



Making a difference...together

**MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE**  
Notice of Meeting on **Tuesday, December 14, 2021 at 9:30 a.m. in the Goldstream**  
**Conference Room, 479 Island Highway Victoria, BC**

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

K. Heslop  
W. Foster

M. Fossl  
D. Howe

J. Deschenes  
D. Reed

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**AGENDA**

**1. ELECTION OF CHAIR**

*(Pursuant to Section 5 Bylaw No. 2339)*

*Election conducted by Senior Manager, Integrated Water Services*

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

*Recommendation: That the minutes of the October 26, 2021 meeting be adopted.*

**4. CHAIR'S REMARKS**

**5. PRESENTATIONS/DELEGATIONS**

*Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.*

*Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

**6. COMMITTEE BUSINESS**

**6.1. Water Update [verbal]**

**6.2. Wastewater Update [verbal]**

**6.3. Operations Update [verbal]**

**6.4. Grants Discussion [verbal]**

**7. CORRESPONDENCE**

**8. NEW BUSINESS**

**9. ADJOURNMENT**

**Next Meeting:** Tuesday, January 11, 2022

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*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*



Making a difference...together

**MINUTES OF A MEETING OF THE Magic Lake Estates Water and Sewer Committee, held Tuesday, October 26, 2021 at 9:30 a.m., Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:** **Committee Members:** K. Heslop (Chair); M. Fossil; J. Deschenes (EP); D. Reed; P. Brent (EP); W. Foster (EP) (10 am); M. Kenwell (EP)  
**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; M. Cowley, Manager, Regional Wastewater (EP); L. Xu, Senior Financial Advisor, Financial Services; D. Dionne, Administrative Coordinator (recorder); M. Risvold, Committee and Administrative Clerk  
**REGRETS:** D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:33 am.

**1. APPROVAL OF AGENDA**

**MOVED** by D. Reed, **SECONDED** by P. Brent  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

Item 7.2 on page 4 of the minutes was amended as follows:

- Strike the first bullet.
- Strike the second sentence in the paragraph following the bullets.

**MOVED** by P. Brent, **SECONDED** by M. Kenwell,  
That the minutes of the September 14, 2021 meeting be adopted as amended.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made no remarks.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. COMMITTEE BUSINESS**

**5.1. Magic Lake Estates Water and Sewer Service 2022 Capital and Operating Budget**

I. Jesney and M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2022 Operating and Capital Budget.

Discussion ensued and staff responded to questions from the Committee regarding:

- Water system leak repairs. Staff advised if this becomes more common, budget adjustments may be required to account for emergencies and contingency planning.
- Individual water storage and the possibility of using reserve funds to subsidize personal water storage. Staff advised that the reserve funds cannot fund a capital asset that is not under the control of the Capital Regional District (CRD).

- Climate patterns, effectiveness of increasing the systems rainwater collection. Staff advised there is available storage in Magic Lake that has reduced over the years due to silt and vegetation. There is a possibility of using funds to improve raw water storage capacity.
- Parcels of land that are “lost” or deemed non-taxable. Staff advised that one parcel was sold to the Crown, deeming it exempt from taxation. Two other parcels were consolidated as one, resulting in it now being one parcel.
- Progressing with Schooner Treatment Plant construction and cleaning of the ditch. Staff are planning to issue a request for proposals (RFP) to design upgrades at Schooner Wastewater Treatment Plant. Construction is likely to commence in fall of 2022. Cleaning of the ditch is dependent on construction scheduling as it would be preferable to clean once there’s a redundant ditch to keep online while the other is cleaned.
- The timeframe as to when the generator will be installed. Staff advised it is part of the Capital upgrade.

