



Making a difference...together

**MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE**  
Notice of Meeting on **Tuesday, November 10, 2015 at 9:30 am**  
Main Conference Room, 479 Island Highway, Victoria, BC

J. Petrie (Chair)  
Director D. Howe

M. Steel  
C. Rodash

K. Heslop  
A. Wilson

J. Gill

---

**AGENDA**

1. Approval of Agenda
2. Election of Chair and Vice Chair
3. Adoption of Minutes of October 13, 2015
4. Wastewater Infrastructure Projects, Phase 1 – Update (staff report)
5. Water System Capital Improvement Project Update (verbal report)
6. Motion to Close the Meeting  
That the Magic Lake Estates Water and Sewer Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) *litigation or potential litigation affecting the municipality.*
7. Water and Wastewater Operations Report - October (information report)
8. Water Quality Update (verbal report)
9. Review of Action List
10. Correspondence
11. New Business
12. Adjournment

---

To ensure quorum, advise Lorrie Siemens 250.360.3087 or [lsiemens@crd.bc.ca](mailto:lsiemens@crd.bc.ca) if you cannot attend.



Making a difference...together

**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee  
Held Tuesday, October 13, 2015 in the Goldstream Conference Room, 479 Island  
Highway, Victoria, BC**

---

**PRESENT:** **Committee Members Representing Sewer:** J. Petrie (C), A. Wilson, J. Gill  
**Committee Members Representing Water:** K. Heslop, P. Watson. M. Steel  
**Representing Water and Sewer:** Director D. Howe  
**Staff:** M. Cowley, Senior Manager, Infrastructure Engineering, P. Dayton, Senior Financial Analyst, S. Mason, Manager, Water Engineering and Planning, D. Puskas, Acting Manager, Wastewater Engineering and Planning, D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, C. Moch, Manager, Water Quality Operations, J. Marr, Project Engineer, L. Siemens (recorder)  
One member of the public (Courtenay Rodash)

The committee presented P. Watson with a plaque for her service on the committee for the past 15 years.

The meeting was called to order at 9:45 am

**1. Approval of Agenda**

**MOVED** by A. Wilson, **SECONDED** by K. Heslop,  
That the agenda be approved previously as distributed.

**CARRIED**

**2. Adoption of Minutes of September 8, 2015**

The following changes were made to the minutes:

- Page 2, Item 6 – change "design tank" to "dosing tank".
- Change A. Wilson and P. Watson left the meeting at 12:50 pm to "A. Wilson and J. Gill left the meeting at 12:50 pm".
- Add – P. Watson left the meeting at 12:53 pm.

**MOVED** by A. Wilson, **SECONDED** by M. Steel,  
That the minutes of September 8, 2015 be adopted as amended.

**CARRIED**

**3. Chart Drive Project Update – Next Steps**

M. Cowley presented a written report.

**MOVED** by A. Wilson, **SECONDED** by J. Gill,  
That the Magic Lake Estates Water and Sewer Committee:

- A. Direct staff to proceed with Option 1, (replacement of the Chart Drive septic field, upgrade Buck Lake and Privateers sewers, complete the I&I program, and assess the tanks at Schooner WWTP), to be funded by a combination of capital reserve funds and a long term loan, in the amounts as follows:

- a. Capital Reserve funds: \$140,000
  - b. Loan (up to): \$1,530,000.
- B. Direct staff to proceed with public engagement on the AAP process; and
- C. Subject to a successful AAP, prepare a loan authorization bylaw for CRD Board approval, based on a principle of up to \$1,530,000 and a 10-year term.

**CARRIED**

**4. 2016 Operating and Capital Budgets**

M. Cowley presented a written report and the 2016 operating and capital budget documents for three service area budgets as follows:

**2.630 Magic Lake Estates Water**

**MOVED** by K. Heslop, **SECONDED** by M. Steel,  
That the Magic Lake Estates Water and Sewer Committee recommend that the CRD Board:

- 1. Approve the 2016 operating and capital budget for the Magic Lake Estates Water Service as presented;
- 2. Authorize the 2016 Parcel Tax of \$496.57 and User Charge of \$281.69 for the Magic Lake Estates Water Service; and
- 3. Balance the Magic Lake Estates water service 2015 actual revenue and expense on the 2015 transfer to the capital reserve fund.

