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Minutes of Council Meeting

May 17, 2022 7:00 PM, Via Zoom

| | | |
|----------|--------------------------------|------------------|
| Present: | Deputy Mayor | Brian Hooper |
| | Councillor | Rhoda Hannem |
| | | John Mullett |
| | | Perry Pond |
| | | Ken Tucker |
| | | Derek White |
| | Town Manager | Todd Champion |
| | Town Clerk | Coreen Colbourne |
| Regrets: | Mayor | Krista Freake |
| | Recreation and Tourism Manager | Ashley Ivany |

Deputy Mayor Hooper brought greetings to those watching on Facebook. He brought forward the Mayor's regrets for not being attendance, and the reasons why, that being the passing of a family member. Deputy Mayor Hooper passed along his condolences to Mayor Freake and Family from himself, the rest of Council, Management and Staff of the Town of Lewisporte.

Deputy Mayor Hooper welcomed one of the Town's public works employees as our new Superintendent of Public Works, Bruce Roberts.

1. Call to Order – 7:02 pm

Deputy Mayor Hooper started the meeting with a land acknowledgement.

2. Approval of Agenda

22-103 Pond/White

Resolved to adopt the agenda as presented.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

3. Minutes for Approval

3.1 Regular Council Meeting April 26, 2022

22-104 Pond/Hannem

Resolved to adopt the minutes of the Regular Council meeting of April 26, 2022, as attached.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

4. Recreation/Tourism Committee

4.1 Update by Councillor Mullett

Stadium

-Congratulations brought to the Lewisporte and Area Minor Hockey Association and Notre Dame Figure Skating Club on a successful season.

-Reminder given that the stadium is available for ball hockey rental, contact the Town Office and speak to the Recreation/Tourism Manager to do this.

Woolfrey's Pond Park

-Construction on the boardwalk from Oak Street to the gazebo has started, reminder given to please respect barricades and signage in the area.

-Woolfrey's Pond Park is opening on May 19. The Town is advertising for a maintenance/security person for the Park, send resume to the Recreation Manager.

-Drawings are under way for the new comfort station with hopes to start mid-September 2022.

Special Events

-Plans are being developed for the 36th Annual Mussel Bed Soiree, taking place August 3rd to August 8th, when finalized, they will be posted on the Town's Facebook page and website.

Motion:

The Town of Lewisporte has reached out to three companies to supply the Town with hanging baskets. Faith Greenhouse came back with the lowest quote of \$5,405.00 for 70 hanging baskets.

22-105 Mullett/Pond

I motion that the Town of Lewisporte award Faith's Greenhouse with the supply of the hanging baskets for the 2022 hanging basket program.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

-Playgrounds, parks, trails, and fields are in the process of being opened for the season. Residents were reminded to be patient as these areas must be inspected and any damage from the winter needs to be repaired prior to opening.

Other Recreation

-Percolation tests are being carried out on the lady's softball field, DMG Consulting will prepare a report on the study.

-Applications for summer students closed on Friday, May 13, a review of resumes will be made early next week, with interviews being scheduled from May 30 to June 3.

Motion:

The warranty on the digital sign in front of the Town will expire on June 7, 2022. Signs of the Times Limited, the supplier of the digital sign has offered the Town extended warranty for one year at a cost of \$1,929.89, three years at a cost of \$3,481.83 or five years at a cost of \$5,271.06.

22-106 Mullett/Pond

I Motion that the Town of Lewisporte would extend our warranty contract with Signs of the Times Limited for five years at a cost of \$5,271.06.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

-Residents were reminded of the community clean up on May 28, if any organizations or businesses are interested in participating, please contact Gary, Special Events Co-ordinator or Ashley, Recreation Manager to register. Afterward, the Town will be sponsoring an appreciation barbecue with prizes, draws, music and a bouncy castle.

-Deputy Mayor Hooper brought forward the meeting of the Recreation Committee with the Lewisporte and Area Minor Hockey Association. An end of hockey season clean up, with operations being the topic, with possible changes by both parties being discussed.

-The other two main user groups will be offered the same courtesy.

