. Keep running the Committee and have sub-committees to focus on specific areas. There would be a sub-committee leader who puts together Agendas and points of discussion. These sub-committees would meet back with LWAC and summarize their discussions.
3. Keep running the Committee and host workshops on an as needed basis in order to allow LWAC members to discuss issues on a more informal basis. Workshops would be directed by an LWAC member and facilitated by RDN staff.

S. De Pol replied that the workshop would be a less formal setting and would come from the perspective of committee members and not from an RDN or consultant's perspective. RDN would come to the meetings to facilitate and take the ideas to the entire committee. J. Finnie replied that the workshops are an alternate to a sub-committee. People could be pulled in from outside the committee to the workshop.

C. Wilhelmson supports the idea of the workshops. She felt there was a lot of expertise from around the table that can be brought back to the committee. She reminded members that it is about creating a plan together.

The LWMP may need to be reviewed and amended every couple years instead of five. The planning process is slow and things move too fast for the plan to deal with.

*The consensus was that the Committee would move towards a Committee/Workshop format (to be held as needed), and L. Dalton would begin organizing this via email in January 2009.*

**OTHER**

S. Ellis provided an update on the SepticSmart Education Program. Two workshops were hosted in November with a total of 270 people attending. Feedback was positive and more workshops are planned for 2009.

**NEXT MEETING**

Next meeting will be held Thursday, March 5, 2009 from 12:30-2:30 pm at Oliver Woods Community Centre.

**ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:30 pm.

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE**  
**LIQUID WASTE ADVISORY COMMITTEE**  
**LIQUID WASTE MANAGEMENT PLAN REVIEW**  
**HELD ON THURSDAY, MARCH 12, 2009**  
**AT RDN BOARD CHAMBERS**

<b>Present:</b>	George Holme	Meeting Chair, Director Electoral Area ‘E’
	Joe Burnett	Director Electoral Area ‘A’
	Bob Weir	Town of Qualicum Beach
	John Elliot	City of Nanaimo
	Fred Spears	District of Lantzville
	Julia Brydon	Environment Canada
	Kirsten White	Ministry of Environment
	Blake Medlar	Ministry of Environment
	Gary Tuyls	Public Representative (North)
	Blair Nicholson	Business Representative (South)
	Christianne Wilhelmson	Environment Representative

**Also in attendance:**

John Finnie	General Manager, Water and Wastewater Services, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Sara Ellis	Special Projects Assistant, RDN
Mike Donnelly	Manager of Water Services, RDN
Bev Farkas	Recording Secretary, RDN
Paul Lucas	Vancouver Island University
Marise Wickman	Vancouver Island University

**Absent:**

Teunis Westbroek	Director, RDN
Bill Holdom	Director, RDN
Gary Anderson	Vancouver Island Health Authority
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation

Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Chairman Holme called the meeting to order at 12:35 p.m.

**APPROVAL OF AGENDA**

MOVED F. Spears, SECONDED J. Burnett, that the agenda be approved.

CARRIED

## MINUTES

MOVED B. Weir, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of December 4, 2008 be approved. CARRIED

## RDN WATER SERVICES

L. Dalton introduced M. Donnelly, Manager of Water Services for the RDN. Mr. Donnelly discussed the connection between the water and wastewater departments and the common challenges of both departments (*presentation attached*). In the past Water and Wastewater worked without the development of unified goals; Senior government pressures along with increased environmental awareness and climate change will require that those goals be developed jointly in the future. A requirement of the province's Living Water Smart program "purple pipes" (grey water) will be required in all new construction by 2010. L. Dalton noted that is increasingly important for grant applications to draw a link between water use / planning and wastewater production and treatment. It was noted that irrigation has a huge impact on water use and may even double in summer months. Obtaining certification for installation of irrigation systems is important as is education on water conservation.

## BIOSOLIDS

S. DePol introduced P. Lucas and M. Wickman from Vancouver Island University. P. Lucas presented the committee with information regarding the history of the biosolids application project located at Vancouver Island University's 1,000 ha. woodlot. Mr. Lucas described the process involving transporting, storing and applying the biosolids to the woodlot. The program complies with the Ministry of Environment's Organic Matter Recycling Regulations (OMRR). The untreated soil samples and the biosolids are tested for heavy metals and the results are far below the maximum limits for heavy metals as set out in OMRR. P. Lucas encouraged continuation of the project by noting the following points:

- Trees in the area need assistance (biosolids are 3% nitrogen and 97% cellulose) and benefit from biosolids application
- Each section is refertilized every four years
- Everything that is harvested is replanted
- No accidents or incidents at site
- Ministry of Environment audit successful – 2004
- Growing public acceptance of program
- Complaints have dropped from several per year to nil
- Two Registered Provincial Foresters involved in program
- Local economic boost
- Beneficial re-use of biosolids

P. Lucas added that the quality of the wood is not negatively affected – wood below the live green crown is good quality wood. C. Wilhelmson asked if testing was performed for additional substances such as pharmaceuticals. P. Lucas responded that the soil and biosolids are tested for heavy metals and that OMRR does not currently require testing of pharmaceuticals. C. Wilhelmson stated that spreading biosolids is not a long term option as it is too risky as those chemicals will eventually get into the soil. S. DePol added that the risk to on-site septic systems would be comparable. P. Lucas stated that "volatilization" occurs as a portion of the nitrogen evaporates into the air for up to one year. In responding to questions about the inventory of trees on-site, P. Lucas noted that the area is approximately 95% douglas fir, with some western red cedar, offsite hemlock, lodgepole pine and cedar, on a site that has been previously replanted.

S. DePol stated that the Environmental Protection Agency supports biosolid application on forests or farmlands and that the Vancouver Island University site may become a pilot site for Canadian Council of Ministers of the Environment standards on how to manage biosolids

### **ANNUAL MONITORING REPORTS**

E. Hausman provided the committee with a report entitled “Wastewater Services Annual Wastewater Treatment Plant Reports” for their review. It was noted that RDN facilities are generally well within permit levels. GNPCC is affected by wet weather and there is more I&I in wet years. J. Elliot stated that The City of Nanaimo has made progress in line replacements over the past couple years and has installed temporary flow monitors in problematic areas to address this issue.

### **NEXT MEETING**

The Discussion Paper on Integrated Resource Management will be presented at the next meeting and following the meeting, there will be a workshop organizing session. The intent is to develop a format that allows RLWAC members in attendance to freely explore issues of interest to them. The next meeting will be held Thursday May 7, 2009 from 12:30-2:30 at Oliver Woods Community Centre.

### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:50 pm.

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## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, MAY 7, 2009 AT OLIVER WOODS COMMUNITY CENTRE

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Bill Holdom	Director, RDN
Bob Weir	Town of Qualicum Beach
Fred Spears	District of Lantzville
Rick Morgan	City of Nanaimo
Tom Hickey	City of Nanaimo
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
Gary Tuyls	Public Representative (North)
Blair Nicholson	Business Representative (South)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
Christianne Wilhelmson	Environment Representative

**Also in attendance:**

John Finnie	General Manager, Water and Wastewater Services, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Chris Midgley	Sustainability Coordinator, RDN
Ellen Hausman	Environmental Technician, RDN
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN
David Lycon	AECOM
Catherine Dallaire	AECOM

**Absent:**

Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
John Elliott	City of Nanaimo
Gary Anderson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation
Srenal Lakshmi	Environment Canada

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.



## MINUTES

MOVED F. Van Eynde, SECONDED G. Tulys, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of March 12, 2009 be approved. CARRIED

## REPORTS

### Corporate Carbon Neutral (presentation by Chris Midgley)

L. Dalton introduced C. Midgley, Sustainability Coordinator for the Regional District of Nanaimo. C. Midgley gave a presentation on Corporate Carbon Neutral as it relates to Liquid Waste Integrated Resource Management. (presentation attached). Following the presentation, the following points were discussed:

- Cost of selling carbon offsets will be dictated by market; currently CO<sub>2</sub> is valued at \$30/tonne
- Private companies may continue buying offsets rather than reducing emissions, however the cost will increase over time. In addition there will be watchdog organizations and social implications. Currently the private sector is under no obligation to reduce emissions.
- The RDN Source 1 (direct) emissions from the treatment plants are not included in the RDN emissions inventory. This will be addressed in the Climate Change Plan and not in the LWMP.
- It is anticipated that internal offsets within the organization will balance out; this has not yet been clarified.

### Integrated Resource Management (discussion paper)

L. Dalton introduced David Lycon and Catherine Dallaire of AECOM. D.Lycon gave a presentation overview of the Discussion Paper on Integrated Resource Management Opportunities for the RDN, which had been distributed to committee members for review prior to the meeting (presentation attached). Following the presentation, the following points were discussed:

- GNPCC Cogeneration project equipment has been procured and construction is expected to begin this summer.
- AECOM has recommended that the opportunity for co-digestion of organic solid waste and wastewater treatment plant sludge not be considered. Based upon the RDN's Solid Waste Management Plan, the RDN is moving towards a cost-effective, timely and sustainable diversion of organic waste from its solid waste stream.
- GNPCC is not suitable for handling organic solid waste.
- Composting may be a more accepted ecological choice in the public eye.
- Should calculate the value of the current biosolids product applied to forest lands.
- There is an environmental cost in wasting current infrastructure; a cost in wasting what we already have.
- Technology has been around for some time and the RDN has been using some of these technologies for years such as heating buildings and re-using wastewater in treatment plants. The RDN also supplies effluent water for golf course irrigation.
- Important to focus on the fact that RDN has already been doing this; something to be proud of.
- Much of this language is already in the LWMP.
- Emerging contaminants will be considered as more information becomes available.

