

Minutes  
Cavendish Sewer Utility Meeting  
September 20, 2018  
11:00 a.m..

The Cavendish Sewer Utility Meeting was held on September 20, 2018, at the Resort Municipality Office.

**MEMBERS PRESENT:** Chair - Matthew Jelley, Vic Greenwood, Victor Hryckiwi and George Clark Dunning.  
Brenda MacDonald, CAO.

**ABSENT:** Nil.

**VISITORS:** Nil.

1. **CALL TO ORDER:**

Chair Jelley called the meeting to order at 11:15 a.m..

Chair Jelley welcomed Councillor Clark Dunning to the sewer utility board.

2. **APPROVAL OF AGENDA:**

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

3. **CONFLICTS OF INTEREST:**

Chair Jelley commented on an update on 6E only on the easement agreement for his property.  
Vic Greenwood declared a conflict of interest under Section 6H Driftwood Landing.

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

It was moved by Victor, seconded by Vic that the minutes of March 5, 2018 be adopted as presented.  
All in favor 3, 1 non-voting. Motion Carried.

5. **BUSINESS ARISING FROM MINUTES:**

a) **Voting Process under Municipal Government Act:**

Chair Jelley advised board members that under the new Municipal Government Act that a member abstaining from a vote is an automatic vote in favor of the matter being voted on.

b) **IRAC – Sewer fees for outstanding customers:**

It was moved by Vic, seconded by George that any properties who have not paid their bills for 2018 be sent a disconnection notice and that if their billing is not paid in full, that they will be disconnected by the end of the season. All in favor 3, 1 non-voting. Motion Carried.

One property owner has been outstanding since 2003 and the sewer utility will continue to try to collect payment and will work with the lawyer until such time as a lien has to be placed on the property for collection of the outstanding dues.

c) **Former Sampson property – demolition.**

The sewer utility will get a quote from Toombs Plumbing and Heating Ltd. on the removal of the structure as well as tile field and septic.

Chair Jelley will meet with Joe Trainor to determine of the costs for the removal of the house and structure to see if the costs can be used towards the debt repayment to Parks Canada on the funds for the land transfer with Park for the lagoons.

d) **IRAC – Sewer Laterals - Connection of sewer to Properties.**

Information was received from Heather Walker on servicing of a sewer lateral on a property.

It was moved by George, seconded by Vic that the sewer utility draft a policy for sewer connections that includes:

- 1) That all properties shall have one sewer lateral on their property and the service will be provided by the Cavendish Sewer Utility;
- 2) That if a sewer customer wants an additional service on their property, then all costs will be required to be paid in full by the property owner and no costs will be paid for by the sewer utility other than the overall connection shall be inspected by the sewer utility engineer;
- 3) that any new properties being subdivided shall be provided a lateral at the costs of the sewer utility;
- 4) that all property owners shall be reminded that the drawings that the sewer utility has are not as-builts and any costs for ensuring the sewer pipes and laterals are in the proper location shall be completed at the costs of the developer;

All in favor 3, 1 non-voting. Motion Carried.

e) **Miscellaneous Engineering Services:**

Brett Wallace sent through information on miscellaneous engineering services and they have advised that they will bill out services for inspections at miscellaneous costs, so that the billings can be done at a lower rate than their regular engineering rate.

It was suggested by the sewer utility that an RFP be looked at for engineering services. The CAO will check with the procurement office to see if they have any documents that they can provided to the municipality.

f) **Sewer Hauling – Marie Roberts:**

It was moved by Victor, seconded by Vic that based on comments received from the Department of Environment and the small amount of flows being taken from the property to the sewer lagoons that approval be granted for sewer hauling on the property subject to: 1) that an agreement be entered into with the property owner and the sewer utility for the hauling of sewer from the property to the sewer utility, 2) that a \$1,000.00 bond be held for the life of the agreement, 3) that Toombs will monitor when the loads are hauled to the property and ensure that whatever devices they feel are required for pumping from the property are completed and paid for at the cost of the owner. All in favor 3, 1 non-voting.

g) **Sewer Audit:**

It was moved by Victor, seconded by George that the 2017 sewer audit be approved as presented. All in favor 3, 1 non-voting. Motion Carried.

**Sewer Loan – Provincial Credit Union:**

The existing sewer loan for the sewer utility of \$546,681.00 is coming up for renewal. It was moved by Victor, seconded by Vic that the CAO negotiate the best rate for the sewer utility on securing a loan. All in favor 3, 1 non-voting. Motion Carried.

6. **Business Arising from the Minutes:**

a) **Sunset Campground / Heartland Cottages:**

It was moved by Victor, seconded by George that the sewer utility recommends that this property be connected to the municipal sewer through Cavendish Sunset Campground if the owner will allow it. All in favor 3, 1 non-voting. Motion Carried.

b) **LS # 4 – Upgrades to the station for future planning.**

The upgrades to LS # 4 will be left on the list of priorities for future planning for the sewer utility.

c) **Inn at the Pier Waste Water servicing.**

1) **Infrastructure Funding.**

The Cavendish Sewer Utility will look at applying for funding to the next round of infrastructure funding and 1/3 of the costs will be required from the owner to make the project move forward.

d) **Sandspit Entertainment / Action Attractions Easement Agreement.**

Easement Agreement is still being worked on with the lawyers.

e) **LS # 3 – Green Gables - \$14,779.27:**

It was moved by George, seconded by Vic that \$14,779.27 be allocated towards the cost of the pumps at the Green Gables Lift Station. All in favor 3, 1 non-voting. Motion Carried.

f) **Sewer Contractor:**

It was moved by Victor, seconded by George that Toombs Plumbing and Heating Ltd. continue as the sewer contractor for 2018 / 2019 with the Cavendish Sewer Utility. All in favor 3, 1 non-voting. Motion Carried.

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

g) **Driftwood Landing:**

The condo corporation is still working on having the list of information completed for the sewer utility to allow for taking over the system. Once all the conditions have been met, then the sewer utility will assume ownership of the line.

7. **OTHER:**

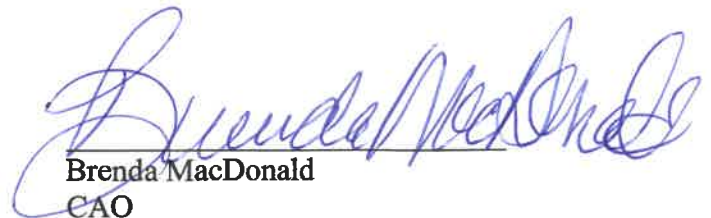
There being no other business Chair Jelley moved on to adjourn the meeting.

8. **ADJOURNMENT:**

Chair Jelley adjourned the meeting at 12:40 p.m..



Matthew Jelley Chair  
Cavendish Sewer Utility



Brenda MacDonald  
CAO