-Deputy Mayor Hooper also mentioned the Notre Dame Figure Skating Club had a very successful ice show as its year end close out, wrapping up a very successful season.

5. Economic Development

Update by Councillor Pond

5.1 Occupancy Permit - 22-011R (Residential) for residence located at 2A Maple Crescent.

22-107 Pond/Tucker

Occupancy Permit - 22-011R (Residential) for residence located at 2A Maple Crescent, I so move to accept the occupancy permit as presented.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

Marina – Council is optimistic that Transportation Canada will approve the purchase of the Marina, with the hope that this purchase will help Council move forward with other initiatives associated with that purchase.

Museum – Council is waiting to hear back from our insurance provider on the losses to the craft shop/museum building. The economic development committee is still working on a longer-term plan for the dinner theater, craft shop and museum.

Port Redevelopment Committee – The committee had the opportunity to meet last week with the consultants that offered the condition report in 2018-19 on the wharf, a lot of questions were answered by the engineers, but it was discussed that the wharf functionality is very limited. Other options for redevelopment will be explored, and the economic development will report back to Council on how the infrastructure fits in future plans or what needs to be done with the site to fit potential plans.

Economic Diversification – The committee has passed over all background information to Provincial Government, the committee is exploring additional ways to obtain human resources to help move initiatives forward.

6.0 Lands Committee

6.1 Update by Councillor White

Motions:

22-108 White/Tucker

In recent years the Town of Lewisporte did a Plan amendment to change our accessory building regulations, since that amendment we have had numerous requests to revisit these regulations. The Town Manager had provided the Lands Committee with potential changes to the regulations and these changes were provided to Council for review. As there was no opposition to the changes:

I motion to direct the Town Manager to commence the procedure for a plan amendment for accessory buildings regulations.

Councillor Tucker clarified what an accessory building meant.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

22-109 White/Tucker

An application to keep horses at the civic address of 189 Road to the Isles was received and reviewed. As this address is designated as rural residential under the Municipal Plan and Development Regulations the keeping of livestock is at the discretion of Council.

I motion to approve this application as submitted and instruct the Town Manager to include stipulations in the permit to limit the total number of horses permitted, location of stable and fencing, and the general housekeeping of the property.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

22-110 White/Tucker

An application to construct a residential dwelling and keep horses at the civic address of 46 Road to the Isles was received and reviewed. As this address is designated as rural under the Municipal Plan and Development Regulations the construction of a residential dwelling and keeping of livestock is at the discretion of Council.

I move to approve this application as submitted and instruct the Town Manager to include stipulations in the permit to limit the total number of horses permitted, location of stable and fencing, general housekeeping of the property, and potential effects of the livestock buffer zone.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

22-111 White/Tucker

An application was received to rezone the civic address of 323 Main Street from commercial general to residential medium density. The intent of the application was to allow the property owner to construct a single-family dwelling, however under the Municipal Plan and Development Regulations discretionary approval for a single-family dwelling is permitted under the commercial general rezoning.

I motion to approve the application for the construction of a single-family dwelling at 323 Main Street provided that all other Municipal Regulations are met.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

-A reminder was given to residents and business owners that spring clean up time has arrived. Staff will be checking on properties to make sure they meet regulations, if not clean up orders will be sent to the property owner(s).

-Reports of illegal dumping have been brought forward for other sites around Lewisporte, such as the Rod & Gun Club Road, there was discussion of cameras being placed in the area(s) and contacting Environment to investigate. Councillor White asked if anyone does know of person(s) dumping their garbage to make Town staff aware by making an anonymous tip, so it can be investigated.

-A reminder was given that the Town of Lewisporte's clean up week is May 30 – June 3.

-There was continuing discussion by Council members about the illegal dumping within the Municipality.

7. Public Works

7.1 Update by Councillor Mullett

-Councillor Mullett gave an update on the Town water treatment facility upgrade which consists of replacing aging pumps, electrical panels, and chlorination system, that it is almost complete, with the final commissioning to take place in the next couple of weeks.

-Outfall Consolidation Phase II is progressing well. Thanks were given to residents and businesses for their patience and understanding during the construction time.

