

Minutes of Council Meeting

Town Hall Oct 10, 2017 7 p.m.

Present:	Mayor	Betty Clarke
	Deputy Mayor	Krista Freake
	Councillors:	Stephen Hollett
		Brian Hooper
		Perry Pond
		Calvin Smart
		Kenneth Tucker
	Town Clerk/Treasurer	Elaine Bursey
	Town Manager	Brian Peckford
	Supt. Works	Corb Randell
	Dir. of Recreation/Tourism	Chris Watton

1. Call to Order

Mayor Betty Clarke called the meeting to order at 7 p.m.

2. Agenda

17-187 Hooper/Hollett

Resolved to adopt the agenda as presented.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

3. Delegations – None.

4. Minutes

4.1 Council Meeting Sep 19, 2017

17-188 Tucker/Freake

Resolved to adopt minutes of the Sep 19, 2017 regular Council meeting as circulated.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

4.2 Council Meeting Oct 2, 2017

17-189 Hollett/Pond

Resolved to adopt minutes of the Oct 2, 2017 regular Council meeting as circulated.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

5. Action Sheet

Discussion took place bringing new councillors up to date on action sheet items:

- 1. Complaints from 2 Veterans Drive: tasked to Public Works (from Committee of the Whole).
- 7. Relocating Railbed: tasked to Economic Development and Lands Committees; also Town Manager will explore grants for railbed upgrades.
- 8. A new IT regime is in place; office computers are currently being upgraded (software); councillors will receive a town email address in near future; tablets for each councillor will be available early in new year.
- 9. Renaming Industrial Park: The Special Events Coordinator is tasked with organizing a ceremony; noted each new town street will be named after a previous mayor in succession.
- 10. Health Care Advisory Committee: Previous council initiated to keep council informed on any health care issue within the community. The Protective Services Committee is tasked with organizing this committee.
- 11. Wastewater Systems Effluent Regulations: Only three towns in the province currently meet regulations, much work to do; appropriate meetings with government officials will be scheduled to discuss.
- Town History of 9-11: tasked to Recreation/Tourism Committee to hire summer student.
- Capital Works Deficiencies: Consideration of ensuring town sign off as well as consultant on projects.

6. Town Manager Report – PMA Fall Forum

- Attended by Town Manager (PMA President) and Town Clerk.
- Excellent training opportunities provided: round table discussions on regional government and Municipalities Act review, human resources issues, universal design for municipalities, ATIPP presentation (guide will be given to councillors), future asset management, capital works funding presentation, and councillor training.
- Noted that councillors are invited and encouraged to attend any PMA training.

7. Recreation/Tourism

7.1 Meeting Oct 6, 2017

Councillor Smart updated:

- Informal meeting for overview of department, facilities, budget, etc.
- Regular meeting scheduled for Wednesday Oct 11, 2017.

7.2 Mussel Bed Soiree 2017

Councillors Smart and Hooper updated on Mussel Bed Soiree finances:

- 2016 showed \$250K deficit; \$200 GIC applied against, leaving \$50K overall deficit.
- 2017 expected deficit of \$80K, resulting overall deficit \$130K.
- Councillors concurred trend cannot continue.
- A preliminary budget for 2018 will be prepared as soon as possible (allowing for Christmas sales, etc.) with numbers likely resembling those from 2013-2014.

7.3 Ski Chalet / Groomer Shed

17-190 Smart/Hollett

Whereas funding has been received to erect a 16' x 24' storage facility adjacent to the ski chalet; and

Whereas the area is zoned as OSR (Open Space Recreation) and does not permit any construction; and
Whereas the Town has Discretionary Powers of Authority under article 10 of the Town of Lewisporte Development Regulations to approve an application; it is Resolved to proceed with construction.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

8. Economic Development

8.1 Meeting Oct 10, 2017

Councillor Pond updated:

- Informal meeting reviewing past initiatives and action sheet.
- Action plan mapped out and regular meeting will be scheduled for next week.

8.2 Business Permit Application / Dale Kinden (Kinden's Meat Cutting), 110 Main Street

17-191 Pond/Tucker

Resolved to approve the Business Permit Application from Dale Kinden to operate Kinden's Meat Cutting from 110 Main Street.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

9. Lands

9.1 Stewardship Association of Municipalities Inc. / Fall Meeting

The Recreation Direction will attend; any Councillor wishing to attend to inform the Town Clerk.

9.2 Municipal Assessment Agency / Nominations for Central Regional Director

Deferred to Oct 24, 2017 Council Meeting.

10. Public Works

10.1 Updates

Updates by Councillor Hollett:

- A Public Works meeting is scheduled for Thursday Oct 12 @ 6 p.m.
- An issue arose with the Main Street lift station noting an article of clothing had apparently been flushed causing problems. Residents are reminded to be mindful of flushing inappropriate items.
- The Public Works Committee met with Public Works employees at the Town depot on Oct 5 to discuss issues.

Supt. Works Corb Randell updated on the Lockmoor Street project:

- Asphalt should be laid Oct 27.
- Landscaping should be completed Nov 3.
- Change orders to the project amount to ~\$66K (Town responsible for 20%).

