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MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE

Notice of Meeting on **Tuesday, June 14, 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

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of April 19, 2016
3. Adoption of Minutes of May 3, 2016
4. 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(e) *the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

And

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.*

5. Wastewater Infrastructure Projects – Phase 1 Update (information report)
6. Water and Wastewater Operations Report – April & May, 2016 (information report)
7. Water Quality Report (verbal report)
8. Review of Action List
9. New Business
10. Adjournment

To ensure quorum, advise Lorrie Siemens 250.360.3087 or 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, April 19, 2016 in the Main Conference Room, 479 Island Highway, Victoria,
BC**

PRESENT: **Committee Members:** J. Petrie (Chair), A. Wilson, K. Heslop, 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, (for Item 10), C. Lowe, Environmental Science Officer,
D. Puskas, Project Engineer, D. Robson, Manager, Saanich Peninsula and Gulf
Islands Operations, J. Marr, Project Engineer, (for item 10), L. Siemens (recorder)
 Four members of the public

ABSENT: Joseph Gill, M. Steel

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by K. Heslop, **SECONDED** by C. Rodash,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of March 8, 2016

MOVED by A. Wilson, **SECONDED** by K. Heslop,
That the minutes of March 8, 2016 be approved as distributed.

CARRIED

3. Wastewater Infrastructure Projects – Phase 1 Update

M. Cowley presented a written report.

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

CARRIED

**4. Chart Drive Septic System Replacement – Receipt of Tenders 2016-127 and
2016-138**

M. Cowley presented a written report.

MOVED by K. Heslop, **SECONDED** by A. Wilson,
That the Magic Lake Estates Water and Sewer Committee receive the report for
information and direct staff to cancel the current tenders (No. 2016-127 and 2016-138)
and issue two new tenders for the same two projects.

CARRIED

5. Schooner Way and Cannon Crescent Wastewater Treatment Plants Marine Environment Monitoring Program Update

C. Lowe presented a written report.

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

CARRIED

6. Water and Wastewater Operations Report – March 2016

D. Robson presented a written report.

D. Robson also noted that Stage 1 water conservation signs will be posted at Magic Lake Estates on May 1.

MOVED by K. Heslop, **SECONDED** by C. Rodash,
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

- M. Cowley and C. Rodash will meet with CRD Real Estate Services to determine options for access to the dam through private property.
- A follow up letter to the resident with stained plumbing fixtures was sent out by C. Moch.
- A draft Request for Expression of Interest for pilot testing of wastewater treatment technologies will be sent to the committee for review.

8. Correspondence

Correspondence regarding a wastewater connection was reviewed and discussed.

9. New Business

The committee requested that the office space on Pender Island once used by CRD Building Inspection be made available as a Community Resource Centre to assist residents with questions and information related to water and sewer services and that the committee help fund the costs of the lease.

MOVED by A. Wilson, **SECONDED** by C. Rodash,

1. That the Magic Lake Estates Water and Sewer Committee approve \$200 per month (50/50) from sewer/water to help fund an office lease on Pender Island as a Community Resource Centre; and

2. That the funding from the service to help pay the lease be re-visited after six months.

CARRIED

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*.

The Magic Lake Estates Water and Sewer Committee closed the meeting at 11:21 a.m.
and resumed in open session at 11:40 a.m.

D. Howe left the meeting at 11:32 a.m.

The committee agreed to cancel the May 10, 2016 meeting and change the date of the
next meeting to May 3, 2016 in order to receive a staff report on the Chart Drive tenders
that can then be considered at the May 11, 2016 CRD Board meeting for award of a
contract.

11. **Adjournment**

MOVED by A. Wilson, **SECONDED** by C. Rodash,
That the meeting be adjourned at 11:45 a.m.



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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, May 3, 2016 at the Pender Island Fire Hall, 4423 Bedwell Harbour Road,
Pender Island, BC**

PRESENT: **Committee Members:** J. Petrie (Chair), A. Wilson, K. Heslop, J. Gill, M. Steel, C. Rodash (via Skype)
 Staff: M. Cowley, Senior Manager, Infrastructure Engineering, L. Siemens (recorder)
 Three members of the public
ABSENT: Director D. Howe

The meeting was called to order at 9:30 a.m.

