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Minutes of Council Meeting

Town Hall February 12, 2019 6:30 p.m.

Present:	Deputy Mayor	Krista Freake
	Councillors:	Stephen Hollett
		Brian Hooper
		Kenneth Tucker
		Perry Pond
		Derek White
	Town Manager	Brian Peckford
	Town Clerk	Elaine Bursey
	Supt. Public Works	Todd Champion
	Dir. Recreation & Tourism	Paul Ennis
Regrets:	Mayor	Betty Clarke

1. Call to Order

Deputy Mayor Krista Freake called the meeting to order at 6:45 p.m.

2. Agenda

19-025 Hooper/Hollett

Resolved to adopt the agenda as presented.

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

3. Delegation

3.1 Mark Griffin / Lionel Kelland Hospice

Mark Griffin presented the Lionel Kelland Hospice Project as an urgent need in the central region. Some points noted:

- With provincial commitment, the Lionel Kelland Hospice will be NL's very first hospice.
- Up to 120 families will utilize the hospice annually.
- Potential to create at least 15 new jobs.
- Cost of hospice is less than \$500/day as compared to \$1,000+ in hospital.
- Considerable support already received (~\$220K along with pledges).
- Requested that Council write letters of support to the MHA, and publicly support the project at regional and provincial levels.

4. Minutes

4.1 Council Meeting January 29, 2019

19-026 White/Pond

Resolved to adopt minutes of the January 29, 2019 regular Council meeting as circulated.

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

5. Action Sheet – Tabled for information.

6. Recreation/Tourism

6.1 Updates by Deputy Mayor Freake

- Some ongoing projects are: recreation master plan review, municipal park review, recreation policies, website upgrades, and student grant applications.
- Winter Carnival ongoing this week – many events weather dependent.
- Mussel Bed Soiree plans ongoing – next meeting is Feb 19.
- Review of museum ongoing – funding opportunities being explored.

7. Economic Development

7.1 Updates by Councillor Pond

- Committee and Town Manager scheduled to meet with Glen Blackwood and Heddle Marine on Feb 19.
- One submission received for the RFP for the Offshore Oil and Gas Marketing and Development Plan; committee will review and update Council.

8. Lands

8.1 Snowmobile Trail

19-027 Hooper/Tucker

Resolved to proceed with brush cutting and mulching a specified area between the Industrial Park and top of Forward Drive to accommodate addition to the snowmobile trail.

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

9. Public Works

9.1 Harbourview Terrace

Councillors Hooper and Pond declared a conflict of interest and left the room.

19-028 Hollett/White

Resolved to utilize funds from the 2017-2020 MYCW Program to complete the Harbourview Terrace project.

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

Councillors Hooper and Pond returned to the meeting.

9.2 Public Works Building, Range Road

19-029 Hollett/Pond

Resolved to complete renovations at the Public Works building (formerly Blue Buoy) at ~ \$20K.

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

9.3 Response to a Sewer Backup Call

19-030 Hollett/Pond

Resolved to adopt the following policy:

Response to a Sewer Backup Call

Proper response by town personnel, when an individual home or business owner reports a sewer backup problem can greatly minimize anguish and loss from such incidents. A stressed caller should be treated with consideration and empathy. The call should be accepted or quickly referred.

1(a). If a call comes during normal working hours, the person taking the call will take the name, phone number, and address of the sewer backup as well as time called and will forward that information to the Working Foreman, or Superintendent.

1(b). If the call is received after hours by the on-call person, the name, phone number and address of the issue and time shall be recorded.

2. If the primary responding party determines that additional help is needed because of the severity of the problem, he/she shall request same from the applicable supervisor/on-call person.

Note: Use the buddy system when entering a private residence, and only then with the home owner's permission.

3). Timely action taken by field personnel will vary, depending upon the situation. It is vital that the individual who reported the backup be met calmly, and that full respect is shown for the owner's property and possessions.

4). Upon arriving at the address, town staff will pull lids on the upstream and downstream manholes to determine if the main line is flowing.

