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**Minutes of a Meeting of the Magic Lake Estates Water and Sewer Committee  
Held Tuesday, November 13, 2018 in the Main Conference Room, 479 Island Highway  
Victoria, BC**

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**PRESENT: Committee Members:** K. Heslop (Chair), A. Wilson, J. Gill, M. Fossil, W. Foster

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

**ABSENT:** D. Reed, D. Howe, SGI Electoral Area Director

Chair Heslop called the meeting to order at 9:30 a.m.

**1. APPROVAL OF AGENDA**

There was one addition to the agenda:

- Item #2 – Election of Chair

**MOVED** by W. Foster, **SECONDED** by A. Wilson,  
That the agenda be approved as amended.

**CARRIED**

**2. ELECTION OF CHAIR**

Nominations were called for Chair of the Magic Lake Estates Water and Sewer Committee for a one-year term.

- A. Wilson nominated K. Heslop.
- K. Heslop agreed to stand.
- Nominations were called for two additional times, and hearing none, K. Heslop was elected as Chair.

**MOVED** by A. Wilson, **SECONDED** by M. Fossil,  
That the election of vice-chair be postponed until a later date.

**CARRIED**

**3. ADOPTION OF MINUTES OF OCTOBER 17, 2018**

**MOVED** by J. Gill, **SECONDED** by M. Fossil,  
That the minutes of October 17, 2018 be adopted.

**CARRIED**

**4. WATER UPDATE**

I. Jesney presented a verbal report and provided a handout that will be included as part of the agenda package.

**5. WASTEWATER UPDATE**

M. Cowley presented a verbal report and provided a handout that will be included as part of the agenda package. He stated the funds available for the completion of the work being done on the Buck Lake project have been used. He stated that staff will need direction from the committee on the grant application the scope and how much to apply for.

**MOVED** by J. Gill, **SECONDED** by A. Wilson,

That the Magic Lake Estates Water and Sewer Committee,

Approve the transfer of up to \$35,000 from the Capital Reserve for the completion of the Buck Lake project.

**CARRIED**

The Chair provided a handout outlining the items that they would like to present to the community. A discussion took place about the grant application amount.

**MOVED** by A. Wilson, **SECONDED** by J. Gill,

That the Magic Lake Estates Water and Sewer Committee,

Direct staff to apply for up to three million dollars from the Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure Grant for upgrades to the sewer collection system.

**CARRIED**

A discussion took place about low-flush toilets.

M. Cowley stated that he would contact Island Health to present to committee about process for installing composting toilets and gray water fields.

**6. OPERATIONS UPDATE**

M. McCrank presented a verbal report and provided a handout that will be included as part of the agenda package.

**7. 2019 OPERATING AND CAPITAL BUDGET**

I. Jesney introduced the 2019 Operating and Capital Budget report and provided an overview of the key factors influencing the budget.

**MOVED** by J. Gill, **SECONDED** by M. Fossil,

That the Magic Lake Estates Water and Sewer Committee,

1. Approve the 2019 Operating and Capital Budget for the:

- Magic Lake Estates Water System Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and

- Magic Lake Estates Sewerage System Local Service as presented and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and
- 2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Magic Lake Estates Water and Sewer Services as presented.

**CARRIED**

**8. WASTEWATER AND MARINE ENVIRONMENT PROGRAM – MAGIC LAKE ESTATES – 2017 ANNUAL REPORT**

M. McCrank introduced the report stating the report is a regulatory requirement of the Ministry of Environment and provides recommendations for the committees review.

**MOVED** by A. Wilson, **SECONDED** by W. Foster,

That the Magic Lake Estates Committee receive the report for information.

**CARRIED**

**9. NEW BUSINESS**

The Magic Lake Estates Water and Sewer Committee will not meet in December.

**10. ADJOURNMENT**

**MOVED** by A. Wilson, **SECONDED** by M. Fossil,

That the meeting be adjourned at 11:25 a.m.

**CARRIED**

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Chair

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Secretary