

Minutes  
Cavendish Sewer Utility Meeting  
January 27, 2016  
4:00 p.m..

The Cavendish Sewer Utility Meeting was held on January 27, 2016, at the Resort Municipality Office.

**MEMBERS PRESENT:** Matthew Jelley – Acting Chair, Victor Hryckiw, David Gauthier, Vic Greenwood and Brenda MacDonald, Administrator.

**ABSENT:** Nil.

**VISITORS:** Nil.

**1. CALL TO ORDER:**

Acting Chair Jelley called the meeting to order at 4:10 p.m..

**2. APPROVAL OF AGENDA:**

It was moved by David, seconded by Victor that the agenda be adopted as presented. All in favor 3, 1 non-voting. Motion Carried.

**3. CONFLICTS OF INTEREST:**

There were no conflicts of interest declared.

**4. APPROVAL OF MINUTES DECEMBER 22, 2015:**

It was moved by Victor, seconded by David that the minutes of December 22, 2015 be adopted as presented. All in favor 3, 1 non-voting. Motion Carried.

**5. OUTSTANDING SEWER CUSTOMERS:**

The A/R list of accounts receivable for outstanding sewer customers was provided by MRSB.

It was moved by David, seconded by Vic that the outstanding sewer customers that are two years or more outstanding with their accounts that the legal counsel be advised to send a letter to them that will be served by the process server with a disconnection date of May 4, 2016, if the bill is not paid in full, and that the letters also be sent to their mortgage holders if there is one on the property. All in favor 3, 1 non-voting. Motion Carried.

It was moved by David, seconded by Vic that the outstanding customers that are one year delinquent with their account be sent legal letters allowing them 30 days to make arrangements for payment. All in favor 3, 1 non-voting. Motion Carried.

**6. TOOMBS PLUMBING AND HEATING - SEWER CONTRACT:**

The lawyer has provided comments on the sewer contract.

It was moved by Victor, seconded by Dave that the final contract be signed based on the municipal lawyer's recommendations for the contract changes and that the agreement be sent through to Andrew Campbell the contractor's lawyer to be finalized. All in favor 3, 1 non-voting. Motion Carried.

**7.A. EXTENSION OF SHORT TERM SEWER LOAN:**

It was moved by David, seconded by Victor the sewer utility get an extension of the short term sewer loan with the Bank of Montreal until August 31, 2016 for \$150,000.00 and that \$50,000.00 be paid back towards the outstanding sewer loan. All in favor 3, 1 non-voting. Motion Carried.

**7.B. 2016 FINANCING:**

A breakdown of costs that are expected until the first bills go out for 2016 were provided to the sewer utility.

It was moved by David, seconded by Victor that the sewer utility see what the rates would be to borrow a \$400,000.00 sewer loan towards the municipal costs of the lagoon upgrades and that the remaining balance be paid towards the short term loan with interest to the Bank of Montreal. All in favor 3, 1 non-voting. Motion Carried.

**8. ASSET MANAGEMENT:**

The asset management work is being completed by Stantec for the municipal sewer system.

**BUSINESS ARISING FROM MINUTES:**

**9.A. IRAC RATE INCREASE:**

The meeting with the Irac Board has been scheduled and we are waiting for a decision to be made on the increase requested and whether or not Irac will prorate the increase effective January 1, 2016 that was requested.

**9.B. CRANBERRY VILLAGE LIFT STATION:**

It was moved by Vic, seconded by David that up to \$10,000.00 be allocated towards the repair of one pump at Cranberry Village and once one pump is repaired it will be decided as to what needs to be completed with the second pump. All in favor 3, 1 non-voting. Motion Carried.

**9.C. HERBIE'S LIFT STATION LS # 4:**

It was decided by the Board that more information would be gathered from Gordon on what is needed for the station and that a further decision will be made once that information is received.

**9.D. GREEN GABLES PANEL UPGRADE:**

Panel upgrade was completed and all issues have been resolved with the station.

**9.E. LAGOON UPGRADES:**

Tender will close on February 15, 2016.

**9.F. GAS TAX PORTABLE GENERATOR:**

Parks Canada will be contacted again to discuss a permanent generator being located at LS # 3 at Green Gables.

Darrell Fisher to be contacted to arrange to meet with Parks Canada on site.

**9.G. BLOWER HOUSE:**

Blower house panel is having issues. Currently the panel is being started manually. A cost for repairs of the panel will be required and a decision made by the board.

**9.H. HIGH WATER FLOATS LS # 4 and LS#5:**

High water floats at LS # 4 and LS # 5 were installed.

**9.I. SWITCH LS # 7 – MARCO POLO LAND:**

The switch at LS # 7 at Marco Polo Land has been installed.

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**9.J. FRIENDLY LANE STATION – PUMP:**

Friendly Lane pump for the station is expected to be installed within the week.

**10. OTHER:**

Acting Chair Jelley advised that the utility needs to work with the lawyer on a mandatory sewer connection bylaw to have in place as the original bylaw has not been revisited since the utility was formed in 1992.

The administrator will send the information through to the municipal lawyer for review.

**11. ADJOURNMENT:**

Acting Chair Matthew Jelley adjourned the meeting at 6:00 p.m..



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Matthew Jelley Chair – Cavendish Sewer Utility