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MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE

Notice of Meeting on **Tuesday, June 11, 2019 at 9:30 a.m.**

Main Conference Room, 479 Island Highway, Victoria, BC

Kathy Heslop (Chair)
Director Dave Howe

Michael Fossil
David Reed

Wally Foster
Alex Wilson

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of May 14, 2019
3. Water Update (verbal report with handout)
4. Operations Update (verbal report with handout)
5. Magic Lake Estates Wastewater Infrastructure Renewal – Results of Open House and Next Steps
Recommendation
 1. Approve proceeding with Option 3, for \$12.15 million and amortization period of 30 years for the loan authorization for the Magic Lake Estates Infrastructure Renewal Project,
 2. Present the decision on the Project to the community at the Annual General Meeting in August, and
 3. Direct staff to proceed with preparing the loan authorization bylaw, ballot question, election officer and voting day for the committee's review prior to forwarding to the Electoral Area Services Committee and CRD Board for approval.
6. New Business
7. Adjournment

Note: Next Meeting: Tuesday, July 9, 2019

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

**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee
Held Tuesday, May 14, 2019 in the Main Conference Room, 479 Island Highway Victoria, BC**

PRESENT: Committee Members: K. Heslop (Chair); A. Wilson; W. Foster, D. Howe, Southern Gulf Islands Electoral Area Director (via tele-conference)

Staff: M. McCrank, Senior Manager, Infrastructure Operations; I. Jesney, Senior Manager, Infrastructure Engineering; M. Cowley, Manager Wastewater Engineering and Planning; S. Orr (recorder)

REGRETS: M. Fossil; D. Reed

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

1. APPROVAL OF AGENDA

There were two additions to the agenda:

- 2. First Nations Consultation

MOVED by W. Foster, **SECONDED** by Director Howe,
That the Magic Lake Estates Water and Sewer Committee approve the agenda as amended.

CARRIED

2. FIRST NATIONS CONSULTATION

A discussion took place about First Nation's consultation.

Staff answered questions from committee.

D. Howe left the meeting and joined by tele-conference at 9:50 a.m.

3. ADOPTION OF MINUTES OF APRIL 9, 2019

MOVED by A. Wilson, **SECONDED** by W. Foster,
That the Magic Lake Estates Water and Sewer Committee adopt the minutes of the meeting held April 9, 2019.

CARRIED

4. WATER UPDATE

I. Jesney presented a handout and provided updates on the following:

Schooner, Capstan and Signal Hill PRV

- Contractor has started demolition at the Capstan site and will be back on site May 14, 2019 to continue construction on Capstan until the end of May.
- Construction is anticipated to be complete by early July.

Water Treatment Plant – ISOPAC Storage and Handling

- Two drum pumps and associated tubing is on order to address a safety issue with anticipated installation in June.

Water Treatment Plant – Stainless Steel Pipe Replacement

- The construction schedule has been set for September/October 2019.

- The contract is still being finalized but field measurements for pipe fabrication are taking place later in May, 2019.

Staff answered questions from the committee.

5. WASTEWATER UPDATE

M. Cowley presented a handout and provided the following updates:

Wastewater Infrastructure Renewal Open House – April 27, 2019

- The Open House was held on Saturday, April 27, 2019
- The whole Committee attended and helped set-up, answer questions, and cleaned-up alongside 5 CRD staff members (3 at the church and 2 provided tours of Schooner WWTP).
- Approximately 125 people attended the Open House and the initial feedback was very positive with respect to the quality of the information.
- To date (as of May 13, 2019) approximately 75 Feedback Forms have been received.
- Feedback Forms can still be received up to May 24, 2019.
- A draft Consultation Summary Report on all questions in the Feedback form will be provided at the June 11 Committee meeting.
- The Committee will make a decision on which option to recommend for the Referendum and this will be communicated to the community at the Annual General Meeting in August.
- A general outline of the Referendum Process and noted suggested timeline

A discussion took place about the referendum process and staff answered questions from the committee.

The committee stated that a 1 pm start for AGM in August on a Saturday would be an ideal time and would be combined with the open house

6. OPERATIONS UPDATE

M. McCrank presented a handout and provided updates on the following:

Water Operations Highlights:

- Water Treatment Plant major preventative maintenance on the DAF train 1 system.
- Water Treatment Plant sump pump check valve replacement.
- Magic Lake raw water pumping station placed back into service.

Wastewater Operations Highlights:

- Schooner Pump Station float switches replaced.
- Cutlass Court Pump Station rerouting of communication system.
- Conducted Schooner Wastewater Treatment Facility tours for the public as part of the open house/public engagement for proposed sewer system capital improvements.

Capital Improvement work:

**Magic Lake Estates Water and Sewer Committee
Minutes – Tuesday, May 14, 2019**

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- Nothing to report for Operations this period.

Staff answered questions from the committee.

7. NEW BUSINESS

There was no New Business.

8. ADJOURNMENT

MOVED by Director Howe, **SECONDED** by A. Wilson,
That the meeting be adjourned at 10:23 a.m.

CARRIED

Chair

Secretary



**REPORT TO MAGIC LAKE ESTATES WATER AND SEWER LOCAL SERVICES COMMITTEE
MEETING OF TUESDAY, JUNE 11, 2019**

**SUBJECT MAGIC LAKE ESTATES WASTEWATER INFRASTRUCTURE RENEWAL –
RESULTS OF OPEN HOUSE AND NEXT STEPS**

ISSUE

To summarize the feedback received from the April 27, 2019 Open House and outline the Referendum process and the next steps required to advance to the Magic Lakes Estates Wastewater Infrastructure Renewal project.