**CARRIED**

**2.635 Magic Lake Estates Water (2)**

**MOVED** by K. Heslop, **SECONDED** by A. Wilson,  
That the Magic Lake Estates Water and Sewer Committee recommend that the CRD Board:

- 1. Approve the 2016 operating and capital budget for the Magic Lake Estates Water (2) Service as presented;
- 2. Authorize the 2016 Parcel Tax of \$189.03 for the Magic Lake Estates Water (2) service.
- 3. Balance the Magic Lake Estates Water (2) Service 2015 actual revenue and expense on the 2016 Parcel Tax.

**CARRIED**

3.830 Magic Lake Estates Sewer

**MOVED** by K. Heslop, **SECONDED** by Director Howe,  
That the Magic Lake Estates Water and Sewer Committee recommend that the CRD Board:

1. Approve the 2016 operating and capital budget for the Magic Lake Estates Sewer Service as presented;
2. Authorize the 2016 Parcel Tax of \$493.76 and User Charge of \$271.12 for the Magic Lake Estates Sewer Service;
3. Balance the Magic Lake Estates Sewer Service 2015 actual revenue and expense on the 2015 transfer to the capital reserve fund; and
4. Authorize the transfer of the balance remaining in the Equipment Replacement Fund to the Capital Reserve Fund.

**CARRIED**

**MOVED** by A. Wilson, **SECONDED** by J. Gill,  
That the Magic Lake Estates Water and Sewer Committee direct staff to contact Boydel about pursuing a pilot project for the Schooner Waste Water Treatment Plant using their demonstration treatment plant.

**CARRIED**

**5. Water System Capital Improvement Project Update**

S. Mason presented a written report. A current financial summary was distributed and reviewed.

**MOVED** by M. Steel, **SECONDED** by K. Heslop,  
That the Magic Lake Estates Water and Sewer Committee receive the report for information.

**CARRIED**

**6. Motion to Close the Meeting**

**MOVED** by M. Steel, **SECONDED** by K. Heslop,  
That the Magic Lake Estates Water and Sewer Committee close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) *litigation or potential litigation affecting the municipality.*

**CARRIED**

The Magic Lake Estates Water and Sewer Committee closed the meeting at 11:50 am and resumed in open session at 12 pm.

J. Gill and A. Wilson left the meeting at 12 pm.

**7. Water and Wastewater Operations Report – July/August/September**

D. Robson presented a written report.

**MOVED** by Director Howe, **SECONDED** by M. Steel,  
That the Magic Lake Estates Water and Sewer Committee receive the report for  
information.

**CARRIED**

**8. Water Quality Update**

C. Moch presented a written report.

A discussion took place on the existence of lily pads on Magic Lake near the right of way  
access to the dam. C. Moch advised that lily pads do not affect the quality of the water  
and that if removal is desired, hand removal would be advised.

**MOVED** by K. Heslop, **SECONDED** by M. Steel,  
That the Magic Lake Estates Water and Sewer Committee receive the report for  
information.

**CARRIED**

**9. Review of Action List**

The action list was reviewed and updated.

**10. Correspondence**

There was no correspondence.

**11. New Business**

There was no new business.

**12. Adjournment**

The meeting was adjourned at 12:35 pm.



Making a difference...together

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

---

**SUBJECT WASTEWATER INFRASTRUCTURE PROJECTS, PHASE 1 - UPDATE**

**ISSUE**

To provide an update on the phase 1 wastewater infrastructure projects and identify next steps to advance the projects forward.

**BACKGROUND**

At the October 13, 2015 committee meeting, the following resolution was passed:

- A. Direct staff to proceed with Option 1, (replacement of the Chart Drive septic field, upgrade Buck Lake and Privateers sewers, complete the I&I program, and assess the tanks at Schooner WWTP), to be funded by a combination of capital reserve funds and a long term loan, in the amounts as follows:
  - a. Capital Reserve funds: \$140,000
  - b. Loan (up to): \$1,530,000.
- B. Direct staff to proceed with public engagement on the Alternative Approval Process (AAP); and
- C. Subject to a successful AAP, prepare a loan authorization bylaw for CRD Board approval, based on a principle of up to \$1,530,000 and a 10-year term.