11. Protective Services

11.1 Updates

Update by Councillor Tucker:

- The Fire Dept. radio system has been experiencing problems the past several months with interference.
- Progress has been made in finding the cause, and efforts will continue until fully resolved.

Fire Chief Rob Fudge:

- Regionalization is moving ahead – the Town's own department had some concerns, but all are now onboard.
- Fire calls on par with last year.
- This is Fire Prevention Week – an Open House is scheduled for Oct 18.

Town Manager:

- Legal work of regionalization will begin immediately with Jan 1, 2018 as a realistic start date. All Fire Departments will operate status quo until then.
- Re: Fire Hall extension – As the funding received for a swimming pool fell significantly short of actual costs, government agreed to reprofile the funds into a new fire hall. This took 18 months.
- Plans for a new fire hall were considerably over budget under the funding provided; and the previous council on the recommendation of the Fire Dept. agreed to go with the original plan of an extension to the existing fire hall.
- A different consultant for the project has been discussed which is hoped to further reduce costs; anticipating completing the project for just over \$1M.
- The Fire Chief will receive updates as they become available.

Councillor Smart:

- Suggested a meeting with councillors and the Fire Dept. executive be scheduled.
- Also suggested that due to possible conflicts of being a member of the Fire Dept. and a councillor, that Fire Dept. related questions be directed to Councillor Tucker as Chair of Protective Services or Fire Chief Rob Fudge.

12. Finance – Meeting Oct 4, 2017

12.1 Updates

Councillor Hooper:

- During campaign heard many concerns of Die Trac.
- Skilled trades industry in a downward spiral.
- A new recruitment officer has been hired and an aggressive program is in place.
- A new chair is being sought as well as new board members, noted the Town holds only four of the nine seats.
- The Financial Statements of Die Trac are positive.
- Negotiations are underway with CIBC to release the Town from the loan guarantee currently in place. It's expected this should be completed in near future.
- LMAA financial statements were reviewed by the Finance Committee.
- The Board needs to replace three Town representatives (not necessarily Councillors).
- The Town Manager currently serves as board member and chair; however due to conflicting roles, would like to be replaced. Mayor Clarke is working on this.
- Wharf removal project was discussed. Due to funding agencies, it will likely have to become a Town project.

12.2 Cheque Register

17-192 Hooper/Freake

Resolved to approve cheques 36425 to 36495 with the exception of cheques 36459, 36449, 36455 and 36452.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

Councillor Tucker noted a cheque was issued to pay for cleaning of an employee issued vehicle and felt it was unnecessary; suggesting the new policy address the issue. Councillor Hooper also noted the cheque was issued to individuals not operating a business and any town work should be given to tax paying businesses.

12.3 Cheque 36459

Councillors Hollett and Tucker declared a conflict of interest and left the meeting.

17-193 Hooper/Freake

Resolved to approve cheque 36459.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond and Smart.
None opposed. Motion carried.

Councillor Hollett returned to the meeting, Councillor Tucker remained in conflict for the next item.

12.4 Cheques 36449, 36452 and 36455

17-194 Hooper/Pond

Resolved to approve cheques 36449, 36452 and 36455.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond and Smart.
None opposed. Motion carried.

Councillor Tucker returned to the meeting.

12.5 Vehicle Policy Draft

- Councillor Hooper gave notice of motion to adopt the Vehicle Policy at the next regular meeting and advised anyone with comments advise the Finance Committee prior to the next meeting.
- Mayor Clarke suggested Council meet privately without staff to review the policy further.

12.6 Policy Manual

The current manual will be emailed to all Councillors for review.

12.7 Town Hall Office Access Policy

Councillor Hooper advised he is working on a Town Hall Office Access Policy for consideration.

13. Other Committees – No Report.

14. Other Business & Correspondence

14.1 Disclosure Statements

Distributed to Councillors and Dept. Heads for completion. A private meeting will be held to review.

14.2 Campaign Contributions Disclosure Statement

Distributed to Councillors for completion.

14.3 Municipal Affairs and Environment / Training and Professional Development Opportunities

- Councillors Hooper and Smart wish to attend the Municipal Budget Training in Grand Falls-Windsor on Oct 11.
- Councillors Hooper, Smart and Tucker wish to attend the Councillor Orientation Training in Gander on Nov 15.
- Mayor Clarke, Deputy Mayor Freake, and Councillors Hollett and Pond wish to attend the Councillor Orientation Training in Grand Falls-Windsor on Nov 25.

14.4 Central Newfoundland Waste Management / Town Representative

Mayor Clarke will represent the Town under Ward 10 (includes Lewisporte, Bishop's Falls and Botwood) on the Central Regional Service Board (CRSB).

14.5 Advisory Committee on Health Care

Discussed under Action Sheet.

14.6 Letter from Gordon Woolfrey Funeral Home / Congratulations

Tabled for information.

15. Adjournment

17-195 Hollett/Smart

Resolved the meeting adjourn.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Smart and Tucker.
None opposed. Motion carried.

Time: 9:30 p.m.

Betty Clarke, Mayor

Elaine Bursey, Town Clerk/Treasurer