1. Approval of Agenda

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

CARRIED

**2. Chart Drive Septic System Replacement Receipt of Tenders 2016-149 and 2016-150
Award of Contract**

M. Cowley presented a written report.

Staff advised that the Chair will be kept informed on the progress of the project throughout construction.

MOVED by J Gill, **SECONDED** by C. Rodash,
That the Magic Lake Estates Water and Sewer Committee direct staff to:

1. Cancel Tender No. 2016-149; and
2. Award a contract for Chart Drive Septic Disposal System Replacement Project (Contract 2016-150) to Stone Pacific Contracting Ltd in the amount of \$539,298.90, including \$30,000 construction contingency and taxes.

CARRIED

Wilson Opposed

3. New Business

A discussion took place on the "Request for Expression of Interest for Pilot Testing of Wastewater Treatment Technologies for a Small System at Schooner Wastewater Treatment Plant, Pender Island" that was sent to the committee on April 29, 2016 in draft for their review.

MOVED by A. Wilson, **SECONDED** by K. Heslop,
That the Magic Lake Estates Water and Sewer Committee approve the draft "Request for Expression of Interest for Pilot Testing of Wastewater Treatment Technologies for a Small System at Schooner Wastewater Treatment Plant, Pender Island" subject to CRD senior management review and for it to be issued as soon as possible.

CARRIED

It was agreed that the next meeting on May 10, 2016 be cancelled and that the next regular meeting will be held on June 14, 2016.

4. Adjournment

MOVED by M. Steel, **SECONDED** by K. Heslop,
That the meeting be adjourned at 10:20 a.m.

CARRIED



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REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE MEETING OF TUESDAY, JUNE 14, 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 October 13, 2015 committee meeting, the committee directed staff to proceed with an Alternative Approval Process to undertake a number of wastewater infrastructure projects identified as Phase 1. The Phase 1 projects include: replacement of the Chart Drive septic system, replacement of sewer pipe along Buck Lake and Privateers Road, commence with an inflow and infiltration reduction program, and complete a condition assessment of the Schooner wastewater treatment tanks. Phases 2 and 3 of the wastewater renewal program are scheduled over many years in the near future and include: annual pipe replacement, pump stations renewal, and wastewater treatment plant upgrades.

Since the fall, good progress has been made on the Phase 1 projects as follows:

- Urban Systems was retained to assess alternative solutions for Chart Drive.
- The designs for two Chart Drive options was completed as directed by the committee.
- An Open House was held in February to explain the AAP and Phase 1 projects.
- The AAP was successful and the Loan Authorization Bylaw was approved.
- Chart Drive designs were tendered and the lowest compliant bid was within budget.
- An application to use Lot 64 (adjacent to Chart Drive) for temporary access was approved by the Province (see attached letter for reference). The long-term request for a Crown Grant for this Lot is still being sought.
- A second application was submitted for the New Building Canada Fund – Small Communities Fund. Announcements for the second intake are expected later in 2016.
- The Request for Expressions of Interest (RFEI) was issued for pilot wastewater technologies for Schooner Wastewater Treatment Plant. The closing date for the RFEI is June 20, 2016.
- Chart Drive is scheduled to commence in June and be substantially complete well before the end of 2016, and the temporary pumping and hauling can finally end.

Next Steps

The next steps for the Phase 1 projects include mobilization and a pre-construction meeting for the Chart Drive replacement project. In addition, detailed project plans can commence for the other three projects: sewer pipe replacement along Buck Lake and Privateers Road, I&I Reduction Program, and Condition Assessment of Schooner WWTP tanks.

Based on the initial plan and coordination with other capital projects, the initial schedule for the other projects are estimated as follows:

Project	Start	Completion
Sewer Pipe Replacement along Buck Lake and Privateers Road	Q3 2016	Q4 2017
Inflow & Infiltration Reduction Program	Q3 2016	Q3 2018
Schooner Tank Assessment	Q3 2016	Q2 2017

In addition to the above noted projects, staff will continue to pursue the acquisition of Lot 64 through the Crown Grant process and evaluate any submissions that are received on the RFEI for pilot testing of wastewater treatment.

