

P.O. Box 219
Lewisporte, NL A0G 3A0
Phone (709) 535-2737
Fax (709) 535-2695
Website: www.lewisporte.ca

**Minutes of Council Meeting**

**August 9, 2022 7:00 PM**

Present: Mayor Krista Freake

Deputy Mayor Brian Hooper

 Councillors Rhoda Hannem

 Perry Pond

 Derek White

 Town Manager Todd Champion

 Town Clerk Coreen Colbourne

 Recreation and Tourism Manager Ashley Ivany

 Superintendent of Public Works Bruce Roberts

Regrets: Councillors John Mullett

 Ken Tucker

Mayor Freake brought greetings to those watching on Facebook.

She started the meeting with a land acknowledgement.

1. **Call to Order**

 The meeting was called to order at 7:00 pm.

1. **Approval of Agenda**

**22-156 Hooper/White**

**Resolved to adopt the agenda as presented.**

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

Opposed: None

Decision: Motion carried.

1. **Minutes for Approval**

 **Regular Council Meeting July 19, 2022**

 **22-157** **White/Hannem**

 **Resolved to adopt the minutes of the Regular Council meeting of July 19, 2022.**

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

Opposed: None

Decision: Motion carried.

1. **Recreation/Tourism Committee**

**Update by Deputy Mayor Hooper**

Deputy Mayor Hooper reported on another successful Mussel Bed Soiree, the weather was beautiful, the events were well attended, and many positive comments have been heard. He thanked everyone involved in organizing the events, the volunteers that came out to help, and a big thank you was given to the sponsors of the Soiree. Deputy Mayor Hooper also thanked recreation director, Ashley and her staff for planning and overseeing a successful Soiree.

**Woolfrey’s Pond Boardwalk**

The Boardwalk repairs will be commencing this week and hoping to be completed the following week.

**Summer Programming**  The summer program has been going extremely well, the last day of the program is this coming Friday, August 12. The last day for Tim Bits Program is Tuesday, August 16.

**Hanging Basket Program**

Deputy Mayor Hooper wanted to thank the businesses and residents that sponsored the Hanging Basket Program, they are being well looked after by our staff and are in full bloom at this point in the summer.

In addition to thanking the Town’s staff and students who dedicated many long hours and hard work in putting off a successful Soiree, Mayor Freake also wanted to thank fellow Council members for the time they spent helping with various events, and also a big thank you to the sponsors, without their support, the Mussel Bed Soiree wouldn’t be possible. She also pointed out that Council will do a full review of the Soiree.

Deputy Mayor Hooper wanted to assure residents that the fireworks display will be going ahead when restrictions are lifted, along with the boat parade and campfires at the Waterfront.

**5. Economic Development**

**Update by Councillor Pond**

Counciilor Pond reported that being the summer months, the progress has been slowed down for the economic development committee.

**Marina**

Council is waiting for Transport Canada to move their process forward in order for us to determine a way forward, regarding costing, purchase price, etc. Economic Development members feel that the Marina holds a lot of potential towards economic diversification for the Town.

**Port Development**

Members of the committee have various options to discuss with Government, they are postulating the best route forward.

**Craft Shop/Museum/Dinner Theatre**

166A Main Street has been purchased by the Town for the Museum and Craft Shop, and future Dinner Theatre, Economic Diversification members are waiting for Government’s response to use some of the $5 million diversification funding to move forward with the redevelopment and expansion of the site.

**5.1**  **Vendor Permit**

**Vendor Permit - 22-002V; G.G. Meal on Wheels permit to occupy 47 Centennial Drive on August 27, 2022.**

**22-158 Pond/Hooper**

 **I so move to accept the permit as presented.**

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

Opposed: None

Decision: Motion carried.

Councillor Pond noted for the public’s interest that the building and land that previously housed the Craft Shop/Museum and Dinner Theater will be offered to the public under a Terms of Reference, any interested party can stay tuned for that offering.

**Consultant**

Our consultant has been working on a couple of initiatives for Council, primarily the Marine Institute, which Council feels potential for Lewisporte and DieTrac.

