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RECORD OF MEETING

Date:	June 2, 2020	**File No.:**	20132344.00.A.04.01
Time:	10:00 am – 12:00 pm	**Location:**	Virtual; Go-To Meetings
Client:	City of Port Alberni	**Project Name:**	Combined Stage 2/3 LWMP
Subject:	Plan Monitoring Committee Meeting # 1	**Project No.:**	2013-2344

Attendees: Ken Watson (KW) – The City; Clinton Wright (CW) – The City; Alicia Puusepp (AP) – The City; Tom Robinson (TR) – AE; Michal Simhon (MS) – AE; Hugh Hamilton (HH) – AE; Sylvia Woolley (SW) - AE; Members of the Plan Monitoring Committee

This Record of Meeting is considered to be complete and correct. Please advise the writer within one week of any errors or omissions, otherwise this Record of Meeting will be considered to be an accurate record of the discussions.

Action by	Discussion:
	1 INTRODUCTIONS (TR)
	Introductions were made. The meeting was the first of the Plan Monitoring Committee (PMC) for the City's Liquid Waste Management Plan (LWMP). This committee is comprised of members from the previous Waste Advisory Committee, which includes both technical and public groups.
Info	Members that participated in the meeting include: • Jenny Brunn - Manager of Operations, Regional District of Alberni-Clayoquot • Mike Carter - Director of Operations, Port Alberni Port Authority • Larry Cross - Manager, Environment, Catalyst Paper • Phil Edgell – President, Alberni Valley Enhancement Association • Brandy Lauder - Councillor and Natural Resources Department, Hupacasath First Nation • Darrell Ross - Manager of Natural Resources, Tseshaht First Nation • Hugh Braker. Councillor, Tseshaht First Nation • Ken Watts – Councillor, Tseshaht First Nation • Brad West - Principal, McGill and Associates
	2 OBJECTIVES (TR)
Info	The key objectives of the PMC Meeting 1 were noted as follows: 1. Understand the purpose of the Plan Monitoring Committee and how it contributes to the overall LWMP process. 2. Become familiar with the work completed since the last WAC Meeting.
Info	The Overall, High-Level Objective of the PMC committee was to: 1. Provide input and support into the City's commitment as part of the LWMP process.

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Action by	Discussion:
	3 STAGE 2/3 OVERVIEW AND PLAN MONITORING COMMITTEE (TR)
Info	• An overview of the LWMP Process was provided. • Participants were provided with the Draft Combined Stage 2/3 LWMP report prior to the meeting.

Info	• There are two pathways for Provincial authorization of wastewater treatment, as follows:
	  • Completion and Approval of an LWMP.
	  • MWR Registration, which represents the ultimate requirement/goal.
	• The outcome: The City will be registered under the MWR and have an approved LWMP.

Info	Additional regulatory requirements were reviewed:
	• Federal Wastewater System Effluent Regulation (WSER) (under the Federal *Fisheries Act)*
	  • The City is currently registered under WSER.
	• Vancouver Island Phosphorus Objective
	  • This regulation would only be applicable if discharging into streams.
	• BC Environmental Assessment Act
	  • This project is not-reviewable with an approved LWMP in place.

Info	Further information on what led to the changing of the LWMP Committee from the WAC to the PMC was provided. This includes: • The purpose of the PMC is to monitor the plan after it has been approved by City Council and the BC MOE. The City is calling on previous members of the WAC, and others to form the PMC, and to provide input and support on Implementation and Monitoring for the City's LWMP.
TR, MS, HH	**4 BACKGROUND AND PROJECT HISTORY (TR, MS, HH)**
Info	An overview of the location of the existing municipal wastewater treatment facility (WWTF) was provided.
Info	A brief history and timeline of the LWMP process to date was reviewed. Stage 1 was approved in 2001, and Stage 2 was started in 2002; however, since the costs for all options were prohibitive, the Stage 2 was put on hold. The LWMP process was restarted in 2012, after the City acquired the Catalyst lagoon. Construction of the WWTF upgrades at the former Catalyst lagoon began in 201.8
Info	Information pertaining to dredging of the Catalyst and Municipal lagoons was provided. In 2016, the former Catalyst lagoon was dredged, and dewatered solids were hauled off-site. At this time, a portion of the City's existing municipal lagoon was also dredged to allow for extra capacity until the new facility could be built and commissioned.
Info	The Regulatory Framework was reviewed. The main contaminants that are regulated are Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS). WSER requires average effluent TSS/BOD limits of 25/25 mg/L. The MWR stipulates maximum TSS/BOD limits of 45/45 mg/L. For the upgraded WWTF, the MWR and WSER apply. The Vancouver Island

Action by	Discussion:
	Phosphorus Objective will not apply to the upgraded facility, since the discharge is not into a stream.
Info	A summary of the previous WAC Key Issues was reviewed. They key issues can be summarized as: • Protection of adult and juvenile fish. • Decommissioning lagoon and habitat restoration. • Climate change considerations. • Environmental Monitoring. • Protection of Human Health (e.g. fishers & kayakers).
Info	An overview of the Environmental Considerations was presented. All regulations require that an Environmental Impact Study (EIS) be conducted. This study included field investigation, dilution modeling, effects assessment, mitigation plan and pre-discharge and operational monitoring programs. This study helped determine the location of the outfall to minimize the effects on fish and human health. A copy of the EIS report is available on request.

