

Minutes
Cavendish Sewer Utility Meeting
March 5, 2018
1:00 p.m..

The Cavendish Sewer Utility Meeting was held on March 5, 2018, at the Resort Municipality Office.

MEMBERS PRESENT: Mayor - Matthew Jelley, Vic Greenwood, David Gauthier and Victor Hryckiwi. Brenda MacDonald, CAO.

ABSENT: Nil.

VISITORS: Nil.

1. **CALL TO ORDER:**

Mayor Jelley called the meeting to order at 1:05 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:**

Mayor Jelley declared a conflict of interest under Section 5H. Sandspit Entertainment.
Vic Greenwood declared a conflict of interest under Section 7. Driftwood Landing.

4. **APPROVAL OF MINUTES OCTOBER 4, 2017:**

It was moved by David, seconded by Victor that the minutes of October 4, 2017 be adopted as presented. All in favor 3, 1 non-voting. Motion Carried.

A question was raised on conflicts of interest during a meeting.

Mayor Jelley advised that if someone feels that they are in conflict of interest on a matter, then they need to declare it at the start of the meeting and then leave the meeting when the conflict item is being dealt with on the agenda without comment or influence to the other board members.

Mayor Jelley advised that when a meeting occurs and you stay in the meeting then you cannot remove the information from you being present during a meeting as you were there for the discussions on the matter.

5. **BUSINESS ARISING FROM MINUTES:**

- a) LS # 4 – Upgrade costs – It was moved by David, seconded by Victor that \$2,700.00 plus HST be allocated to Stantec to do a review on LS # 4 and the upgrades that are required for it. All in favor 3, 1 non-voting. Motion Carried.
- b) Inn at the Pier – Engineering Costs – It was moved by Victor, seconded by Vic that \$1,900.00 plus HST be allocated to Stantec to do a review of the fees for servicing Inn at the Pier and adjacent lands. All in favor 3, 1 non-voting. Motion Carried.
- c) Sunset Campground Costs for sewer review for potential new business on the property and servicing capacity for the site – It was moved by David, seconded by Victor that \$2,900.00 be allocated to Stantec to complete work on the servicing capacity on the property. All in favor 3, 1 non-voting. Motion Carried.

- d) LS # 3 – Green Gables – It was moved by Victor, seconded by Vic that \$6,080.72 be allocated to complete work on one pump at LS # 3 at Green Gables. All in favor 3, 1 non-voting. Motion Carried.
- e) LS # 4 – Upgrades to the station for future planning – It was moved by David, seconded by Victor that the sewer board review this matter further and review the details at the next meeting. All in favor 3, 1 non-voting. Motion Carried.
- f) Inn at the Pier Waste Water servicing – The board advised that there is information in the package from the engineer on possible servicing to the Inn at the Pier. There is no issue with capacity by taking the property on. At the present time, there is no infrastructure funds able to look at future servicing of any properties. The information will be kept on file until any future funding for projects come forward.
- g) Sunset Campground Capacity Review – It was moved by David, seconded by Victor that the new development that is planned for Heartland Cottages look at connecting to the municipal sewer through Sunset Campground to allow for servicing. All in favor 3, 1 non-voting, 1 absent. Motion Carried.

Mayor Jelley left the meeting due to a conflict of interest.

- h) Sandspit Entertainment / Action Attractions Easement Agreement – Mayor Jelley left the meeting while discussion took place on the agreement.

The CAO advised that there is no further updates on the information as the lawyers are still dealing with the agreement.

Mayor Jelley returned to the meeting.

- i) Pumping Station – Seawood Estates – Based on the contractor's input there is no need at the present time to update the station.

6. **New Business:**

- a) Outstanding sewer customers – It was moved by Victor, seconded by David that all outstanding sewer customers be sent letters with their outstanding dues advising them that they have 30 days in which to pay the outstanding billing. All in favor 3, 1 non-voting. Motion Carried.

Raspberry Point Oyster Co. Inc. – It was moved by David, seconded by Victor that the interest for the 2017 billing only be removed as a one-time removal of interest only and that in the future if a billing is not paid in full within the 30 time limit, that all fees including interest will be due and payable. All in favor 3, 1 non-voting. Motion Carried.

- b) Year End Financial Reporting – IRAC – a letter was received from IRAC on the new process that is required for yearend financial reports. The information was sent along to the auditor for the completion of the audit.
- c) Auditor – It was moved by David, seconded by Victor that MRSB be chosen as the auditor for the sewer utility for 2018. All in favor 3, 1 non-voting. Motion Carried.

Vic Greenwood left the meeting due to a conflict of interest on Driftwood Landing.

7. **Driftwood Landing OCCC# 20 Servicing Request:**

The sewer board decided that the following information is required prior to any final decisions being completed on the taking over of the sewer line for Driftwood Landing.

1. A legal easement should be provided around the sanitary collection system that would include the gravity main, manholes, lift station and force main. In addition, permission should be provided that would grant the Utility access into the water supply building to monitor and maintain the electrical supply to the lift station; This work will be completed by the Cavendish Sewer Utility at their expense once confirmation is completed from the Condo Corporation on sections 2 – 5.
2. A separate electrical meter and breaker panel should be provided for the lift station. (This work has been completed at the expense of the Condo Corporation)
3. The condition and operation of the pumps and controls for the lift station should be confirmed by a licensed wastewater operator. (This work shall be completed at the expense of the condo corporation)
4. A video inspection of the sanitary sewer main should be completed. (The first video showed some concerns between manhole 1 & 2 to the municipal engineer. The line needs to be checked again to ensure that there are no issues with the line and that the waste materials are moving through the line as they should be. (This work will be completed at the expense of the condo corporation).
5. All debris should be removed from the manholes. (This work was completed at the expense of the condo corporation)

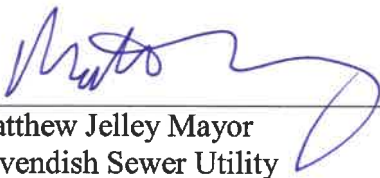
It was moved by David, seconded by Victor all work needs to be completed by the condo board as stated with the five conditions prior to any work being completed by the utility for ownership of the line. All in favor 2, 1 non-voting, 1 absent. Motion Carried.


8. **OTHER:**

There being no other business Mayor Jelley moved on to adjourn the meeting.

9. **ADJOURNMENT:**

Mayor Jelley adjourned the meeting at 2:00 p.m..


Matthew Jelley Mayor
Cavendish Sewer Utility


Brenda MacDonald
CAO