## **OPEN DISCUSSION**

L. Dalton announced that the committee workshop format would not go forward but invited members to participate in a dialogue and discussion session at each RLWAC meeting. The following topics were addressed:

- Need better sense of how committee input has been integrated - feedback is needed
- Workshops or workgroups could select and research one IRM item and report back to committee.
- Issue of sewage outside municipal boundaries and future village nodes to be discussed at June meeting.
- On-site systems will be revisited at September meeting.
- Important that VIHA and RDN Planning are involved in relevant meetings such as rural servicing and on-site servicing.
- Composting facility being built in Chemainus and will be fully operational in approximately two months; committee will be welcome to attend a tour at that time.
- Draft calendar of LWMP components is available from L.Dalton on request.
- LWMP contains section dealing with marinas and pump out stations. *C.Wilhelmson will provide more information.*

## **NEXT MEETING**

The next meeting will be held Thursday, June 4, 2009 from 12:30 to 3:30 pm at Oliver Woods Community Centre.

## **ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:55 pm.

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## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON FRIDAY, JUNE 19, 2009 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
John Elliott	City of Nanaimo
Mike Squire	City of Parksville
Bob Weir	Town of Qualicum Beach
Fred Spears	District of Lantzville
Gary Anderson	Vancouver Island Health Authority
Gary Tuyls	Public Representative (North)
Blair Nicholson	Business Representative (South)
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)

**Also in attendance:**

Ed Mayne	Director, City of Parksville
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Paul Thompson	Manager of Long Range Planning, RDN
Susan Palmer	Regional Growth Strategy Consultant
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

**Absent:**

John Finnie	General Manager, Water and Wastewater Services, RDN
Bill Holdom	Director, RDN
Teunis Westbroek	Director, RDN
Kirsten White	Ministry of Environment
Blake Medlar	Ministry of Environment
James Wesley	Snuneymuxw First Nation
Srenal Lakshmi	Environment Canada
Frank Van Eynde	Public Representative (North)
Christianne Wilhelmson	Environment Representative
Ellen Hausman	Environmental Technician, RDN

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:35 p.m. G. Holme introduced Susan Palmer, Regional Growth Strategy Consultant and Steve Henderson of Island Timberlands.

## **MINUTES**

MOVED G. Tuyls, SECONDED G. Anderson, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of May 7, 2009 be approved.

CARRIED

## **REPORTS**

### **Regional Growth Strategy**

Paul Thompson, Manager of Long Range Planning gave a presentation (attached to minutes) discussing the Regional Growth Strategy review and noted that while the RGS is an important document as it relates to Wastewater Services in the RDN, the Liquid Waste Management Plan will be relied upon to provide more detail.

### **Rural Areas Discussion Paper**

L. Dalton provided information on the Rural Areas Discussion Paper (attached to minutes) provided to the committee members. The following discussion points were made:

The discussion paper was in relation to Section 3.5, Rural Areas, of the LWMP.

Having intensively reviewed this section of the LWMP, Staff have concluded that this section should be divided into 2 distinct parts: Onsite Systems and Community Sewer in Electoral Areas.

In the presentation, Staff also amended the definitions of Community Sewer and Onsite Systems. Community Sewer is located in designated growth areas and refer to any wastewater treatment system that is owned by the RDN. Onsite Systems are located outside areas designated growth areas and refer to any privately owned type 1, 2, or 3 septic system. The discussion paper will be amended to reflect these changes.

The LWMP supports the RGS and will continue to limit new community sewer systems to those areas determined to be necessary under updated OCPs or to address problem areas (threats to environment or health) in existing development.

Outlined in the existing LWMP is a 3 phase process for assessment and implementation of Community Sewer projects; this section will be updated and will remain in the LWMP.

Community sewer to support desired population densities in designated growth areas or to remedy environmental and health problems are often difficult to implement as they are predicated on a public assent process and require that users pay for service. Hence, community sewer is often cost prohibitive to property owners and developers and is rarely pursued by property owners.

Presently the RDN does not qualify for provincial/federal grant programs as it does not meet the requirement of either a 1-hectare minimum zoning bylaw or a soil analysis:

- A one hectare minimum parcel size bylaw would require updating OCPs and would be a requirement of all properties in the RDN. Such a bylaw would have to be retroactive and amalgamate all historical zoning.
- A soil analysis is cost prohibitive as it would also apply to properties across the whole region, (maps have been prepared). It may be possible to put the onus on property owners proposing development on properties of less than 1 hectare but uncertain if the Ministry would accept this and if it would be eligible for funding.

RDN is arranging a meeting with the Province to discuss a clear definition for funding purposes.

To provide support to property owners with onsite systems, the RDN has the SepticSmart education program. This program has been very well received and is very important to educate owners about basic maintenance of their systems.

Also, \$15, 000 has been allocated to a mandatory septic maintenance program feasibility study.

UBCM has made a motion addressing concerns regarding installing septic systems near wells. In addition a report by Sewerage System Regulations Coalition has been submitted to UBCM.

### **NEW BUSINESS**

S. Henderson, Senior Land Manager, Island Timberlands requested that he be permitted to become a committee member. S. DePol responded that the Terms of Reference for the committee do not permit an additional member in this capacity. As membership was advertised in spring of 2008 it would not be advisable to open up the committee for new members at this time.

### **NEXT MEETING**

The next meeting will be held Thursday, September 3, 2009 from 12:30 to 3:00 pm at the RDN Committee Room.

### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:50 pm.

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G. Holme, Chairman

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, SEPTEMBER 3, 2009 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
John Elliott	City of Nanaimo
Mike Squire	City of Parksville
Bob Weir	Town of Qualicum Beach
Fred Spears	District of Lantzville
Douglas Anderson	Public Representative (South)
Michelle Jones	Business Representative (North)
John Finnie	General Manager, Water and Wastewater Services, RDN
Bill Holdom	Director, RDN
Teunis Westbroek	Director, RDN
Blake Medlar	Ministry of Environment
Bryce Watson	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Frank Van Eynde	Public Representative (North)

**Also in attendance:**

Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Carey McIver	Manager of Solid Waste Services, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

**Absent:**

Joe Burnett	Director Electoral Area 'A'
Blair Nicholson	Business Representative (South)
Gary Tuyls	Public Representative (North)
Gary Anderson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation
Snenal Lakshmi	Environment Canada

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.

#### MINUTES

It was noted that the minutes of the June 19, 2009 Regional Liquid Waste Advisory Committee did not have attachments as stated in the minutes. *The attachments will be forwarded to committee members.*

MOVED F. Van Eynde, SECONDED D. Anderson, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of June 19, 2009 be approved.

CARRIED

## **BUSINESS ARISING FROM MINUTES**

The RDN has met with the Ministry and is working to address moving forward with grants. Presently the RDN does not qualify for any provincial grants due to the 1 hectare rule. In addition, the RDN does not qualify for any federal grants requiring the existence of the 1 hectare rule. G. Holme noted that this issue will be brought forward at UBCM.

## **REPORTS**

### **Church Road Treatment Plant (Presentation – C.McIver)**

C. McIver, Manager of Solid Waste presented information (attached to minutes) discussing the Church Road Transfer Station upgrade and how water and wastewater will be managed at the site. The new buildings will qualify for LEED certification.

### **Volume Reduction (Discussion Paper – A. Bell / AECOM)**

A. Bell reviewed the discussion paper provided to the committee.

RDN operates 4 treatment plants and associated trunk system. The RDN is dependant on municipalities to minimize Inflow and Infiltration (I&I) occurs primarily in the collection system, not trunk the system.

Inflow was described as rainfall dependent. It is characterized by water that is discharged into a wastewater system. Infiltration was described as rainfall and groundwater dependent. It is characterized by water that enters a wastewater system from the ground through pipes or manholes, for example.

I&I can be identified by higher than normal wastewater flows.

In some cases, up to 50% of I&I can come from private sources, ie. from homes and other buildings. Property owners can use several methods to minimize I&I, including using rain barrels and planting rain gardens – both of which are included in the Team Watersmart education program.

The RDN has a flow monitoring program in place; no significant I&I issues have been identified in the RDN trunk system.

Each of the Municipalities provided an overview of I&I in their systems. Key points are as follows:

The City of Nanaimo has an extensive flow monitoring program and is working to remedy known problem areas.

The District of Lantzville has a new collection system and should have minimal I&I.

The City of Parksville has installed a flow meter and a weather station to monitor I&I and steps are being taken to address I&I issues.

The Town of Qualicum Beach is working to identify and address sources of I&I.

It was recommended that the RDN and partner municipalities establish workshops dedicated to collaboratively resolving I&I problems.

### **Guiding Principles (Presentation – L. Dalton)**

L. Dalton reviewed the Statement of Regional Objective and Guiding Principles as provided to the committee and asked members to contact her with their feedback.

