

Minutes
Cavendish Sewer Utility Meeting
March 12, 2021
3:00 p.m.

The Cavendish Sewer Utility Meeting was held on March 12, 2021, at the Resort Municipality Office and zoom.

MEMBERS PRESENT: Zoom - Mayor - Matthew Jelley, Vic Greenwood and Victor Hryckiw. Heather Hay. In Person –Brenda MacDonald, CAO.

ABSENT: George Clark Dunning joined the meeting at 3:45 p.m.

VISITORS: Gordon Toombs.

1. **CALL TO ORDER:**

Mayor Jelley called the meeting to order at 3:00 p.m.

2. **APPROVAL OF AGENDA:**

It was moved by Victor, seconded by Vic that the agenda be adopted as presented. All in favor 2, 1 non-voting, 1 absent. Motion Carried.

3. **CONFLICTS OF INTEREST:**

There were no conflicts of interest declared.

4. **APPROVAL OF MINUTES OCTOBER 26, 2020:**

It was moved by Vic, seconded by Victor that the minutes of October 26, 2020 be adopted as presented. All in favor 2, 1 non-voting, 1 absent. Motion Carried.

5. **BUSINESS ARISING FROM THE MINUTES:**

5.A. **LS # 4 Infrastructure Project / Generator:**

The infrastructure project was cancelled due to project costs coming in over budget.

CBCL and Toombs are investigating options for that station to determine what the best options are for the station and development moving forward.

The project work for this station will now be funded through Gas Tax Funds.

Gordon commented on the portable generator and that it can be placed at the station, as it has not been used very often in other areas of the community without generator power and if needed can be taken away from the station when needed.

5.B. Harold Tracz – The property went up for sale at the courthouse and was sold. The bills have been paid on the agreed transaction amount and the new owner has taken ownership of the property.

5.C. **REVENUE CANADA SIGNING OFFICERS:**

It was moved by Victor, seconded by Vic that the signing officers for the Cavendish Sewer Utility shall be Mayor Matthew Jelley, Victor Hryckiw and the CAO Brenda MacDonald and that any two of the three signing officers shall sign on behalf of the Cavendish Sewer Utility for all cheques and banking documents. All in favor 2, 1 non-voting, 1 absent. Motion Carried.

REVENUE CANADA:

It was moved by Victor, seconded by Vic that the CAO, Brenda MacDonald be the sole contact person and signing officer for all Revenue Canada accounts for the Cavendish Sewer Utility. All in favor 2, 1 non-voting, 1 absent. Motion Carried.

5.D. **PARKS CANADA PROPOSED NEW CAMPGROUND AREA:**

Awaiting additional information from Parks Canada and their engineer as they were going to explore options for servicing the new campsites down to the lagoon.

Mayor Jelley welcomed Gordon Toombs to the meeting.

6. **NEW BUSINESS:**

6.A. **Maintenance Contract:**

Gordon Toombs presented information on maintenance costs for 2021 / 2022.

Contract increase included:

Increase of 2% to the contract price and an increase per hour from \$60.00 - \$65.00 for work during regular hours and after hours from \$90.00 to \$97.50 per hour.

Proof of insurance was provided for the maintenance contract.

6.B. **Update on Maintenance Required on the system:**

Gordon also provided a list of projects that need to be looked at for 2021 and they include:

- 1) pumping out Seawood property with septic tank that includes repair pump, install riser and cover on septic tank.
- 2) Plug valves to be taken apart, cleaned and lubricated at the lagoon.
- 3) LS # 7 generator needs transfer switch. This is to be looked at by Sampson Equipment the next time they are on sight.

Gordon has called Samson Equipment to have them check the station the next time that they are on the Island.

- 4) Portable Generator work to be looked at for LS # 4 to allow it to be put on the site securely and for the contractor to be able to access it easier when needed to be taken away to another lift station.
- 5) LS # 4 discussion to be had on work required for the station based on a review by the engineer. CAO will check with Maritime Electric on the pole numbers from the Farmer's Market building down to LS # 4 for the costs to install three phase power in this area.

CBCL will investigate the previous work of the engineer to determine what is required for the lift station for current and future servicing needs as well as with the Department of Environment and what they will require for servicing of the station.

George Clark Dunning joined the meeting.

6.C. **2021/2022 Budget:**

It was moved by Vic, seconded by George that the budget for 2021 / 2022 for the Cavendish Sewer Utility with a revenue of \$425,350.00 and the expenses of \$425,350.00 be approved as presented.

Discussion:

The budget presented is showing a shortfall, as the revenue for fees has been increased to show a 24% increase to allow fees to raise enough to cover the expenses up to maximum increase of up to 24% to allow for increased revenue during this timeframe based on current decrease to rates due to COVID-19 and planned expenditures and increases to operating costs for 2021 / 2022.

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

Capital Budget:

It was moved by Victor, seconded by George that the Capital Budget for 2021 / 2022 for revenues at \$333,605 and expenses at \$333,605.00 be approved as presented. All in favor 3, 1 non-voting. Motion Carried.

7. **OTHER:**

It was moved by George, seconded by Vic that MRSB be hired to do a rate increase review and proposal for next five years for the Cavendish Sewer Utility with a maximum increase of up to 24 % based on the projected expenses and revenue shortfall. All in favor 3, 1 non-voting. Motion Carried.

8. **ADJOURNMENT:**

Mayor Jelley adjourned the meeting at 4:55 p.m.



Matthew Jelley Mayor



Brenda MacDonald - CAO