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**MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE**

Notice of Meeting on **Tuesday, March 8, 2016 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

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**AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of February 9, 2016
3. Wastewater Infrastructure Projects – Phase 1 Update (staff report)
4. Water and Wastewater Operations Report – February 2016 (information report)
5. 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.*
6. Water Quality Report (verbal report)
7. Review of Action List
8. Correspondence
9. New Business
10. Adjournment

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



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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee  
Held Tuesday, February 9, 2016 in the Goldstream Conference Room, 479 Island Highway,  
Victoria, BC**

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**PRESENT:** **Committee Members:** J. Petrie (Chair), A. Wilson, K. Heslop, M. Steel, C. Rodash, Director D. Howe  
**Staff:** M. Cowley, Senior Manager, Infrastructure Engineering, M. McCrank, Senior Manager, Infrastructure Operations, S. Mason, Manager, Water Engineering and Planning, D. Puskas, Project Engineer, D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, J. Marr, Project Engineer, (for item 10), A. Bains, Manager, Information Services (for item 4), N. Moore, Manager, Risk and Insurance (for item 10), C. Moch, Manager, Water Quality (for item 8), L. Siemens (recorder)  
**One member of the public:** David Reid, Magic Lake Estates Property Owners Society

**ABSENT:** J. Gill

The meeting was called to order at 9:35 am

**1. Approval of Agenda**

**MOVED** by Director Howe, **SECONDED** by M. Steel,  
That the agenda be approved as previously as distributed.

**CARRIED**

**2. Adoption of Minutes of January 12, 2016**

**MOVED** by M. Steel, **SECONDED** by A. Wilson,  
That the minutes of January 12, 2016 be adopted as presented.

**CARRIED**

**3. Chair's Remarks**

There were no remarks from the Chair.

**4. Presentations/Delegations**

Angila Bains, Manager, Information Services presented the following information to the committee on the Freedom of Information and Protection of Privacy Act and Closed (In-Camera) meetings:

**Freedom of Information and Privacy Act**

The Freedom of Information and Protection of Privacy Act provides specific rights regarding personal privacy and information that is created, collected or controlled by the Capital Regional District (CRD).

The principles of the Act are to provide a balance between access and protection:

The public has the right to access government information.

- Individuals and organizations have the right to have their personal information protected.
- It has always been a priority of the CRD to be helpful in providing information and assistance to the public. Since the advent of the Act, however, we have had to apply its provisions, which means that while we give access to some information more readily, we must restrict access to documents containing personal information, or information that could harm the CRD or third party organizations.

What does the Act cover? It covers all records on which information is recorded, i.e.: correspondence, reports, forms, microfilm, drawings, and electronic media.

Volunteers that are appointed to various CRD Advisory Committees, Commissions and Boards are subject to the Act. Any committee member that creates records for the purpose of CRD business (i.e. email, voicemail, etc.) will need to provide records to the Head of Freedom of Information (FOI) if a request has been submitted for relevant records. For clarification, if a member of a committee uses their personal email address to conduct CRD business those records are subject to FOI.

It is recommended that members of Advisory Committees, Commissions and the Board refrain from conducting CRD business on social media websites (i.e., Facebook, Twitter, etc.) or via text messages.

#### Closed (In-Camera) Committee Meetings

- Committee members, when appointed to the committee sign a confidentiality agreement.
- The reason(s) to close a meeting are always noted on the agenda and follow the *Community Charter*. Discussions should be limited to that item only. If there is more than one reason all will be noted.  
All discussions are confidential in the closed meeting. What is discussed at the table does not leave the table.
- Staff and members of Advisory Committees, Commissions and the Board are requested not to e-mail out In-Camera information; it should only be circulated at the table. The documents are collected after the meeting. What is discussed at the In-Camera (Closed) meeting must also remain confidential.
- There could be legal implications with the release of In-Camera information on the individual who released it.

A question and answer period followed. A. Bains left the meeting at 10:15 am.