Since that time, staff have prepared a loan authorization bylaw for the AAP for the Electoral Area Services Committee's (EASC) consideration at their November 18, 2015 meeting, which will then require CRD Board and Provincial approvals.

**Alternative Approval Process**

In order to proceed with the phase 1 wastewater infrastructure projects, a loan is required which must first be approved by the electors of the service area; the process selected by the committee for this approval is the AAP.

The Capital Regional District (CRD) may proceed with consideration of adoption of a loan authorization bylaw, unless more than 10% of the electors indicate that they are opposed to the CRD undertaking the loan, by signing an elector response form by the deadline. If less than 10% of the electors sign response forms prior to the deadline, elector approval will be determined to have been obtained, and the CRD may proceed with the bylaw and projects.

For the purposes of an AAP process, the CRD Board is required to:

1. Establish the deadline for receipt of elector responses, at least 30 days after second publication of statutory notice;
2. Establish elector response forms; and
3. Determine a fair total number of electors of the area to which the approval process applies.

Additionally, a Notice of the AAP providing specific information concerning the AAP will be published in a newspaper, (Gulf Island Driftwood), for two consecutive weeks. The Notice will also be placed on the CRD’s website and posted at prominent locations on Pender Island. A draft copy of the proposed Notice is attached for information (see Appendix A).

A deadline for an AAP process must be at least 30 days after the second publication of the statutory notice in the newspaper. Staff has prepared the following next steps and timeline for the AAP:

<b>THE NEXT STEPS IN THE PROCESS</b>	<b>TIME FRAME</b>
1. Staff report to MLE Sewer Committee – Outlining the Alternative Approval Process	November 10, 2015
2. Introduction and three readings of Loan Authorization Bylaw (LAB)	November 18, 2015 – EASC December 9, 2015 – CRD Board
3. Obtain statutory approval from Inspector of Municipalities	Early January, 2016
4. Alternative Approval process report to EASC and CRD Board	January 13, 2016 - EASC February 10, 2016 – CRD Board
5. Publish first Statutory Notice in Newspaper; Post on CRD Website	<b>February 17, 2016</b>
6. Response form, Number of Electors memo, Bylaw, and Information materials available; website, handouts & other communications	Commencing February 17, 2016 through AAP period.
7. Publish second Statutory Notice in newspaper; Post on CRD website	<b>February 24, 2016</b>
8. Public Open House	<b>Saturday, February 27, 2016</b>
9. AAP Response opportunity ends	At least 30 days after second statutory Ad – <b>Deadline: Monday, March 28, 2016</b>
10. Determination and certification re: elector responses and report to EASC and CRD Board	April 20, 2016 - EASC May 11, 2016 – CRD Board
11. If threshold not exceeded, consideration of adoption of the LAB.	April 20, 2016
12. Apply for Certificate of Approval	One month from adoption – Estimated date – June 13, 2016
13. Receipt of Certificate of Approval from Inspector of Municipalities	Two to three weeks – Estimated date - June 30, 2016.
14. Secure initial draw on Loan	July 2016

Based upon the CRD Board meeting dates, the earliest date that the deadline for receiving elector responses can be set is Monday March 28, 2016 and staff is recommending that the deadline be set as 4:00 p.m. on Monday, March 28, 2016.

### Elector Response Forms

The AAP process requires that electors must respond in the form established by the CRD Board. The form may be designed for one elector response per form, or multiple response per form. Staff recommend a single elector response as such a form is easier for the elector to complete correctly, and for the Corporate Officer to validate and count. It also provides for better protection of personal information. A draft copy of the response form is attached for information (see Appendix B).

