LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE

Friday, October 16, 2015; 12:30 pm – 3:00 pm
6300 Hammond Bay Road – RDN Committee Room

AGENDA

GNPCC Outfall (S. De Pol – Verbal)

- Replacement Schedule

- Disposal at Sea

LWMP Planning 2016 (S. Norum – Verbal)

Next LWMP MC Meeting (S. Norum – Verbal)

ADDENDUM

BUSINESS ARISING FROM COMMUNICATIONS / CORRESPONDENCE

NEW BUSINESS

ADJOURNMENT

Distribution:

Alec McPherson	....	Director Electoral Area 'A'
Ian Thorpe	....	Director (Nanaimo)
Bob Rogers	....	Director Electoral Area 'E'
Marc Lefebvre	....	Director (Parksville)
Vaughn Figueira	....	City of Parksville
Bob Weir	....	Town of Qualicum Beach
John Elliot	....	City of Nanaimo

Fred Spears ....District of Lantzville
Glenn Gibson.................Island Health
Doug Muir ....Snuneymuxw First Nation
Daniel Hooper ....Public (District 68)
Frank Van Eynde ....Public (District 69)
Blake Medlar ....Business Community (District 68)
Ted Malyk ....Business Community (District 69)

Randy Alexander, General Manager, Regional and Community Utilities, RDN
Sean De Pol, Manager, Wastewater Services, RDN
Shelley Norum, Wastewater Program Coordinator, RDN
Julie Pisani, Drinking Water and Watershed Protection Coordinator, RDN
Rebecca Graves, Recording Secretary, RDN

For Information Only: Regional Board Members; CAO's*:* Paul Thorkelsson (RDN), Brad McRae (District of Lantzville), Daniel Sailland (Town of Qualicum); Ted Swabey (City of Nanaimo); Fred Manson (City of Parksville) Chief & Council (Qualicum First Nation); Chief & Council (Nanoose First Nation); Kirsten White (Ministry of Environment); James Arnott (Environment Canada); Andrew Thomson (Fisheries and Oceans Canada); Janelle Erwin (Ministry of Transportation and Infrastructure)

REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING
HELD ON MONDAY, JUNE 1, 2015
COMMITTEE ROOM

MINUTES

Present:

Bob Rogers	Chair, Director Electoral Area E	John Elliot	City of Nanaimo
Alec McPherson	Director Electoral Area A	Fred Spears	District of Lantzville
Ian Thorpe	Director (Nanaimo)	Daniel Hooper	Public (District 68)
Marc Lefebvre	Director (Parksville)	Frank Van Eynde	Public (District 69)
Vaughn Figueira	City of Parksville	Blake Medlar	Business Community (District 68)
Bob Weir	Town of Qualicum Beach	Ted Malyk	Business Community (District 69)

Also in Attendance:

Randy Alexander	GM, Regional and Community Utilities, RDN
Rebecca Graves	Recording Secretary, RDN
Sean De Pol	Manager Wastewater Services, RDN
Shelley Norum	Wastewater Program Coordinator, RDN
Julie Pisani	Drinking Water and Watershed Protection Coordinator, RDN
Maureen Young	Director Electoral Area C

Regrets:

Doug Muir	Snuneymuxw First Nation

For Information Only:	Regional Board Members; CAO's: Paul Thorkelsson (RDN), Jim Dias (District of Lantzville), Daniel Sailland (Town of Qualicum); Ted Swabey (City of Nanaimo); Fred Manson (City of Parksville); Chief & Council (Qualicum First Nation); Chief & Council (Nanoose First Nation); Kirsten White (Ministry of Environment); James Arnott (Environment Canada)

CALL TO ORDER

Chairperson B. Rogers called the meeting to order at 12:30 PM.

R. Alexander welcomed the new committee and provided opening remarks in regards to the Liquid Waste Management Plan (LWMP). An introductory exercise occurred to familiarize the group.

