

Minutes of Council Meeting

Town Hall May 15, 2018 7:00 p.m.

Present:	Mayor	Betty Clarke	
	Deputy Mayor	Krista Freake	
Councillors:		Stephen Hollett	
		Brian Hooper	
		Perry Pond	
		Kenneth Tucker	
	Town Manager	Brian Peckford	
	Rec. Director	Chris Watton	
	Supt. Works	Corb Randell	
	Recording Secretary	Sharon Peckford	
	Regrets:	Town Clerk/Treasurer	Elaine Burse

1. Call to Order

Mayor Betty Clarke called the meeting to order at 7:02 p.m.

2. Agenda

18-112 Pond/Freake

Resolved to adopt the agenda as presented.

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

3. Minutes

3.1 Council Meeting April 24, 2018

18-113 Hollett/Tucker

Resolved to adopt minutes of the April 24, 2018 regular Council meeting as circulated.

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

4. Action Sheet

Tabled for information.

5. Town Manager Report

- No report; community to be updated during public Council meetings through each committee reports.
- Remove from agenda.

6. Recreation/Tourism

6.1 Updates by Deputy Mayor Freake

- Meeting held May 7, 2018.
- Stadium Manager reported that stadium rentals have almost doubled from last year.

6.2 Faith Greenhouses/Hanging Flower Pot Program

18-114 Freake/Hollett

Resolved to participate in the hanging flower pot program for the purchase of 40 hanging baskets and Town Hall flowers for the price of \$3,566.59 (HST included) from Faith Greenhouses.

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

6.3 Lewisporte Stadium/Extra Chairs

18-115 Freake/Hollett

Resolved to purchase 50 extra chairs from Alpha-Vico Inc. for the Lewisporte Stadium at a cost of \$2,236.75 (HST included).

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

6.4 Rec Shed behind Lewisporte Stadium

18-116 Freake/Hollett

Whereas the area behind the Lewisporte Stadium is zoned as "Open Space Recreation" and does not permit the construction of a building unless approved by Council,

Be it resolved to approve, under Section 10 of the Development Regulations, the construction a rec shed (60' x 100') behind the Lewisporte Stadium.

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

6.5 Tender/Rec Shed

18-117 Freake/Hollett

Resolved to go to public tender for the construction of a 60' x 100' rec shed.

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

6.6 Lewisporte Stadium/Alcohol Use

- Behavioral incident occurred at the Lewisporte Stadium January 2018 with the use of alcohol.
- At present the Town won't ban the use of alcohol or approve it; Council to look at the whole scope.
- Recreation Committee to review.

6.7 Dog Park

- Recreation Director has a meeting scheduled with interested parties on Thursday, May 17, 2018.
- Size of park to be 50' x 80'; approximate cost \$7100 (labour and materials included).
- Agenda item for the Recreation Committee meeting.

6.8 Student Employment Policy (Draft #4)

18-118 Freake/Hollett

Resolved to accept Student Employment Policy Draft #4.

6.8.1 Student Hiring Policy/Motion to Amend (Terms of Employment)

18-119 Hollett/Pond

Resolved to amend the Draft #4, Student Hiring Policy, Terms of Employment from a three year term to a two year term and to read as follows: "Students employed by the Town of Lewisporte shall be granted an employment opportunity for a maximum of two years with the exception of a situation whereby there is no suitable candidate to fill a position identified by the Town".

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

6.8.2 Student Hiring Policy/Motion to Amend (Hiring Committee)

18-120 Freake/Hollett

Resolved to amend Draft #4, Policy Statement #2 to read as follows: Any member of the hiring committee who has an immediate member of their family applying will be in conflict and will be excused from taking part in the selection, screening and interview process. An immediate family member is father, mother, brother, sister, daughter, son, in-laws, aunt or uncle and any person living in the household.

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

6.8.3 Student Employment Policy, Draft #4

Resolved to adopt Draft #4 as amended as the new Student Employment Policy for the Town of Lewisporte.

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

6.9 Lewisporte Collegiate/Safe Grad Donation (or In-Kind)

Deputy Mayor Freake declared a conflict of interest and left meeting room.

18-121 Hollett/Hooper

Resolved to charge a flat rate of \$1000 for heat to reduce the rental fee.

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

Deputy Mayor Freake returned to the meeting room.

7. Economic Development

7.1 Updates by Councillor Pond

- No meeting held; meeting scheduled for May 23, 2018.
- Doctor recruitment for both clinics will be discussed.
- Strategic Plan meeting scheduled for May 29, 2018.

8. Lands

8.1 Updates by Councillor Hooper

- Meeting held May 10, 2018.

8.2 Business Application/Tri-R Construction, 9 Stanhope Road

18-122 Hooper/Tucker

Resolved to approve the Business Application from Tri-R Construction (Rob Fudge) to operate from 9 Stanhope Road.