5). If the main line is working properly, a town employee will then go to the house or business and let the caller know that the main line is flowing without obstruction and that they will have to contact a plumber if they are still experiencing a blockage.

6). If the main line is plugged, the town will initiate a procedure to clear the blockage.

7). When the blockage is cleared in the main line, the site supervisor will go to the house or business that had the backup and talk to the homeowner/resident, letting them know that the main line was plugged. Homeowners shall remain responsible for damages that result from a blockage in the line between their home and the main line.

8). Never discuss matters of legal claims or liability for damage, and never express your opinion. Answer any questions the homeowner/resident might have, keeping answers brief and to the point. Do not indicate to the homeowner/resident that they will be reimbursed for damages. Damage claim questions should be referred to the Town Hall. If the homeowner or resident asks for suggestions for repair or cleanup, recommend they call their insurance company.

9). All documentation must be completed at the time of the backup. It is extremely important that addresses, street names, and homeowner/resident names are correct and included in the documentation. This assists in both reviewing the damage claim and evaluating the problem line for preventative and corrective maintenance.

10). If the "project cost recovery" section of the form is checked (x) YES, it should be copied and given to Accounts Receivable for processing.

If the (x) NO box is checked, a copy should be given to Accounts Receivable and placed in the property file for information purposes.

At all times, the original form should remain in this book, with a date on it when given to Accounts Receivable.

Note:

All town personnel should be instructed *never* to discuss findings or observations about the causes of a sewer backup with a claimant or the claimant's service provider. If a citizen raises questions about legal responsibility, they should be advised that their insurance company will complete an investigation into the legal liability, coverage and damage. Department personnel are not qualified to discuss liability issues.

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

None opposed. Motion carried.

9.4 Water Tank Project

Update by Town Manager:

- Final design by Progressive Engineering & Consulting Inc. (PEC) shows the project requires an additional \$780K above approved funds of \$2.2M resulting from need to relocate the new tank to a higher elevation.
- Displeasure expressed as it was expected this project was ready to tender; and that proper tank location was not included in original design.

The Chair (Deputy Mayor Freake) excused herself from the meeting (8:25 pm) and Councillor Tucker assumed the position. She returned at 8:26 pm and resumed as Chair.

- Council is not prepared to pay extra; Town Manager will discuss with PEC.

10. Protective Services

10.1 Proposed Lionel Kelland Hospice

19-031 Tucker/Hooper

Resolved to write a letter to the Health Minister in support of the proposed Lionel Kelland Hospice in Grand Falls-Windsor.

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

None opposed. Motion carried.

10.2 Updates by Councillor Tucker

- Fire Hall Project - expecting to tender soon, awaiting final approval from Municipal Affairs.
- Regional Fire Dept - Councillor Tucker arranging a meeting with Derek Luff (Brown's Arm Dept.) for discussion on budget, fees, etc.
- RCMP will be invited to the next Protective Services meeting (Feb 28) for discussion on local issues.
- Arrangements being made for councillors and employees to complete the Basic Emergency Management Course after which a tabletop/mock exercise will be scheduled.
- Town Manager advised that work on downtown sidewalk (lighting, etc.) will proceed; quote received for \$835.00.

11. Finance

11.1 Cheque Register

19-032 White/Freake

Resolved to approve cheques 38069 to 38098, excluding cheques 38073, 38075, 38089, and 38095.

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

11.2 Cheques 38073 and 38075

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

19-033 White/Freake

Resolved to approve cheques 38073 and 38075

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

Councillor Tucker returned to the meeting.

11.3 Cheque 38089

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

19-034 White/Freake

Resolved to approve cheque 38089.

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

Councillor Hooper returned to the meeting.

11.4 Cheque 38095

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

19-035 White/Freake

Resolved to approve cheque 38095.

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

Councillor Pond returned to the meeting.

12. Other Committees and/or Business & Correspondence

13. Adjournment

19-036 Hooper/Hollett

Resolved the meeting adjourn.

Time: 8:47 p.m.

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

Krista Freake, Deputy Mayor

Elaine Bursey, Town Clerk/Treasurer