BACKGROUND

At their meeting held March 12, 2019 the Magic Lake Estates Water and Sewer Committee requested staff to proceed with a Public Open House on April 27, 2019. Therefore, materials were prepared for the Open House including: a notice of the open house that was inserted with the second quarter utility bill, a Frequently Asked Questions sheet, 19 full-size display boards, take-away summary sheets, and a Feedback Form. In addition, the committee members informed people of the Open House through social media, an article in the Pender Post, and by word of mouth.

The Public Open House was well attended as about 125 people came out to receive information and some also attended a tour of the Schooner Wastewater Treatment Plant (to compare: approximately 60 people attended the 2014 Open House). Feedback from the residents was received until June 2, 2019. The number of feedback forms received (by hand, email and electronically), totalled 133.

A numerical summary of the responses received from the Feedback Form follows (additional comments are noted in the DRAFT Public Feedback Summary Report attached in Appendix A):

Questions	Responses	
	Number	% of total
1. Do you feel that you have received enough information and have a good understanding of the issues and challenges associated with the Magic Lake Estates wastewater system?	Yes - 113	89%
	No - 14	11%
2. Do you think upgrades are required on the wastewater system?	Yes - 122	95%
	No - 6	5%?
3. Do you live in the service area	Yes - 120	95%
	No - 6	5%
4. Which of the three options do you prefer and why	Option 1 – complete work in 3 phases	37 28%
	Option 2 – complete work in 2 phases	23 17%
	Option 3 – complete work in 1 phase	56 42%
	I need more information/no response	17 13%
5. If you chose Option 1 above, would you support the decision to borrow \$6,000,000 to proceed with option 1?	Yes - 36	76.5%
	No - 4	8.5%

**Magic Lake Estates Water and Sewer Local Services Committee – June 11, 2019
Results of Open House and Next Steps**

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Questions		Responses					
		Number		% of total			
		Need more info -	7	15%			
		Yes -	24	67%			
6. If you chose Option 2 above, would you support the decision to borrow \$9,000,000 to proceed with option 2?		No -	5	14%			
		Need more info -	7	19%			
		Yes -	53	81.5%			
7. If you chose Option 3 above, would you support the decision to borrow \$12,150,000 to proceed with option 3?		No -	2	3%			
		Need more info -	10	15.5%			
8. If options 1, 2 or 3 are chosen, would you prefer a 20-year, 25-year, or 30-year load period?		20-Year Amortization	19	14%			
		25-Year Amortization	22	17%			
		30-Year Amortization	67	50%			
		Other/no response	25	19%			
9. Rate the following from the most important (1) to the least important (5) factor that is influencing your decisions.		Criteria/Factor	1	2	3	4	5
		Affordability	24	17	15	19	35
		Renew infrastructure before it fails	65	20	22	3	2
		Protect the environment	15	42	16	22	14
		Meet Regulatory requirements	13	15	23	30	30
		Improve reliability of system	12	17	28	27	25

Based on the feedback received, the residents clearly agree they have received enough information and that upgrades are required. The majority of the responses favoured Option 3 and would strongly support the decision to borrow \$12.15 million. A majority of the respondents also favoured borrowing funds over a 30-year loan amortization period.

The most important factors influencing the community's decision appear to be renewing the infrastructure before it fails, affordability and protecting the environment. This seems to indicate that although people are concerned about affordability, (and likely favoured the 30-year loan as a result), they are still willing to pay for and invest in renewing the infrastructure and protecting the environment.

The next steps required to move the wastewater renewal work forward are for the Committee to decide on which option and loan amortization staff should proceed with for the upcoming referendum. See Appendix B for an outline and timeline of the referendum process.

ALTERNATIVES

Alternative 1

That the Magic Lake Estates Water and Sewer Local Services Committee:

1. Approve proceeding with Option 3, for \$12.15 million and amortization period of 30 years for the loan authorization for the Magic Lake Estates Infrastructure Renewal Project,
2. Present the decision on the Project to the community at the Annual General Meeting in August, and

Magic Lake Estates Water and Sewer Local Services Committee – June 11, 2019
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3. Direct staff to proceed with preparing the loan authorization bylaw, ballot question, election officer and voting day for the committees review prior to forwarding to the Electoral Area Services Committee and CRD Board for approval.

Alternative 2

That the Magic Lake Estates Water and Sewer Local Services Committee:

1. Approve proceeding with Option 1, for \$6 million and amortization period of 30 years for the loan authorization for the Magic Lake Estates Infrastructure Renewal Project,
2. Present the decision on the Project to the community at the Annual General Meeting in August, and
3. Direct staff to proceed with preparing the loan authorization bylaw, ballot question, election officer and voting day for the committee's review prior to forwarding to the Electoral Area Services Committee and CRD Board for approval.

Alternative 3

That the Magic Lake Estates Water and Sewer Local Services Committee:

1. Approve proceeding with Option 2, for \$9 million and amortization period of 30 years for the loan authorization for the Magic Lake Estates Infrastructure Renewal Project,
2. Present the decision on the Project to the community at the Annual General Meeting in August, and
3. Direct staff to proceed with preparing the loan authorization bylaw, ballot question, election officer and voting day for the committee's review prior to forwarding to the Electoral Area Services Committee and CRD Board for approval.

