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## **Minutes of Council Meeting**

**January 19, 2021 8:00 PM. 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
	Town Clerk (Acting)	Jake Turner

### **1. Call to Order**

Mayor Clarke called the meeting to order at 8:00 PM.

### **2. Approval of Agenda**

21-001 Hollett/Hooper

Resolved to adopt the agenda as presented.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **3. Minutes for Approval**

#### **3.1 Regular Council Meeting December 1, 2020**

21-002 Hollett/Freake

Resolved to amend the minutes of the Regular Council meeting of December 1, 2020, to change the seconder of the Motion 20-212 from Freake to Hooper.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **3.2 Regular Council Meeting of December 15, 2020**

21-003 Hollett/Hooper

Resolved to adopt the minutes of the Regular Council meeting of December 15, 2020, as circulated.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **3.3 Regular Council Meeting of December 22, 2020**

21-004 Hollett/Hooper

Resolved to adopt the minutes of the Regular Council meeting of December 22, 2020, as circulated.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

## **4. Recreation/Tourism Committee**

### **4.1 Update by Deputy Mayor Freake**

The Recreation/Tourism Meeting was held on January 11, 2021.

- The Committee had given a Notice of Motion that it would be introducing a policy to require the use of a Helmet for skating in the Stadium. The policy has been prepared and is ready for adoption.

### **4.2 Helmet Use Policy**

21-005 Freake/Hollett

Resolved to adopt the Policy on Helmut Use, as attached.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

- Wearing of Helmets is now required when skating.
- Wearing of a facemask to prevent spread of COVID is required within the stadium.
- The Committee is reviewing stadium advertising policy. The review will examine rates and time covered by the contracts to make all contracts effective from June 1 to May 31 and will include cost of installation and removal. The Committee will present the policy to Council to adopt prior to June 1 in order to be effective by June 1, 2021.
- The cost of advertising on the Ice Cleaner is \$100.00 per side.
- Design of Woolfrey's Pond is proceeding.

- The Provincial Government has approved the Committee's application and is prepared to contribute \$135,000 toward the cost of upgrades to trails and train park. Council is required to contribute \$15,000 and can be accommodated in the Recreation Department budget. The Committee refers the application to Finance Committee for consideration with a recommendation to Council for approval.
- A request has been received from the Museum Board for permission to apply for a grant which has a deadline of January 29. The Committee recommended that the application be made but will request a meeting with the Board to discuss future plans for the building.
- The Recreation Department will be making applications for grants under the Green Team and Canada Summer Jobs.
- Letters are being sent to businesses and organizations asking for ideas for a winter carnival.
- Planning for Mussel Bed Soiree is proceeding, and it is anticipated it will be similar to last year's event due to COVID Restrictions.
- The Recreation Department is working toward having the hanging baskets ordered earlier this year and noted that businesses will be contacted, and the baskets are available to be placed in memory of loved ones.

Mayor Clarke asked if the use of bicycle helmets is permitted for skating and was advised they are accepted provided they are CSA approved.

## **5. Economic Development Committee**

### **5.1 Update by Councillor Pond**

- Meeting was held on January 8, 2021.
- Permit #21-001C.

21-006 Pond/Tucker

Resolved that approval be granted to C & R Distributors Ltd to occupy 19 Stanhope Road with approved uses being service station, motor vehicle inspections and storage warehouse.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **5.2 Mayor Clarke advised that Permit 21-002C has been deferred.**

- Councillor Pond advised that he had met with MHA Bennett and was advised that awarding of the RFP for the study on the Wharf project will be delayed until after the election.
- The Committee is requesting a meeting with Transportation and Infrastructure to discuss draft lease.
- The Committee advised that a new Minister of Transportation has been appointed and MP Simms will meet with the new Minister to discuss Council's letter regarding transfer of the Federal Land on which the Marina is located to the Town.

- The Committee met with Mr. Peter Woodward and provided an update on the status of the harbour upgrade.
- The Committee will be meeting with the LMAA to discuss their business plan.

## **6. Lands Committee**

### **6.1 Update by Councillor Tucker**

- Meeting held December January 7, 2021.
- The Committee met with the developer of land on Tizzard Street. The developer expressed concerns with the approval of a single driveway at the far end of the lot because it presents issues with snow clearing. Councillor Tucker advised that the issues have been resolved.
- A resident has requested approval to purchase land on Alder Road and the Committee is not prepared to offer the land for sale at this time because it needs to study the effect it may have on the Community Garden.
- Councillor Tucker clarified that the motion being presented by the Finance Committee for the expropriation of land on Pelly Street is not a current issue. It has been under consideration for several years.