In response to the question if our Wastewater Services department was going in the same direction as the Solid Waste Services department regarding buildings, it was stated that 10% of the effluent from FCPCC goes to irrigate the Morningstar Golf Course during summer months and the GNPCC has just tendered a co-generation project which will see biogas (methane from sludge) burned to produce enough electricity to power the facility.

The availability of grants to support future similar projects will be sought as promoting integrated systems may be the only way to obtain grants.

With respect to the guiding principle “Responsibilities to Our Environment” it was noted that our goal should be to cause no harm to the environment.

### **Schedule Update (L. Dalton)**

L. Dalton presented the committee with the updated schedule for upcoming RLWAC meetings (attached to minutes). Following the February 2010 discussions will take place regarding public consultation.

### **OTHER**

B. Medlar introduced Bryce Watson who will be representing Ministry of Environment while Kirsten White is on maternity leave.

### **NEXT MEETING**

The next meeting will be held Thursday, November 5, 2009 from 12:30 to 3:00 pm at the RDN Committee Room.

### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:15 pm.

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G. Holme, Chairman



## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, NOVEMBER 5, 2009 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbrook	Director, RDN
Bob Weir	Town of Qualicum Beach
Fred Spears	District of Lantzville
Bryce Watson	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Blair Nicholson	Business Representative (South)
Frank Van Eynde	Public Representative (North)
Gary Tuyls	Public Representative (North)
Trevor Cooke	City of Nanaimo

**Also in attendance:**

Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

**Absent:**

Bill Holdom	Director, RDN
John Elliott	City of Nanaimo
Mike Squire	City of Parksville
John Finnie	General Manager, Water and Wastewater Services, RDN
Snenal Lakshmi	Environment Canada
Blake Medlar	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.

#### MINUTES

MOVED F. Van Eynde, SECONDED T. Westbrook, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of September 3, 2009 be approved. CARRIED

## REPORTS

### **LWMP Format (Presentation – L. Dalton)**

L. Dalton noted that the committee has now gone through the review process of the LWMP and it is time to create a revised plan. L. Dalton introduced the new format for the Liquid Waste Management Plan. The new format will mirror the environmental management program entries that are part of the environmental management system. This will allow for continual improvement of the Liquid Waste Management Plan and, once approved, the revised LWMP will be kept current through both internal and external audits. Following the completion of the review process, L. Dalton explained the intent to continue the Regional Liquid Waste Advisory Committee, into the future, following an update to the Terms of Reference.

### **Community Wastewater Systems (Presentation – L. Dalton)**

Suggestions were made for rewording portions of the Community Wastewater System presentation. *L. Dalton will review and make changes as necessary.*

It was noted that using assessed values is not an effective method for dealing with some environmentally threatened properties. S DePol responded that DCC's or capital charges are used.

### **Private Systems (Presentation – L. Dalton)**

The committee reviewed the presentation and discussed the following:

- VIHA filings are received by the RDN; these properties can be entered into a database to monitor private systems from this point forward, however historical records to date are not reliable.
- RDN will have the ability to collect information on the location of effluent when haulers discharge at septage disposal sites.
- RDN has the ability to require mandatory tank inspections by haulers.
- First year of mandatory pumpouts has been completed at CRD and was successful.
- New Pump and Haul bylaw to be prepared as Pump and Haul is not a sustainable way to manage wastewater on site.

## NEW BUSINESS

L. Dalton informed the committee that two successful open houses took place in October at FCPCC and GNPCC with a total of 144 residents attending.

S. DePol advised that a *tour will be arranged in the New Year for the Liquid Waste Advisory Committee and Regional Solid Waste Advisory Committee members to visit a composting facility* in the Comox/Courtenay area which accepts biosolids. B.Nicholson also indicated a desire to arrange a tour to a new composting plant in Chemainus run by Coast (VI) Environmental Ltd.

## NEXT MEETING

The next meeting will be held Thursday, January 7, 2010 from 12:30 to 3:00 pm at the RDN Committee Room.

**ADJOURNMENT** Chairman Holme adjourned the meeting at 1:20 pm.

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G. Holme, Chairman

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, FEBRUARY 4, 2010 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
Bob Weir	Town of Qualicum Beach
Al Metcalf	City of Parksville
Fred Spears	District of Lantzville
John Elliott	City of Nanaimo
Bryce Watson	Ministry of Environment
Blake Medlar	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Blair Nicholson	Business Representative (South)
Frank Van Eynde	Public Representative (North)
Gary Tuyls	Public Representative (North)

**Also in attendance:**

John Finnie	General Manager, Water and Wastewater Services, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

**Absent:**

Bill Holdom	Director, RDN
Srenal Lakshmi	Environment Canada
Gary Anderson	Vancouver Island Health Authority
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.

#### MINUTES

MOVED T. Westbroek, SECONDED F. Van Eynde, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of November 5, 2009 be approved. CARRIED

## REPORTS

### LWMP Review

L. Dalton reviewed the Liquid Waste Management Plan (LWMP) review process and encouraged the committee members to continue providing feedback and input.

T. Westbroek asked how the goals of the 2010-2012 Board Strategic Plan were incorporated into the Liquid Waste Management Plan. L. Dalton advised the committee that the LWMP reflects RDN Board goals and strategies; a copy of the RDN's "Integrated Solutions for a Sustainable Future" will be available on the RDN's website, anyone requiring a hard copy was encouraged to contact L. Dalton.

### Source Control Program (L. Dalton)

L. Dalton reviewed the chapter on Source Control. The objective of the Source Control Program is to "improve the quality of influent by reducing, or eliminating contaminants at their source". Comments on the Source Control chapter were as follows:

- Sewer Use Bylaw 1225 may undergo updating and review in 2011.
- It was proposed that Staff engage municipalities in discussions to develop municipal bylaws that are the same as Sewer Use Bylaw 1225.
- Bylaw enforcement using enforcement officers may only be applicable to cases that fall under the provisions described in Sewer Use Bylaw 1225.
- Initial steps will focus on outreach and education.
- Wastewater Services proposes developing an education program promoting proper pharmaceutical disposal.
- Influent testing is done at plant to ensure samples do not exceed limits; biosolids also a good check for contaminants.

### Odour Control Program (L. Dalton)

L. Dalton reviewed the chapter on Odour Control and it was noted that in the past several years the number of odour complaints has been reduced to very few complaints each year. The objective of the Odour Control Program is to "control nuisance odours from RDN wastewater infrastructure". Staff will continue to advance odour control strategies, techniques, and technologies into the future, as required.

### Biosolids Program (L. Dalton)

L. Dalton reviewed the chapter on Biosolids. The objective of the Biosolids Program is to "continue to produce and beneficially use high quality biosolids". The following points were discussed:

- The Biosolids program is a new component of the LWMP.
- 100% of the biosolids produced at RDN facilities are beneficially used.
- Biosolids testing meets OMRR – there is no requirement for testing of endocrine disrupting chemicals.
- 6,000 wet tonnes of biosolids are produced at GNPCC and FCPCC per year.
- Have received \$10,000 for study grant to look at options for biosolids.
- Nanoose Bay Pollution Control Centre sludge goes to FCPCC and Duke Point sludge goes to GNPCC.
- Biosolids have not been landfilled – but have been stockpiled and used as cover material.
- Need contingency plan if VIU program disrupted.

B. Nicholson stated he could provide details about biosolids testing if requested.

**Application for Funding – Major Projects (S. DePol)**

S. DePol explained that major projects will be forthcoming at GNPCC, FCPCC and NPCC and are estimated to cost \$124 million. Funds will be derived from a combination of DCC reserve funds, borrowing and operational reserve funds. Borrowing may have a significant impact on tax requisitions and the RDN will be applying for Federal and Provincial funding. Staff will prepare a preliminary request for funding that will be submitted to the Federal and Provincial governments.

**NEW BUSINESS**

MOVED Teunis Westbroek, SECONDED Frank Van Eynde that staff prepare a strategy for an educational awareness program for the disposal of residential chemicals in the wastewater stream.

CARRIED

**NEXT MEETING**

L. Dalton thanked the committee for their comments and presented an upcoming meeting schedule noting that upcoming meetings will focus on reviewing chapters and the August meeting could be a final review. The next meeting will be held Thursday, April 1, 2010 from 12:30 to 2:30 pm at the RDN Board Room.

**ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:40 pm.

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G. Holme, Chairman

# REGIONAL DISTRICT OF NANAIMO

## MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, APRIL 1, 2010 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
Bill Holdom	Director, RDN
Bob Weir	Town of Qualicum Beach
Mike Squire	City of Parksville
Fred Spears	District of Lantzville
John Elliott	City of Nanaimo
Bryce Watson	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Frank Van Eynde	Public Representative (North)

**Also in attendance:**

Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Dale Lindsay	Manager of Current Planning, RDN
Christina Metherall	DWWP Coordinator, RDN
Mike Donnelly	Manager of Water Services, RDN
Wayne Moorman	Manager of Engineering Services, RDN
Rebecca Graves	Recording Secretary, RDN

**Absent:**

John Finnie	General Manager, Regional & Community Utilities, RDN
Srenal Lakshmi	Environment Canada
Gary Anderson	Vancouver Island Health Authority
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)
Blake Medlar	Ministry of Environment
Blair Nicholson	Business Representative (South)
Gary Tuyls	Public Representative (North)

Note: Action items in minutes are *italicized*.