IMPLICATIONS

Alternative 1 – As indicated in the public feedback, the majority of respondents favoured Option 3 - completing \$12.15 million in required upgrades all in one phase, and also favoured a 30-year loan amortization period. As presented at the Open House, the financial implication of borrowing \$12.15 million over 30 years results in an annual parcel tax increase of approximately \$1,005 per year. This is in addition to the existing parcel taxes and user fees for both the sewer and water utilities.

If directed to proceed, staff anticipate that the referendum voting day could be held in November, 2019. If the Committee requires more time to make a decision, this will likely result in moving the referendum voting date to January or February 2020.

Alternative 2 – Approximately 28% of survey respondents favoured Option 1 - completing \$6.0 million in required upgrades all in three separate phases, and 50% favoured a 30-year loan amortization period. As presented at the Open House, the financial implication of borrowing \$6.0 million over 30 years results in an annual parcel tax increase of approximately \$496 per year. This is in addition to the existing parcel taxes and user fees for both the sewer and water utilities. This alternative will require subsequent funding/borrowing to complete the remaining \$6.15 million of required upgrades. Of particular concern with this Alternative, is that Cannon WWTP will not yet be replaced with a pump station, and the existing plant regularly exceeds its permitted capacity and the tanks are significantly corroded and could fail in the very near future.

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If directed to proceed, staff anticipate that the referendum voting day could be held in November, 2019. If the Committee requires more time to make a decision, this will likely result in moving the referendum voting date to January or February 2020.

Alternative 3 – Approximately 17% of survey respondents favoured Option 2 - completing \$9.0 million in required upgrades all in two phases, and 50% favoured a 30-year loan amortization period. As presented at the Open House, the financial implication of borrowing \$9.0 million over 30 years results in an annual parcel tax increase of approximately \$744 per year. This is in addition to the existing parcel taxes and user fees for both the sewer and water utilities. This alternative will require subsequent funding/borrowing to complete the remaining \$3.15 million of required upgrades. This Alternative would include the replacing Cannon WWTP with a new pump station which is highly recommended in order to address capacity issues at the plant and eliminate the risk of tank failure.

If directed to proceed, staff anticipate that the referendum voting day could be held in November, 2019. If the Committee requires more time to make a decision, this will likely result in moving the referendum voting date to January or February 2020.

CONCLUSION

The April 27, 2019 Public Open House was well attended and the information presented was well received. The community overwhelmingly understood the information and agrees that upgrades are required. Of the options presented, the majority favoured Option 3 - completing \$12.15 million in required upgrades all in one phase. A majority of the respondents also favoured the 30-year loan amortization period. The most to least important factors influencing the community's decision is: renewing the infrastructure before it fails, affordability, and protecting the environment. The next steps required to move the wastewater renewal work forward are for the Committee to decide on which option and what loan amortization staff should proceed with on the upcoming referendum.

RECOMMENDATION

That the Magic Lake Estates Water and Sewer Local Services Committee:

1. Approve proceeding with Option 3, for \$12.15 million and amortization period of 30 years for the loan authorization for the Magic Lake Estates Infrastructure Renewal Project,
2. Present the decision on the Project to the community at the Annual General Meeting in August, and
3. Direct staff to proceed with preparing the loan authorization bylaw, ballot question, election officer and voting day for the committee's review prior to forwarding to the Electoral Area Services Committee and CRD Board for approval.

Submitted by:	Malcolm Cowley, P. Eng. Manager, Wastewater Engineering and Planning
Concurrence:	Ian Jesney, P. Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Ted Robbins, BSc, C.Tech, General Manager, Integrated Water Service

MC: so

Attachments: Appendix A – Public Feedback Summary Report
Appendix B - Referendum Process



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Magic Lake Estates

Public Feedback Summary Report

Wastewater Infrastructure Replacement Project





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Feedback Summary

Total Magic Lake Estates Sewer System Feedback Forms submitted: **133**

Percentages of total responses indicating whether respondent felt they had received enough information about the project

Enough Information: **89%** Not Enough Information: **11%**

Do you think upgrades are required on the system?