-Paving: Town staff are continuing to fix potholes throughout the town. A survey of the roads has been completed; we are waiting on the consultant to finalize documents for tendering. We are hoping to begin paving in June 2022.

-Beaumont Street upgrades, consisting of water/sewer, wastewater, street upgrades, is in the final design stage with tendering to be issued the end of May 2022.

-Residents were reminded of the upgrades to the sidewalks and to be cautious in these areas.

-There was discussion by Council and information given to residents on the water treatment facility, the existing water tank maintenance, and the water tower project.

8. Protective Services

8.1 Update by Councillor Tucker

-There was a meeting between the Protective Services Committee Members and the Lewisporte Regional Fire Rescue Executive on May 3 with discussions around the Town's Emergency Preparedness Plan, a backup emergency command centre (the Fire Hall being the most likely choice).

-A table-top exercise or mock disaster will be on the agenda to carry out within the next year for continuing training of our fire rescue.

-The request from the Town of Campbellton regarding fire protection services was also discussed, the Executive brought forward their recommendations, an agreement will be drafted and a meeting with representatives from the Town of Campbellton will be scheduled.

-Quarterly meetings will be scheduled with LRFS Executives.

Fire Department Update

Since the last update we have had:

1. Calls For Service:
 - 2 Motor Vehicle Accident's
 - 1 call for search for children lost in the woods
 - 2 fires - one vehicle fire Michael's Harbour and one grass fire in Lewisporte
 - 2 fire alarm calls for fire security
2. We have put in approx. 500 hours of service.
3. We have 4 firemen attending Firefit in Gander in July. They have been training approx. 2-3 hours each week since last year and are looking forward to representing the Town and Fire Department for the Atlantic Firefit Championships: LT. Kevin Shea, LT. Jody Canning, FF. Andrew Philpott, and FF. Cody Pardy
4. Practices have been ongoing and in latest weeks and we have had familiarization of water supplies in the regional area. Citizens will soon see water supply signage around the region this is for our access to water in places there is no hydrants.
5. We have rolled out a 12-14-week training schedule to get ALL firefighters in the regional department who are not trained to the basic level of firefighting up to a basic level of firefighting.
6. Easter weekend was the first of the on-call weekends for this year. There were no problems, and we did have a fire service call during that time.

7. 22 regional members attended a standard first aid course in last 2 weeks as it is a requirement to be a firefighter.
8. Completed 2 building inspections and 1 medical oxygen inspection.
9. Lastly, we have had some vandalism in our training site with graffiti and some other damage. We ask that people not do this to our regional training site, we host other departments for various training etc. and we don't want it abused in this way, please.

-Councillor Tucker reminded residents that grass, brush, trees, etc. is extremely dry right now and to use the upmost of care if you have any kind of fire on your property.

-A regular meeting of the Protective Service Committee was held on May 5, Councillor Tucker reported that the speed reduction zone in the area leaving Lewisporte to Mussell Bed Turn has been completed, please obey the new speed.

-A review of the Regional Fire Rescue has been completed, a report and recommendations will be given to Council on June 21.

-Council commented on the increased police presence in the town in recent days.

9. Finance/HR

Update by Councillor Hannem

-Councillor Hannem gave a reminder to residents and businesses that the deadline for payment of taxes is fast approaching. May 31, 2022 is the due date to pay for your 2022 property, water/sewer and/or businesses taxes without interest. She also reminded our senior's that this year the senior discount of 15% will not be given after the due date of May 31, 2022.

-Councillor Hannem brought forward the reminder that on April 6, residents and business owners were sent out a notice of arrears with a reminder that after May 31, 2022, if full payment or suitable arrangements were not in place, further action, such as water disconnection, placement with a collection agency or legal action will be taken. She said that some people have made payment or arrangements and thanked those individuals; many others have made no attempt. After May 31, 2022, the first action taken on many properties will be water disconnection. Finance strongly urged anyone in arrears with the Town to make payment or contact the Town Clerk to make suitable arrangements.

9.1 Cheque Register - Scotiabank

22-112 Hannem/Pond

Motion to approve the cheque register as presented from cheque numbers 001788 to 001850 for a total of \$68,008.44 with the exception of cheque numbers 001808, 001824, 001843 and 001847.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker was in conflict and left Chambers.