CONCLUSION

The planning and execution of the Phase 1 Wastewater Infrastructure Projects is proceeding as planned. The AAP was successful and the construction of the Chart Drive Replacement is scheduled to commence by June and be completed ahead of schedule before the end of 2016. Initial indications are that we will receive some submissions on the RFEI for pilot testing of wastewater technologies at Schooner WWTP. This information could potentially be very useful in preparing plans for the Phase 2 and 3 wastewater infrastructure upgrades.

RECOMMENDATION(S)

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

Dale Puskas, P.Eng.
Project Engineer
Infrastructure Engineering
Integrated Water Services

Malcolm Cowley, P.Eng.
Acting Senior Manager, Infrastructure Engineering
Integrated Water Services

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

DP/MC:ls

Attachments: Attachment 1 - Letter of Authorization over Lot 64



May 4, 2016

Manager, Real Estate Services
Capital Regional District
625 Fisgard Street
Victoria BC V8W 2S6

Via email to: Jarnet@crd.bc.ca

Dear Manager of Real Estate Services:

Re.: Temporary access request over the Crown land on North Pender Island, defined as Lot 64, VIP22335, Section 9, Cowichan District PID 003-277-976 (Lot 64) to fulfil Island Health order to upgrade the septic disposal facility located on the adjacent property.

Thank you for your letter dated March 8, 2016, requesting permission on behalf of the Capital Regional District (CRD) for temporary access over Lot 64 for access purposes to adjacent Lot 66 to complete septic disposal upgrades.

The access request to Lot 64 and the upgrades to the facility on Lot 66 will not result in any permanent infrastructure on Lot 64. The access over Lot 64 and any other changes to the lot during construction will be temporary, and the lot will be returned to the previous state upon project completion.

It is our understanding that the local facility operator has been in contact with neighbours and that no concerns have been raised.

As this upgrade to the septic disposal facility has been mandated by Island Health and would serve the public interest, the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) has no objection to the Capital Regional District accessing Crown land Lot 64 for the purpose of septic disposal upgrades to the Chart Drive Septic Disposal Facility on adjacent Lot 66, for one year commencing on the date this letter is signed, subject to the following conditions:

1. Capital Regional District agrees to indemnify and save FLNRO harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors arising out of any activities on the land;
2. If the scope of the proposed works changes, a consent or approval must be obtained from FLNRO;

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Ministry of Forests, Lands
and Natural Resource
Operations

West Coast Region

Location:
142-2080 Labieux Road
Nanaimo, BC
V9T 6J9
CANADA

Mailing Address:
142-2080 Labieux Road
Nanaimo, BC V9T 6J9
Tel: 250-751-7220
Fax: 250-751-7224

CRD Letter of Authorization

3. Capital Regional District, upon completion of temporary access to Lot 64, agrees to provide FLNRO with a site report that demonstrates the site has been returned to a safe, clean sanitary condition;
4. Proof of liability insurance to be supplied to FLNRO; and
5. An authorized representative of Capital Regional District signs this letter, agreeing to these conditions, where indicated above.

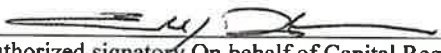
Please note that this authorization is for temporary access purposes only. The potential for future occupation of Lot 64 will require a formal application and prior written approval of the Ministry of Forests, Lands and Natural Resource Operations.

Please return a signed copy of this letter and proof of liability insurance to my attention prior to undertaking any activity on the Lot 64. If you have any questions, please contact Cameron Bezanson at 250-751-7247 or via email at Cameron.Bezanson@gov.bc.ca.

Yours truly,



Rudi Mayser
Manager of Authorizations
Forests, Lands and Natural Resource Operations
West Coast Region


Authorized signatory On behalf of Capital Regional District
TED ROBBINS, GENERAL MANAGER, IWS.