DELEGATES

MINUTES

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Review of LWMPMC Terms of Reference (B. Rogers)

B. Rogers introduced the LWMP Monitoring Committee (LWMPMC) and explained that all minutes will be forwarded to the RDN Board for consideration and acceptance. The Terms of Reference says that committee membership will be open to a number of different agencies and organizations. Agencies and organizations who have not responded to the membership invitation include Snaw-naw-as First Nation, Qualicum First Nation, Ministry of Transportation, Fisheries and Oceans, Environment Canada, Island Health, and Georgia Strait Alliance. Agencies and organizations who have not responded will be copied on the committee information unless otherwise requested. Agendas and minutes will be posted to www.rdnLWMP.ca.

S. Norum reviewed the committee Terms of Reference. The committee fulfils the Ministry of Environment requirement for a LWMP monitoring committee. The committee will oversee and evaluate implementation of the RDN's LWMP by:

- Reviewing reports presented by RDN staff and their consultants relating to LWMP programs
- Reviewing progress of the public education programs, e.g. SepticSmart
- Reviewing progress of plans and reports which fall under the LWMP programs
- Providing recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management
- Reviewing annual status reports documenting LWMP implementation
- Recommending refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets
- Assisting RDN staff in developing strategies to increase the effectiveness of the LWMP
- Recommending amendments to the plan, as necessary.

The LWMP Monitoring Committee will meet at least twice a year with a provision for workshops or other presentations at the committee's discretion.

Wastewater Services and LWMP Presentation (S. Norum)

S. Norum presented the Committee with a backgrounder on wastewater basics and an introduction to RDN Wastewater Services, the LWMP, and LWMP program implementation and monitoring.

S. Norum presented a timeline of LWMP milestones:

- 1999: Original LWMP was approved by the Minister of Environment; implementation and monitoring began shortly thereafter
- 2008-2013: LWMP review and amendment process underway with the Liquid Waste Advisory Committee; plan implementation continues
- January 2014: RDN Submitted LWMP Amendment to Minister of Environment – LWMP amendment proposed secondary treatment upgrades to GNPCC by 2018 and NBPCC by 2023; plan implementation continues
- October 2014: Minister of Environment approves RDN's LWMP Amendment with 2 conditions
    1. Within 30 days of receipt of this letter, provide terms of reference, plan and schedule for completion of Stages 1 & 2 of an Environmental Impact Study for each of the GNPCC, NBPCC and French Creek Pollution Control Centre (FCPCC) sewage treatment and disposal facilities

2. By January 31, 2015, provide the Environmental Impact Study for the marine portion of the GNPCC outfall replacement project

- November 25, 2014: RDN meets Condition 1 with a letter to the MOE
- January 30, 2015: RDN meets Condition 2 with a letter to the MOE
- March 31, 2015: RDN submits 2014 annual report to the Ministry of Environment.

An annual monitoring report, submitted to the Ministry of Environment, is due June 30 of each year. An external audit is required every five years starting in 2019.

The LWMP consists of 10 programs. Programs include: Public Wastewater Systems, Private Onsite Systems, Pollution Control Centres, Odour Control, Source Control, Volume Reduction, Inflow and Infiltration, Rainwater Management – Drinking Water & Watershed Protection, Biosolids, and Integrated Resource Recovery. S. Norum provided some examples of program implementation which include:

- Bowser Village and Cedar Village Sewer Servicing Studies
- Source Control Bylaw Review
- Trucked Liquid Waste Bylaw Review
- SepticSmart / Septic Maintenance Rebate
- Biosolids Program
- Capital Projects.

S. Norum introduced the W3C: Wastewater and Water Collaborative Meeting. The W3C is a biannual meeting of staff from RDN and member municipalities. The W3C was created to achieve the commitments within the LWMP and advance regional programs and policies. Topics addressed by the W3C include:

- source control and pollution prevention
- water conservation and volume reduction
- inflow and infiltration
- rainwater management and watershed protection
- climate change
- public education.

The next LWMPMC Agenda will include a report on the W3C Meeting.