### CALL TO ORDER

Chairman Holme called the meeting to order at 12:30 p.m.

### MINUTES

MOVED F. Van Eynde, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of February 4, 2010 be approved. CARRIED

## REPORTS

### Annual Reports (E. Hausman)

E. Hausman provided a summary of annual reports for all RDN wastewater facilities for 2009. Reports summarising sampling results, trends and compliance with discharge permits are prepared and submitted to the Ministry of Environment yearly. It was demonstrated that a high level of compliance was achieved in 2009.

### Rainwater Management (L. Dalton)

L. Dalton reviewed the Rainwater Management Report and it was noted that the Liquid Waste Management Plan (LWMP) chapters sent out as reports to the LWAC members are to be considered draft copies and are subject to change. L. Dalton stated that the goal of the meeting was to engage members in discussion about the content of the rainwater management and inflow and infiltration chapters. L. Dalton reminded the LWAC that any suggestions or changes will be duly recorded and reflected in the final draft, which will be presented to the LWAC prior to public consultation. Further, all chapter content will be subject to a yearly review, once the plan has been approved.

S. De Pol advised the committee that the principle role of the Wastewater Services department is to treat domestic wastewater that is conveyed mostly from the Municipalities. The Ministry of Environment requires that rainwater management be included in the LWMP. Wastewater Services role with respect to rainwater management will be to coordinate and share information amongst the Municipalities, Water Services, and Development Services.

S. De Pol asked representatives from the Municipalities, Water Services, and Development Services to speak about their current rainwater management strategies. The following points were discussed:

- The City of Nanaimo (CON) has installed 10 new storm flow monitors and rain gauges and monitor throughout the city.
- CON encourages homeowners to leave open ditches.
- CON is also working with Developers to install systems to handle and reduce corrosion and run offs from newly developed properties.
- City of Parksville (COP) has a sustainability checklist and work with developers to maintain existing creeks. Objective is to reduce quantity and then look at the quality.
- COP has installed 2 rain gauges to monitor what type of storms flow through.
- COP pursues and adopts innovative rainwater management practices and will continue to do so into the future.
- Town of Qualicum Beach (TQB) is not rewriting any standards because of the amount of technology that is already available.
- TQB discourages the infilling of ditches and work has been done to restore two urban streams
- TQB investigates and adopts innovative rainwater management practices and will continue to do so into the future.
- District of Lantzville (DL) has established guidelines for surface rainwater management in their subdivision and development bylaw.
- Water Services adopted a Drinking Water and Watershed Protection function to protect ground water quality and quantity.
- Development Services plays a role in the subdivision process and can advise the approving authority where rainwater management is an issue.
- Director Westbroek inquired about a region-wide policy for water diversion. It was determined that this could be best addressed through the subdivision servicing bylaw.

### **Inflow and Infiltration Program (L. Dalton)**

L. Dalton reviewed the presentation on inflow and infiltration (I&I).

S. De Pol pointed out that the RDN owns the interceptor along the foreshore but upstream from this is municipally owned infrastructure. However, Wastewater Services has a comprehensive flow monitoring program and shares with the Municipalities flow and rainfall monitoring which helps determine how the collection system reacts to storm events. In addition, the RDN provides regular maintenance on the interceptors to minimize I&I. Again, Wastewater Services will serve a coordinating role and will engage in information sharing with the Municipalities.

S. De Pol asked the Municipalities to speak about their current I&I initiatives. The following points were discussed:

- The CON, COP, and TQB all work with Wastewater Services to share I&I and flow monitoring information.
- CON has 10 new flow monitoring stations which indicates where flows are at and rain in heavy storm events.
- CON has a manhole inspection program if not in good shape a work order is generated improvements are done where required.
- The CON develops annual operations and maintenance plans with an I&I component.
- COP had a study done in 1996 and followed up 2 years later. Smoke testing was done and most problems were in the manholes. Installed a flow monitor to check in-flow and sanitary flow. COP has a 5 year plan specifically targeting older areas and expects to see an I&I reduction.
- The TQB has purchased a CCTV system to inspect the collection system and identify problems. The TQB also performs regular smoke and dye testing to identify problems.
- C. Willhelmsen suggested that despite all the good work being done by the municipalities that perhaps there was also a need to engage the public as most I&I problems occur on private property.

### **NEXT MEETING**

L. Dalton thanked the committee for their comments and announced that the next meeting will be held Thursday, June 3, 2010 from 12:30 to 2:30 pm at the RDN Board Room.

### **ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:45 pm.

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G. Holme, Chairman



## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE LIQUID WASTE ADVISORY COMMITTEE LIQUID WASTE MANAGEMENT PLAN REVIEW HELD ON THURSDAY, JUNE 3, 2010 IN THE RDN BOARD CHAMBERS

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
Bill Holdom	Director, RDN
Bob Weir	Town of Qualicum Beach
Rick Morgan	City of Nanaimo
Bryce Watson	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Frank Van Eynde	Public Representative (North)
Blair Nicholson	Business Representative (South)
Gary Tuyls	Public Representative (North)

**Also in attendance:**

John Finnie	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Cavan Gates	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

**Absent:**

Mike Squire	City of Parksville
Fred Spears	District of Lantzville
Srenal Lakshmi	Environment Canada
Gary Anderson	Vancouver Island Health Authority
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)
Blake Medlar	Ministry of Environment

Note: Action items in minutes are *italicized*.

#### CALL TO ORDER

Chairman Holme called the meeting to order at 12:50 p.m.

#### MINUTES

MOVED F. Van Eynde, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of April 1, 2010 be approved. CARRIED

Bryce Watson advised the committee that *the Ministry will provide written response to the draft Inflow and Infiltration chapter presented at the April 1<sup>st</sup>, 2010 LWAC meeting.*

## REPORTS

### Overview (S.DePol)

S.DePol gave a brief description of the history of the four pollution control centres and will arrange to have *photographs of the construction of the Greater Nanaimo Pollution Control Centre available* at a future Liquid Waste Advisory Committee meeting.

### Greater Nanaimo Pollution Control Centre Draft LWMP Chapter (L. Dalton)

L. Dalton presented the Draft LWMP Chapter for the Greater Nanaimo Pollution Control Centre.

### French Creek Pollution Control Centre Draft LWMP Chapter (L. Dalton)

L. Dalton presented the Draft LWMP Chapter for the French Creek Pollution Control Centre. *Biosolids information should be identified* in both the GNPCC and FCPCC Chapters of the LWMP. *Footnotes 10 and 12 of the FCPCC Chapter will be clarified.*

### Nanoose Bay Pollution Control Centre Draft LWMP Chapter (L. Dalton)

L. Dalton presented the Draft LWM Chapter for the Nanoose Bay Pollution Control Centre. Plant upgrading is tied to population growth; Fairwinds have reserved allocation in the plant and will be able to handle their development expansion. It would be helpful to note additional recovery options for the plant.

### Duke Point Pollution Control Centre Draft LWMP Chapter (L. Dalton)

L. Dalton presented the Draft LWMP Chapter for the Duke Point Pollution Control Centre. It was noted that the plant capacity is fully committed and will not be underutilized once Cedar and BC Ferries use the plant. There are no foreseeable plans to update or upgrade the facility. It may not be possible to expand the plant in future as the site is constrained; future developers may have to pay for a new cell. B. Watson asked that the history section be included in the LWMP. L. Dalton advised the committee that while an application has been submitted for an infrastructure planning grant, servicing for Area A was not included but may be applied for in September.

### Financial Plan Draft LWMP Chapter (L. Dalton)

L. Dalton presented the Financial Plan Draft LWMP Chapter and the following was discussed:

- Communicate to public that financing is without cost sharing and alert public that there may be a need for borrowing; 20 year amortization period used for large infrastructure projects
- Expansion will be financed by DCC's and reserve funds; a shortfall is anticipated
- Provincial and Federal governments have received letter from RDN re: notice of upcoming projects
- Grants will likely not be available once projects begin
- If public consultation and costs are well documented can go directly to Ministry without going to referendum, however even if project did go to referendum it could be turned down

## **OTHER**

- Report on expired medications still outstanding.
- Chapters reviewed by Liquid Waste Advisory Committee are available on-line.
- Updated chapters will be presented to committee for review and further amendments before the draft is presented to the RDN Board and back to the committee before formal approval to the Ministry of Environment.. It is anticipated that the next LWAC meeting will be in mid-September 2010, where a completed draft of the LWMP will be reviewed by the committee.
- B. Nicholson provided a sample of biosolid compost for the committee to view.
- C. Wilhelmson invited committee members to attend a 20<sup>th</sup> Anniversary celebration for the Georgia Strait Alliance Saturday June 5<sup>th</sup> at the Nanaimo Observation Deck from 6-9 p.m.