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

8.3 Building Permit Application/Stephen Warren and Megan Budden-Snow, 2A Maple Crescent

18-123 Hooper/Tucker

Resolved to approve the Building Permit Application for Stephen Warren and Megan Budden-Snow to construct a residence on 2A Maple Crescent with the condition the storm sewer water and weeping tile will be tied in and diverted to the open ditch.

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

9. Public Works

9.1 Updates by Councillor Hollett

- Meeting held May 10, 2018.
- Clean-Up Week is scheduled for May 28 – June 1, 2018. Pick up will be on the same day as residential garbage

collection. More information is available on the Town of Lewisporte's facebook page.

9.2 RFQ for the Painting of Train and Water Tower

18-124 Hollett/Pond

Resolved to accept the lowest tender from West Ridge Construction in the amount of \$29,987 plus HST to paint the train and water tower.

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

9.3 Engineering for Masonic Terrace Extension

18-125 Hollett/Pond

Resolved to engage the engineers to do a total design and engineering plans/package for Masonic Terrace Extension and turning down to Embree Road; funds to be allocated from Gas Tax.

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

9.4 Letter from Centennial Drive Residents/Ongoing Flooding Issues

18-126 Pond/Hollett

Whereas the infrastructure meets the expectations in which it was installed and developed and although the Town has consideration for the issues that were addressed and put forward;

Be it resolved to place this issue on a priority list but just not on the immediate priority list that has been developed.

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

Deputy Mayor Freake left the meeting room 7:44 pm/returned 7:47 pm.

10. Complaint Tracking Spreadsheet

- Mayor Clarke inquired if a complaint tracking spreadsheet could be made available to Council indicating the complaints received at the Town Office, action taken, and time frame for complaints to be handled.
- Town Manager advised that a complaint tracking spreadsheet can be made available with no private information contained in the spreadsheet due to the Privacy Act.

11. Scheduling of Committee Meetings

- Mayor Clarke commented on the schedule of committee meeting with regards to staff having to attend meetings thus creating longer working days.
- It was agreed that committee meetings will be scheduled to accommodate both staff and Council.

12. Protective Services

12.1 Updates by Councillor Tucker

- Meeting held May 14, 2018.
- Fire Chief Rob Fudge was in attendance; no issues or complaints with the Lewisporte Fire Rescue.
- Town Manager sent an email to Council with an update of the fire hall project.
- Applications for the Lewisporte Advisory Wellness Committee will be reviewed within the next couple of weeks; committee to be formed.

12.2 Updates by Deputy Mayor Freake/Youth Firefighting Program

- Year End Banquet was held May 12, 2018.
- Mayor Clarke was in attendance and brought greetings on behalf of the Town of Lewisporte.
- Twenty students completed the program and thoroughly enjoyed it. Members of the Lewisporte Fire Rescue were pleased with the students' performance.
- Each year the membership increases; this year had the highest membership so far. Parents and students are very pleased with this program.
- Letter to be forwarded to the Lewisporte Fire Rescue Executive and the Youth Firefighting Program Executive (Todd Potter, Brian Pardy, Steve Cole and Steve Hollett) expressing the Town's appreciation for their dedication to this program.
- Thank you to Marg and Bill Bryan for supplying and preparing the meal for this banquet (~70 people).

12.3 Financial Breakdown/Fire Hall Project

- Town Manager forwarded an email to Council.
- PCA will include only Phase I.

13. Finance

13.1 Cheque Register

18-127 Hooper/Pond

Resolved to approve cheques 37157 to 37244 with the exceptions of cheques 37162, 37164, 37174, 37177, 37181, 37200, 37215, 37225, 37226, and 37231.

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

13.2 Cheques 37162 and 37231

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

18-128 Pond/Hollett

Resolved to approved cheques 37162 and 37231.

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

Councillor Hooper returned to the meeting.

13.3 Cheque 37164

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

18-129 Hooper/Pond

Resolved to approve cheque 37164.

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

Councillor Hollett returned to the meeting.

13.4 Cheques 37174, 37177, 37200, 37215

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

18-130 Hooper/Hollett

Resolved to approve cheques 37174, 37177, 37200 and 37215.

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

Councillor Pond returned to the meeting room.

13.5 Cheques 37181, 37225, 37226

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

18-131 Hooper/Pond

Resolved to approve cheques 37181, 37225, and 37226.

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

Councillor Tucker returned to the meeting.

14. Other Committees and/or Business/Correspondence

14.1 MNL/Urban Municipalities Meetings in Stephenville, June 22 & 23, 2018.

- Any Councillor wishing to attend are to advise the Town Clerk.

15. Adjournment

18-132 Hooper/Hollett

Resolved the meeting adjourn.

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

None opposed. Motion carried.

Time: 8 pm

Betty Clarke, Mayor

Sharon Peckford, Recording Secretary