5 UPDATE ON CONSTRUCTION OF WWTF UPGRADES (MS)

Info

Having been awarded two governmental grants, the City was able to begin design and construction on the WWTF upgrades in 2018. An overview of the upgrades was provided. The upgrades feature:

- Fine Screening (6 mm) using Band Screens. The screens will help reduce contaminants such as hair, oil, grease and other large solids from entering the lagoon. This will help produce biosolids of higher quality, as there will be less solids such as plastics that are carried into the lagoon. The existing facility does not have any screening, so this addition is a significant improvement to the WWTF system
- Diffused Aeration – New aeration modules were installed in the new lagoon. Wastewater will flow in a serpentine fashion around the lagoon, and injected air will help natural biological processes break down contaminants in the water. This fine-bubble diffuser system is a significant improvement to the City's existing surface aerators.
- Ultraviolet (UV) Disinfection - Prior to discharge, the treated effluent will pass through UV disinfection reactors to deactivate viruses for the protection of human health
- Effluent Pump Stations - from either side of the lagoon, treated effluent will be pumped from the lagoon through the UV system, and out the outfall and diffuser system into the Alberni Inlet.
- Outfall and Diffuser System – there are five outfall ports. The depth of the outfall ranges from 3 m to 7 m depending on the tide level. To protect fishing nets and anchors from getting caught on the diffuser ports, the design incorporated diffuser cages overtop of the diffuser ports.

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Action by	Discussion:
MS	**6 COMBINED STAGE 2/3 LWMP**
Info	The other components (i.e. non-wastewater treatment components) of the LWMP were reviewed.

Source Control and Volume Reduction

- The City has By-Law No. 3224 and has plans on reviewing and updating this bylaw to be in better alignment with best practices from other prominent municipalities.
- The City has a universal water metering program which is a means to minimize water volume sent to the WWTF

Combined Sewer Overflows

- The City has four existing CSOs, which the City plans to eliminate. The City has been separating and twinning the sewer system. At present, approximately 50% of the conveyance system is combined.

Inflow and Infiltration

- The City experiences inflow and infiltration into their sewer system. By separating and replacing the sewers, the City is addressing I&I.

Sustainability & Resource Recovery

- Resource recovery opportunities have been investigated. At this time neither effluent reuse nor heat recovery are viable options as there is low demand.
- The City has previously used biosolids from the municipal lagoon together with woodchips to use as cover at the Alberni landfill.
- The City is still committed to restoring the existing City lagoon, once the new WWTF has been commissioned. The City will be investigating grant opportunities for the restoration work.
- The City will continue to explore resource recovery opportunities and strategies.

Urban Stormwater Management

- City will continue to assess stormwater management. At present, there are incentive based policies that favour low impact development to help reduce storm water run-off.

7 NEXT STEPS

The Next Steps for the Combined Stage 2 /3 LWMP were reviewed. These are summarized as:

- Develop Implementation and Monitoring Plan
- Consultation with Tseshaht
- Consultation with Hupacasath
- Public Consultation
  - Virtual engagement open house
  - Web-based communications
- Update and complete Stage 2 / 3 LWMP Report

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Action by **Discussion:**

Next Meeting: Tuesday, June 16th, 10:00 – 12:00 p.m.
During this meeting, we ask that the PMC return with feedback, input and other discussion topics that are of interest for the Stage 2/3 LMWP

8 QUESTIONS

Question 1:
Phil Edgell: Regarding the Monitoring Program, will data collected from the existing stations give an indication on how the effluent plume is behaving?
Answer 1:
Hugh Hamilton: The modeling provided predictions of water quality at the edge of the Initial Dilution Zone (100 m) and further afield under a range of conditions (e.g. late summer, winter). The water quality monitoring will occur quarterly, allowing comparisons to the modelling results for those seasons.

Question 2:
Mike Carter: Is there any signage around the outfall to ensure traps and more particularly anchors do not drag across, or is it buried quite deep?
Answer 2:
Tom Robinson: There is a sign.
Ken Watson: Yes, there is a sign on shore showing that there is an outfall. There are no markers in the water, but this can be investigated and implemented if a need exists. As mentioned, the diffuser ports would be guarded from nets. The rest of the alignment is buried.

Question 3:
Jenny Brunn: For the quarterly monitoring, are there plans to measure total or dissolved metals? As a reference, the leachate from the landfill is measured for metals.
Answer 3:
Hugh Hamilton: Yes, total and dissolved metals are included in the monitoring list. Metals are not typically required, but, after discussion with the Ministry of Environment, metals were added to the list of monitoring parameters.

Question 4:
Brad West: Regarding the dredging for the outfall, will there be any report that will be published on what artifacts or other archaeological items of significance were found?
Answer 4:
Tom Robinson: Yes, some items were uncovered during the excavation. It was interesting to note that much of the material had clearly been moved around by tides, as items did not appear to be in their original locations.
Ken Watson: At present, we don't have all the details on what has been found that we can share. To note, the Jim Stafford, the Archeologist, was quite excited about some of the items discovered. Based on the Permit, the artifacts belong to the Province. Members of Tseshaht and Hupacasath

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Action by	Discussion:
	were on site during the archaeological investigation. At this time, we are not certain when (or if) the report would be published. In addition, it is our understanding that some of these artifacts would be returned to the First Nations communities, however, we do not have any details or more information to provide.

Prepared by:

Sylvia Woolley, M.A.Sc., EIT
Wastewater Engineer

SW/lp