## **NEXT MEETING**

TBA

## **ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:20 pm.

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G. Holme, Chairman

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE**  
**LIQUID WASTE ADVISORY COMMITTEE**  
**LIQUID WASTE MANAGEMENT PLAN REVIEW**  
**HELD ON THURSDAY, OCTOBER 7, 2010**  
**IN THE RDN BOARD CHAMBERS**

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Joe Burnett	Director Electoral Area 'A'
Teunis Westbroek	Director, RDN
Bill Holdom	Director, RDN
Bob Weir	Town of Qualicum Beach
Mike Squire	City of Parksville
Fred Spears	District of Lantzville
John Elliott	City of Nanaimo
Blake Medlar	Ministry of Environment
Kirsten White	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Blair Nicholson	Business Representative (South)

**Also in attendance:**

John Finnie	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Lorena Mueller	Engineering Technician, RDN
Bev Farkas	Recording Secretary, RDN
Stephen Henderson	Observer

**Absent:**

Snenal Lakshmi	Environment Canada
Gary Anderson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation

Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Chairman Holme called the meeting to order at 12:35 p.m.

**MINUTES**

MOVED F. Van Eynde, SECONDED B. Holdom, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of June 3, 2010 be approved. **CARRIED**

## REPORTS

### **Draft Liquid Waste Management Plan (L. Dalton)**

L. Dalton outlined the format of the updated Liquid Waste Management Plan (LWMP) and invited discussion on the content of the LWMP. The following comments were made about the document:

Director Westbroek suggested that the updated LWMP needed to better define long-range goals and major milestones, and should identify opportunities for pollution prevention.

Director Holdom requested clarification on financing options upgrade and expansion plans at the Greater Nanaimo Pollution Control Centre (GNPCC). Director Holdom then suggested that there are few ways to truly resolve the issue of pharmaceuticals in influent. Potential solutions include a levy applied to producers or consumers of pharmaceutical products. However, the best solution may be to upgrade and expand treatment infrastructure at the GNPCC.

C. Wilhelmson provided comment on the content of the updated LWMP saying that the vision for wastewater management in the region needs to be strengthened. In particular, measurables and benchmarks should be identified. C. Wilhelmson then encouraged the RDN to look at implementing codes of practice as part of the Source Control Program.

D. Anderson said that the LWMP should be easily understood by the general public. To create a document that is immediately readable to the general public, the programs should be preceded by an explanation of current conditions and past commitments relative to the specific program. D. Anderson also suggested that if the document is to go forward to the Ministry of Environment, it should be endorsed by the Municipalities. D. Anderson also suggested that the budget for particular programs be better explained to distinguish between annualized costs and capital costs.

K. White from the Ministry of Environment (MOE) stated that additional clarification was required to ensure that the updated LWMP is aligned with commitments of the 1997 LWMP, the Environmental Management Act, and will comply with regulations governing the management of municipal liquid waste. Included among those are point source discharges, inflow and infiltration, and opportunities for resource recovery. The MOE also felt that the amendment should reflect a stronger leadership role in addressing private on-site systems, source control and rainwater programs.

Director Holdom made the point that there is limited money available for expansion and upgrade projects at the GNPCC. The City of Nanaimo was recently instructed to construct, operate, and maintain a water filtration plant. The costs associated with this plant and the upgrades required at the GNPCC will require borrowing and will cause increased costs for residents of the City of Nanaimo.

S. Henderson suggested that in section 2.0 of the updated LWMP, a sub-section on priority issues should be added.

D. Anderson re-stated that the LWMP will require the support of municipalities and should go to the MOE prior to public consultation to ensure that the updated LWMP is on the right track.

Director Westbroek added that the updated LWMP should have a clear objective and should be focused on long range goals that improve the region for future generations.

Director Holdom suggested that the City of Nanaimo was undertaking several inflow and infiltration mitigation strategies but suggested that perhaps metering might prove to be a viable option.

J. Elliott provided an overview of efforts to improve inflow and infiltration in the City of Nanaimo.

F. Spears suggested that the Sewer Use Bylaw should be better used in the Source Control Program chapter.

J. Finnie made a comment about First Nation consultation, stating that Wastewater Services was pursuing strategies to enhance dialogue with resident First Nations.

The MOE has met with RDN and indicated the need for additional clarification. MOE is preparing further comments to forward to RDN. *MOE will provide the RDN with written comment on the draft LWMP update.*

**NEXT MEETING**

TBA

**ADJOURNMENT**

Chairman Holme adjourned the meeting at 2:10 pm.

---

G. Holme, Chairman

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE REGIONAL LIQUID WASTE ADVISORY COMMITTEE HELD ON WEDNESDAY, FEBRUARY 29, 2012 IN THE RDN BOARD CHAMBERS

#### Present:

Bill Bestwick	Meeting Chair, Director, City of Nanaimo
George Holme	Director Electoral Area 'E'
George Anderson	Director, City of Nanaimo
Brian Dempsey	Director, District of Lantzville
Vaughn Figueira	City of Parksville
Fred Spears	District of Lantzville
John Elliott	City of Nanaimo
Baljeet Mann	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Blair Nicholson	Business Representative (South)

#### Also in attendance:

John Finnie	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Wayne Moorman	Manager of Engineering Services, RDN
Shelley Norum	Wastewater Coordinator, RDN
Christina Metherall	Drinking Water and Watershed Protection Coordinator, RDN
Maury Scott	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

#### Regrets:

Bob Weir	Town of Qualicum Beach
Snehal Lakhani	Environment Canada
James Wesley	Snuneymuxw First Nation
James Arnott	Environment Canada
Blake Medlar	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority

#### CALL TO ORDER

The Chair opened the meeting at 12:20 pm and introductions were made around the table.

#### OPENING REMARKS

S. De Pol informed the committee that the Liquid Waste Management Plan was submitted in 1997 as required by the Ministry of Environment (MOE). The plan was approved by MOE in 1999 and a review of the plan was required to be completed every 5-10 years. The current review began in 2008 and there have been 16 advisory committee meetings and several meetings with MOE to date. This is the second version of the draft to come before this advisory committee and it incorporates feedback provided by the committee and MOE.

## **MINUTES**

MOVED Director Holmes, SECONDED Director Dempsey, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of October 7, 2010 be approved.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

## **COMMUNICATIONS / CORRESPONDENCE**

## **UNFINISHED BUSINESS**

## **REPORTS**

### **Liquid Waste Management Plan Update (verbal) S. Norum**

S. Norum outlined the next steps in the LWMP review process which include forwarding the draft LWMP to the RDN Board for approval to take the document to public consultation, incorporating feedback from public consultation and then meeting with the LWAC to discuss the updates. The plan will then be presented to the RDN Board for approval prior to submitting the final plan to MOE.

D. Anderson noted that the committee has not heard what the Ministry's concerns are about the document and stated the importance of bringing that information to the committee for discussion prior to forwarding to Public Consultation. J. Finnie replied that some of the input from the MOE discussions has been included in the plan and the intent is to balance not only the goals and objectives as they relate to Ministry requirements, but also the financial capacity of the RDN.

D. Anderson stated his concern that the costs of the programs are not clearly identified in the plan. S. De Pol indicated that on Page 30 the Table shows cost per connection and Table 14 shows upcoming capital projects and costs associated with them. Additional financial information is available in the appendix.

D. Anderson stated that there is nothing in the document to engage First Nations in the consultation process. S. De Pol replied that MOE has guidelines for First Nations consultation which will be adhered to. There are 22 groups to consult with at a variety of different levels, however focus will be on Snuneymuxw and Nanoose First Nations (resident First Nations in RDN). J. Finnie added that Snuneymuxw First Nation has representation on this committee and they have been informed of every meeting; minutes and reports have been provided to them. There will be an undertaking to meet directly with Snuneymuxw and Nanoose First Nations. J. Finnie stated that the plan is not changing much as it relates to our wastewater collection and disposal; but the real significant change is moving toward increased levels of treatment and advancement of wastewater programs.

D. Anderson voiced concern that the topic of Rainwater Management only references various issues within municipalities. S. De Pol responded that Rainwater Management is different for municipalities and regional districts. The infrastructure, and the responsibility for it, is within the municipalities and the RDN's authority is to work with the municipalities. J. Finnie added that through the DWWP the RDN will undertake to address rainwater in terms of rainwater harvesting and reuse; the RDN does not have an established stormwater function (other than one small retention pond). The goal to minimize stormwater runoff and creation is being addressed to some degree through the Development Services department by way of development and land use requirements.



C. Wilhelmson asked for confirmation that the committee's comments will be addressed in the draft plan and S. De Pol replied that changes will continue to happen through the Public Consultation process.

C. Wilhelmson added that there is a need to make Resource Recovery a priority in the document, possibly by integrating with climate change language.

C. Wilhelmson noted that Inflow and Infiltration is acknowledged in the document but there is no direction on how it will be addressed. S. De Pol responded that the collection system and private systems are within municipalities; in order for us to make commitments the RDN will work closely with municipalities.

### **Public Consultation Plan (verbal) S. Norum**

S. Norum provided a PowerPoint presentation.

C. Wilhelmson expressed the need to raise the literacy of residents on the subject of wastewater to increase public consultation involvement. There is a need to engage the public by educating them on how this subject affects their day to day lives.

C. Wilhelmson stated that it is important to show people all the funding alternatives and encourage them to advocate for shared funding. J. Finnie responded that the RDN always presents financial information to the public with the assumption that if a project is going forward it will be without grant funding; for that reason it is difficult to secure public support and move anything forward with full costs.

M. Jones asked if the second Table on page 30 includes all costs of operation and maintenance of treatment facility or just the secondary expansion. S. De Pol replied that it includes both.