Elector response forms will be available at the Legislative and Information Services (Victoria CRD office) and the CRD Pender Island Building Inspection office from the time of first publication of the Notice (February 17, 2016) until the deadline. Additionally, electors can use an accurate copy of the established form so an elector may photocopy or print a copy from the CRD website. Only those individuals who are eligible resident electors or non-resident property electors of the Magic Lake Estates Sewer Local Service Area may sign the form, and an elector may sign only once. An elector will be required to deliver his or her completed form with original signature (in person or by mail or courier) to the Legislative and Information Services office in Victoria prior to the deadline. Facsimiles, emails or other electronic submissions will not be accepted, and postmarks will not be accepted as the date of submission.

### Number of Electors

To conduct the AAP, the Board must approve "a fair determination of the total number of electors of the area to which the approval process applies". A number of electors is being prepared by CRD Legislative Services and will be presented to the Board for approval.

### Certificate of AAP Results

Completed elector response forms must be received by the Legislative and Information Services prior to the deadline date. After the deadline date, the Corporate Officer must determine and certify whether elector approval has been obtained (i.e. the number of valid elector response is less than 10%). The determination by the Corporate Officer is final and conclusive, and a report on the AAP results will thereafter be submitted to the Board.

If elector approval is obtained, the Board may consider the bylaw for adoption at the same Board meeting at with the AAP results report is received. Following a 30 day quashing period the CRD may apply to the Inspector of Municipalities for the Certificate of Approval. The CRD would then proceed with continuation of advancement of the project.

### Communications

During the AAP, it is important to clearly explain to the electors the process, the bylaw and the project that is its subject matter, and to provide sufficient information for electors to make an informed decision as to whether or not to submit a response. To this end, it is the responsibility of the service to provide such information to its electors. Staff propose to take the following



communications steps to ensure the dissemination of clear, concise, relevant information to the electors during the process:

<b>STEP</b>	<b>TIME FRAME</b>
1. Update CRD website with new information (from July to November) including information on the proposed phase 1 projects and the AAP process, staff reports, etc.	December 2015
2. Prepare information notices on Phase 1 projects to include with 4 <sup>th</sup> quarter sewer billing	January 2016
3. First Statutory Notice – Ad in the Gulf Island Driftwood Includes notice of Open House	February 17, 2016
4. Website information available – bylaw, AAP notice, information on the project, form, FAQs, Number of Electors memo, staff reports, etc.	February 17, 2016 to March 28, 2016
5. Distribution of materials noted in Item 4.	Commencing February 17, 2016
6. Mail-out summary of proposal & notice of Open House to residents/owners	After February 17, 2016
7. Second Statutory Notice	February 24, 2016
8. Information Open House	Saturday February 27, 2016

As with the referendum process, communication materials will be provided to the Committee in advance of distribution, for their information and reference.

Chart Drive Septic Field Replacement Design Consultant

A RFP for the-Chart Drive Septic Field Replacement was prepared and issued to five consultants. The RFP closed on October 21, 2015 and two submissions were received (one from Urban Systems and the other from Stantec). The other proponents indicated that they were too busy or felt that they would not be competitive for this particular assignment. The submissions were evaluated in accordance with CRD policy by three IE staff members. The proposal from Urban Systems Ltd received the highest score, was the lowest cost and is within budget. Therefore, a consulting contract was awarded to Urban Systems in the amount of \$88,104.00 plus GST. They will be commencing with the detailed design shortly.

**ALTERNATIVES**

Alternative 1

That the Magic Lake Estates Water and Sewer Committee receive this report for information.

Alternative 2

That the Magic Lake Estates Water and Sewer Committee:

1. Receive this report for information; and
2. Request additional information from staff.

**IMPLICATIONS**

Alternative 1 – Staff will continue with preparation of AAP documentation and advancement of the AAP.

Alternative 2 – Staff will present a report addressing the request for information in a subsequent staff report.

**CONCLUSION**

The Magic Lake Estates wastewater system requires improvements to maintain a safe and reliable system. The highest priority projects have been identified as Phase 1 of the system improvements and include replacement of Chart Drive septic field, upgrade Buck Lake and Privateers sewers, complete an inflow and infiltration reduction program, and assess the tanks at Schooner WWTP. Proceeding with the Alternative Approval Process for the Phase 1 projects will enable the service to establish a loan authorization bylaw to borrow funds to complete these high priority projects.