**6. Lands Committee**

**Update by Councillor White**

There has not been a meeting since the last Public Council Meeting, however there is one scheduled for tomorrow morning, several delegations are expected to attend.

**7. Public Works**

**Update by Councillor White**

The tender for various upgrades to asphalt throughout the Town has been extended until August 11, 2022, Municipal Affairs may have wanted the extension to review the scope of the work involved.

Councillor White reminded the public that the Town of Lewisporte does have a water ban in effect due the extreme dry and hot weather. He reminded public to refrain from washing vehicles and watering lawns. Heavy rains are needed before the ban will be lifted.

A new camera has been installed at the compost yard, any person(s) can be seen and are recorded. If illegal dumping is seen, the Town will report it to the Department of Environment, Climate and Change.

There were 2 tenders out for the Town of Lewisporte, the first, for an access road to the new proposed water tank, the second tender, for the water tank, they have now both closed. The tender for the access road has come in way over budget, by approximately $276,000. The second tender is under technical review process, the amounts are not currently available.

**8. Protective Services**

Councillor Hannem brought forward a reminder to the public that there is a provincial wide fire ban currently in place.

The Protective Service committee has presented a modified mutual fire aide agreement to the Town of Campbellton and are awaiting their response.

**9. Finance/HR**

 **Update by Councillor Hannem**

**9.1 Cheque Register - Scotiabank**

**22-159 Hannem/Pond**

**Motion to approve the cheque register as presented from cheque numbers 002024 to 002080 for a total of $197,854.57.**

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

Opposed: None

Decision: Motion carried.

Councillor Hannem gave a report on the first half of the year for the interest of the public. Most of the accounts that have been budgeted for seem to be falling in line with what has been expected. With any budget process there are some expenses that arise that are not anticipated, and sometimes revenue exceeds what is expected. There is nothing to date that is of great concern.

The presentation of the audited financial statements from our auditor in May shows us that to the end of 2021, the Town is in good financial standing.

**9.2 Accounts Receivable Collection Policy Motion**

**22-160 Hannem/Pond**

Be it resolved to accept the following addition to the Town of Lewisporte’s Accounts Receivable Collection Policy: Under the policy statement section, section 8 will state: If the Town issues a water turn off notice and payment in full is not received, a payment agreement will be put in place between the Town and the property owner(s) or the business owner(s). 25% of: the balance owing plus an estimate of the following years taxes to be added to the amount, will be expected as a down payment, with the remainder of the balance to be paid off in equal monthly payments by the end of that following year. Interest will still accumulate on the outstanding balance monthly; and this amount will be added to the next months expected payment. Any deviation from that payment agreement will mean your water will be turned off without further notice.

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

Opposed: None

Decision: Motion carried.

**9.3 Facility Rental Policy Motion**

**22-161 Hannem/Pond**

Finance would like to motion the following addition to the Town of Lewisporte’s Policies under the Employee Benefit Section, by introducing Policy # EB17, Facility Rental:

|  |  |
| --- | --- |
| **Policy Topic: Facility Rental** | **Motion:** |
| **Policy # EB 17** | **Amendment Date:** |
| **Section: Employee Benefits** |  |

**POLICY STATEMENT**:

Town of Lewisporte employees, Council members & members of the Lewisporte Regional Fire Rescue, may be permitted to avail of one free rental of the Town’s recreation facilities, within one calendar year, if you do not avail of it in the year, it does not carry over to the next.

Employees include:

Management, Administration Staff, Public Works Staff and Seasonal Staff consisting of Bowling Alley and Woolfrey’s Pond Park Staff (this policy excludes students)

Recreation facilities are as follows:

Stadium, Bowling Alley, and Park Chalet

Rental options:

1. *Use of Stadium &/or Hospitality Room*
* One hour ice rental & One hour hospitality room

Or

* One hour summer rental (no ice)
1. *Use of Bowling Alley &/or Banquet Room*
* Up to 3 Bowling Lanes for 1 Hour & One Hour use of Banquet Room
1. *Park Chalet*
* Afternoon rental for party which includes:

2 hour rental + 1 additional hour for preparation and clean up.