## **7. Public Works**

### **7.1 Update by Councillor Hooper**

- Meeting held January 7, 2021.
- Councillor Hooper advised that he had also attended the meeting with MHA Bennett and voiced his concerns regarding delays being experienced in issuing tenders for capital works projects.
- The Committee will be establishing a plan for purchase of budgeted capital items that were approved in the Budget.

## **8. Protective Services**

### **8.1 Update by Councillor White**

- The Protective Services Committee met on January 6, 7 and 11, 2021.

An agreement has been reached with the Local Service District of Laurenceton to become a member of the Regional Fire Department.

21-007            White/Freake

Resolved that the Local Service District of Laurenceton will be granted approval to become a member of the Regional Fire Department.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

- Councillor White also advised Council that the Air Ambulance Committee is still pursuing having Air Ambulance Services to be provided from Gander and a Zoom meeting was held with Minister Bragg.
- The Committee will be establishing a policy to restrict burning of garbage in fire pits because complaints are being received and it is an environmental hazard.

## **9. Finance/HR**

### **9.1 Update by Councillor Hollett**

Councillor Hollett presented a report on the Finance/HR meeting which was held on January 12, 2021.

### **9.2 Appointment of Auditor**

21-008 Hollett/Hooper

Resolved that Richard Power, Chartered Professional Accountant be appointed as auditor to audit the accounts of Council and to report on the financial statements for the year ending December 31, 2020.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried

### **9.3 Audited Report 2019**

21-009 Hollett/Hooper

Resolved acceptance of the Auditor's Report and the Audited Financial Statements for the year ended December 31, 2019.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **9.4 2019 Gas Tax Audited Report**

21-010 Hollett/Hooper

Resolved acceptance of the Audited Gas Tax Report on Revenue and Expenditures for the year ended December 31, 2019.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

### **9.5 Cheque Register**

21-011            Hollett/Hooper

Resolved to approve cheques 00533 – 00608 in the amount of \$236,075.18, excluding cheques 00550 ,00568, 00565, 00577, 00585, 00591 and 00586.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion Carried.

**9.6        Cheques 00550 and 00568**

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

21-012            Hollett/Hooper

Resolved to approve cheques 00550 and 00568.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Tucker, Hollett, Hooper and White.

Decision: Motion Carried

Councillor Pond re-entered the virtual meeting.

**9.7        Cheque 00565 and 00577**

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

21-013            Hooper/Freake

Resolved to approve cheques 00565 and 00577.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Tucker and White.

Decision: Motion Carried

Councillor Hollett re-entered the virtual meeting.

**9.8        Cheque 00585 and 00591**

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

21-014            Hollett/Hooper

Resolved to approve cheques 00585 and 00591.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Hollett and White.

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

### **9.9 Cheque 00586**

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

21-015 Hollett/Tucker

Resolved to approve cheques 00586.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Tucker and White.

Decision: Motion Carried

Councillor Hooper re-entered the virtual meeting.

### **9.10 Expropriation of Lands**

The Committee reviewed a request from the Lands Committee to proceed with the expropriation of land located on Pelly Street. The Committee concurs with the request.

21-016 Hollett/Hooper

Resolved to direct Stewart McKelvey to make application to Court for payment into court of the appraised values of the Lands being expropriated on Pelly Street, and to pay into Court \$199,400 after the application has been approved by the Court.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.11 Terms of Reference – Financial Planning Committee**

The Committee reviewed a Draft Terms of Reference for the Financial Planning Committee that was recommended during the adoption of the 2021 Budget. The Terms of Reference set out the mandate of the Committee, composition, reporting to Council and the meeting schedule.

21-017 Hollett/Hooper

Resolved to approve the Terms of Reference for the Financial Planning Committee, as attached.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.12 Change of Schedule for payment of Insurance.**

The Committee reviewed a Memo requesting that the payment of insurance be changed from monthly to three payment (January, February & March). The change will result in a savings in service charges of \$2,500.

21-018 Hollett/Hooper

Resolved that the invoice for the Town's insurance policy will be paid in three payments in January, February and March.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.13 Automatic Payment**

Several utility companies offer the Town an opportunity to pay monthly invoices by automatic deductions from the Town's bank account. The advantage is that all payments will be made on the discount or due date which will avoid losing a discount or being charged interest.

The Invoices will be reviewed and approved, in accordance with Council's invoice approval policy, prior to the payment being processed.