B. Mann stated that MOE has provided comments in writing to the RDN, most recently about one year ago. The Ministry has not yet provided their comments on the current draft but it is very important for their input at this point; consultation will take place before the final draft. B. Mann added that comments from MOE would be from perspective of their regulations and policies and procedures. J. Finnie replied that the goal is for the Ministry to have a level of comfort with the plan before it goes to public consultation.

D. Anderson requested that if further discussion is needed after staff meet with MOE, it would be beneficial to have that discussion at the committee level prior to advancing the plan to public consultation.

CHAIR Bestwick questioned timing of next steps. S. Norum responded that if an additional committee meeting were to take place, processing the draft plan may be delayed by two to three months.

S. De Pol reiterated that LWMP programs are constrained by a very limited budget and staff take into account expansion requirements if deemed necessary by the committee and public.

D. Anderson noted that everything is not being included in the plan; need to identify what is realistic and eliminate some items through the public consultation process.

B. Dempsey made an observation that the Nanoose First Nation's sewage treatment plant was not mentioned in the plan. There is an ocean outfall and nearby shellfish industry, and their sludge goes to the RDN's Chase River Pumping Station.

### **Nanoose Bay Pollution Control Centre Upgrade and Expansion (verbal) S. De Pol**

S. De Pol provided a PowerPoint presentation on the background of the Nanoose Bay Pollution Control Centre and the projects that are planned.

S. De Pol discussed the main issue to be resolved with MOE who understood the 1997 LWMP as a commitment to go to secondary treatment in 2010. J. Finnie stated that the RDN's intention in the 1997 plan was to move to secondary treatment and expansion when triggered by a population of 3000, anticipated at that time to occur by about 2010. The population has not increased as anticipated and therefore the associated revenues have not been realized.

D. Anderson asked that the chart in the presentation be updated to include a red line showing costs without a grant with construction in 2028 and S. De Pol replied that this number will be determined.

F. Van Eynde questioned how much longer development can occur in Nanoose without going to secondary treatment. S. De Pol replied that with current growth rates there is enough capacity as a primary facility to the year 2042.

M. Jones asked if there are DCCs for the Nanoose Bay Pollution Control Centre and S. De Pol replied that DCCs are currently under review and as there are very few capital projects related to expansion only a small percentage of the DCCs would be applicable. S. De Pol confirmed that only Fairwinds residents will pay towards the costs unless other areas are brought into the Nanoose Bay Peninsula sewer service area.

B. Mann asked if the reserve funds collected under the prior LWMP for the anticipated 2010 expansion were accounted for in these figures and S. De Pol responded by reiterating that the reserve funds were accounted for but that the expansion was not geared for 2010, but for a population trigger of 3000.

### **Schedule (verbal) S. De Pol**

S. De Pol discussed the schedule for upcoming major large capital projects.

V. Figueira asked if there was a schedule for the list of capital projects and S. De Pol replied that most of the projects are in the five year financial plan and that the projects are on the website and there will listed in an appendix.

B. Mann questioned if the costs per household reflect wastewater facilities only and wondered about costs associated with other programs such as source control, reduction, etc. S. De Pol replied that other programs will be funded through Bylaw 1543 and septage receiving fees and that this information is included in the plan.

CHAIR Bestwick noted that all of information provided was extremely informative and complex. He added that staff are capable in providing insights and information, direction and guidance. Equally important is the committee and agencies they represent to bring expertise and knowledge, comments, thoughts and presentations.

**ADDENDUM**

**BUSINESS ARISING FROM COMMUNICATIONS / CORRESPONDENCE**

**NEW BUSINESS**

MOVED Director Dempsey, SECONDED Director Anderson, that the Ministry of Environment comments on the Draft Liquid Waste Management Plan be brought back to the Liquid Waste Advisory Committee for review and discussion, and that subject to the discussion, that the Liquid Waste Advisory Committee recommend that staff present the Draft Liquid Waste Management Plan to the RDN Board for information and request Board approval to advance the Draft Liquid Waste Management Plan to Public Consultation.

CARRIED

**IN CAMERA**

**NEXT MEETING**

**ADJOURNMENT**

Chairman Bestwick adjourned the meeting at 1:45 pm.

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Director Bestwick, CHAIR

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL LIQUID WASTE ADVISORY COMMITTEE  
REGULAR MEETING  
HELD ON MONDAY, JULY 8, 2013  
IN THE RDN BOARD CHAMBERS**

**Present:** George Anderson Meeting Chair, City of Nanaimo  
Bob Weir Town of Qualicum Beach  
John Elliott City of Nanaimo  
Fred Spears District of Lantzville  
Kirsten White Ministry of Environment  
Frank Van Eynde Public Representative (North)  
Michelle Jones Business Representative (North)

**Also in attendance:**

Randy Alexander General Manager, Regional & Community Utilities, RDN  
Sean De Pol Manager of Wastewater Services, RDN  
Shelley Norum Wastewater Coordinator, RDN  
Rebecca Graves Recording Secretary, RDN

**Absent:**

George Holme Director Electoral Area 'E'  
Bill Bestwick Director (Nanaimo)  
Brian Dempsey Director (Lantzville)  
Vaughn Figueira City of Parksville  
James Arnott Environment Canada  
Baljeet Mann Ministry of Environment  
Glenn Gibson Vancouver Island Health Authority  
James Wesley Snuneymuxw First Nation  
Douglas Anderson Public Representative (South)  
Blair Nicholson Business Representative (South)  
Christianne Wilhelmson Environment Representative

**CALL TO ORDER**

Chairman Anderson called the meeting to order at 12:14 pm.

**MINUTES**

MOVED F. Van Eynde, SECONDED F. Spears, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of February 29, 2012 be approved.

CARRIED

## REPORTS

### **Update of the Liquid Waste Management Plan Amendment (S. Norum)**

S. Norum updated the committee on the current status of the LWMP Amendment (information is in the attached presentation). Many activities have occurred since the last committee meeting including LWMP implementation and meetings with MOE to discuss drafts of the LWMP Amendment. RDN staff proposes to take the plan to consultation in the upcoming months and complete the amendment process by year end of 2013, subject to the outcome of consultation and Board consideration. Submission of the LWMP Amendment is critical to establishing achievable timelines for capital projects.

S. Norum also summarized the main points of discussion between the MOE and RDN regarding the Draft LWMP Amendment. The main topics include the timing and costing of NBPCC & GNPCC secondary upgrade projects and Rainwater Management Planning. Letters between the MOE and RDN detailing this information were distributed at the meeting (letters attached).

### **Greater Nanaimo Pollution Control Centre Outfall Replacement (S. De Pol)**

S. De Pol presented the history of failures on the outfall line and the cost of the replacement (information is in the attached presentation). In 2009 and 2011, failures occurred to the intertidal section at Morningside Park. Failures in the inter-tidal section of the outfall are a result of deterioration of the internal coating, and subsequent corrosion, and will likely continue to occur if the outfall is not replaced. These failures are expected to increase in complexity, environmental risk, and cost. Failures in the marine section of the outfall are also occurring, and with increasing in frequency. Two failures were identified each year from 2009 to 2011 and five failures were identified in 2012. Failures in the marine section are attributed to exterior corrosion. Currently, there are three failures in the deep water section of the outfall (200+ feet/60 m deep) that have not been repaired; repair is difficult and expensive. This issue must be addressed as it contravenes our discharge permit.

S. De Pol stated that in 2012, the RDN Board approved allocation of funds for replacement of the land section (including intertidal) of the outfall, with the marine section to be addressed after 2020. Preliminary engineering for this project has now identified significant risks associated with staged replacement of the land and marine outfall sections. The capital cost of replacing the outfall in a two-staged approach is estimated to be \$19 million; \$1 million more than the single stage approach which is estimated at \$18 million. S. De Pol commented that we can expect to see more of these leaks and need to consider advancing replacement of the marine section.

R. Alexander commented that, since the Board approved a two-staged approach, staff are proposing to go back to the Board to recommend replacing the outfall in a single-stage project. The single-stage outfall replacement has the best long term engineering and operational solution for the outfall and has lower overall capital costs.

### **Asset Management (S. De Pol)**

S. De Pol updated the Committee on the GNPCC and that over half of the assets are about 40 years old.

J. Elliot asked if the leaks could be considered to diffuse the sewage at the outfall. S. De Pol pointed out that our discharge permit defines where the outfall, and its diffusers, may be. K. White commented that there is limited flow modeling information and therefore it is hard to make an assessment.

F. Spears inquired if the RDN has looked at routing the outfall north, through Neck Point Park, instead of its current alignment. S. De Pol replied that they have not. The scope of the design work will include routing.

#### **Nanose Bay Pollution Control Centre Upgrade (S. Norum)**

S. Norum provided details on the NBPCC and how it provides chemically enhanced primary treatment to a population of approximately 1,350 people. For comparison, the flow produced represents less than 1% of the flow discharged by GNPCC.

The approved 1997 LWMP contemplated an upgrade from primary to secondary treatment by 2010. Funding for the upgrade was based on projected growth and service area expansion, specifically, with a NBPCC population base of 6000 by 2010. The services are based on a user pay principle, through the existing service area bylaw. The capital and operating costs associated with a service cannot be charged to RDN ratepayers living outside of the established service area. For that reason, the cost of upgrading and operating the NBPCC must be born entirely by Nanose residents living within the service area. Without the population base, the project cannot proceed as planned in 1997. S. Norum commented that the LWMP Amendment will seek to revise the commitment schedule for upgrading to secondary treatment and that funding and timing options will be clearly outlined during the consultation process.