#### **5. Wastewater Infrastructure Renewal – Phase 1 Update**

M. Cowley presented a written report.

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

**CARRIED**

**6. Water and Wastewater Operations Report – January 2016**

D. Robson presented a written report.

A. Wilson noted that the water quality has been very good and complimented staff for their effort in operating the water system.

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

**CARRIED**

**7. Review of Action List**

The action list was reviewed and updated.

Items Arising from Action List

- J. Petrie and C. Rodash will speak to the property owner regarding a R/W over the dam and report back at the next meeting.
- Lily pads are good for the ecosystem of the lake and removal is not recommended by CRD Water Quality staff.

**8. Correspondence**

C. Moch, Manager of Water Quality responded to e-mail correspondence received as follows:

From Les Bryan

- The ecosystem of Magic Lake is stable. There is no lack of oxygen.
- Chlorine is not recommended to be added to a water source. The water is treated as part of the water treatment plant system. Recommend against aeration at the lakes and this could upset its current healthy state.

From Candis

- CRD water Quality staff are very educated on the Giardia parasite. It is common with the surface water.
- There are multiple treatment stages in place to deal with it (UV treatment and chlorine disinfection).
- Water Quality staff are following up on some concerns of a strong chlorine smell in locations downstream of the plant. This could be due to conditions of the raw water. It was noted that the smell is only periodic and doesn't last very long. Extra samples are being taken for possible future adjustments.

**9. New Business**

- Information boards are being prepared for the open house on February 27.
- An REFI will be prepared for potential pilot testing of wastewater treatment. Staff are focusing on the open house and Phase 1 projects but will complete the REFI as soon as possible. (Information was provided in a staff report for the January 12, 2016 meeting).

**10. Motion to Close the Meeting**

**MOVED** by A. Wilson, **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 11:25 am  
and resumed in open session at 11:50 am.

A. Wilson left the meeting at 11:45 am.

**11. Adjournment**

**MOVED** by M. Steel, **SECONDED** by K. Heslop,  
That the meeting be adjourned at 11:55 am.

**CARRIED**



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**REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE  
MEETING OF TUESDAY, MARCH 8, 2016**

**SUBJECT     WASTEWATER INFRASTRUCTURE PROJECTS – PHASE 1 UPDATE**

**ISSUE**

To provide an update to the Magic Lake Estates Water and Sewer Committee on the Phase 1 wastewater projects.

**BACKGROUND**

At the January 12, 2016 committee meeting, the committee was provided with an update on the progress of the Alternative Approval Process (AAP); which was the process approved by the committee on October 13, 2015 to seek elector approval for funding for the Phase 1 projects.

Since that time, the AAP is in progress and the first and second Statutory Notices have been published in the newspaper on February 17 and 24, 2016, respectively. The deadline date for Capital Regional District (CRD) Legislative Services to receive the response forms is March 30, 2016 and results of the AAP will be presented at the April Committee meeting.

**Public Open House**

In addition to the statutory notices, a public open house was held on February 27, 2016 at St. Peter’s Anglican Church between 11 am and 3 pm to provide information on the Phase 1 projects and the AAP. The open house was well attended as 47 people signed in on the sign-in sheet. Table 1 is a summary of how attendees indicated how they were informed about the public house:

Table 1 – Summary of Attendee Notification

<b>Notification Method</b>	<b>No. Of Responses *</b>
Bill Notification	15
Pender Post	9
Committee Member	9
Island Tides	9
Word of Mouth	3
Internet Social Media	2

\* Where attendees indicated more than one method, each method was counted.

Some comment forms were received at the public open house, and were generally quite positive indicating a desire to proceed with the projects. However, one respondent noted concern about long term planning, lack of alternative energy solutions, and that greywater reuse was not being considered. While another comment form indicated that they would prefer a one-time parcel tax of \$900 per taxable folio to address Chart Drive.