Yes: **95%** No: **5%**

Percentages of total responses identifying a replacement project option

Option 1: **28%** Option 2: **17%** Option 3: **42%**

Need more information: **13%**

Percentages of total responses identifying a loan type option

20-Year: **14%** 25-Year: **17%** 30-Year: **50%**

No response/Other: **19%**

Top Ranking Criteria Influencing Preferences

Infrastructure Renewal
Affordability
Protect the Environment

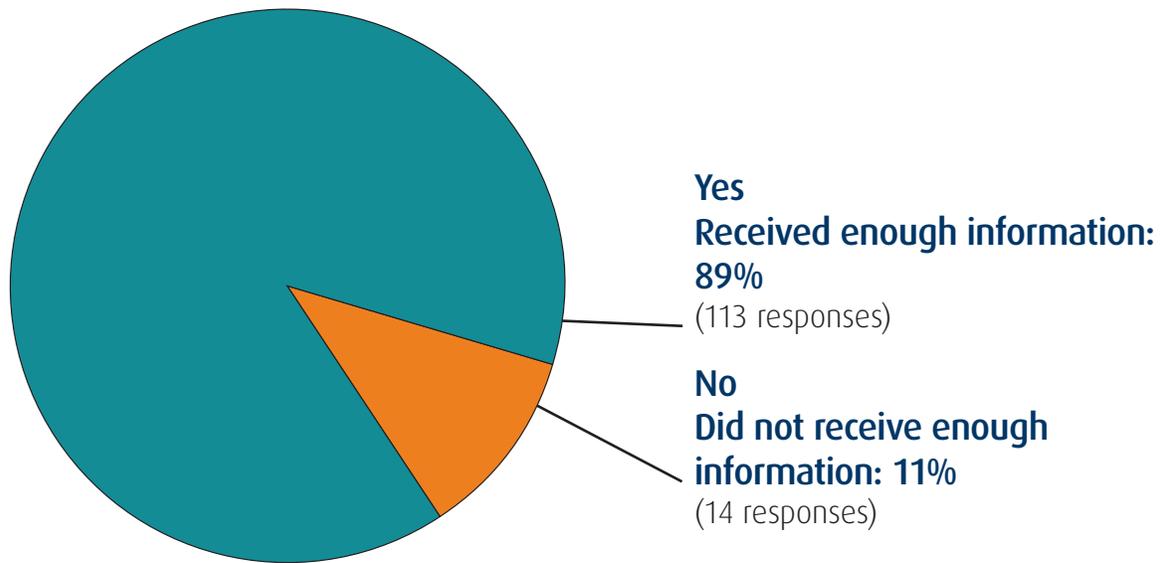
**Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Numbers are rounded up.*

***See the Written Answers (page 10-12) for further information.*

Feedback Data

Overall Feedback Summary

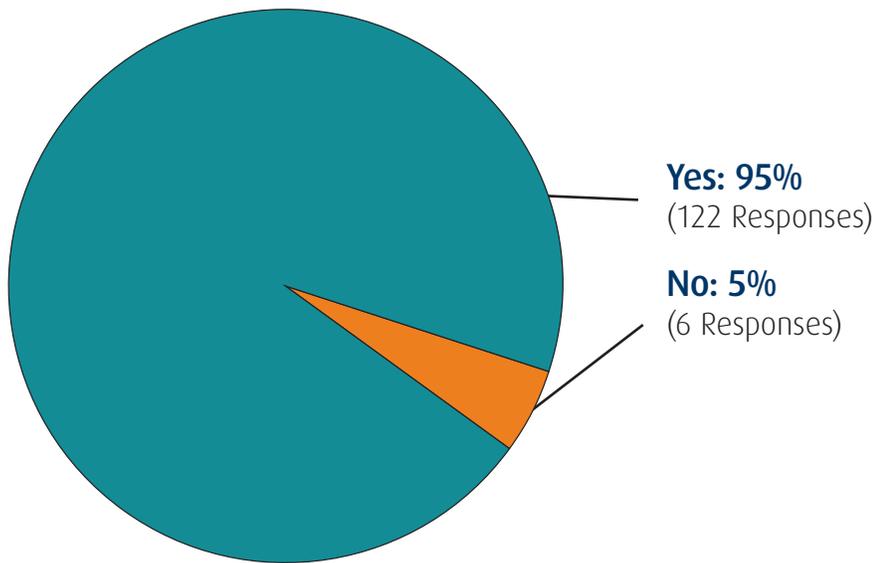
Question 1: Do you feel that you have received enough information and have a good understanding of the issues and challenges associated with the Magic Lake Estates wastewater system?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Overall Feedback Summary

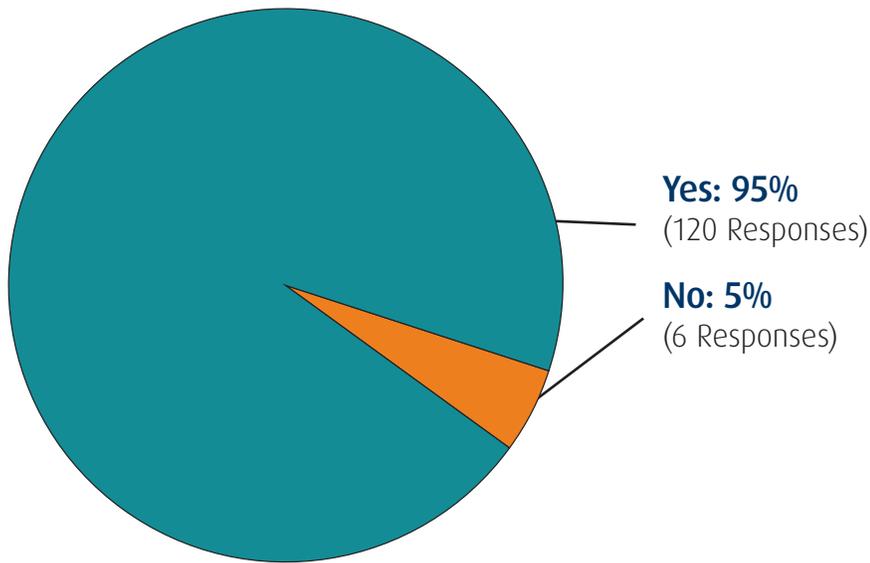
Question 2: Do you think upgrades are required on the wastewater system?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number. Numbers have been rounded up.