Capital Projects Update (S. De Pol)

S. De Pol discussed the major capital projects associated with the LWMP. Projects include the GNPCC Outfall Replacement, GNPCC and NBPCC secondary treatment upgrade and expansion, French Creek expansion, and Greater Nanaimo forcemain for a total estimated cost of $134 million over the next 8-10 years. The projects are being completed to increase capacity to meet growth demand, replace aging infrastructure, and meet legal requirements.

Rainwater Management/Drinking Water and Watershed Protection Program (J. Pisani)

J. Pisani gave a verbal overview on the Rainwater Management and Drinking Water Watershed Protection (DWWP) program, which is Program 5 under the LWMP. The program's objectives are to protect the quality of water, use rain as a resource and promote the maintenance of hydrologic function. The DWWP program is continuing to implement seven programs detailed in the DWWP Action Plan, several of which link to the LWMP. Actions are currently in place to monitor water

quality in streams, and to promote water conservation through incentive programs and educational resources. In the coming year, work will be initiated to develop a regional strategy on rainwater management.

MOVED F. Van Eynde, SECONDED A. McPherson, that the reports presented be received.

CARRIED

Treatment Plant Tours (S. Norum)

The Committee discussed participating in a tour of the treatment facilities and the biosolids application area. The tour could be customized for those that have already viewed any facilities but would like to join the tour throughout the day.

Future Meetings of the LWMPMC (S. Norum)

S. Norum indicated that the next LWMPMC meeting could take place late September or early October. It was mentioned that some of the Committee who are also on the RDN Board and are not available September 21-25 due to another meeting.

ADDENDUM

NEW BUSINESS

ADJOURNMENT

MOVED F. Spears, SECONDED M. Lefebvre that this meeting be adjourned.

TIME: 3:00 PM

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CHAIRPERSON

MEMORANDUM

TO:	Liquid Waste Management Plan Monitoring Committee	**DATE:**	October 7, 2015
		MEETING:	LWMP Monitoring Committee Meeting October 16, 2015
FROM:	Shelley Norum Wastewater Program Coordinator	**FILE:**	5345-50
SUBJECT:	W3C – Wastewater and Water Collaborative Meeting		

PURPOSE

To report to the LWMP Monitoring Committee on the activities of the W3C: Water and Wastewater Collaborative Meeting.

BACKGROUND

The LWMP commits the RDN to holding semi-annual meetings with the City of Nanaimo, District of Lantzville, City of Parksville, and Town of Qualicum Beach. The RDN has been holding meetings with member municipalities since 2011. In 2012, these meetings were coined the W3C: Wastewater and Water Collaborative Meeting.

These meetings are tasked with developing regional strategies to manage LWMP-related topics such as:
- source control and pollution prevention
- water conservation and volume reduction
- inflow and infiltration
- rainwater management and watershed protection
- climate change
- public education.

The W3C Terms of Reference is attached as Appendix A.

W3C ROLES AND RESPONSIBILITIES

Roles and responsibilities of the W3C are summarized in Terms of Reference in Appendix A.

RECENT W3C ACTIVITIES

The W3C met twice in 2015:
- March 12, 2015
- September 25, 2015.

W3C initiated three working groups to advance topics related to the LWMP. The working groups included:

Working Group 1: Source Control / Sewer Use Bylaw Review	
Measure(s) of success	RDN and municipal staff to present an updated regional source control bylaw to the Board and Councils for adoption.
Progress to date	The RDN has completed a thorough review of its Sewer Use Bylaw 1225, with suggested amendments.
Next Steps	- October 2015: RDN CoW/Board - Municipalities update/amend their bylaws as needed - Review implementation - Identify amendments needed - Measuring/monitoring/pin-pointing sources - Outreach programs as needed
Working Group 2: I&I	
Measure(s) of success	- A meeting with W3C members and other organizations with experience managing I&I - Discussion on how to address I&I in the 2016 budget - Create linkages with Working Group 1 to improve the ability to manage I&I.
Progress to date	- Discussion on what other RDN municipalities are doing to address I&I - Research on what is being done around the province/other jurisdictions
Next Steps	- Continue research - Working group members each review a subset of the research documents and report at a future subcommittee meeting to review successes/failures of other jurisdictions in specific topics - Invite staff from other jurisdictions to speak at working group meeting
Working Group 3: Rainwater Working Group	
Measure(s) of success	Develop a regional strategy on rainwater management: - Establish watershed performance targets and standards to mitigate the impacts of land development - Consider subdivision development standards (i.e. low impact development principles, green infrastructure policies, erosion and control standards, onsite rainwater management, watercourse protection, and wetland protection) and non-point source control (i.e. runoff pollution)
Progress to date	The first working group meeting date has been set for November 26, 2015
Next Steps	Initiate working group. Share communications/information on Rainwater Management. Report on progress/findings at next W3C