### Chart Drive Replacement Design Update

At the September 8, 2015 meeting, the committee directed staff to commence with two detailed designs for the Chart Drive replacement (one was for a new septic treatment system and the other was for a pump station and forcemain at an approved budget of \$100,000). Urban Systems was retained in November 2015 to undertake the detailed design.

Urban Systems has submitted the 95% design submission. Once the design is 100%, staff would like to issue the tender by mid-March in order to maintain a planned construction start date this summer. In accordance with the committee's direction, both designs will be tendered and it is recommended to make it mandatory that tenderers submit bids on both design options, but only one will be awarded. In addition, it is recommended to include a lifecycle cost formula into the tender so that the committee can determine which option provides the best value to Magic Lake Estates ratepayers, subject to that option being within budget. Because this evaluation is a bit unique to normal tendering processes, staff will request legal advice and incorporate their recommendations into the tender document.

### Ministry Lot 64 (adjacent to the Chart Drive Facility)

At the January 12, 2016 committee meeting, the committee was informed that a corner of the Chart Drive septic tank encroached on the adjacent property, Lot 64, (Crown Land) owned by the Ministry of Forest, Lands and Natural Resource Operations (MFLNRO). CRD staff have inquired with MFLNRO staff, regarding the encroachment and also requested their permission to use Lot 64 for access and staging area during construction of the new Chart Drive facility. The Ministry has indicated that formal endorsement from the committee is required to attach to the application to use Lot 64 for both short-term construction needs and long-term permanent access needs.

### New Building Canada Fund – Small Communities Fund Second Intake

Director Howe has put forth the Magic Lake Estates Wastewater Infrastructure Projects Phase 1 as the Southern Gulf Islands candidate for the New Building Canada Fund – Small Communities Fund (NBCF-SCF) second intake. Staff have conducted a preliminary review of the application requirements and will complete the application. A staff report requesting a resolution from the CRD Board for endorsement of the grant application will be presented on March 16, 2016 to the CRD Board. The grant application will be submitted well in advance of the April 28, 2016 deadline.

## **ALTERNATIVES**

### Alternative 1

That the Magic Lake Estates Water and Sewer Committee:

1. Receive this report for information;
2. Direct staff to proceed with tendering Chart Drive when the tender package is complete;
3. Direct staff to make it mandatory for tenderers to submit bids for both design options (pump station and septic field), include lifecycle costing analysis in the tender evaluation and incorporate recommendations from a legal review into the tender document; and

4. Pass a resolution endorsing the application with the Ministry of Forest, Lands and Natural Resource Operations for a right-of-way on Lot 64 for the purpose of construction staging and long-term access.

### Alternative 2

That the Magic Lake Estates Water and Sewer Committee request additional information.

### IMPLICATIONS

Alternative 1 – The AAP is underway and public open house was held on February 27, 2016. The deadline date for receiving response forms is March 30<sup>h</sup>, 2016.

Staff are preparing the tender documents and would like to issue the tender by mid-March in order to maintain a planned construction start date this summer. Both designs will be tendered and it is recommended to include a lifecycle cost formula into the tender so that the committee can determine which option provides the best value to Magic Lake Estates ratepayers, subject to that option being within budget.

Staff are preparing the NBCF-SCF grant application for the MLE Wastewater Infrastructure Projects Phase 1. Like the first grant application intake, results of the application are not anticipated until fall 2016.

The existing septic tank encroaches on Lot 64, and staff have contacted MFLNRO to inquire about obtaining temporary working space and acquiring a permanent right-of-way for the Chart Drive facility. If application to Ministry is not endorsed than there could be higher construction costs and the existing septic tank may have to be altered or relocated to fit within the CRD owned Lot 66.

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. Initial works identified as Phase 1 include the replacement of the Chart Drive septic system, upgrades to Buck Lake and Privateers Road sewers, undertaking an inflow and infiltration (I&I) reduction program, and assessment of the tanks at Schooner wastewater treatment plant. The AAP is underway, and the public open house had positive feedback from majority of the attendees. The design for Chart Drive is nearly complete and staff would like to issue the tender by mid-March in order to meet the summer construction start date, subject to approval of the AAP.