Or

* Evening rental for party which will start at 8:00 pm with no end time but is expected to be within reason. The users are expected to abide by Park rules and respect quiet time.

If the Park Chalet is not being rented either before or after the intended use, the preparation and/or clean up time may be extended.

Employees/Councillors/Fire Department Members may rent the facility of choice for either themselves, their spouse or partner, or their child(ren), within scheduled availability and adhere to all policies pertaining to the rental facility. The Employee, Councillor or Fire Department Member renting the facility is expected to be present at the time of rental.

**Be it resolved to accept the Town of Lewisporte’s Facility Rental Policy, as presented.**

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

Opposed: None

Decision: Motion carried.

Councillor Hannem brought forward a letter that was submitted to Council to render a decision based on the contents of the letter. The resident indicated that he/she would like Council to vote on the request, however after consultation with Council, a vote was not necessary, Councillor Hannem read out a statement as chair of the Finance Committee, speaking for Council as a whole, she responded in the following manner:

The assessment of property is made by a third party, the Municipal Assessment Agency, the Assessment Agency follows the regulations set out by the Assessment Act, 2006. Theyassess the value of real property; a Municipality only applies a mil rate to the assessed value. The adjustment of property valuation is outside Council’s scope of duties, and we will not go against the Assessment Process.

In addition, section 30**.** Subsection (1) of the Act states: “A party objecting to or complaining of an omission from or an error in a roll may personally or by agent, serve notice of appeal to the city clerk or the director within 60 days from the date of the notice of assessment”. Despite the additional health guidelines put in place due to Covid, the Municipal Assessment Agency did not feel the need to extend its appeal process and the Town supports these processes and feels that 60 days was more than adequate time to complete the appeal.

**10.** **Other Committees and/or Business**

The Mayor brought forward some information to the public regarding the state of emergency for Central Newfoundland and Labrador, regarding the fire currently burning in the Central area, she did recommend anyone that has Facebook to follow the Town of Lewisporte’s Facebook page, any new information will be posted there. She wanted to assure the public that the Town of Lewisporte does have an Emergency Preparedness Plan in place and if the fire would directly impact the Town, the public would be made aware and advised of how things would unfold.

The Mayor has been in contact with both the Mayor of Bishop’s Falls and Grand Falls-Windsor to offer any resources, equipment and human resources that they may need.

The Mayor has been in consultation with MHA Bennett, as well as attended many meetings via zoom, etc. with Central Health, Forestry, Transportation and Infrastructure, and Child, Youth and Senior Development regarding evacuations and anything else that the Town needs to be aware of.

The Town has responded to the need for bottled water for the first responders, the MHA has brought what we could acquire to those in charge, as well Dyna-Pro has responded to the need.

The Mayor encouraged all residents to have a look at the circular published for emergency preparedness. She assured the public that we are not in a state of emergency right now, and they would be made aware immediately if anything changed.

Councillor White mentioned the churches involvement in supplying the first responders and stranded individuals, families with supplies, the Mayor said that many organizations, and persons from Twillingate to Lewisporte have provided necessary items. The Mayor said anyone interested in donating could contact the Town Office. Deputy Mayor Hooper said that he was in contact with the co-ordinator that runs the Max Simms Lions Camp, and they are the organization that is handling the housing of many of the volunteers co-ordinating the human resources for the efforts.

Mayor Freake also addressed the question of availability of space if anyone wanted to bring their trailer to the community if they were evacuated. The campground is full, but the Town’s soccer field does have power hookup and can be utilized if needed.

**11.** **Adjournment**

**22-162** **Pond/Hannem**

 **Resolved that the meeting adjourn.**

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

Opposed: None

Decision: Motion carried.

Time of adjournment: 7:30 PM

Next Public Council Meeting to be held on August 30, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_

Krista Freake, Mayor Coreen Colbourne, Town Clerk/Treasurer