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Minutes of Council Meeting

November 3, 2020 7 p.m. Via Zoom

Present:	Mayor	Betty Clarke
	Deputy Mayor	Krista Freake
	Councillors:	Stephen Hollett
		Brian Hooper
		Kenneth Tucker
		Perry Pond
		Derek White
	Town Manager (Acting)	Todd Champion
	Recreation and Tourism Manager	Ashley Ivany
	Recording Secretary	Elizabeth Elliott
Regrets:	Town Clerk (Acting)	Jake Turner

1. Call to Order

Mayor Clarke called the meeting to order at 7:01 p.m.

2. Agenda

20-184 Pond/Freake

Resolved to adopt the agenda as presented.

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

3. Minutes

3.1 Council Meeting October 20, 2020

20-185 White/Hollett

Resolved to adopt minutes of the October 20, 2020 regular Council meeting as circulated.

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

4. Recreation/Tourism

4.1 Updates by Deputy Mayor Freake

- Stadium: Opened October 31. Public skating schedule was reviewed, participants need to arrive 10 minutes prior to the scheduled time.
- Bowling Alley: League nights have started. To participate or book lanes contact the bowling alley at 535-6050.
- Special Events: Halloween skate, spooky bowling, pumpkin carving, and Halloween movie night went ahead however, haunted hike was cancelled due to lack of participants for campsite decorating, loot bags were donated to the fire department to pass out Halloween night. The community bonfire was cancelled in following Government regulations. Treat bags will be available at the town office on Thursday for families wishing to have a backyard campfire in an approved fire pit.
- Community Healthy Living Fund: Congratulations to the 50+ Club on receiving a \$1500.00 grant as well as the Athletics O2 Club on receiving a \$4378.00 grant.
- Government Safe Restart Program: Town received in excess of \$200,000.00 from the Government of NL to address the impacts of Covid-19.
- Stadium Covid-19 Regulations/Restrictions: All concerns and inquiries received from users will be taken into consideration. Decisions on opening were based on information available at that time and adjustments and changes will be made when they can. Stadium has been open less than one week, whereas other stadiums have been open two-four weeks and may have more data regarding how regulations and restrictions affect daily operations. Each user group has a Covid-19 communications officer, and the recreation department looks forward to collaborating with them on an ongoing basis as directions on regulations change frequently.

5. Economic Development

5.1 Updates by Councillor Pond

- No meeting held.
- Municipal Park: Delays on the re-development project due to Covid-19. Finalized design is proceeding and consultant is putting together a revised development schedule. A piecemeal approach may be necessary to maintain park operations for next summer.
- Offshore Oil & Gas Steering Committee: Met recently to discuss objectives going forward. Committee is confident that Lewisporte will eventually play a role in that sector and has a strategy for the next 12-18 months to prepare for opportunities the industry may offer. Received letter of offer from ACOA in response to the application for Phase II Offshore Oil and Gas Development/Marketing Strategy. Anticipated to receive the provincial portion soon from Industry, Energy and Technology (IET).
- Wharf Infrastructure: Expected to be in receipt of the draft terms of reference for the engineering study from Transportation and Infrastructure in the coming days. They will entertain our input into the final piece of work. Objective is to have the report concluded in a timely manner to ensure that budget 2021 has capital money to start the work.

6. Lands

6.1 Updates by Councillor Tucker

- Meetings held October 21 and October 29.
- Reviewed action sheet and several items were completed.
- Emergency By-pass Road: Committee is giving consideration to options for a possible route for emergency access from the lower part of town, below Station Road.
- Sale of Railbed Property: Survey will be initiated and any land available to sell will be determined in the coming weeks. Any revenue generated from land sales will be allocated towards offsetting the cost of trail upgrades.

