

**DISTRICT OF SEHELDT**  
**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**  
**held via Zoom Online Meeting Platform**  
**Wednesday, January 27, 2021**

**PRESENT** Mayor D. Siegers; Councillors J. Kuester; T. Lamb; M. McLean (Chair); B. Rowe; E. Scott; A. Toth

**STAFF** Chief Administrative Officer A. Yeates; Director of Engineering and Operations K. Dhillon; Director of Planning and Development Services A. Allen; Director of Financial Services D. Douglas; Wastewater Supervisor C. Miller; Manager of Financial Services B. Smith; Human Resources Manager L. Roberts; Manager of Development Engineering and Sustainability M. Lee; Corporate Officer J. Frank; and Recording Secretary J. Chamberlain

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In accordance with the orders from the Provincial Health Officer regarding COVID-19, the January 27, 2021 Committee of the Whole meeting was conducted by electronic means.

**1. CALL TO ORDER AND DECLARATIONS OF CONFLICT**

Chair McLean called the Committee of the Whole Meeting to order at 3:00 pm and asked for declarations of conflict. He acknowledged that the meeting was being held on the traditional territory of the shíshálh Nation, and thanked the shíshálh Nation for their collaborative relationship with the District of Sechelt.

The Director of Engineering and Operations took a moment to introduce and welcome new staff member Ms. Meghan Lee, Manager of Development Engineering and Sustainability.

**2. ADOPTION OF AGENDA**

**Recommendation No. 1**

**Moved/Seconded**

That the agenda be adopted as presented.

**CARRIED**

**3. APPOINTMENTS AND DELEGATIONS**

None.

#### 4. **NEW BUSINESS**

None.

#### 5. **BUSINESS ITEMS**

##### 5.1 **Overview of Wastewater System and Long-Term Vision**

##### **Recommendation No. 2**

##### **Moved/Seconded**

That the verbal presentation giving an overview of the wastewater system from Kirn Dhillon, Director of Engineering and Operations be received.

**CARRIED**

The Director of Engineering and Operations provided an overview of the Wastewater Treatment system: The Liquid Waste Management Plan, summary of assets, the future of the Dusty Road septage receiving facility, collection system overview, collection system conditions, Water Resource Centre (WRC), Asset Management and the long-term vision of the wastewater system.

It was additionally noted that:

- During high precipitation events, rainwater enters and infiltrates the waste stream, which makes the biological bacteria not as efficient and creates a higher intake volume for the WRC, resulting in having to bypass the membrane filters.
- A Facility Master Plan will be required to determine how to address the inflows and the infiltration impacts of increased users, and whether a plant expansion would be needed.
- The wastewater system was designed for 4,000 cubic meters per day.
- Funds need to be set aside for Asset Management of the WRC and wastewater system.
- There are three Fed Batch Reactors (FBR) in use, with approximately 610 filters in each FBR, and the filters' average lifespan is between 5-7 years.

In discussion it was further noted:

- The WRC is a LEED Gold certified project for its innovation and use of new technology, and it was suggested that more new technology be considered during the creation of a maintenance schedule.
  - Implementing new technology to the WRC facility could require higher certified Wastewater Operator(s), which are often difficult positions to fill.
- It will be a prerequisite for future grant funding applications to have Asset Management plans in place.
- A maintenance schedule would be tied into an Asset Management plan, which would also identify annual funds required for the infrastructure maintenance and allow staff to efficiently run the wastewater system.

## **5.2 Sewer System Public Survey Results**

### **Recommendation No. 3**

#### **Moved/Seconded**

That the report from the Director of Financial Services regarding 2021 Sewer System Public Survey Results be received for information.

**CARRIED**

In discussion it was noted:

- The primary focus should be on the sewer system maintenance and the impacts of inflow and infiltration.
- Sewer expansion will be led and funded by both development and grants.
  - Expansion of sewer services could also be done through a citizen initiated local area service for specific neighbourhood(s).
- Staff should consider removing the survey question relating to reclaimed water being used for drinking water as that is not being pursued by the District.

## **5.3 Sewer Fund Operating and Capital Budget Deliberations**

### **Recommendation No. 4**

#### **Moved/Seconded**

That the report from the Director of Financial Services regarding Sewer Fund Operating and Capital Budget Deliberations be received.

**CARRIED**

In discussion it was noted:

- Separating the sewer and septage revenue and expenditures will ensure that these costs are distributed fairly to the appropriate users.
  - This separated information will be important when considering how to move forward with operations and maintenance planning.
  - Staff can separate the septage information from the sewer system information, but it would all be contained within the same operating fund.
- The Grinder Re-build Septage Receiving project should read that funding would come from septage revenues, and not user fees.

## **Recommendation No. 5**

### **Moved/Seconded**

That staff identify and report back on how to move forward with separating septage and sewer within the financial reporting system, and in reporting to the community.

**CARRIED**

It was further noted that:

- The wastewater treatment infrastructure is a complex system that has many components outlined in the 2021 ongoing cost project list that could individually and/or collectively cause compliance issues.
- The Roof Replacement – Dusty Rd Building project should read that funding would come from septage reserve.
- The WRC Chemical Storage Facility is being requested for early budget approval.
  - Having more adequate storage would allow for larger bulk orders, saving the District on chemical and transportation costs.
  - The facility is also necessary for WorkSafeBC guidelines and storage of spare equipment.
- The sewer operating fund is underfunded from a revenue perspective.
  - Staff are proposing a 23% increase to sewer user fees to fund and stabilize sewer operations.

In discussion it was noted:

- Infiltration and inflow are beginning to be addressed through projects like the Camera Inspect Sanitary Mains, and as an added line item within the 5-year capital plan.
- There is a very large maintenance and infrastructure gap, with lots of work needed to maintain and keep the collection system to standard.
- Staff are looking into cured-in-place pipe relining options and will report to Council on costs, timelines and strategies.
- In the past 2 months, staff have had to respond to 2 failing sanitary connections due to root and other infiltration build up.
- The next planned budget items to come forward will be the one-time and ongoing capital items.
- There will be a community engagement meeting on sewer fund operating and capital projects in early February 2021, and staff will return to Council with that feedback.
- The District's assets are in need of review and Asset Management funding is key.

**6. ADJOURNMENT**

**Recommendation No. 6**

**Moved/Seconded**

That the Committee of the Whole meeting of January 27, 2021 be adjourned at 4:59 pm.

**CARRIED**

Certified Correct:

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Matt McLean, Chair

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Jo-Anne Frank, Corporate Officer