#### **Public Consultation Plan Revision (S. Norum)**

S. Norum reviewed the consultation plan (attached) and the intent to engage the public, First Nations, municipal offices and municipal council. S. Norum mentioned that we will present the public with highlights of the LWMP amendment and timing and funding options. Feedback will be addressed in the final LWMP Amendment.

F. Van Eynde questioned if there was going to be any particular consultation with the Fairwinds Association. S. Norum responded that the RDN will approach community associations during consultation.

K. White commented that, prior to presenting the plan information to the public, it is important that each of the options (i.e. with respect to upgrading of the GNPCC and NBPCC facilities) be fully evaluated in terms of economic, environmental, social and technical aspects, and should reflect MOE regulatory standards. All of this information must be clearly presented to the public. MOE would be more than happy to review the material in advance of distribution to help ensure that all of these details are adequately captured.

**Schedule (S. Norum)**

S. Norum informed the committee that the final LWMP Amendment will be brought to the committee and MOE, before it goes to the Board for approval and submission to the Minister. The LWMP Amendment process has been underway for over 5 years, and it is time to complete the amendment so that we can seek the Minister's approval, and continue with secondary treatment planning.

S. Norum mentioned that, subject to the outcome of the consultation process and Board consideration, the target date for completion of the amendment process, including consultation, is December 31, 2013.

**NEXT MEETING**

TBA

**ADJOURNMENT**

Chairman Anderson adjourned the meeting at 1:10 pm.

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G. Anderson, Chairman

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL LIQUID WASTE ADVISORY COMMITTEE  
REGULAR MEETING  
HELD ON TUESDAY, NOVEMBER 19, 2013  
IN THE RDN BOARD CHAMBERS**

**Present:**

George Holme	Meeting Chair, Director Electoral Area 'E'
Bob Weir	Town of Qualicum Beach
John Elliott	City of Nanaimo
Kirsten White	Ministry of Environment
Frank Van Eynde	Public Representative (North)
Michelle Jones	Business Representative (North)
Brian Dempsey	Director (Lantzville)
Vaughn Figueira	City of Parksville
Douglas Anderson	Public Representative (South)
Christianne Wilhelmson	Environment Representative

**Also in attendance:**

Randy Alexander	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Shelley Norum	Wastewater Coordinator, RDN
Rebecca Graves	Recording Secretary, RDN
Lauren Fegan	Special Projects Assistant, RDN

**Regrets:**

George Anderson	Director (City of Nanaimo)
Bill Bestwick	Director (Nanaimo)
Fred Spears	District of Lantzville
James Arnott	Environment Canada
Baljeet Mann	Ministry of Environment
Glenn Gibson	Vancouver Island Health Authority
James Wesley	Snuneymuxw First Nation
Blair Nicholson	Business Representative (South)

**CALL TO ORDER**

Chairman Holme called the meeting to order at 12:30 pm.

**MINUTES**

MOVED F. Van Eynde, SECONDED B. Dempsey, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of July 8, 2013 be approved.

CARRIED



## **REPORTS**

### **Public Consultation, First Nations Engagement and Next Steps (S. Norum)**

S. Norum informed the committee on the current status of the consultation and engagement process with a presentation (attached). First Nations engagement is progressing and will continue, even after the amendment is complete. Public consultation is wrapping up.

The draft LWMP amendment was distributed for consultation in August 2013 and is available online. The LWMP website was updated to one that is more user-friendly. Also posted to the website are: factsheets, the list of public meeting time and dates, FAQs, the survey and discussion papers.

In August 2013, the RDN mailed an information flyer to every household in the RDN to inform them of the LWMP amendment and the public consultation process and feedback opportunities. In addition to the flyers, the RDN placed 14 advertisements in 8 different newspapers. As well, the Electoral Area updates featured an article on the LWMP amendment. 56 local business and residents associations were also informed of the public consultation and feedback opportunities.

The RDN held 12 meetings from August through to October to provide the public with information on the LWMP amendment and to obtain feedback. There was at least one meeting in every municipality and electoral area. The 2-hour long public meetings included a half-hour poster review/information session and a 1.5 hour question-and-answer period. The Q&A session focussed on a set of standard questions which addressed each of the LWMP's ten programs. In total, 116 people participated in the public meetings.

RDN residents were asked to complete a feedback survey. The survey is still open. To date, we have received 116 responses. Most of the respondents were from Nanaimo, Electoral Area E (Nanose Bay) and Electoral Area G (French Creek).

Including annual open houses, public meetings, the survey, phone calls and emails, more than 1,016 people have participated directly in the LWMP amendment consultation process so far.

S. Norum summarized feedback trends regarding the LWMP programs.

The next steps include a Board seminar (November 26, 2013) followed by a Board report in January 2014. After Board approval of the LWMP amendment, the RDN will submit the amendment to Minister of Environment. The RDN will consider adding an RLWAC meeting before submission of the plan to the Minister.

### **Open Discussion on LWMP Amendment**

B. Dempsey asked if the discussion of greywater reuse in the public meetings was at the property only or something bigger. S. Norum replied that discussions were around greywater use at the property level.

B. Dempsey mentioned that the CRD denied a proposal for biosolids application in the Sooke area because the residents didn't want it and asked if the VIU woodlot can sustain bio-solids forever or will

we have to look else-where for other property or possibly look at an energy project with all our waste? In response, there is enough space in the existing biosolids application area for many more years of biosolids application.

F. Van Eynde asked how frequently three-way funding between the local government, the province, and the federal government becomes available and if it does how ready are we to apply? R. Alexander commented that funding does come available from time to time depending on the economic situation. There is no indication that provincial funding will be available but the federal government has indicated they may have some infrastructure funding available next year.

B. Weir addressed the public's perception that VIHA ignores the complaints regarding onsite systems, and asked who is monitoring the septic systems? Is there any action or plans to improve the review or performance of this agency and its duties? R. Alexander replied that it is an issue that's been identified in our consultation process but there isn't a plan to address it at this point. S. De Pol commented that onsite systems fall under provincial jurisdiction. If there is a wish for the RDN to get involved we will respond to that request but we haven't had a formal request to have the RDN take that function on. We've dealt with expanding sewer boundaries but if we expand the service area, that expansion is paid for solely by that service area. As you include more people into the function the overall cost per connection typically goes down.

D. Anderson commented on the meetings with First Nations, and inquired into their response and feedback. S. Norum replied that the RDN has initiated conversations with 22 First Nations Groups. As well, we have tried to meet with the three resident First Nations: Qualicum First Nation, Nanoose First Nation and Snuneymuxw First Nation. Meetings with Qualicum First Nation were more informal but we have exchanged information about the LWMP and provided a tour of the FCPC. A Qualicum First Nation Councillor came to the public meeting in Bowser and had access to all of the information. We have been told that the Chief and Council have reviewed our information and they came back with a verbal acknowledgement and expressed there was no concern. We have met once with technical staff from Snuneymuxw First Nation and the Engineers and discussed the need for secondary and in general it was agreed that the concept was a good move forward. The LWMP amendment has been raised during meetings for other business with the Nanoose First Nation but we have not had any specific discussions with the Nanoose First Nation regarding the LWMP amendment to date.

V. Figueira asked if the public's concern around onsite systems was with existing systems or adding new systems. S. Norum stated that the public were most concerned with the older failing septic systems. V. Figueira stated that certainly there's a role by the regional approving officer in approving new developments and making sure the engineers or the developers are approving that the septic fields are actually going to be able to take the flows.

R. Alexander added to the discussion regarding the Snuneymuxw First Nation engagement and how it is being carried out at three levels. At one level, there is correspondence between Chair Stanhope and their Chief and Council to find out if there are any concerns with the LWMP Amendment that may affect their aboriginal interests. On another level, there is ongoing communication between our CAO and their

senior staff person to coordinate those efforts. There is also engagement at the staff level, which is on technical aspects on the plan. Formal feedback will come from Snuneymuxw First Nations at a higher level.

K. White made a comment that the Ministry of Environment would like to recommend one last RLWAC meeting following consultation in order to provide committee members for any last minute revisions to review and have more formal endorsement at that time.

S. Norum invited committee members to comment on the Public Wastewater Systems Program presentation and asked for recommendations (only programs that had comments & recommendations are listed below).

*Private Onsite Systems Program:*

D. Anderson noted that the change between provincial regulations (SSPM/MWR) occurred at 22.4 m<sup>3</sup>/day (approximately 35 persons); cost to users increase significantly and that was a more logical point for intervention by the RDN. He recommended reconsideration to use that value in the LWMP. S. De Pol replied that a review on publicly owned onsite systems was done about five years ago and report went to the Board. As part of that review we looked at an optimal size from an economical scale and anything fewer than 60 came up too expensive to maintain.

*Rainwater Management Program:*

K. White mentioned that the Ministry will be providing more comments once the plan is finalized. K. White mentioned that the MWR requires a plan to reduce and eventually eliminate overflows. S. De Pol mentioned the MWR requires us to manage flows up to five-year wet weather event. Our systems rarely overflow and never under these conditions.