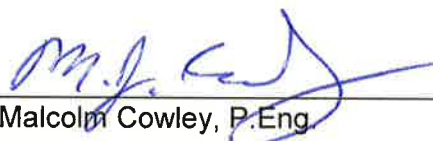
**RECOMMENDATION**

That the Magic Lake Estates Water and Sewer Committee receive this report for information.



---

Dale Puskas, P.Eng.  
Project Engineer  
Infrastructure Engineering



---

Malcolm Cowley, P.Eng.  
Acting Senior Manager  
Infrastructure Engineering



---

Ted Robbins, B.Sc., C.Tech.  
General Manager, Integrated Water Services  
Concurrence

DP/MC:ls

Attachments: 2



Making a difference...together

**NOTICE TO ELECTORS  
WITHIN THE CAPITAL REGIONAL DISTRICT**

**Alternative Approval Process for CRD Bylaw 4048 - Authorizing the borrowing of \$1,530,000 for funding the capital renewal and upgrade of the Magic Lake Estates Wastewater System**

**Notice is hereby given** that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt Bylaw No. 4048, "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 2, 2015" to authorize the borrowing of up to One Million Five Hundred and Thirty Thousand Dollars (\$1,530,000) for the purpose of funding the capital renewal and upgrade of the Magic Lake Estates Wastewater System.

**Project Summary:** Many of the existing wastewater system components in the Magic Lake Estates Sewer Service Area are old, have reached or exceeded their capacity, and are at end of their design life. Therefore, subject to this Alternative Approval Process, the CRD proposes to complete four high priority projects as follows:

1. Chart Drive Septic system has failed and a notice from Island Health Authority requires that it be replaced.
2. The sewers along Buck Lake and Privateers Road is undersized and is constantly causing back-ups in the system and requires replacement with larger pipes to prevent overflows.
3. An inflow and infiltration program is required to identify leaking pipes so that they can be repaired in order to reduce wet weather flows at Cannon and Schooner WWTP's to meet permit requirements and extend the life of the treatment plants.
4. Ultrasonic testing of the metal walls of the clarifier tanks at Schooner WWTP will determine the expected life of the tanks.

**Take further notice** that the CRD may proceed with Bylaw No. 4048 unless at least **XXX** electors within the CRD indicate by signing the elector response forms, that the Board must obtain the assent of the electors by way of referendum before proceeding to adopt Bylaw No. 4048.

The elector response form must be in the form as established by the CRD and forms are available from the CRD on request. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The alternative approval process opportunity applies within the Magic Lake Estates Sewage Local Service Area, on North Pender Island, in the Southern Gulf Islands Electoral Area of the Capital Regional District.

The deadline for delivering the original signed elector response forms, in relation to Bylaw No. 4048, to the CRD is 4:00 pm on Monday, March 28, 2016. Forms must be received by the deadline to be counted.

The CRD has estimated that the total number of electors within the service area is **X,XXX** and that 10% of that number or **XXX** electors must submit elector response forms to prevent the CRD from enacting Bylaw No. 4048 without the assent of the electors by referendum.

Further technical information concerning Bylaw No. 4048 may be obtained from Malcolm Cowley or Dale Puskas, Integrated Water Services, 479 Island Highway, Victoria, BC V9B 1H7 (Tel: 250.474.9648) during regular office hours Monday to Friday (excluding statutory holidays) from the date of this notice until March 28, 2016.

**Qualifications for Resident and Non-Resident Property Electors**

**Resident Elector:** You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and in the Magic Lake Estates Sewage Local Service Area for at least 30 days prior to signing the elector response form.

**Non-Resident Property Elector:** You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property in the Magic Lake Estates Sewage Local Service Area for 30 days and do NOT qualify as a Resident Elector. If there is more than

one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

To obtain an elector response form, or for questions about the elector approval process, please contact CRD Legislative and Information Services, PO Box 1000, 625 Fisgard Street, 5<sup>th</sup> Floor, Victoria, BC V8W 2S6 or by telephone at 250.360.3642 from 8:30 am-4:30 pm, Monday to Friday.