Overall Feedback Summary

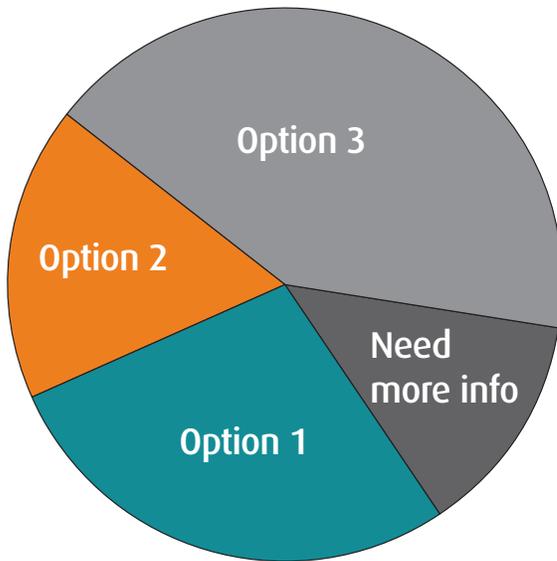
Question 3: Do you live in the service area?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number. Numbers have been rounded up.

Overall Feedback Summary

Question 4: Which of the three options presented do you prefer and why?



Option 1: 28%
(37 Responses)

Option 2: 17%
(23 Responses)

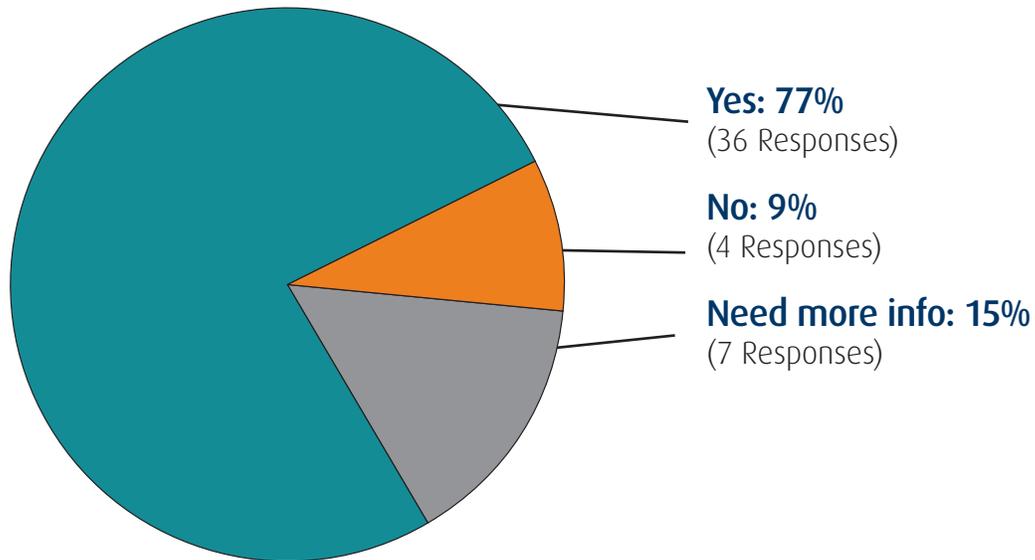
Option 3: 42%
(56 Responses)

No Response/Need More Info: 13%
(17 Responses)

Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Overall Feedback Summary

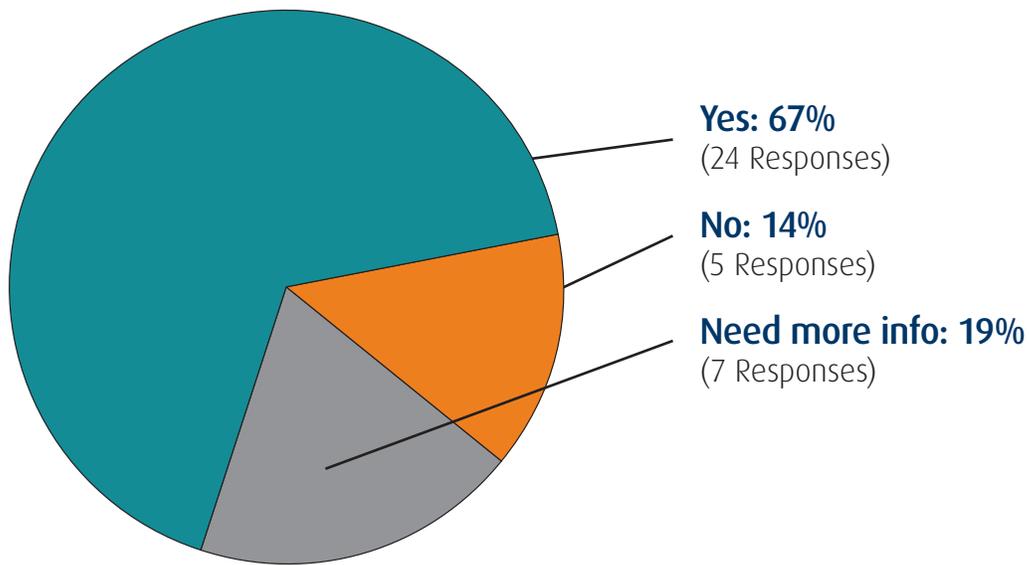
Question 5: If you chose Option 1, would you support the decision to borrow \$6,000,000 to proceed with option 1?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number. Numbers have been rounded up.

