



Making a difference...together

MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE
Notice of Meeting on **Tuesday, December 13, 2016 at 9:30 a.m.**
Main Conference Room, 479 Island Highway, Victoria, BC

Kathy Heslop (Chair)
Director Dave Howe

David Reed
Courtenay Rodash

Jim Petrie
Alex Wilson

Joe Gill

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of November 8, 2016
3. Buck Lake Sewage Pipe (verbal report)
4. Water Leakage (verbal report)
5. Chart Drive Project (verbal report)
6. New Projects (verbal report)
7. New Business
 - Dam Access
 - Bylaw Changes
 - Plant Tours
 - Effluent
 - 2017 Meeting Schedule

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, November 8, 2016 in the Goldstream Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: **Committee Members:** J. Petrie (Chair), A. Wilson, K. Heslop, J. Gill, CRD Electoral Area Director D. Howe, C. Rodash, D. Reed
Staff: M. McCrank, Senior Manager, Infrastructure Operations, M. Cowley, Manager Wastewater Engineering and Planning, S. Mason, Manager, Water Engineering and Planning, P. Dayton, Senior Financial Analyst, D. Robson, Manager Saanich Peninsula and Gulf Islands Operations, D. Puskas, Project Engineer, L. Siemens (recorder)

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

1. Approval of Agenda

The following change was made to the agenda:

- Add "Election of Chair and Vice-Chair" as Item #2. The remaining items will follow in sequence.

MOVED by J. Gill, **SECONDED** by C. Rodash,
That the agenda be approved as amended.

CARRIED

2. Election of Chair and Vice-Chair

Nominations were called for Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term. Kathy Heslop and Jim Petrie were nominated and agreed to stand. An election was held by secret ballot and Kathy Heslop was elected as Chair.

Nominations were called for Vice-Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term. Alex Wilson and Courtenay Rodash were nominated and agreed to stand. An election was held by secret ballot and Alex Wilson was elected as Vice-Chair.

MOVED by A. Wilson, **SECONDED** by J. Gill,
That the ballots be destroyed.

CARRIED

K. Heslop assumed the Chair

3. Adoption of Minutes of September 20, 2016

MOVED by Director Howe, **SECONDED** by A. Wilson,
That the minutes of September 20, 2016 be adopted as previously distributed.

CARRIED

4. Wastewater Infrastructure Projects – Phase 1 Update

M. Cowley presented a written report.

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

CARRIED

5. Water and Wastewater Operations Report – September/October 2016

D. Robson presented a written report.

The committee requested that a tour of the Magic Lake Estates facilities be conducted for committee members. D. Robson will work with the Chair to select a date for a tour.

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

CARRIED

6. 2017 Operating and Capital Budgets

M. Cowley presented a written report.

A. Wilson inquired about some mathematical errors on the sewer capital plan. M. Cowley clarified and confirmed the current total project budget amounts.

Due to the increased volume of organic sludge discharged from the water treatment plant to the sewer system, the following changes were made to the sewer and water budgets:

- Increase Sludge Disposal and Recovery from \$5,000 to \$10,000 (on sewer budget).
- Increase Transfer to Capital Reserve Fund from \$103,970 to \$98,970 (on water budget).

Water

MOVED by J. Gill, **SECONDED** by C. Rodash,
That the Magic Lake Estates Water and Sewer Committee recommend that the CRD Board:

1. Approve the 2017 operating and capital budget for the Magic Lake Estates Water Service as amended;
2. Authorize the 2017 Parcel Tax of \$496.98 and User Charge of \$280.31 for the Magic Lake Estates Water Service; and
3. Balance the Magic Lake Estates Water Service 2016 actual revenue and expense on the 2016 transfer to the capital reserve fund.

CARRIED
Wilson Opposed

Water (2)

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

1. Approve the 2017 operating budget for the Magic Lake Estates Water (2) Service as presented;
2. Authorize the 2017 Parcel Tax of \$94.46 for the Magic Lake Estates Water (2) Service; and
3. Balance the Magic Lake Estates Water (2) Service 2016 actual revenue and expense on the 2017 Parcel Tax.

CARRIED

Sewer

MOVED by J. Gill, **SECONDED** by C. Rodash,
That the Magic Lake Estates Water and Sewer Committee recommend that the CRD Board:

1. Approve the 2017 operating and capital budget for the Magic Lake Estates Sewer Service as amended;
2. Authorize the 2017 Parcel Tax of \$749.31 and User Charge of \$271.12 for the Magic Lake Estates Sewer Service; and
3. Balance the Magic Lake Estates Sewer Service 2016 actual revenue and expense on the 2016 transfer to the capital reserve fund.

CARRIED
Wilson Opposed

7. Review of Action List

There were no current task/actions.

8. Correspondence

There was no correspondence.

9. New Business

- M. McCrank provided an update regarding inquiries to address the weeds in Magic Lake.
- It was agreed that the 2017 meeting schedule will be discussed at the next meeting.

10. Motion to Close the Meeting

MOVED by J. Gill, **SECONDED** by C. Rodash,
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 a.m. and resumed in open session at 11:40 a.m.

11. Adjournment

MOVED by J. Petrie, **SECONDED** by C. Rodash,
That the meeting be adjourned at 11:41 a.m.

CARRIED

DRAFT