- 11 Pelley Street: Demolition Order issued August 26, 2020. Property owner has indicated the intent to appeal the order. Potentially a lengthy process.
- 343 Main Street: Application received to build short term rentals, and committee identified some concerns. Town planner reviewed the drawings and the application as submitted was not approved. Offer has been extended to the developer to attend a Lands Committee meeting on November 10 to review options.
- Pelley Street: Land expropriation has been a lengthy process. Instruction has been given to the Town lawyer to initiate the appraisal process.
- Options for recourse are being explored in response to the petition received concerning the condition of the property at the corner of Council Road and Spruce Avenue.
- 258A Main Street: Agreement has been reached where the homeowners can continue to use a short portion of the railbed to access their property, as they have been doing for over 20 years. Homeowners have agreed to provide a by-pass for trail users to pass safely, with a barrier. By-pass to be approved by council.

7. Public Works

7.1 Updates by Councillor Hooper

- No meeting held.
- New Salt Shed: Nearing completion.
- Street Patching: Asphalt contractor is carrying our repairs on identified areas. Public Works staff will also continue minor patching repairs as weather permits.
- Multi Year Capital Works Funding Application 2021: Due mid-November. Application priorities have been identified.
 1. Re-capping of asphalt. Public Works Dept. have provided a prioritized list of areas throughout town.
 2. Infrastructure upgrades and asphalt for Beaumont Street.
- Snow Clearing Regulations: In effect as of December 1, 2020. Public is reminded that cooperation will enhance crew's ability to carry out operations safely.
- Meeting scheduled for November 4.

8. Protective Services

8.1 Updates by Councillor White

- Fire Department: Award ceremony is scheduled for November 8 for 2020 awards and will be recorded and available for public viewing at a later date.

8.2 Battery Unit for Repeater Station

20-186 White/Freake

Resolved to purchase backup power for the repeater paging system with an external backup battery unit at a cost of \$2020.67 including HST.

- Councillor Hollett and Councillor Tucker clarified that it is not the battery backup unit itself but rather a new battery for the existing system with an additional external battery. Current battery has a lifecycle of approximately 5 years and is well beyond that.

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

8.3 Repeater Radio for New Fire Truck

Councillor Hollett declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-187 White/Freake

Resolved to purchase a repeater radio for the new regional fire truck that will be placed at the Brown's Arm station in the amount of \$4357.50 including HST. This must be installed in Newfoundland and Labrador and will be compatible with the current system. Cost will be covered under regional funding.

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

- Councillor Tucker added that it is a mobile repeater system which we currently have in one of the trucks in the Lewisporte station. New truck will be located at the Brown's Arm station and will also cover Laurenceton. Mobile repeater will enhance the communications and bring the signal back to the main repeater in Lewisporte. Very important piece of communications equipment particularly in rural areas.

Councillor Hollett re-entered the virtual meeting.

9. Finance/HR

9.1 Updates by Councillor Hollett

- Meeting held November 2.
- Audited reports for 2019 are forthcoming and will be presented to Council in the near future.
- Budget 2021 will be underway in the coming days. Documentation will be presented to committees and departments for their input. Input from citizens and businesses is welcome.
- Options are being explored to continue to livestream Council meetings once they return to chambers.

9.2 Disposal of Old Accounting Records

20-188 Hollett/Hooper

Resolved that all accounting records that are over six years old be shredded with the exclusion of those that need to be retained for legal and historical reasons.

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

- A policy on the retention and destruction of records will be developed by the Finance Committee and presented to council at a later date.

9.3 Cheque Register

20-189 Hollett/Hooper

Resolved to approve cheques 395-409, excluding cheques 395, 403 and 404.

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

9.4 Cheque 395

Councillor Pond declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-190 Hollett/Hooper

Resolved to approve cheque 395.

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

Councillor Pond re-entered the virtual meeting.

9.5 Cheque 403 and 404

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-191 Hollett/Hooper

Resolved to approve cheques 403 and 404.

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

Councillor Tucker re-entered the virtual meeting.

10. Mayor Clarke Update

- Remembrance Day ceremony will adhere to Covid-19 restrictions.
- Recreation/Tourism Manager added that in following public health guidelines, the event will be restricted to 100 people in attendance and will be livestreamed. Information regarding the ceremony will be on the Town Facebook page by the end of the week.

11. Adjournment

20-192 White/Freake

Resolved the meeting adjourn.

Time: 7:38 p.m.

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

Betty Clarke, Mayor

Todd Champion, Town Manager (Acting)

Elizabeth Elliott, Recording Secretary