Overall Feedback Summary

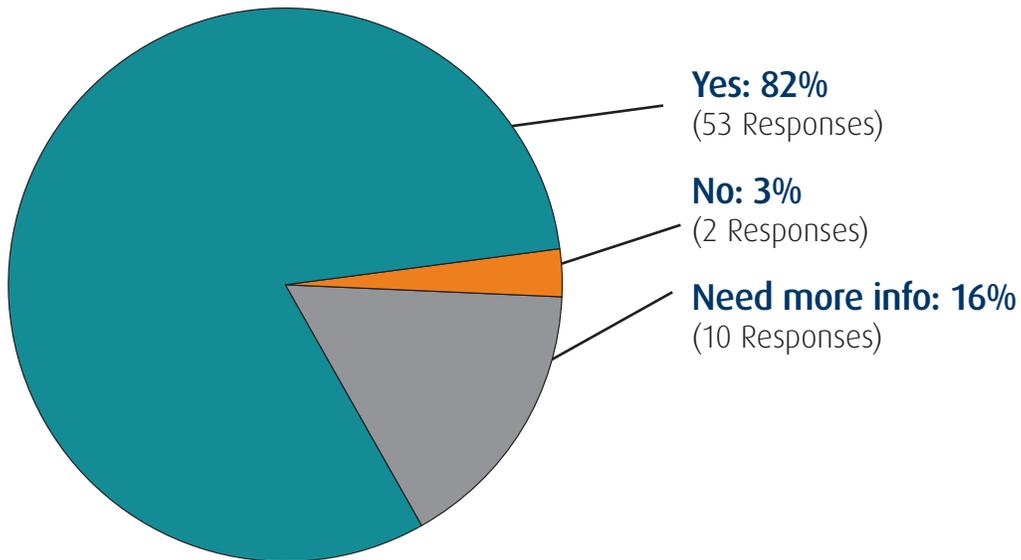
Question 6: If you chose Option 2, would you support the decision to borrow \$9,000,000 to proceed with option 2?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Overall Feedback Summary

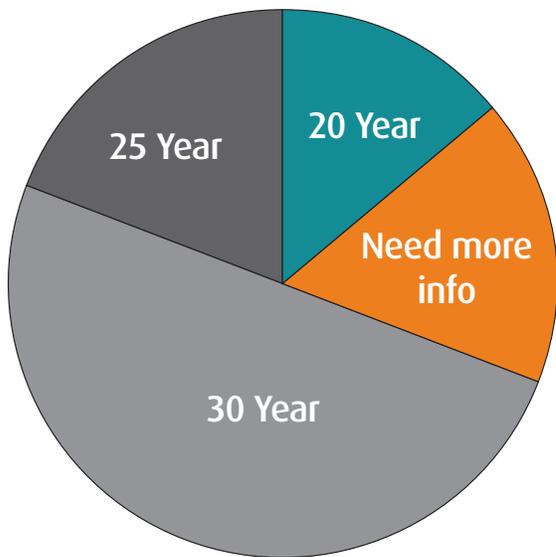
Question 7: If you chose Option 3, would you support the decision to borrow \$12,150,000 to proceed with option 3?



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Overall Feedback Summary

Question 8: If Options 1, 2 or 3 are chosen, would you prefer a 20-year, 25-year, or 30-year loan period?



20 - Year: 14%
(19 Responses)

25 - Year: 17%
(22 Responses)

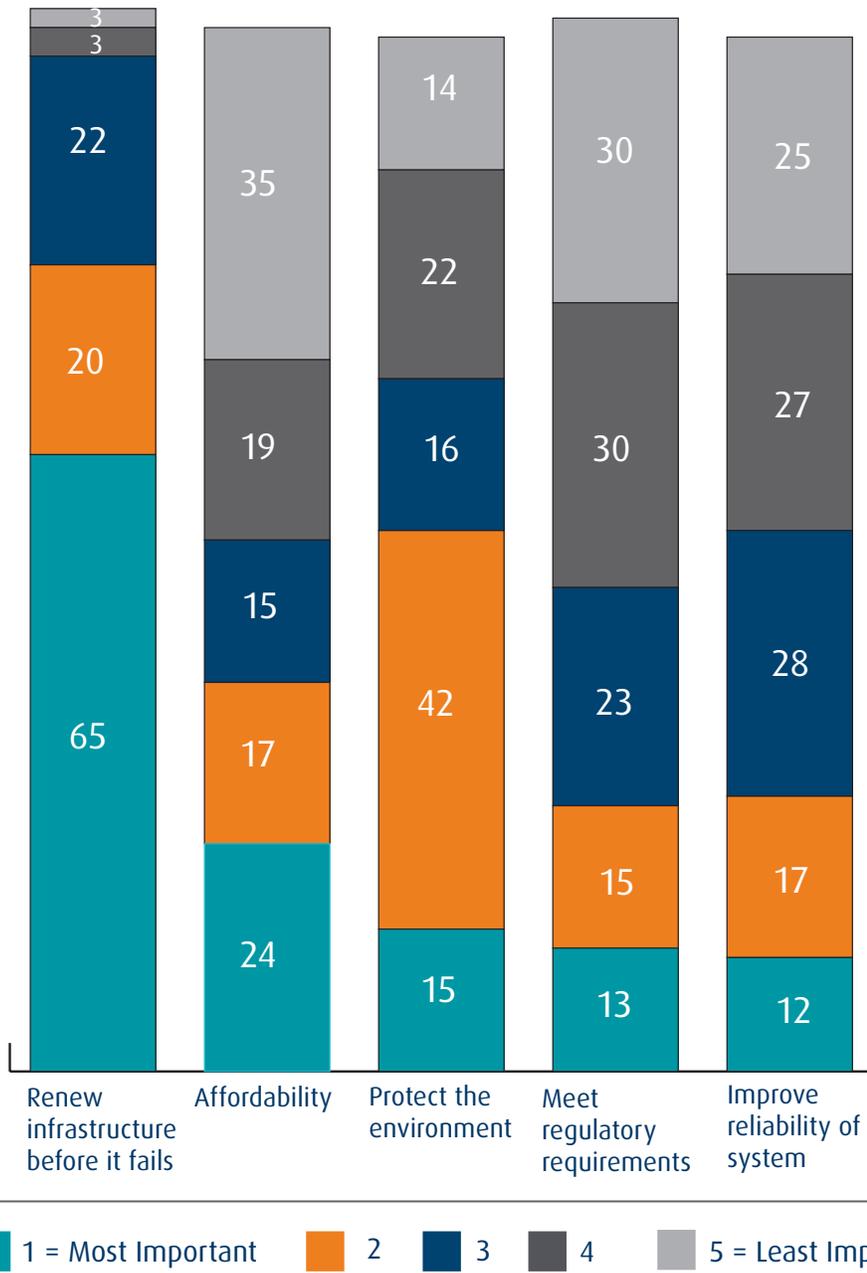
30 - Year: 50%
(67 Responses)

