



## Notice of Meeting and Meeting Agenda Magic Lake Estates Water and Sewer Committee

Tuesday, March 3, 2026

11:30 AM

Saanich Peninsula Wastewater Treatment Plant  
9055 Mainwaring Road  
Victoria BC V8L 1E3

Members of the public can view the live meeting via MS Teams link: [Click here](#)

Alternatively, to hear the meeting via telephone:

Call: 1-877-567-6843 and enter the Phone Conference ID: 299 165 641#

C. Aldridge Sanchez, P. Brent (EA Director), J. Deschenes, J. Grelik, S. Kobierski, B. Mongeon,  
H. Read

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Election of Chair

### 3. Election of Vice Chair

### 4. Approval of Agenda

### 5. Adoption of Minutes

- 5.1. [26-0242](#) Minutes of the Magic Lake Estates Water and Sewer Committee meeting of November 13, 2025

**Recommendation:** That the minutes of the Magic Lake Estates Water and Sewer Committee meeting of November 13, 2025 be adopted as circulated.

**Attachments:** [Minutes - November 13, 2025](#)

### 6. Chair's Remarks

### 7. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.ca/address](http://www.crd.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Committee at [LegServ@crd.bc.ca](mailto:LegServ@crd.bc.ca).*

## 8. Committee Business

8.1. [26-0248](#) Senior Manager's Verbal Update - March

**Recommendation:** There is no recommendation. This verbal update is for information only.

8.2. **26-0234** Committee Orientation

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** Presentation: MLE Committee Orientation

## 9. Notice(s) of Motion

## 10. New Business

## 11. Adjournment

The next meeting is June 11, 2026.

## Meeting Minutes

### Magic Lake Estates Water and Sewer Committee

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Thursday, November 13, 2025

11:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

B. Mongeon (Chair), P. Brent (EA Director), J. Deschenes (EP), S. Kobierski (11:42 am) (EP), H. Read (EP)

**STAFF:** S. Henderson, General Manager, Electoral Area Services (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Bilodeau, Manager, Water Wastewater Services Operations; K. Konicek, Manager, Water Distribution Engineering and Planning; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: C. Aldridge Sanchez, M. Fossil

The meeting was called to order at 11:32 am.

#### 1. Territorial Acknowledgement

Chair Mongeon provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the agenda for the Magic Lake Estates Water and Sewer Committee  
meeting of November 13, 2025 be approved as circulated.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1180](#) Minutes of the Magic Lake Estates Water and Sewer Committee meeting of June 5, 2025

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the minutes of the Magic Lake Estates Water and Sewer Committee meeting  
of June 5, 2025 be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Commission Business

##### 6.1. [25-1139](#) Senior Manager's Verbal Update

J. Dales presented Item 6.1. for information and noted that seasonal water restrictions have come to an end and that the water conservation signage has been installed. It was also noted that moving forward Electoral Areas Services staff will be the main contact for the committee.

**S. Kobierski joined the meeting electronically at 11:42 am.**

##### 6.2. [25-1146](#) Capital Projects and Operational Update - November 2025

J. Bilodeau, J. Dales and L. Xu presented Item 6.2. for information.

Discussion ensued regarding:

- the presence of an animal burrow in the dam structure
- motor vehicle incident at the water treatment facility
- future plans to reduce inflow and infiltration
- a seventh filtration membrane was installed at the wastewater treatment plant
- potential for installation of an eighth membrane if necessary
- suggestion for a bylaw with explicit language related to disposal of chemicals

##### 6.3. [25-1092](#) Magic Lake Estates Water and Sewer Service 2026 Operating and Capital Budget

L. Xu presented Item 6.3.

Discussion ensued regarding:

- current year deficit has to be recovered in the upcoming year
- future years will have higher transfer to the reserve fund
- existing debt retirement will mitigate increases
- providing rate payers with a long term sustainable water supply
- billing alternatives such as consumption based billing or a tiered rate
- variability of water consumption across seasons

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the Magic Lake Estates Water and Sewer Committee recommends that the  
Electoral Areas Committee recommend that the Capital Regional District Board  
approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan  
for the Magic Lake Estates Water and Sewer Services as presented.  
CARRIED**

## 7. Notice(s) of Motion

There were no notice(s) of motion.

## 8. New Business

### 8.1. Committee Roundtable Discussion

Chair Mongeon opened the floor for members to bring forward any additional items of interest.

