

**Minutes of Council Meeting**

**Town Hall Feb 6, 2018 7:00 p.m.**

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

**1. Call to Order**

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

**2. Agenda**

18-021 Freake/Hollett

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. Delegation – None.**

**4. Minutes**

**4.1 Council Meeting Jan 16, 2018**

18-022 Tucker/Pond

Resolved to adopt minutes of the Jan 16, 2018 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**

	<b>ITEM</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>
1	Emergency Lights/Stadium	Call tenders	Rec. Director	Closing 02/09

2	V-Blade	Advertise/Tender	SOW	Incl. with surplus equipment for tender
3	Garbage boxes	Letter to those non-compliant	SOW	Due to volume, other avenues will be used – facebook, synrevoice, etc.
4	Flow Meters	Call tenders	SOW	With engineers
5	Sewer Consolidation Project	Call tenders	SOW	With engineers
6	Commercial Occupancy Permits	List of non-compliant	Town Manager and Town Clerk	Completed; Lands Committee will follow-up
7	MBS	Schedule meeting with Rec. Director	Town Manager	Completed
8	GIAA	Letter of support	Town Manager	Completed
9	Youth Person	Explore options	Deputy Mayor Freake	Draft completed
10	9-11 History	JCP application	Rec. Director	March 2018
11	Rename Industrial Park, and new Roebotham St, MacLaggan Pl.	Ceremony and reception	Special Events Coordinator	Spring 2018

## 6. Recreation/Tourism

### 6.1 Updates by Councillor Smart

- Bowling Alley pinsetters installed and running.
- CEEP completed (Boardwalk repairs, Pepper Box Hill, etc.).
- Applications made for Federal Summer Student Funding; Provincial not yet announced.
- Mayor Clarke suggested to apply for another JCP for the Park.
- Winter Carnival begins Feb 12.
- Digital Sign Policy draft almost completed (Councillors Hooper and Pond).

## 7. Economic Development

### 7.1 Updates by Councillor Pond

- A meeting was held with funding agencies; objectives were identified in terms of offshore oil and gas activities.
- Councillor Pond will draft the proposal for funding.

### 7.2 MNL Governance Committee

18-023 Pond/Tucker

Resolved the Town of Lewisporte join the Urban Council of MNL and appoint Mayor Clarke as the Town's representative.

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

## 8. Lands – Meeting Jan 11, 2018

### 8.1 MPA No. 18, 2017 & DRA No. 25, 2017

18-024 Freake/Hooper

Resolved to adopt Municipal Plan Amendment No. 18, 2017 and Development Regulations Amendment No. 25, 2017.

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

### **8.2 DRA No. 26, 2017**

18-025 Freake/Hooper

Resolved to adopt Development Regulations Amendment No. 26, 2017.

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

### **8.3 Residential Occupancy Permit 18-002**

18-026 Freake/Hooper

Resolved to approve Residential Occupancy Permit No. 18-002, 3 Harbourview Terrace.

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

### **8.4 Review Commissioner**

18-027 Freake/Hooper

Resolved to appoint Donald Brett as Review Commissioner for the Town of Lewisporte.

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

## **9. Public Works**

Updates by Councillor Hollett:

- Snowclearing Regulations are in effect – ensure the Regulations are on the Town's website.
- Winter Parking Ban is in effect.

Councillor Tucker noted:

- Some vehicles throughout Town contravene the Regulations and Parking Ban.
- In absence of a MEO, the Protective Services Committee recommends contact with the RCMP for a discussion on how they can help.

Concurred:

- Both the Public Works and Protective Services Committees meet to discuss options.
- Utilize Synvoice, website, digital sign (if possible) and Facebook to remind of Parking Ban.

## **10. Protective Services**

## **10.1 Updates by Councillor Tucker**

- The Emergency Plan is undergoing updates; should be ready for Council approval at the next meeting.
- Waiting on Municipal Affairs to approve the Prime Consultant for the fire hall extension project (the SOW will meet with Municipal Affairs next week).
- A meeting will be called with elected officials of respective towns regarding Regional Fire Services.
- The MEO vehicle will be included with the list of assets for disposal through tender.

## **10.2 Lewisporte Wellness Advisory Committee Terms of Reference**

18-028 Tucker/Freake

Resolved to accept the Lewisporte Wellness Advisory Committee Terms of Reference as presented.

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

## **11. Finance**

### **11.1 Cheque Register**

18-029 Hooper/Pond

Resolved to approve cheques 36844 to 36883 with the exception of cheques 36849 and 36864.

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

### **11.2 Cheques 36849 and 36864**

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

18-030 Hooper/Hollett

Resolved to approve cheques 36849 and 36864.

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

Councillor Tucker returned to the meeting.

### **11.3 Photocopier RFQ**

18-031 Hooper/Pond

Two quotes were received in response to an RFQ (Request for Quotes) issued by the Town. After review by the Finance Committee it is resolved to purchase a copier from Xerox.

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

## 11.4 Vehicle Policy

18-032 Hooper/Pond

In accordance with the Town of Lewisporte Light Vehicle Policy (PR 13, #5) which states:

“In accordance with this Policy the following employees are permitted to take an assigned Town light vehicle home outside of regular working hours, holidays and weekends:

An employee who is scheduled to be on call after regular working hours, weekends or holidays to respond to emergencies or urgent matters etc. **NOTE** – The requirement for any employee to take assigned vehicles home after regular working hours, weekends and holidays must be determined and approved by Council.”

It is resolved to approve the Town Manager and Supt. of Works, in accordance with Section 5, in consideration of their employment, to be “Permanently on Call.”

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

Opposed: Councillors Hollett and Smart.

Motion carried.

## 12. Other Committees and/or Business/Correspondence

### 12.1 Labour Management Committee

Mayor Clarke led a discussion on Labour Management Committees:

- She understood membership should be comprised of two from the union and two from the employer along with the Town Manager and President of the local – the employer meaning Council and understanding that meant two Councillors. Mayor Clarke had checked with other small towns which utilize Councillors on their Committee due to not enough management to serve.
- The Town Manager relayed conversations with Elaine Price of NAPE; and her understanding is that elected officials do not serve on Labour Management Committees.
- The Town Manager has also communicated with Susan Whitten (Human Resources Labour and Employment) who will be providing training with Council, staff (including union members) in the next couple of weeks. As someone independent will be presenting, it's hoped to have everyone present at that session. The Town Manager and Supt. Works already met with Ms. Whitten, and she advised Labour Management Committees should consist of middle management and staff; and that Council and the Town Manager usually don't serve.
- While the Mayor asserted the Town doesn't have to agree with whatever is said at the training, the Deputy Mayor suggested at least we will be clear on the roles and responsibilities and the intent of the Committee. Councillor Pond reiterated the intent of the Committee cannot be lost.
- The Town Manager went through the premise of a Labour Management Committee which is to handle issues outside of the collective agreement.
- Elaine Price has already met with the union and the local and staff has been encouraged that any issues follow the chain of command: immediate supervisor first, then if not addressed it should be taken to the next level with Council being the last level.
- Noted that in a respectful workplace, issues should not have to go to the last level before being corrected.
- Two training sessions are coming up soon: Respectful Workplace and Labour Management Training. Concurrence was to wait until after the training to establish the Labour Management Committee.

## 13. Adjournment

18-033 Hollett/Hooper

Resolved the meeting adjourn.

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

Time: 8:20 p.m.

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Betty Clarke, Mayor

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Elaine Bursey, Town Clerk/Treasurer