No Response/Need More Info: 19%

Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Overall Feedback Summary

Question 9: Rate the following from the most important (1) to the least important (5) factor that is influencing your decisions.



Feedback numbers do not necessarily represent one response per person. Response was not required for all questions. Percentages have been rounded to the nearest whole number.

Written Answers

Written Feedback Summary

** To be provided at a later date*

Do you feel that you have received enough information and have a good understanding of the issues and challenges associated with the Magic Lake Estates Wastewater System?

Do you think upgrades are required on the wastewater system?

If you chose Option 1, what are the reasons?

If you chose Option 2, what are the reasons?

If you chose Option 3, what are the reasons?

Please provide any further comments you have on the proposed works and the Magic Lake Estates wastewater system.

Appendices



Appendices

- A | **Public Open Houses - Bill Insert**
- B | **Public Open House - Frequently Asked Questions**
- C | **Public Open Houses - Feedback Form**
- D | **Public Open Houses - Information Boards (not currently attached)**

Open House: Magic Lake Estates Wastewater System Renewal

Learn more about system requirements and impacts to taxes.

DATE: Saturday, April 27, 2019

TIME: 10:00 am to 3:00 pm

LOCATION: St. Peter's Anglican Church, 4703 Canal Road

Tours of Schooner Wastewater Treatment Plant will be offered.
Tour registration required. Visit our website for more information.

www.crd.bc.ca/magiclake-sewer

Questions? Contact:
Malcolm Cowley, PEng
T: 250.360.3066
E: mcowley@crd.bc.ca

Magic Lake Estates Wastewater System Infrastructure Renewal Project Frequently Asked Questions



Capital Regional District | 2019

Is my property located in the Sewer Service Area?

The sewer service area is defined in Bylaw 1873, as amended by Bylaw 4238, and is a prescribed area. A map showing the current Magic Lake Estates Sewer Service Area is available at www.crd.bc.ca/magiclake-sewer. All properties located within the defined boundary area are in the Sewer Service Area.

If I'm not in the Sewer Service Area, do I have to pay for the system Renewal?

No, only the properties within the Sewer Service Area will pay for the system renewal.

If I'm in the Sewer Service Area, but I am not connected to the sewer system yet, do I still have to pay for the system Renewal?

Yes, properties within the Sewer Service Area do pay Parcel Taxes towards capital costs of upgrading the system, but properties that are not yet connected to the system do not have to pay User Fees towards the operational cost of the system.

How do I connect to the Sewer?

If your property is already in the sewer service area, a resident can call 250.474.9611 to request an application to connect. If the property is not in the sewer service area, the owner will have to make a request for inclusion into the service area and submit it to the Magic Lake Estates Water and Sewer Local Services Committee for their review.

Why is the sewer system in such a bad condition?

A majority of the original system was installed by a developer in the late 1960's – early 1970's with few upgrades since, so much of the system has reached the end of its service life.

How much will it cost to renew the sewer system?

The total estimated cost to renew the system back to a safe, reliable state that meets regulatory requirements is about \$12.15 million. However, it is possible to upgrade the system in various phases over time.

Why do we have to borrow funds to do the sewer upgrades?

There is approximately \$200,000 saved in the Magic Lake Estates Sewer Capital Reserve Fund which is not enough to complete the upgrades, so funds will need to be borrowed to complete the work.

How much am I currently paying for the sewer service?

The 2019 annual Parcel Tax and User Fee rates are \$777.60 and \$381.54, respectively.

How much will my cost increase as a result of the system renewal?