Discussion ensued regarding:

- election of the Vice Chair to take place in 2026
- research on per- and polyfluoroalkyl substances (PFAS)
- consideration of connecting the Chart Drive pumphouse to the SCADA system
- upcoming committee appointments and posting vacancies

## 9. Adjournment

**MOVED by B. Mongeon, SECONDED by P. Brent,  
That the Magic Lake Estates Water and Sewer Committee meeting of November  
13, 2025 be adjourned at 12:41 pm.  
CARRIED**

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Chair

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Recorder



# Magic Lake Estates Water and Sewer Committee

March 3, 2026



# Agenda

1. Introduction
2. Governance
3. Service Overview
4. Budget(s)
5. Key initiatives
6. Links and Resources



# Meet the team

**Justine Starke, RPP, MCIP**  
Senior Manager, Southern Gulf Islands  
Electoral Area Administration

**Stephen Henderson**  
General Manager, Electoral Area  
Services Department

**Joel Bilodeau**  
Mgr Water Wastewater Services  
Operations

**Natalie Tokgoz,**  
Mgr Wastewater Engineering &  
Planning

**Christoph Moch, Dipl.-Ing., P.Eng.,**  
Manager, Water Quality Operations

**Katarina Konicek**  
Manager, Water Distribution Eng  
and Planning

**Megan MacDonald**  
Legislative Services Coordinator

**Lia Xu, M.Sc., CPA, CGA,**  
Manager, Finance Services

# Governance Overview



## MLEWS Committee

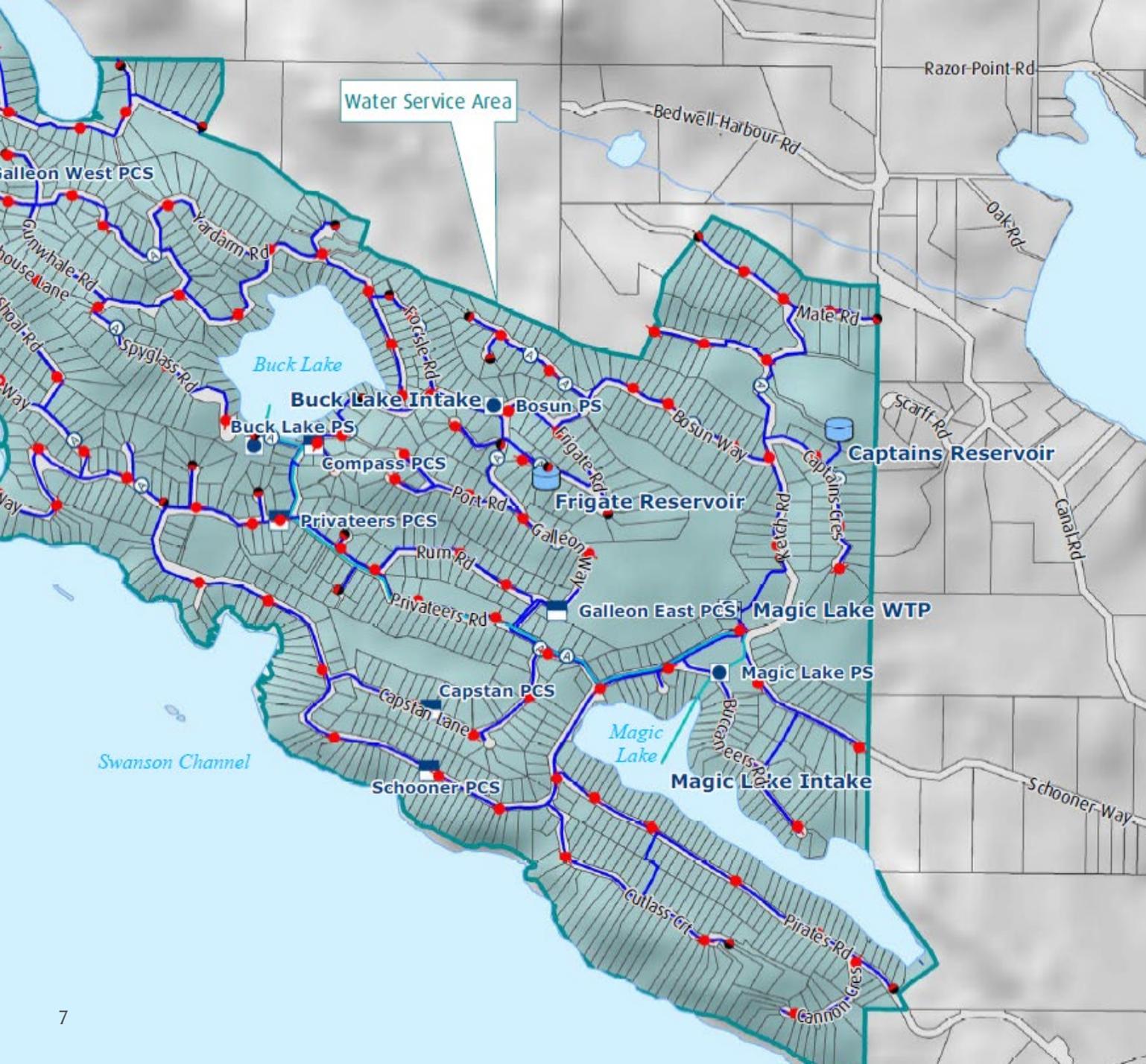
- Subject to Committee Bylaw No. 1875
- Provide input on the overall direction and delivery of services
- Recommend 5-year operating and capital budgets for Regional Board approval
  - Set priorities and, recommend levels of user charges to be established by bylaw of the Regional Board
  - Recommend the extent of requisition to be collected by way of parcel taxes
- Advise on community interests and liaise with community on behalf of CRD.