A copy of the elector response form may be downloaded from:  
[www.crd.bc.ca/about/how-we-are-governed/elections-other-voting](http://www.crd.bc.ca/about/how-we-are-governed/elections-other-voting)

Elector response forms may also be obtained at the following CRD office, from 8:30 am-noon, Monday to Friday (excluding statutory holidays):

- Building Inspection, 4605 Bedwell Harbour Road, Pender Island

A copy of Bylaw No. 4048 and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm (unless specified otherwise below), Monday to Friday (excluding statutory holidays) from the date of this notice until March 28, 2016 at the following locations:

- public notice board in the lobby of CRD headquarters, 625 Fisgard Street, Victoria
- Building Inspection, 4605 Bedwell Harbour Road, Pender Island (8:30 am-noon)
- on the CRD website:  
for Bylaw No. 4048 :  
[www.crd.bc.ca/about/document-library/Documents/bylaws/bylawssubjecttoreferendumoralternativeapprovalprocess](http://www.crd.bc.ca/about/document-library/Documents/bylaws/bylawssubjecttoreferendumoralternativeapprovalprocess)  
for this Notice: [www.crd.bc.ca/about/how-we-are-governed/elections-other-voting](http://www.crd.bc.ca/about/how-we-are-governed/elections-other-voting)

Given under my hand at Victoria, BC this 10<sup>th</sup> day of February, 2016

Name  
Corporate Officer



Making a difference...together

**ELECTOR RESPONSE FORM**

**BYLAW NO. 4048 - AUTHORIZING THE BORROWING OF \$1,530,000 FOR FUNDING THE CAPITAL RENEWAL AND UPGRADE OF THE MAGIC LAKE ESTATES WASTEWATER SYSTEM**

I, the undersigned elector, residing or owning real property within the Magic Lake Estates Sewage Local Service Area, on North Pender Island, in the Southern Gulf Islands Electoral Area of the Capital Regional District ("CRD"), do hereby present my name on this elector response form for purposes of OPPOSING the CRD adopting Bylaw No. 4048, "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 2, 2015" to authorize the borrowing of \$1,530,000 for the purpose of funding the capital renewal and upgrade of the Magic Lake Estates Wastewater System.

**I acknowledge that I am a person who would otherwise be entitled to register and vote in respect of this matter, had the assent of the electors by voting been required. I hereby certify that:**

1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I have lived in the Magic Lake Estates Sewage Local Service Area of the CRD as defined above for at least 30 days before signing this elector response form;
5. In the case of a Non-Resident Property Elector:
  - a) I am not entitled to vote as a Resident Elector in the Regional District for purposes of this matter;
  - b) I have been a registered owner of real property in the Magic Lake Estates Sewage Local Service Area of the CRD as defined above for at least 30 days before signing this elector response form;
  - c) I acknowledge that I may sign this elector response form on behalf of only one property that I own in the Regional District;
  - d) If there is more than one individual who is the registered owner of the property, only one of those individuals may sign this elector response form in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this elector response form constitutes a majority of the registered owners.
  - e) The only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

I understand and acknowledge that I may not sign an elector response form against Bylaw No. 4048 more than once and may not withdraw my name from an elector response form after **March 28, 2016**. I understand and acknowledge that this elector response form must be received by the CRD no later than **4:00 pm on March 28, 2016**. In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this elector response form, action or other matter to which this elector response form relates.

**Signed original elector response forms must be returned to the CRD, Monday through Friday, 8:30 am to 4:30 pm, excluding public holidays, on or before 4:00 pm on Monday, March 28, 2016 at the following CRD office location:**

- Legislative & Information Services, 625 Fisgard Street, 5<sup>th</sup> Floor, PO Box 1000, Victoria, BC V8W 2S6

<b>FULL NAME OF ELECTOR</b>	<b>(please print):</b>	
<b>FULL RESIDENTIAL ADDRESS OF ELECTOR</b> <u>or</u> address of Property if Non-Resident Property Elector	<b>(please print):</b>	
<b>SIGNATURE OF ELECTOR:</b>		

Section 86(7) of the *Community Charter* requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a Non-Resident Property Elector in order for this response form to be counted. **(A copy of CRD Bylaw No. 4048 to be attached)**



Making a difference...together

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

---

**SUBJECT     WATER AND WASTEWATER OPERATIONS REPORT – OCTOBER 2015**

**ISSUE**

The purpose of this report is to provide the Magic Lake Estates Water and Sewer Committee general information regarding significant operational activities carried out for the water and wastewater service.