It depends on what the community prefers for the loan amortization period and how many phases the work is completed in (i.e. one, two or three phases). Estimated costs for a number of options are shown on slide 16 of the Open House Boards (www.crd.bc.ca/magiclake-sewer).

Can I defer the cost (tax) increase?

If the property owner is at least 55-years old, then the Provincial government may allow parcel taxes to be deferred. However, please note that User Fees cannot be deferred. Visit the Province of BC website for more information, and to see if you qualify.

Can I pay the entire cost up front rather than over a long amortization period?

Yes. Subject to CRD Board approval of a specific financial bylaw, property owners could choose to pay a one-time lump sum cost for their share of the capital cost for the sewer upgrades rather than paying debt servicing costs over the whole amortization period.

What happens if the sewer system is not upgraded?

It will continue to deteriorate, service disruptions will increase, operational and emergency response costs will increase and it will remain out-of-compliance with Provincial and Federal regulations.

When would the sewer renewal work commence and how long will it take to complete?

The renewal work can only commence if the elector's support borrowing funds to complete the work through a referendum. If the referendum is held later this year, work could commence in 2020. The length of time to complete the work depends on the final scope of work that is decided by the community.

Will my service be disrupted during the sewer renewal work?

Generally, your service should not be disrupted during the renewal work. However, there could be brief periods of time where some residents could be asked to minimize wastewater discharges. There should be no interruptions to your water service.

When will a recommendation be made on which Option to proceed with?

After feedback has been received from the community by May 24, 2019, the Committee will make a recommendation to the CRD Board which will then determine how to proceed with the referendum.

When will be the voting day for the referendum to borrow funds for the sewer renewal work, and how will I be informed?

Generally the voting day in a referendum takes place about 3-6 months after the process commences and Ministry approval has been granted. Property owners and eligible electors of the sewer service can be informed through the CRD website, mail-outs, and statutory advertisements in addition to other community outlets (like the Pender Post, Facebook, etc.).

Who is eligible to vote on the referendum?

People who live in the Magic Lake Estates sewer service area and qualify as a resident elector, or who own property in the service area but live elsewhere in British Columbia and qualify as non-resident property elector, are eligible to vote.

Where will the referendum polling station be located?

The polling station will be located on Pender Island. The exact location is yet to be determined, but it will be advertised and posted on the CRD website in advance of the voting date.

Will there be an advance poll or an option for an absentee vote?

Yes. An advance poll is typically held in the week prior to the referendum voting date. Absentee (mail in) ballots are permitted under the Local Government Act, but the Magic Lake Estates Committee and CRD Board would determine this for this referendum.

MAGIC LAKE ESTATES WASTEWATER SYSTEM

Feedback Form

Infrastructure Renewal Project

This survey is anonymous. Please do not provide any information that could identify yourself or others in your response. No individuals will be identified and no comments will be attributed to any individual in any reports resulting from your feedback.

1. Do you feel that you have received enough information and have a good understanding of the issues and challenges associated with the Magic Lake Estates wastewater system?

Yes No

If you answered no, what additional information do you need?

2. Do you think upgrades are required on the wastewater system?

Yes No

If you answered no, what additional information do you need?

3. Do you live in the sewer service area?

Yes No

4. Which of the three options presented do you prefer and why?

Option 1 (Complete Work in 3 Phases) Option 2 (Complete Work in 2 Phases)
 Option 3 (Complete Work in One Single Phase) I need more information

Reasons:

5. If you chose option 1 above, would you support the decision to borrow \$6,000,000 to proceed with option 1?

Yes No I need more information

6. If you chose option 2 above, would you support the decision to borrow \$9,000,000 to proceed with option 2?

Yes No I need more information

7. If you chose option 3 above, would you support the decision to borrow \$12,150,000 to proceed with option 3?

Yes No I need more information

8. If options 1, 2 or 3 are chosen, would you prefer a 20-year, 25-year or 30-year loan period (smaller annual payments but longer amortization period)?

20-Year Amortization period 25-Year Amortization period 30-Year Amortization period

(Cont.)

APPENDIX B

REFERENDUM PROCESS		
1.	MLE Committee to decide on Option and loan amortization period	June 11, 2019
2.	Prepare Referendum Question and draft Loan Authorization Bylaw	July
3.	CRD Board approval of 1 st , 2 nd & 3 rd readings – Loan Authorization Bylaw.	Aug 14
4.	Send Loan Authorization Bylaw to Inspector of Municipalities (4-6 weeks)	Aug 15
5.	Town Hall meeting to Update the Community on the Referendum	Aug AGM
6.	CRD Board to establish Referendum question, polls & Election Officer	Sep
7.	Prepare Mail-out to include with water bill – Referendum Notice	Oct 3
8.	Approval of Inspector of Municipalities (based referendum date of Nov 16)	mid-Sep
9.	Advertise official notices prior to Referendum (Chief Election Officer)	Oct
10.	2 nd Town Hall Meeting (if required)	Nov 2
11.	Advance voting	Nov 7 & Nov 14
12.	Referendum Voting Day	Nov 16
13.	Board receives Referendum results and, if successful, adopts bylaws	Dec 11
14.	30-day quashing period ends	Jan 15, 2020
15.	Apply for Certificate of Approval	Jan 17, 2020
16.	Prepare Scope of Work for Detailed Design	Feb – Mar, 2020
17.	Secure initial draw on MFA Loan	April 2020