*Odour Control Program:*

G. Holme commented that the NBPCC does generate the odd call about the smell but it doesn't warrant a big upgrade right now as it's not being used to its capacity.

*Volume Reduction Program:*

B. Dempsey said that Lantzville charges for sewer based on average water consumption since those who use lots of water place higher demands on the wastewater treatment plant. This bylaw also gets people to conserve water.

*I&I Program:*

D. Anderson said that he doesn't see sufficient determination to deal with I&I all the way up to the principal source which is on private property. J. Elliott commented that the City of Nanaimo is currently working on an I&I reduction program in the Harwood area. They are addressing any problems through capital projects or repairs at the time.

R. Alexander offered the committee one last opportunity to share thoughts comments or thoughts that they would like to take forward to the RDN Board. D. Anderson questioned if all the municipal organizations are on board with the costs identified in this plan? R. Alexander said that yes they are all

able to make that decision. We have presented to municipal councils and all the information is available to make that decision and assessment. C. Wilhelmson commended the RDN on their approach to public consultation as it was thorough and not many organizations can say that they have reached the entire population. She also expressed that the LWMP amendment looks like it could have been written five years ago as it does not capture much of their input from the past years of discussion. The LWMP should speak to the future but currently it's speaking more to the present and past. The GSA would like the opportunity to look at the revised document. She requested that the final LWMP amendment include more explicit commitments.

**NEXT MEETING**

TBA

**ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:43 pm.

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G. Holme, Chairman



**Liquid Waste Management Plan Amendment**

Consultation and Engagement Update  
November 19, 2013

## Progress Report



Year	Attendance
2019	35
2018	28
2016	22

## First Nations Engagement

- August 8: Delivered information packages
- Notified 22 First Nations Groups
- Met with SFN and QFN
- NFN reviewing info package
- Engagement will continue




## Public Consultation Plan

- Public Consultation Plan
  - approved by Board in 2008
  - updated in July 2013




## Public Consultation

- General Consultation: 2008-2013
- Focused Consultation: Aug-Nov 2013



## General Consultation

- 2008-2013:
  - RLWAC
  - LWMP website
  - Open houses



## Focused Consultation



- August - November 2013
  - Draft LWMP Amendment and Factsheets
  - Updated LWMP website
  - Presentations to municipal councils
  - Public information meetings
  - Survey
  - Mailout to Nanoose Bay Service Area

## Advertising



- Information flyers mailed to every household
- 14 paid ads in 8 newspapers
- 4 feature newspaper articles
- Electoral Area Updates
- LWMP and RDN website
  - Homepage
  - RDN Get Involved
  - Events Calendar
  - Public Notice
  - Social Media

## Groups Contacted



- Email notification to 56 residents / business associations
- French Creek Residents Association
  - Hand delivered 200 flyers and sent emails to residents in association

## Draft LWMP Amendment



- Posted online
- Distributed to RDN Board
- Made available to RLWAC
- Hard copies available
  - RDN office, libraries, public meetings, SepticSmart workshops

## Factsheets



- 7 Factsheets summarized LWMP
  - Overview of LWMP, wastewater basics
  - Sewered /unsewered areas
  - User areas - treatment plant
    - Environmental, economic, etc. implications of three secondary upgrade timing options

## Updated Website



- [www.rdnLWMP.ca](http://www.rdnLWMP.ca)
  - Approved LWMP and Draft Amendment
  - Factsheets
  - Public Information Meetings
  - Links to Survey
  - FAQs, RLWAC info, Discussion Papers

## Public Information Meetings

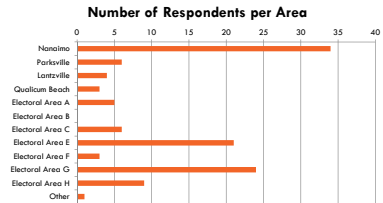


- 12 public meetings
  - ▣ 2 hours long
  - ▣ Poster review / information session
  - ▣ Structured Q&A session
    - ▣ Information & Question on every program
- 116 people participated

## Survey Respondents

Number of Respondents Per Municipality or Electoral Area

TOTAL = 116



## Nanoose Mailout



- All homes in the Nanoose Bay sewer service area
  - ▣ Informational letter
  - ▣ Factsheet 7 attached
  - ▣ Links to online survey
  - ▣ Request for input

## Public Consultation Reach

### Reached every RDN household



Number of participants:

- ▣ Open Houses: 640
- ▣ Public Meetings: 116
- ▣ SepticSmart: 120+
- ▣ Survey: 116
- ▣ Calls/emails: 24

Total: 1,016+

## Feedback Trends

### Public Wastewater Systems



- Sewer is generally desired where density permits
- Costs should be comparable to replacing a septic system (\$20-30,000)
  - ▣ Sewer is too expensive
  - ▣ Not necessary if septic system is working

## Feedback Trends

### Private Onsite Systems



- Some concern of neighbouring onsite systems and the effects of failing systems on the environment and groundwater
- Limited desire for RDN regulatory role
  - ▣ RDN regulate pump and haul only
- Perception that VIHA ignores complaints

## Feedback Trends

### Source Control



- Large variety of suggestions for partners and pollution prevention targets
- Interest for more education:
  - ▣ Regional Perspectives, regular newspaper ads, financial incentives, mailed info
- Bylaw enforcement

## Feedback Trends

### Rainwater Management



- Strong interest in this topic
  - ▣ Rainwater harvesting, development and building specifications
- Erosion control – steep areas
- Effects of upstream land owners

## Feedback Trends

### Odour Control



- GNPCC, DPPCC: no
- NBPCC: it is noticeable, but not a nuisance yet
- FCPC: odours are a significant nuisance
  - ▣ Want no odours in residential areas...there is a cost associated with odour control

## Feedback Trends

### Volume Reduction



- Support for RDN workshops, educational info
- Strong interest in greywater reuse

## Feedback Trends

### Inflow & Infiltration



- Most people were unaware of the problem
- Enabling tools so public can reduce private property I&I
  - ▣ Increased education
  - ▣ Financial Incentives

## Feedback Trends

### Pollution Control Centres

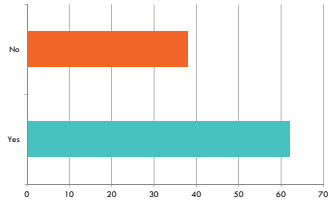


- Discussed secondary timing options and major capital projects planned for GNPCC, NBCPP and FCPC
- Preferred options varied widely
- NBPCC feedback still coming in, trends change weekly



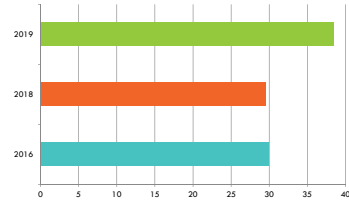
## Secondary Upgrades

Did you know laws require that the RDN upgrade GNPCC and NBPCC to provide secondary-level wastewater treatment?



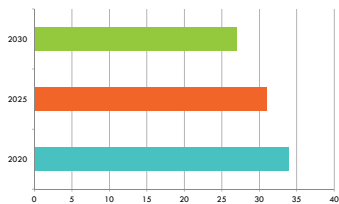
## GNPCC Upgrade

What is your preferred timeline for secondary treatment at GNPCC?



## NBPCC Upgrade

What is your preferred timeline for secondary treatment at NBPCC?



## Feedback Trends

### Pollution Control Centres



LIQUID WASTE  
MANAGEMENT PLAN

- Sooner rather than later
  - ▣ Many out-of-service-area residents advocate for environmental benefits but feel decision is not theirs since they do not have to pay
  - ▣ Costs go up the longer you wait
  - ▣ Contingent on grant funding – strong trend

## Feedback Trends

### Pollution Control Centres



LIQUID WASTE  
MANAGEMENT PLAN

- Later date
  - ▣ more time to secure grant funding

## Feedback Trends

### Pollution Control Centres



LIQUID WASTE  
MANAGEMENT PLAN

- French Creek: concern that expansion would increase odour problems

## Feedback Trends

### Biosolids



- Great idea, as long as not near them
- Some concerns on groundwater quality
- Interest in commercial applications to generate revenue

## Feedback Trends

### Resource Recovery



- Strong support, where economically feasible
- Support for potential district heating project of Hammond Bay Elementary, and others like it

## Next Steps



- Board Seminar next week  
← RLWAC Meeting?
- Board Report January/February
- Submit amendment → Approval
- Program implementation
- Annual progress report to committee

LWMP AMENDMENT

Open Discussion

## Public Wastewater Systems Program



## Private Onsite Systems Program



## Source Control Program



LIQUID WASTE  
MANAGEMENT PLAN



## Rainwater Management Program



LIQUID WASTE  
MANAGEMENT PLAN



## Odour Control Program



LIQUID WASTE  
MANAGEMENT PLAN



## Volume Reduction Program



LIQUID WASTE  
MANAGEMENT PLAN



## Inflow & Infiltration Program



LIQUID WASTE  
MANAGEMENT PLAN



## Pollution Control Centres Program



LIQUID WASTE  
MANAGEMENT PLAN



## Biosolids Program



LIQUID WASTE  
MANAGEMENT PLAN



## Resource Recovery Program



LIQUID WASTE  
MANAGEMENT PLAN



LWMP AMENDMENT

Conclusion