# Governance Overview



## Committee Governance

- Committee Bylaw No. 1875
- CRD Procedures Bylaw No. 3828
- Roberts Rules of Order
- Community Charter and Open Meeting Rule
- Public Notice Required
- Quorum = Meeting
- When in doubt – ask staff!



# Magic Lake Estates Water Service Area

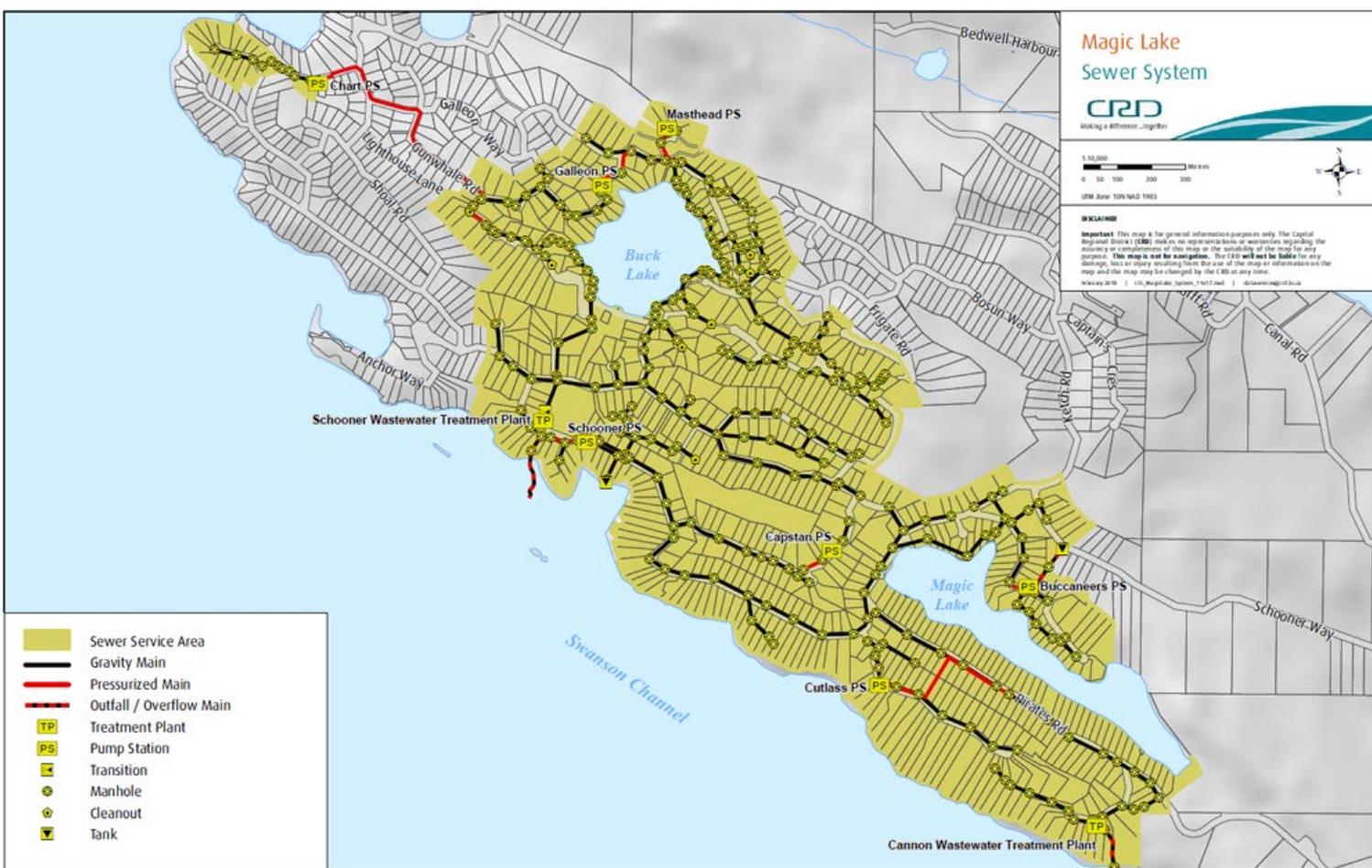
# Service Overview



## Magic Lake Water Service

Pender Island in the Southern Gulf Islands Electoral Area was originally serviced by a private water utility and in 1981 the service converted to the Capital Regional District (CRD). The Magic Lake Estates water service is made up of:

- 1,202 parcels
- 1,043 single family equivalents
- Approximately the same amount of customers obtaining service from the water system.



Also converted to the CRD in 1981.

The Magic Lake Estates sewer service is 210 ha and made up of:

- 730 parcels, 651 are serviced
- 18.5 km of sewer pipe
- 293 manholes
- 7 pumpstations
- Outfall into Swanson Channel
- In 2024 Cannon WWTP decommissioned and replaced with a pump station and foremain now pumping to Schooner WWTP.

# Magic Lake Wastewater Service

# Service Levels



## Capital Regional District

- “CRD Evolves” – Re-org, phased implementation
- Electoral Areas Services Dept. supports committee support and facilitation; meeting coordination and legislative duties shared with Leg Services and IWS administrative staff
- Engineers and technicians provide operational management for the wastewater treatment plants and sewer service and the supply, treatment, storage and purveying of retail water supply
- Finance staff provide retail billing services.
- Engineering and planning support shared across divisions along with asset management and maintenance planning.

## Service Levels



## Water Quality Monitoring

- Water quality sampling - collection, analysis and reporting
- Operational support (maintenance, repairs)
- Emergency response (e.g., spills, pipe breaks)
- Research, planning and risk assessment support for long-term planning
- Lab Services: Provides analysis for CRD Drinking Water and Wastewater Systems

# Key trends

- Increasing water demand due to pop growth and increasing operational & maintenance needs
- Aging infrastructure: infrastructure deficit and future management needs
- Asset Management Plan - The capital renewal forecast is based on the expected service life of assets and their replacement cost.
- Long-term capital plans need to support infrastructure investment and maintain service levels
- Need to integrate service level planning with community and land use planning, plan for growth.
- Climate change poses risk to water supply with impacts on watershed, water demand, water quality



# Building a Budget and Process

## 1 Service Planning



- Determine service needs
- Integration into work plans
- Defining actions, targets and resource allocation

