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Minutes of Council Meeting

April 21, 2020 7 p.m. Via Zoom

Present:	Mayor	Betty Clarke
	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

1. Call to Order

Mayor Clarke called the meeting to order at 7 p.m. and welcomed everyone via Zoom and Facebook Live, calling then for a moment of silence in remembrance of the recent Nova Scotia shooting tragedy.

2. Agenda

20-061 Hooper/Hollett

Resolved to adopt the agenda as presented.

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

3. Minutes

3.1 Council Meeting March 3, 2020

20-062 White/Hollett

Resolved to adopt minutes of the March 3, 2020 regular Council meeting as circulated.

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

4. Action Sheet – Tabled.

5. Recreation/Tourism

5.1 Mussel Bed Soiree

Deputy Mayor Freake advised a virtual meeting was held on April 2, 2020. The committee continues to evaluate the status as information becomes available from the province's Chief Medical Officer, Dr. Janice Fitzgerald, and direction from the provincial government.

5.2 Woolfrey's Pond Boardwalk

20-063 Freake/Hollett

Closure of recreational facilities remains in effect; however, the Town of Lewisporte recognizes the impact of the Covid-19 pandemic on the health of individuals both physically and mentally. Therefore, be it resolved to open Woolfrey's Pond Boardwalk in one week allowing for proper signage and safe walking conditions. The boardwalk will be one direction, counterclockwise, with entrance only at Robert Street and exits at both Pond Road and through the park to Spruce Avenue.

This plan is in place to ensure residents who utilize the boardwalk can do so safely. It is imperative that physical distancing is maintained at all times. This plan will be evaluated weekly and in conjunction with directions and information as it becomes available to the Town. Should the protective factor of physical distancing become problematic and not adhered to, we will be in a position to close the boardwalk. Both lookouts will remain closed for public use due to the inability to practice physical distancing. All other outdoor recreational facilities will remain closed to the public for use at this time.

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

Opposed: Councillors Hollett, Tucker and White.

Motion carried.

Councillors Tucker and Hollett noted their main concern with having the boardwalk open is the social distancing aspect of maintaining a distance of six feet apart stating this would very difficult as people walk at different paces and there will be a need to pass.

The Town Manager commented that anytime the Town makes rules and/or regulations, enforcement is necessary, i.e. if the boardwalk is closed and people continue to use, the only recourse is to contact the RCMP and have trespassing charges laid under the Criminal Code.

6. Economic Development

6.1 Updates by Councillor Pond

- Economic Diversification Strategy – Due to the pandemic and uncertainty, our consultant is suspending activities and will review at the end of May.
 - Funding application for Phase 2 of the Marketing of Offshore Oil and Gas Project is currently under review by Innovation and Trade, and ACOA.
 - Prior to the pandemic, it was felt the Town had a good possibility of having funds included in the provincial 2020 budget to initiate the Economic Diversification Strategy primarily with outstanding work and maintenance issues.
 - To keep things moving, a meeting has been requested with MHA Derek Bennett and Ministers Crocker and Osbourne to see where this may still fit.
 - Also requesting to meet with current leadership candidates of the Liberal Party having already discussed initiatives with leaders of the opposition.

- Woolfrey's Pond Park Business Plan – Tract Consulting is finalizing a tender package to be ready for early summer.
 - Objective to have program ready and work completed prior to start of 2021 camping season.
 - Still unsure of current season.
- Synergy World Oil – The company is working towards the Environmental Assessment Registration. Until then there is no involvement for the Town.

7. Lands

7.1 Crown Lands Application 156558 / K & L Ventures

20-064 Tucker/White

Resolved to deny Crown Lands Application 156558 from K & L Ventures as it does not meet the required zoning regulations.

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

7.2 Commercial Occupancy Permit 20-001C / A.J. Power Financial Services Limited, 448-452 Main Street

20-065 Tucker/White

Resolved to approve Commercial Occupancy Permit 20-001C issued to A.J. Power Financial Services Limited at 448-452 Main Street.

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

Councillor Tucker noted that approval in principle was given prior to the current pandemic situation.

7.3 Potential Sawmill Operation

Residents have voiced concerns to Councillor Tucker regarding a potential sawmill operation in the Viewmore Terrace area. The Lands Committee will review.

8. Public Works

8.1 Purchase of Plate Tamper

20-066 Hooper/Pond

Resolved to purchase a plate tamper at the lowest of three received quotes.

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

8.2 Stadium Retrofit / Consultant Engagement

20-067 Hooper/Pond

Resolved that the Town of Lewisporte wishes to engage SNC-Lavalin Inc. to provide a Level of Effort price and breakdown for the scope of work required to complete the engineering design work associated with the project “Emergency Work at Stadium – Stadium Retrofit - 17-MYCW-21-00141”. Formal Engagement of “SNC-Lavalin Inc.” through a Prime Consultant Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by the Department of Municipal Affairs and Environment. Council will provide documentation as required by PPA and have this available to PPA representatives if required in the future.

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

8.3 Pumphouse Retrofit / Consultant Engagement

20-068 Hooper/Pond

Resolved that the Town of Lewisporte wishes to engage DMG Consulting Ltd. to provide a Level of Effort price and breakdown for the scope of work required to complete the engineering design work associated with the project “Emergency Work at the Water Supply Pumphouse – Pumphouse Retrofit - 17-MYCW-21-00002”. Formal Engagement of “DMG Consulting Ltd.” through a Prime Consultant Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by the Department of Municipal Affairs and Environment. Council will provide documentation as required by PPA and have this available to PPA representatives if required in the future.

