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**REPORT TO MAGIC LAKE ESTATES WATER AND SEWER LOCAL SERVICES
COMMITTEE
MEETING OF TUESDAY, MARCH 10, 2015**

**SUBJECT WASTEWATER INFRASTRUCTURE RENEWAL PROJECT – REFERENDUM
AND NEXT STEPS UPDATE**

ISSUE

To review the Referendum process and the next steps required to advance to the Magic Lakes Estates Wastewater Infrastructure Renewal project.

BACKGROUND

At the February 10, 2015 committee meeting, the motion for a 20 year amortization period for the loan authorization was approved by the committee.

Since that meeting, the New Building Canada - Small Communities Fund (SCF) grant application was submitted on February 18, 2015.

Staff have updated the timetable presented February 10, 2015 to reflect the tasks completed and the addition of a new task.

PROGRESS - NEXT STEPS IN THE PROCESS

- | | |
|---|--------------------|
| 1. Confirm a loan amortization period (20 year selected) | Feb. 10 (complete) |
| 2. CRD Board approval of 1st, 2nd & 3rd readings - Loan Authorization Bylaw. | Feb. 11 (complete) |
| 3. Send Loan Authorization Bylaw to Inspector of Municipalities (4-6 weeks) | Mar. 3 (complete) |
| 4. Submit New Building Canada – Small Communities Fund Grant Application | Feb. 17 (complete) |
| 5. Approval of Open House or Town Hall (Venue to be determined) | Mar. 10 |
| 6. CRD Board to establish Referendum question, polls & Election Officer | Mar. 11 |
| 7. Prepare Mail-out to include with water bill – Notice | Apr. 3 (new) |
| 8. Based Referendum date of June 27 – Approval of Inspector of Municipalities | Apr. 6 |
| 9. Proposed 2nd Open House | May 30 or June 6 |
| 10. Advertise official notices prior to Referendum | Apr. - May |
| 11. Advance voting (Wednesday before vote) | Jun. 10 & Jun. 24 |
| 12. Referendum Voting Day | Jun. 27 |
| 13. Board receives Referendum results and, if successful, adopts bylaws | Jul. 8 |
| 14. 30-day quashing period ends | Aug. 8 |
| 15. Apply for Certificate of Approval | Aug. 10 |
| 16. Potential announcement of New Building Canada Fund Grant | Fall 2015 |
| 17. Secure initial draw on MFA Loan | October |

The effort to complete the grant application was significant and staff would request additional funds for staff services related to the grant preparation required to advance the referendum process.

Since the mail-out in the fourth quarter water billing, staff received numerous calls indicating a strong interest for another Open House meeting. Given the feedback, the committee may want to consider another Open House or a Town Hall type meeting (see the attached information).

ALTERNATIVES

Alternative 1

That the Magic Lake Estates Water and Sewer Local Services Committee approve:

1. Additional funds for CRD staff services related to the work required for the Infrastructure Replacement project at an estimated cost of \$15,000 from capital reserves.
2. To proceed with a second Open House or Town Hall meeting at a cost of \$3,500 from capital reserves.

Alternative 2

That the Magic Lake Estates Water and Sewer Local Services Committee request additional information from staff.

IMPLICATIONS

Alternative 1

Previously, the committee had approved \$10,000 for the Referendum, which only covers the work by Capital Regional District (CRD) Legislative Services Division and a small amount IWS staff time. In preparation of the Grant application, preparations for an Open House/Town Hall meeting, considerable staff time is required to ensure the project has progressed and will continue to progress in a timely manner, which includes not only IWS staff, but Finance and Operations as well. CRD Staff are fully dedicated to achieving a positive outcome from the Referendum. A second Open House is recommended to provide another opportunity to communicate with the homeowners and disseminate the projects facts. For the Open House/Town Hall, a new of storyboards and/or PowerPoint Presentation are needed, requiring further communications and staff time for the event to be successful.

Alternative 2

Existing funds from Operations budget are generally expended on a yearly basis would not cover the additional staff time.

With another Open House or Town Hall meeting, homeowners will be limited to information provided by mail-out and/or by E-mail and may impact the results of the referendum.

CONCLUSION

The proposed Infrastructure Replacement project is a significant undertaking and requires the appropriate resources and communication to ensure a successful referendum and project.

RECOMMENDATION

That the Magic Lake Estates Water and Sewer Local Services Committee approve:

1. Additional funds for CRD staff services related to the work required for the Infrastructure Replacement project at a cost of \$15,000 from capital reserves.
2. To proceed with a second Open House or Town Hall meeting at a cost of \$3,500 from capital reserves.

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Attachments:

- Open House Proposal
- Town Hall Meeting Proposal