

Minutes of Council Meeting

Town Hall Dec 5, 2017 7:30 p.m.

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

1. Call to Order

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

2. Agenda

17-240 Hollett/Freake

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 Nov 21, 2017

17-241 Hooper/Tucker

Resolved to adopt minutes of the Nov 21, 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

Reviewed and items removed as completed.

6. Recreation/Tourism

6.1 Updates by Councillor Smart

- Christmas Tree Lighting was a great success; thanks extended to Major Lorne Hiscock for providing music.
- Santa Claus Parade was another success, with largest number of floats in many years.
- Thanks extended to the Lions Club as distribution center for kids' treats.

7. Economic Development

7.1 Updates by Councillor Pond

- Town hosted a public meeting with Jim Keating, Nalcor, who gave some insight of how the Town can become involved in the industry.
- A meeting is scheduled for tomorrow, Dec 6, with Minister Steve Crocker in St. John's to determine future use of the port, etc.

7.2 Business Application / Central Cabinets & Carpentry Inc., 7 Industrial Park

17-242 Pond/Tucker

Resolved to approve the Business Application from Central Cabinets & Carpentry Inc. to operate from 7 Industrial Park.

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

8. Lands – No report.

9. Public Works – Meeting Nov 23, 2017

9.1 Updates by Councillor Hollett

- Water and sewer to 1-7 Roebotham Street completed; some rock encountered and hydraulic buster was utilized – not expecting to be over budget.
- Winter shift schedule for public works employees began Dec 4. Shifts run from 5 a.m. - 1 p.m.; 1 p.m. – 9 p.m. and the regular 7 a.m. – 4 p.m.

9.2 Snowclearing Damage

17-243 Hollett/Smart

Whereas the Snowclearing Damage Policy was adopted in January 2016, however not publicly advertised, it is resolved to reimburse for garbage boxes damaged during snowclearing operations of winter 2016 and early 2017 only. Residents will be advised of the new Garbage Collection and Snowclearing Policy.

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

9.3 Town Parking Lot / 2 Veterans Drive

Councillor Pond declared a conflict of interest and left the meeting.

17-244 Hollett/Smart

Three quotations were received for fencing materials. It is resolved to accept the lowest quote and purchase from Notre Dame Agencies in the amount of \$917.99.

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

Councillor Pond returned to the meeting.

9.4 Site Specific Health & Safety Plan

The Site Specific Health and Safety Plan (SSSP) has been prepared to provide the Town of Lewisporte (Town), staff, contractors and sub-contractors retained by the Town with the necessary information to ensure that all field work associated with the collection of salt and sand at the Department of Transportation Works Depot is completed in a safe manner in accordance with the Occupational Health & Safety Act & Regulations, CSA Standards, Manufacturers Specifications, and Safe Work Procedures set forth by the Department of Transportation and Works and all other applicable legislation requirements.

17-245 Hollett/Freake

Resolved to approve the Site Specific Safety Plan for the pick up of ice control materials from the Department of Transportation and Works Depot for the winter of 2017-2018.

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

10. Protective Services

10.1 Updates by Councillor Tucker

- The Regional Fire Department initiative is moving forward.
- A meeting is scheduled for Dec 6 at 7 p.m. with Council and the Fire Dept. executive.

10.2 Community Wellness Advisory Committee

Deputy Mayor Freake relayed that advertising for members will take place in the new year.

11. Finance

11.1 Cheque Register

17-246 Hooper/Pond

Resolved to approve cheques 36620 to 36704 with the exception of cheques 36632, 36633, 36652, 36668, 36692, 36693 and 36699.

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

11.2 Cheques 36632, 36668 and 36692

Councillor Pond declared a conflict of interest and left the meeting.

17-247 Hooper/Tucker

Resolved to approve cheques 36632, 36668 and 36692.

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

Councillor Pond returned to the meeting.

11.3 Cheques 36652 and 36699

Councillor Tucker declared a conflict of interest and left the meeting.

17-248 Hooper/Pond

Resolved to approve cheques 36652 and 36699.

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

Councillor Tucker returned to the meeting.

11.4 Cheques 36633 and 36693

Councillor Hooper declared a conflict of interest and left the meeting.

17-249 Pond/Hollett

Resolved to approve cheques 36633 and 36693.

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

Councillor Hooper returned to the meeting.

11.5 Updates by Councillor Hooper

- Budget meetings are ongoing; adoption should take place Dec 19.
- Digital Sign Policy being developed; staff to use discretion (advertise only town-related items) until policy in place.
- Tenders will be called for a new photocopier.

11.6 Request for Tax Reduction

17-250 Hooper/Pond

A request has been received for a reduction in mil rate or tax credit for the current year. It is resolved to advise the owner the mil rate will not be changed for the current year and the tax invoice remains as issued; and no credits (taxation or interest) will be applied. The mil rate will be reviewed for the 2018 taxation year during budget preparations.

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

12. Other Committees and/or Business/Correspondence

12.1 CNWM / CRSB 2018 Budget

- Tabled for information; no increase in 2018 fees.

12.2 Other Discussion

- **Youth Person** - Deputy Mayor Freake will explore as it relates to opportunities for youth in our community.
- **Fire Hall Extension Engineering** – Councillor Tucker inquired, consensus to ensure action by Public Works.
- **Vehicle Policy**- Deputy Mayor Freake advised it has been sent to a lawyer.
- **Conflict of Interest** – Councillor Hooper stressed the importance of being cognizant of conflicts and its impacts and ramifications.
- **Fire Calls during Council Meeting** – Councillor Smart inquired as three Councillors are active Firemen. Consensus that any/all firemen could leave a meeting for a fire call. The meeting would either proceed (if quorum present) or adjourn if necessary.

12.3 Mussel Bed Soiree 2018 – Discussion

- Disappointment expressed by Council that a meeting of the Mussel Bed Soiree (MBS) Committee has not been called; and there will not be a sale of Christmas tickets.
- Deputy Mayor Freake, MBS Liaison, was updated today by the Recreation Director that a meeting will be scheduled soon and things are behind due to other obligations surrounding staff shortage.
- A meeting will be scheduled with the Recreation Director, MBS Liaison Deputy Mayor Freake and the Town Manager.

13. Adjournment

17-251 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: 8:26 p.m.

Betty Clarke, Mayor

Elaine Bursey, Town Clerk/Treasurer