21-019 Hollett/Hooper

Resolved, approval to pay utility invoices by automatic bank deductions.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.14 Tax Summary and Tax Recovery Report**

The Committee reviewed the Tax Recovery Plan for 2020 and Tax Receivable Summary for 2019 as attached.

These reports are required to be submitted to Municipal Affairs and has to be submitted before they will release the payment for the Municipal Operating Grant and the Provincial Gas Tax.

The Committee expressed concerns with the rate of collections shown on the Summary and will review the Tax Collection procedures and the establishment of the Tax Recovery Plan for 2021 at the next meeting.

21-020 Hollett/Hooper

Resolved to approve the Tax Recovery Plan for 2020 and the Tax Receivable Summary for December 31, 2019.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.15 Tax Exemption**

Masonic Hall



Council normally exempts taxes for Non-Profit organizations as part of the Budget adoption process, but the motion was omitted in error this year.

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

21-021            Hollett/Hooper

Resolved that pursuant to Section 111 of the Municipalities Act M-24, that the property owned by Masonic Lodge, 12 Tizzard Street be exempt from property tax for 2021.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Pond, Hollett and White.

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

Council has a policy of Exempting Water Taxes for business and residential properties where the water remains turned off for at least a twelve-month period. Three applications have been submitted and meets the requirements of the policy – attached.

21-022            Hollett/Hooper

Resolved approval of a Water Tax Exemption for 57 Premier Drive for a six-month period in 2020 in the amount of \$195.00.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

21-023            Hollett/Hooper

Resolved approval of a Water Tax Exemption in the amount of \$1146.60 for 13 Russhann Street for 2018, 2019 and 2020.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

21-024            Hollett/Hooper

Resolved approval of a Water Tax Exemption in the amount of \$2150.20 for 7 Pond Road for 2018, 2019 and 2020.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

## **9.16    COVID 19 Stimulus Program**

The Committee reviewed the recommendation from the Recreation Committee to accept funding under the COVID 19 Stimulus program

21-025            Hollett/Hooper

Resolved acceptance of the offer of funding for Project Number 17-CSP-21-124 from the Covid-19 Stimulus for \$135,000.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.17 FCM Membership Invoice**

21-026            Hollett/Hooper

Resolved approval to pay the invoice for the annual Membership in the amount of \$1,014.59.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.18 Universal Pharmacare Act**

21-027            Hooper/Hollett

Resolved to sign the Petition to encourage the Federal Government to enact Universal Pharmacare Act.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.19 Air Services to Atlantic Provinces**

21-028            Hooper/Pond

Resolved that Council support the efforts of the Atlantic Chamber of Commerce to ensure that reasonable Air Services are maintained in the Atlantic Canada.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.20 Chamber of Commerce ACOA Grant**

Mayor Clarke advised that the Lewisporte Chamber of Commerce has received a \$50,000 grant from ACOA and in ways to spend this funding in support of Tourism. She read the letter from the Chamber President.

### **9.21 Stewardship Association of Municipalities**

Mayor Clarke advised that from Stewardship Association of Municipalities is accepting applications for the SAM \$1,000 scholarship for a student from the Province whose interests, activities and post-secondary goals are focused on conservation of wildlife habitat.

The information will be circulated to school and placed on Facebook.

### **9.22 Pond Road Upgrade Project**

Councillor Hooper advised the tender for the upgrade of Pond Road will be closing on February 4, 2021.

### **9.23 Amendment to COVID regulations for Boardwalk**

21-029 Freake/Hollett

Deputy Freake advised that request was received to permit two-way pedestrian traffic on the Boardwalk. The resident outlined rationale for making the change and Deputy Mayor agreed with the reasons.

Resolved that the COVID policy restricting pedestrian traffic to one way on boardwalk would be amended to permit two-way pedestrian traffic.

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Pond, Hollett, Hooper, Tucker and White.

Decision: Motion Carried

### **9.24 Meeting with Minister of Health**

Councillor Pond advised that the meeting with the Minister of Health will be pursued after the Election.

### **9.25 Web Site**

Councillor Tucker requested that the old Town Website be removed from the web search engines.

### **9.26 Adjournment**

21-030 Hollett/Hooper

Resolved that the meeting adjourn.

Time: 8:45 PM

In favour: Mayor Clarke, Deputy Mayor Freake, Councillors Hooper, Hollett, Pond, Tucker and White.

Decision: Motion carried.

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Betty Clarke, Mayor

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Jake Turner, Town Clerk/Treasurer