W3C: WASTEWATER AND WATER COLLABORATIVE MEETING

September 2015

TERMS OF REFERENCE

PURPOSE

The Regional District of Nanaimo's Liquid Waste Management Plan (LWMP) Amendment was approved by the RDN Board and the Minister of Environment in 2014.The W3C was created to achieve the commitments within the LWMP by bringing together staff from the RDN, Town of Qualicum Beach, City of Parksville, District of Lantzville and City of Nanaimo to advance regional programs and policies. The LWMP topics specifically relevant to the W3C include:

- source control and pollution prevention
- water conservation and volume reduction
- inflow and infiltration
- rainwater management and watershed protection
- climate change
- public education.

W3C meetings will also discuss wastewater flow monitoring and billing.

ROLES, RESPONSIBILITIES AND KEY ACTIVITIES

The table below identifies the W3Cs roles (i.e., its function), responsibilities (i.e., how the group will fulfil its roles), and key activities that the group will carry out in the near term to fulfil its responsibilities.

MEMBERSHIP

W3C members will include utilities, engineering and public works, wastewater, and water services staff from the Regional District of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and City of Nanaimo.

MEETINGS

The W3C group will meet twice a year; in March and September. At the convenience of the group, the RDN will host the meetings.

Roles, Responsibilities and Activities of the W3C

Role	Responsibilities	Proposed Activities
Identify the existing and future levels of service	Identify existing levels of service	• Annually re-affirm the list of LWMP-related actions W3C members are undertaking in their communities • Identify opportunities to work together and improve local services e.g. pollution prevention, integrated stormwater management
	Collaboratively develop new or improved approaches to achieving the LWMP commitments	• Identify LWMP commitments which require advancement • Select a W3C member(s) to lead a working group(s) to advance the topic • Create a list of answers needed to further the topic • Discuss the working group topic in subsequent W3C meeting(s) and develop recommendations for next steps • Identify ways to connect commitments to departmental budgets • Take action in each community
Monitor the effectiveness of actions	Collaboratively measure actions	• Develop qualitative and quantitative targets to measure effectiveness of W3C initiatives above • Assess the levels of service against the LWMP commitments
Advise decision makers	Report to Liquid Waste Monitoring Committee	• Report on W3C Progress at LWMP Monitoring Committee meetings • Encourage members of the Monitoring Committee to actively engage in discussion and provide feedback • Respond to technical questions from the Monitoring Committee
	Inform Senior Managers, Board and Council	• Bring forward level of service issues raised by W3C to senior management, Board and Councils
Educate the public with common messages for regional wastewater and water issues	Promote regional communications materials	• Discuss overlap/synergies among member municipalities and RDN • Identify and develop key messages on wastewater and water issues • RDN to develop a communications plan for regional wastewater services, as required
Share knowledge on LWMP technical matters	Exchange learned lessons and successes	• Exchange experiences, lessons learned, and successes at meetings
	Store information resources	• Create an electronic share-site to store reference materials
Resolve wastewater flows	Report on flow data	• RDN to provide members with flow data and financial information before W3C meetings
	Identify questions that require further discussion or study	• Identify and resolve specific questions as they relate to flow monitoring or billing
Participate with local First Nations	Invite local First Nations to participate in working groups as applicable	• Consider an exchange of knowledge around utilities and operations • Consider a job shadow program similar to the City of Nanaimo's