**BACKGROUND**

During the month of October 2015, operations staff attended to the regular operational and maintenance activities for the water and wastewater service. The activities list below is intended to capture significant regular maintenance undertakings, capital project activities and unplanned emergency events.

**Wastewater Service Activities**

- Increased sludge hauling frequency for the Cannon Wastewater Treatment Plant in order to address effluent quality issues (low PH); unfortunately this operational change did not result in improved effluent quality. Further investigative work revealed sludge buildup within the corners of the clarifier which was removed resulting in better operating PH levels.
- Emergency response to Cannon Wastewater Treatment Plant due to failed air blower unit. Electrical motor was reset and unit was placed back into service. Cause of failure not determined.
- Replaced Chart Drive Pump Station roofing.
- Continued weekly Chart drive septage hauling and disposal.

**Water Service Activities**

- Replaced Privateers Pressure Regulating Station roofing.
- Switched raw water supply from 100% Buck Lake flow to 80% Buck Lake flow and 20% Magic Lake flow. Operational activities included raw water line flushing and complete water processing system checks to ensure the raw water system is ready for service.
- Water leak reported at 3708 Tiller Crescent. Property owner was notified of the leak and requested to make the necessary repairs.
- Water leak reported at 3701 Lagoon. Property owner was notified.
- Buck Lake Raw Water Pumping Station ongoing priming and pumping cavitation issues. As a result there has been an increase in operational activities including emergency response and preventative maintenance to ensure raw water pumping is not interrupted.
- Replaced non-working water meter at 2708 Privateers.
- Water resampling required at Crowsnest Drive due to failed bacteriological water quality analysis. Resample results
- Magic Lake Water Treatment Facility raw water piping at the coagulant injection point was removed inspected and cleaned on treatment train 2. Observed significant buildup of

chemical coagulant on the bottom of the pipe which was affecting operation of the treatment process. Operating adjustments are being proposed to mitigate this operating issue.

**ALTERNATIVES**

Alternative 1

That the Magic Lake Estates Water and Sewer Committee receive the report for information.

Alternative 2

That the Magic Lake Estates Water and Sewer Committee request CRD staff to provide further information.

**IMPLICATIONS**

Alternative 1 - There are no implications.

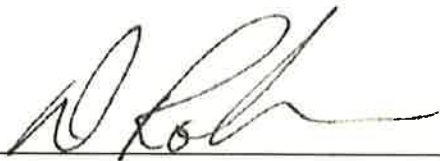
Alternative 2 - There will be extra staff time required in order to; collect additional information; prepare and present a staff report to the committee for their consideration. As a result there will be additional costs.

**CONCLUSION**

The operations staff attended to the regular operational and maintenance activities for the water and wastewater service for October 2015.

**RECOMMENDATION**

That the Magic Lake Estates Water and Sewer Committee receive the report for information.



Dan Robson, ASCT  
Manager, Saanich Peninsula and Gulf  
Islands Operations



Ted Robbins, B.Sc., C.Tech  
General Manager, Integrated Water Services  
Concurrence

DR:ls:



Making a difference...together

**MAGIC LAKE ESTATES WATER AND SEWER LOCAL SERVICE COMMITTEE  
ACTION LIST**

	<b>TASK</b>	<b>ACTION</b>	<b>STATUS</b>
<b>July 9, 2013</b>			
1.	Negotiate for R/W over dam with property owners.	J. Petrie	Ongoing
<b>October 13, 2015</b>			
2.	Contact Boydel about pursuing a pilot project for Schooner WWTP.	M. Cowley	