



Making a difference...together

MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE
 Notice of Meeting on **Tuesday, January 12, 2021 at 9:30 am**
 Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the public who wish to listen to the meeting via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**.
 You will not be heard in the meeting room but will be able to listen to the proceedings.

Kathy Heslop (Chair)
 Wally Foster
 David Reed

Jean Deschenes
 Director Dave Howe

Michael Fossl
 Marika Kenwell

AGENDA

1. RESOLUTION FOR APPROVAL

Recommendation: That the Magic Lake Estates Water and Sewer Committee adopt the resolution as presented.

1. That this resolution applies to the Magic Lake Estates Water and Sewer Committee for the **meetings being held January 1, 2021 – December 31, 2021**, and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Magic Lake Estates Water and Sewer Committee, because:
 - a. The available meeting facilities cannot accommodate more than 8 people in person, including members of the Magic Lake Estates Water and Sewer Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Magic Lake Estates Water and Sewer Committee and the public in sufficient numbers; and
3. That the Magic Lake Estates Water and Sewer Committee is ensuring opening, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

2. APPROVAL OF AGENDA

Recommendation: That the agenda be approved.

To ensure quorum, advise Sharon Orr at 250-474-9622 if you are unable to attend.

3. ADOPTION OF MINUTES OF NOVEMBER 26, 2020

Recommendation: That the minutes of November 26, 2020 be adopted.

4. COMMITTEE BUSINESS

- 4.1. Water Update
- 4.2. WasteWater Update
- 4.3. Operations Update
- 4.4. Grants Discussion

5. CORRESPONDENCE

6. MOTION TO CLOSE THE MEETING

In accordance with the Community Charter, Part 4, Division 3, 90(1)(g) litigation or potential litigation affecting the municipality.

7. RISE AND REPORT

8. NEW BUSINESS

9. ADJOURNMENT

Inquires arising from this meeting may be sent to IWSAdministration@crd.bc.ca for direct response.

Next meeting: February 9, 2021



MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Thursday, November 26, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair), M. FossI, D. Reed

By WebEx: J. Deschenes, W. Foster, M. Kenwell, P. Brent, Southern Gulf Islands Alternate Electoral Area Director

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations; L. Xu, Manager, Finance Services; D. Dionne, Administrative Coordinator

By WebEx: M. Cowley, Manager Wastewater Eng. and Planning; D. Gosper, Engineer; S. Orr (recorder)

The meeting was called to order at 9:32 am.

1. APPROVAL OF AGENDA

That the agenda be amended by removing:

1. Election of Chair

MOVED by M. FossI, **SECONDED** by P. Brent

That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES OF OCTOBER 13, 2020

MOVED by D. Reed, **SECONDED** by M. FossI,

That the minutes of October 13, 2020 be adopted.

CARRIED

3. COMMITTEE BUSINESS

3.1. Water Update (*verbal report with handout*)

The Capital Regional District (CRD) staff and the CRD's lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer. The Contract documents are being updated to address COVID-19 issues, WorkSafeBC prime-contractor issue, bonding and updated cost estimates.

3.2. Wastewater Update (*verbal report with handout*)

Collection System Upgrades

- Stantec is finalizing the 95% tender-ready design drawings and specifications. Staff will review them prior to issuing the tender likely in December.
- Staff have met with about 12 property owners where the sewer crosses their properties to discuss the potential working space requirements. Some adjustments were made to the design to accommodate some requests.

- When the final design drawings are complete, they can be sent to the Committee and issued for tender. The tender will likely close in late January 2021.

One-time Lump Sum Payment Process:

- A Bylaw has been prepared to enable the one-time lump sum payment for a customer to pay for their share of the 6 Million dollar loan versus making debt-serving payments over 30 years.
- A letter has been sent to all parcel owners to inform them of the process.
- There has been interest and staff have answered a lot of questions. As of November 20, 2020, 73 payments have been received.

Staff answered questions from the Committee regarding:

- Collection System Upgrades project timeline
- Lump sum payments

3.3. Operations Update (*verbal report with handout*)

M. McCrank provided the following update:

Water Operations Highlights:

- Water leak repair – 3725 Privateers Road
- Water service line leak repair – 2616 Crowsnest Drive.
- Magic Lake Estates Water Treatment Plant operational adjustment. The raw water blending ratio was reverted back to normal operation of 80/20 for the Buck Lake/Magic Lake water sources on October 23, 2020 as a result of Magic Lake algal activity declining.
- Replaced failing wooden pigging chamber on Captains Crescent.

Wastewater Operations Highlights:

- Emergency response due to hydro outage October 13, 2020.

Capital Improvement Work:

- Air Valve Replacement Project:
 - Work continued on air valve replacements for the Magic Lake Water Service project 18-04. Infrastructure Operations is completing this work.

Staff answered questions from the Committee regarding Cannon Treatment Plant exceedances.

3.4. Grants Discussion

Staff provided an update stating that the results of the grant should be announced in spring 2021.

4. MLE 20-04 BUCK LAKE DAM 2019 SAFETY REPORT

I. Jesney introduced the report and stated that a dam safety review was completed for Buck Lake Dam as a requirement under the *B.C. Dam Safety Regulation*. He stated the review identified some deficiencies and will need to be addressed in order to comply with the *B.C. Dam Safety Regulation* and the *Water Sustainability Act*.

Discussion took place and staff answered questions from the Committee regarding:

- Barrier installation
- Dam failure

MOVED by D. Reed, **SECONDED** by W. Foster,
That the Magic Lake Estates Water and Sewer Committee:

- a) Receive the Dam Safety Review report prepared by Hatch for information; and,
- b) Cancel capital project number 19-02 “Buck Lake East Dam Detailed Design”.

CARRIED

5. MLE 20-05 2021 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Discussion took place and staff answered questions from the Committee regarding:

- Water usage
- Maintenance projects
- Existing debt summary
- Tax surplus on wastewater
- Capital reserve amount
- Parcel tax roll

MOVED by M. Fossil, **SECONDED** by D. Reed,
That the Magic Lake Estates Water and Sewer Committee:

1. Approve the 2021 Operating and Capital Budget for the:
 - Magic Lake Estates Water System Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and
 - Magic Lake Estates Sewerage System Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

CARRIED

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

- M. McCrank answered questions from the Committee regarding 2019 operating costs.
- I. Jesney stated the Annual General Meeting (AGM) will be held December 8, 2020, there were 298 ballots returned, and that the persons with the most ballots will be announced at the AGM.

8. ADJOURNMENT

MOVED by M. Fossil, **SECONDED** by D. Reed,
The meeting be adjourned at 10:51 am.

CARRIED

Chair

Secretary