**MOVED** by D. Reed, **SECONDED** by M. FossI,  
That the Magic Lake Estates Water and Sewer Committee:

1. Approves the 2022 Operating and Capital Budget for the:
  - Magic Lake Estates Water System Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and
  - Magic Lake Estates Sewerage System Local Service as presented and recommend that the 2021 actual surplus or deficit be balanced on the recovery from the Operating Reserve Fund; and
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2022 Operating and Capital Budget and the five-year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

**CARRIED**

## **5.2. Water Update [verbal]**

I. Jesney provided a verbal update on the following:

### **Water Treatment Plant – Stainless Steel Pipe Replacement**

All releases have been executed and funds have been released to the CRD. The funds have been set up in a separate capital reserve fund specifically for the water treatment plant.

## **5.3. Wastewater Update [verbal]**

M. Cowley provided a verbal update on the following:

### **Collection System Upgrades**

- Triahn Enterprises Ltd. is currently installing pipe on Pirates Road, (the last section), and should have that section completed by November 5, 2021. Once that section is complete, they will have installed about 3,000m of pipe (100% complete).
- Final clean-up and restoration will then commence Triahn has tried to schedule Island Asphalt for paving the road crossings, but they have deferred this work a couple of times. It is now scheduled to be complete by mid-November.

- More rock has been encountered than anticipated as the rock profile is very undulating and the existing sewer pipe meanders from the original as-constructed drawings.
- The actual construction cost to end of September date is \$1,631,765. The estimated cost to complete the contract is about \$2.25 million depending on the final road restoration requirements. The cost is higher than the initial \$2 million (M) budget estimate primarily because of increased rock removal and house connection quantities (many properties have two connections).

M. Cowley responded to questions from the Committee regarding cleaning the storm water ditches, and advised that clean-up and re-dressing the road shoulders will be completed when construction is finished. Concerns regarding the level of treatment and any affects to the ocean were also answered, advising the plant still has UV disinfection, and is unlikely to impact the shellfish harvesting areas.

#### **Investing in Canada Infrastructure Program Grant – Phase 2 and 3**

- The CRD was successful in receiving a \$5.65M grant to help fund most of Phase 2 and 3.
- The scope of work to be completed under the grant generally includes:
  - Renewing 6 pump stations (Buccaneer, Galleon, Schooner, Capstan, Cultass, Masthead)
  - Replacing Cannon WWTP with a new pump station
  - Upgrading Schooner WWTP (new headworks, Equalization Tank (EQ tank), aeration tank, clarifiers, genset)
- All remaining funds left from the \$6M loan (after paying for the \$2.056M grant share and \$2.25M estimated sewer installation cost) will be used to complete as much sewer pipe replacement as possible.
- A RFP will be issued shortly to request proposals from consultants to design the upgrades. The plan is to hire a consultant in December who will then start the preliminary design in January 2022.
- We have commenced with the required First Nations consultation process and have received some initial feedback requesting more information on the treated effluent and any effects on the seaway. We will be following up to provide additional information.

#### **5.4. Operations Update [verbal]**

M. McCrank provided a verbal update on the following:

##### **Water Operations Highlights:**

- Sept 9th – Fire safety inspection performed by the Pender Island Fire Chief of the Magic Lake Water Treatment Facility. Several corrective actions required as a result of the inspection.
- Sept 14th – Captains Reservoir electrical kiosk replaced due to damage from being struck.

##### **Wastewater Operations Highlights:**

- Sept 17th – Further corrective maintenance completed on the Schooner Wastewater Treatment Plant Return Activated Sludge (RAS) pumps.

M. McCrank responded to a question from the Committee regarding no exceedances at Cannon during the month of September, and advised the ground soaks up a lot of initial rain through the winter.

**5.5. Grants Discussion [verbal]**

There is nothing to discuss at this time.

**6. NEW BUSINESS**

I. Jesney advised the Committee on upcoming vacancies. As terms expire October 31, 2021, there is no need for a November meeting. The next meeting is scheduled for December 14, 2021. Staff acknowledged comments from the Committee regarding the methods used for advertising for future Committee vacancies.

**7. ADJOURNMENT**

**MOVED** by D. Reed, **SECONDED** by M. Fossil,  
That the October 26, 2021 meeting be adjourned at 10:33 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**