### RECOMMENDATION

That the Magic Lake Estates Water and Sewer Committee:

1. Receive this report for information;
2. Direct staff to proceed with tendering Chart Drive when the tender package is complete;



3. Direct staff to make it mandatory for tenderers to submit bids for both design options (pump station and septic field), include lifecycle costing analysis in the tender evaluation and incorporate recommendations from a legal review into the tender document; and
4. Pass a resolution endorsing the application with the Ministry of Forest, Lands and Natural Resource Operations for a right-of-way on Lot 64 for the purpose of construction staging and long-term access.

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Dale Puskas, P.Eng.  
Project Engineer  
Infrastructure Engineering

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

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

DP/MC:ls



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**REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE  
MEETING OF TUESDAY, MARCH 8, 2016**

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**SUBJECT     WATER AND WASTEWATER OPERATIONS REPORT – FEBRUARY 2016**

**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 February 2016, operations staff attended to the regular operational and maintenance activities for the water and wastewater service. The activities listed below are intended to capture significant regular maintenance undertakings, capital project activities and unplanned emergency events.

**Wastewater Service Activities**

- Continued pumping and hauling of septage for Chart Drive. Installation of the groundwater drainage system in January has proved to be successful in reducing the amount of groundwater infiltration into the Chart Drive septic tank. As a result, the weekly operational effort to pump and haul has been reduced from 32 hours before this upgrade to about 7 hours on average greatly reducing the cost to perform the work during the wet weather period.
- Emergency response and reporting for the Cannon and Schooner Wastewater Treatment Plants (WWTP) as a result of permit exceedances due to wet weather during February. The Cannon WWTP exceeded the permitted daily flows on February 2, 3, 6 through 8 and 12 through 23 and Schooner WWTP was hydraulically overloaded on February 15 as a result of an extreme heavy rainfall event. Because there were more than three consecutive days of permit exceedances at Cannon WWTP, marine outfall environmental monitoring was initiated on February 16 at this location. Follow-up test results indicated that all enterococci levels were well below human recreational limit of 70 CFU/100 mL.
- Preventative maintenance work conducted on the air blower system at the Cannon Wastewater Treatment Plant.
- Wastewater service connection request completed for 3835 Pirates Road.

**Water Service Activities**

- Draining and cleaning of the Dissolved Air Flotation (DAF) water treatment tanks. This is the first time operations has undertaken this activity since commissioning of the water treatment plant. Based on the findings of the initial DAF cleaning, the system will likely need to be cleaned semi-annually in order to ensure the water treatment process is functioning optimally.
- Assisted the contractor (Rohl) in their work to remove two corroded stainless steel pipe spool sections located in the basement of the Magic Lake Estates Water Treatment Facility. This work was conducted on February 18, 2016.
- Monitored, documented and reported on the status of the stainless steel pipe corrosion issue.

- Response to a few water quality complaints specifically around elevated chlorine odours and claims of water staining and damaging plumbing fixtures. Operations is working with Water Quality staff to determine what operational water treatment process adjustments can be done in order to address the chlorine odour concern. The customers claim about plumbing fixture damage is still being reviewed.
- Continued restoration/alterations work at the Buck Lake building; approved 2015 capital project. Project is approximately 90% completed. The balance of the work is expected to be completed by the end of March when warmer and drier weather can be expected.
- Water service connection request for 3835 Pirates Road completed.

### **CONCLUSION**

The operations staff attended to the regular operational and maintenance activities for the water and wastewater service for February 2016.

### **RECOMMENDATION**

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

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

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Matt McCrank, MSc., P.Eng.  
Senior Manager, Infrastructure Operations  
Concurrence

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

DR:ls:



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**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 C. Rodash	Ongoing