## 2 Financial Planning



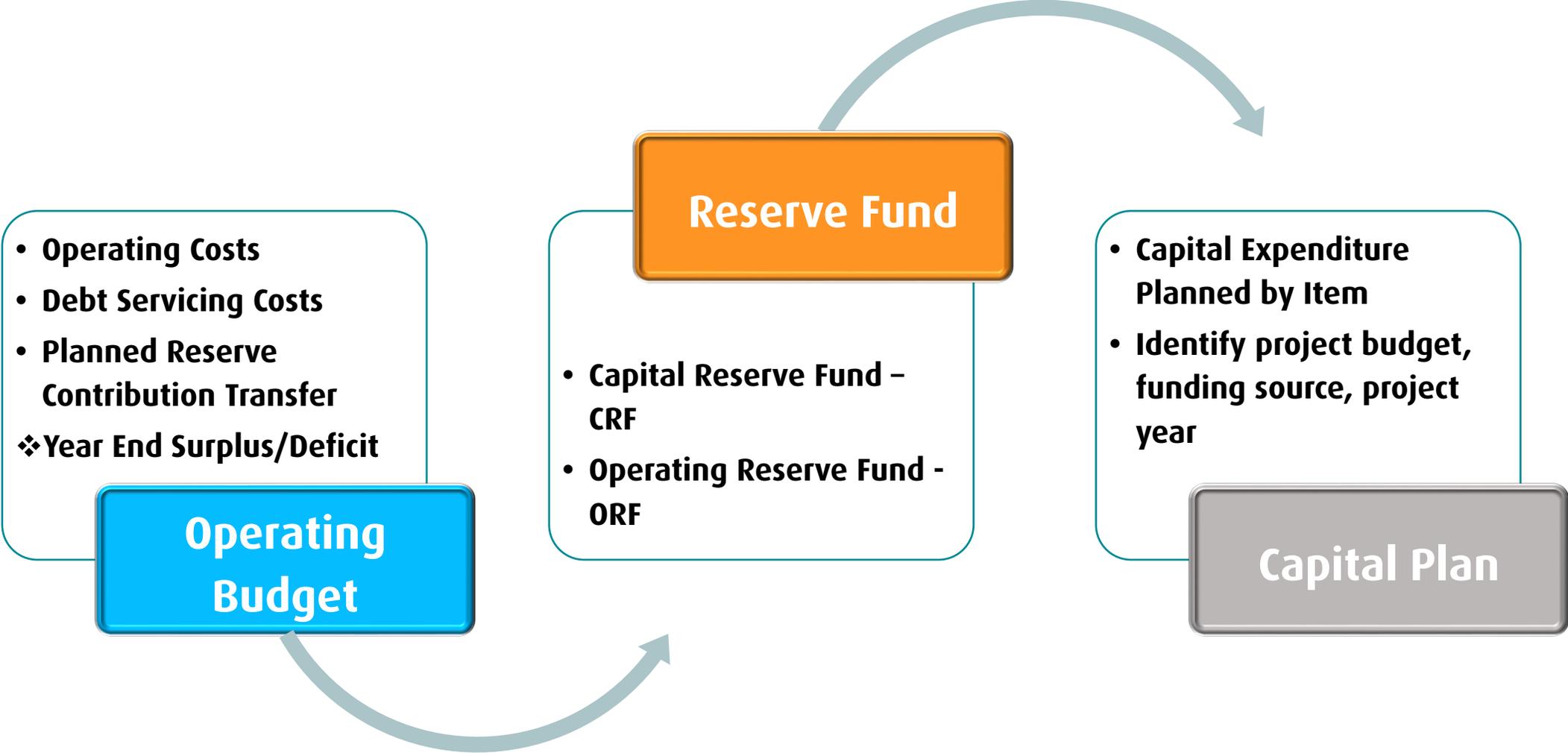
- Costing of resourcing required to implement actions
- Impact analysis on participants and the organization
- Financing strategies to meet cash flow requirements

## 3 Budget Approval



- Operating and Capital plans reviewed and approved by commissions, EA directors, and the CRD Board

# Three Major Budget Components



# Magic Lake Estates Water Service

- The Magic Lake Water Service budget is funded entirely by a combination of tax requisitions and retail user charges.
- The operating budget for 2026 is estimated at **\$1,278,193**
- The capital budget for 2026 is estimated at **\$437,000**
- Capital projects are funded by a combination of reserves, capital funds on hand, grants and long-term debt

# Magic Lake Estates Sewer Service

- The Magic Lake Sewer Service budget is funded entirely by a combination of tax requisitions and retail user charges.
- The operating budget for 2026 is estimated at **\$1,355,016**
- The capital budget for 2026 is estimated at **\$314,600**
- Capital projects are funded by a combination of reserves, capital funds on hand, grants and long-term debt

# Key initiatives

2026

- Ongoing Pump Station and Treatment Plant Upgrades
- Frigate & Captains Tank cleaning & inspection
- WTP Process Pipe Condition Assessment