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

8.4 Municipal Infrastructure Agreement / 2014-2017, Amendment #2

Amendments #2, #3 and #4 allow unallocated funds from three projects for use in the current identified priorities of emergency work at the stadium, and emergency work at the water supply pumphouse.

20-069 Hooper/Pond

Resolved to accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated Mar 20, 2020 to complete the 2014-2017 MYCW Program, Amendment #2, for \$6,089,660. The Town of Lewisporte agrees to provide \$1,152,007 in funding for this project and authorizes the Mayor and Town Clerk/Treasurer to enter into a funding agreement with the Dept. of Municipal Affairs and Environment on behalf of the Town of Lewisporte.

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

8.5 Municipal Infrastructure Agreement / 2011-2012, Amendment #3

20-070 Hooper/Pond

Resolved to accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated Mar 20, 2020 to complete the 2011-2012 MYCW Program, Amendment #3, for \$526,906. The Town of Lewisporte agrees to provide \$100,181 in funding for this project and authorizes the Mayor and Town Clerk/Treasurer to enter into a funding agreement with the Dept. of Municipal Affairs and Environment on behalf of the Town of Lewisporte.

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

8.6 Municipal Infrastructure Agreement / 2012-2014, Amendment #4

20-071 Hooper/Pond

Resolved to accept cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated Mar 20, 2020 to complete the 2012-2014 MYCW Program, Amendment #4, for \$1,196,112. The Town of Lewisporte agrees to provide \$374,999 in funding for this project and authorizes the Mayor and Town Clerk/Treasurer to enter into a funding agreement with the Dept. of Municipal Affairs and Environment on behalf of the Town of Lewisporte.

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

8.7 Public Works Employees

Town Manager Comments:

- 43% outside work staff has been laid off - no reflection on work, but as cost-saving measures due to lost revenue stream resulting from pandemic ordered closures.
- Employees are working to maintain an adequate level of service and are on call and available for emergencies.

9. Protective Services

9.1 Updates by Councillor White

- Residents are reminded to adhere to provincial government guidelines throughout this COVID-19 pandemic.
- The Town is erecting 'Be Safe' signage, as well signage thanking essential workers.
- Central Waste Management has advised there is no blue bag recycling program due to the pandemic and blue bags are currently going to the landfill. This is being reviewed and hoping measures can be put in place to get back to recycling.

9.2 Foreign Tanker Arrival

Town Manager Comments:

- Foreign Tanker arrived in Lewisporte on April 20, 2020 carrying foreign passengers and potentially with contagious diseases.
- The Town Manager was aware and worked with Councillor Tucker (current Harbour Master).
- MHA Derek Bennett, Central Health and Border Services Agency were all contacted.
- Woodward's also had a stringent list of protocols.
- The Town Manager offered reassurance that every possible protocol was adhered to, every precaution was taken and every applicable agency was notified and on standby.
- Everything ran smoothly with no issues.
- Also noted that in 2012 the Town was involved in a Table Top Exercise in which a foreign tanker arrived with similar circumstances. The exercise proved very valuable.

10. Finance

10.1 Updates by Councillor Hollett

- Meetings held on March 30 and April 16, 2020.
- Interview process ongoing for the position of Director of Recreation and Tourism.

10.2 Tax Discount Date

20-072 Hollett/Hooper

Due to the current COVID-19 pandemic, it is resolved to move the current tax discount date to June 30, 2020.

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

10.3 Local Food Bank

20-073 Hollett/Hooper

Resolved to donate \$2000 to the Local Food Bank, split between gift certificates from the Independent and Coop grocery stores, to help during this pandemic.

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

20-074 Hollett/Hooper

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

Resolved to amend the previous motion to include Paul's Value Grocer and the \$2000 will be split three ways.

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

Councillor Tucker re-entered the virtual meeting.

10.4 Cheque Register (CIBC)

20-075 Hollett/Hooper

Resolved to approve cheques 39216 to 39343, excluding cheques 39222, 39225, 39229, 39241, 39323, 39326, 39252 and 39338.

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

10.5 Cheques 39241, 39323 and 39326

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-076 Hollett/Hooper

Resolved to approve cheques 39241, 39323 and 39326.

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

Councillor Tucker re-entered the virtual meeting.

10.6 Cheques 39222, 39225 and 39229

Councillor Pond declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-077 Hollett/Hooper

Resolved to approve cheques 39222, 39225 and 39229.

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

Councillor Pond re-entered the virtual meeting.

10.7 Cheque 39252

Councillor Hooper declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-078 Hollett/Freake

Resolved to approve cheque 39252.

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

Councillor Hooper re-entered the virtual meeting.

10.8 Cheque 39338

Councillor Hollett declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-079 Hooper/Freake

Resolved to approve cheque 39338.

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

Councillor Hollett re-entered the virtual meeting.

10.9 Cheque Register (BNS)

20-080 Hollett/Hooper

Resolved to approve cheques 3-24, excluding cheques 18 and 23.

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

10.10 Cheques 18 and 23

Councillor Tucker declared a conflict and was removed from the virtual meeting through audio and visual disconnection.

20-081 Hollett/Hooper

Resolved to approve cheques 18 and 23.

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

Councillor Tucker re-entered the virtual meeting.

11. Adjournment

20-082 White/Pond

Resolved the meeting adjourn.

Time: 8:02 p.m.

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

Betty Clarke, Mayor

Elaine Bursey, Town Clerk/Treasurer