MAY 17/16
Date

Attachment: Map of Proposed Access Area over Crown land Lot 64

pc: Jessica Arnet, Property Systems Officer, CRD – jarnet@crd.bc.ca
Cameron Bezanson, Senior Land Officer, FLNR – Cameron.Bezanson@gov.bc.ca

May 9, 2016

Ministry of Forests, Lands and
Natural Resource Operations
142-2080 Labieux Road
Nanaimo, BC V9T 6J9

Dear Sirs:

RE: Temporary access request over the Crown land on North Pender Island, defined as Lot 64, VIP22335, Section 9, Cowichan District PID 003-277-976 (Lot 64) to fulfil Island Health order to upgrade the septic disposal facility located on the adjacent property.

The Capital Regional District has an insurance program which provides liability insurance coverage for \$2,000,000 per occurrence for third party property damage and personal injury and includes a cross liability clause.

This serves notice that the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) has been added as an additional insured. The Capital Regional District agrees to indemnify and save FLNRO harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors arising out of any activities on the land.

Yours truly,



Nancy Moore
Manager, Risk and Insurance

Cc: Rudi Mayser, Manager of Authorizations





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REPORT TO MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE MEETING OF TUESDAY, JUNE 14, 2016

SUBJECT **WATER AND WASTEWATER OPERATIONS REPORT – APRIL AND MAY 2016**

PURPOSE

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

Daily operations and maintenance for the Magic Lake Estates water and wastewater systems is performed by Capital Regional District (CRD) on-island operations staff. Additional operational support is also provided by CRD Saanich Peninsula operations staff as well as CRD Core Area electrical and mechanical maintenance staff when required.

REPORT

During the months of April and May 2016, 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

TASK	DATE	NOTES
Schooner Wastewater Treatment Plant (SWWTP) float switch replacements	April 4, 2016	The float switches on the waste tanks at the SWWTP were showing signs of failure. As a result, the switches were removed and replaced.
Variable Frequency Drive (VFD) replacement	April 20, 2016	The VFD at the Cutlass Pumping Station failed and determined to be irreparable. A spare used VFD was installed to ensure all pumps were operational.
Motor vehicle incident response	April 26, 2016	A vehicle accidentally backed into the fencing at the Cannon Wastewater Treatment Plant causing significant damage to the fence. A police report was filed and a claim has been submitted to undertake the repairs.
Schooner Wastewater Treatment Plant pipe repairs	May 6, 2016	A minor leak developed on the activated sludge return line at the SWWTP. Threaded galvanized piping and fittings were removed and replaced and the system placed back into full operation.
Sewer connection investigation	May 16, 2016	3755 Privateers property owner requested a sewer connection. Preliminary investigate work was necessary in order to provide a connection cost estimate.

TASK	DATE	NOTES
Sewer connection installation	May 27, 2016	2707 Doubloon property was connected to the wastewater collection system. The work was fully funded by the property owner.
Chart Drive septage hauling and disposal	Ongoing	Ongoing operations to haul and dispose of Chart Drive septage. Approximately 7 hours per week of staff time being expended.

Water Service Activities

TASK	DATE	NOTES
Buck Lake intake line investigation	April 29, 2016	Pressure testing of the Buck Lake intake line was performed. Preliminary test results indicate that the intake line might be compromised. Further investigative work will be required to conclude these preliminary findings.
Low water pressure complaint response	May 4, 2016	A call from a resident concerned about their water pressure was investigated. The problem was determined to be on the homeowners system and not the public water system.
Magic Lake Treatment Plant UV lamp replacement.	May 9, 2016	The UV lamps on treatment train 1 were removed and replaced along with the quartz tube sleeves. This is part of the overall preventative maintenance program for the service. The lamps and the quartz sleeves are considered consumables.
Water connection installation	May 12, 2016	2655 Galleon Way property was connected to the water system. The work was fully funded by the property owner.
Taste and odour complaint response	May 17, 2016	A call from a resident concerned about the taste and odour of the water was investigated. Additional water main flushing was conducted in the area to address the concern.
Water connection installation	May 26, 2016	2707 Doubloon property was connected to the water system. The work was fully funded by the property owner.

RECOMMENDATION

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

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

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

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**

	TASK	ACTION	STATUS
March 8, 2016			
1.	Prepare a report to committee on wastewater pilot project Expression of Interest	D. Puskas	ongoing
April 19, 2016			
2.	Negotiate for R/W over dam with property owners	M. Cowley	