22-113 Hannem/Pond

Motion to approve cheque number 001824 and 001843.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and White.

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers.

Councillor Pond was in conflict and left Chambers.

22-114 Hannem/Tucker

Motion to approve cheque number 001808.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillors Pond and Hannem were in conflict, Councillor Hannem left Chambers.

22-115 Tucker/White

Motion to approve cheque number 001847.

Councillor Mullett wanted to ensure that he was not in conflict for the cheque to be approved, he was not.

In favour: Deputy Mayor Hooper, Councillors Mullett, Tucker and White.

Opposed: None

Decision: Motion carried.

Councillors Pond and Hannem re-entered Chambers.

9.2 Water Tax Exemption

Section 130 of the Municipalities Act 1999 States: A council of a municipality served by a water system, sewage system or a water and sewage system shall impose upon the owner of real property located inside or outside the municipality that is connected or is capable of being serviced by that system, a tax, to be known as the water and sewage tax.

It is the policy of Council to grant a water tax exemption, when applied for, and if certain conditions are met:

The policy was updated on August 25, 2015, under motion 15-152, the finance committee proposes to make amendments to this policy as follows:

Major commercial water users, on application to Council and if water turned off, will revert to normal commercial water and sewer rates.

The finance committee proposes the following stipulation: Any requested water tax exemption, upon meeting requirements, will only be given for the current calendar year.

A reduction in homeowners yearly water rate may be granted by Council on submission by homeowner of Water Tax Exemption Form; reduction to be based on months of non-occupancy of residence and/or rental property and with stipulation that reduction will be valid only if water is turned off at the curb of residence and/or rental property by Town of Lewisporte personnel and remains off for a twelve-month period. If exemption is granted and water to residence and/or rental property is turned back on before the twelve-month period elapsed, the full amount of the water tax for the year will have to be paid.

With the stipulation: Any requested water tax exemption, upon meeting requirements, will only be given if the end date falls in the current calendar year.

A reduction in basement apartment yearly water rate may be granted by Council on submission by homeowner of a Water Tax Exemption Form; reduction to be based on month of non-occupancy of basement apartment and account credited on a pro-rated basis for months of non-occupancy.

With the stipulation: Any requested water tax exemption, upon meeting requirements, will only be given for the current calendar year.

A shut off/on fee will be charged as per the current tax and fee structure. Owner to sign a request to have the water service shut off.

22-116 Hannem/Pond

The Finance Committee motions to accept the stipulations provided and make it a part of the water tax exemption policy for the Town of Lewisporte.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

9.3 Addition to Records Retention Policy

22-117 Hannem/Pond

At the April 26, 2022, Public Council Meeting, Council accepted the proposed record retention policy, recorded in the Town's Minutes under Motion 22-097, the Finance Committee would like to add to the Record Retention Policy at this time, as follows:

Be it resolved to add to the Record Retention Policy that any digital recordings by the Town of Lewisporte be retained for a 3-month period from date of recording.

Councillor White wanted clarification on what recordings were included in the motion: It was Public Council Meeting recordings.

In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

Decision: Motion carried.

10. Other Committees and/or Business

Deputy Mayor Hooper mentioned in previous years some members of Council have attended the NOIA Conference, which usually takes place late May or early June, this year there would be no members in attendance however, a consultant to the Town will be attending on the Town's behalf.

11. Adjournment

22-118 White/Pond

Resolved that the meeting adjourn.

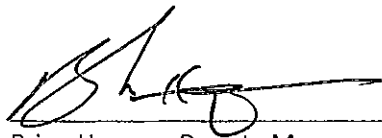
In favour: Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, Tucker and White.

Opposed: None

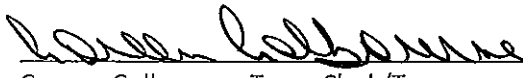
Decision: Motion carried.

Time of adjournment: 8:07 PM

Next Public Council Meeting to be held on June 7, 2022.



Brian Hooper, Deputy Mayor



Coreen Colbourne, Town Clerk/Treasurer

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