- ISOPAC Handling/Storage
- SCADA Improvements
- Buck Lake Dam Repairs (ongoing to 2029)
- Kiosk Insulation

2027

- Water distribution system flushing program (Phase 1)
- Water main replacement
- Spillway Culvert Assessments
- ISOPAC Handling/Storage
- **Scope Master Planning**

2028

- Water distribution system flushing program (Phase 2)
- Water main replacement
- Financial planning for asset management
- **AAP for Captains Tank Replacement**

2029

- Captains Tank Replacement Project
- Water main replacement
- Financial planning for asset management
- **Community engagement - borrowing for future capital needs**

# 2026 Meeting Schedule & Locations

## **Magic Lake Estates Water and Sewer Committee:**

- Tuesday March 3, 11:30 am (SPWWTP)
  - Thurs June 11, 11:30 am ([online?](#))
  - Tues Oct 27, 11:30 am (SPWWTP)
- 
- ✧ Agenda deadlines for new business – 2 weeks
  - ✧ Agendas distributed one week ahead of meetings.

# Links and Resources:

- [Magic Lake Estates | Capital Regional District](#)
- [Magic Lake Estates Water and Sewer Committee | Capital Regional District](#)
- [Board Procedures Bylaw, 2012 \(Consolidated\) | Capital Regional District](#)



# Thank you



@crdvictoria



Capital Regional District



CRDVictoria



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