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## Minutes of Council Meeting

### Town Hall May 28, 2019 7:00 p.m.

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

#### **1. Call to Order**

Mayor Clarke called the meeting to order at 7:04 p.m.

#### **2. Agenda**

19-104 Hollett/White

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 May 14, 2019**

- Town Manager noted some recent committee recommendations being put forth were not followed up (action and/or resolution); and to ensure all follow up items are included on respective action sheets.
- Added to action sheet from May 14, 2019 Council Meeting:
  - 11.2 Die Trac/Equipment Tender - Town Manager to contact the Campus Administrator when tender is called.
  - 11.3 Next Generation 911 - Town to receive information package by the end of May and return all documentation at earliest convenience (agenda item for Protective Services Committee).

19-105 White/Freake

Resolved to adopt minutes of the May 14, 2019 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 for information.

**5.1 Private Meeting**

19-106 Pond/Hollett

Resolved to enter into a Private Council Meeting.

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

**5.2 Public Meeting**

19-107 Hollett/White

Resolved to resume the Public Council Meeting.

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

**6. Recreation/Tourism**

**6.1 Updates by Deputy Mayor Freake**

- 9/11 Project Booklet - Tasked to Finance Committee.
- Student Interviews – To be held May 29 & 30.
- Stadium – Flooring installed for Lewisporte Collegiate graduation; removal of floor paint will continue after the Relay for Life event.

**7. Economic Development**

**7.1 Updates by Councillor Pond**

- Economic Development Committee Meeting scheduled for May 31.
- Meeting scheduled for May 30 with George Osmond & Associates Inc. regarding the Offshore Oil and Gas Marketing and Development Plan.
- Engaged MHA to arrange a meeting with the Premier to discuss Economic Diversification Plan.
- Strategic Plan update meeting set for June 25.
- Federal Government in process of developing a new marina lease; Town Manager to arrange meeting with the parties involved.
- Finance Committee tasked with reviewing the process of Vendor Permits.

**7.2 Vendor Permit / Snow's Carnival Eats**

19-108 Pond/Hooper

Resolved to approve Vendor Permit No. 19-001V, Snow's Carnival Eats.

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

### **7.3 Vendor Permit / Snow's Seaside Take-Out**

19-109 Pond/Hooper

Resolved to approve Vendor Permit No. 19-002V, Snow's Seaside Take-Out.

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

## **8. Lands**

### **8.1 Updates by Councillor Hooper**

- Meeting scheduled for May 30.

### **8.2 23 Spruce Avenue / Building Permit No. 19-040**

Supt. of Works to note on the permit the condition of the elevation of the land.

19-110 Hooper/Tucker

Resolved to approve Building Permit No. 19-040, Central NL Rentals Ltd.

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

## **9. Public Works**

### **9.1 Updates by Councillor Hollett**

- Meeting held May 27.
- Estuary Parking - Town Manager to meet with landowner.
- Cross Walk at Canada Post - To be completed within the next couple of weeks.
  - Original plan to install 120V flashing beacons cannot be accommodated due to absence of power.
  - Solar is very costly and cannot operate on a 24/7 schedule.
  - Push button with blinking lights would not work given quick in/out traffic.
  - Public Works Committee recommends widening the crosswalk, cross hatching across the road, and painting in the blue zone.
  - "No Parking" signs have been permanently installed.
- Clean Up Policy – To be reviewed.
- Carson Place Paving - To be tendered tender next week.

- Tizzard Street Paving – In progress; Route 340 will be connected with a gravel road temporarily.
- Compost Yard – To be reduced to a tandem size lot.
  - Staff to transfer to old dump site for composting.
  - Area to be monitored with surveillance cameras.
- Sidewalk Maintenance Program - Public Works Dept. assessing and repairs are ongoing.
  - Committee to review requirements for residential developers.
- Service/Preventative Maintenance Plan - In place for all vehicles; labour hours now being tracked per vehicle.
- Loader Tender - Should be ready within a week.
- Surplus Equipment List – Nearly finalized.
- Property Clean-up Letters – Being sent out.
- Signage Policy - To be reviewed by the Public Works Committee.

## **9.2 Sidewalk and Curb / Main Street**

19-111 Hollett/Pond

Resolved to remove jersey barriers and install curb and sidewalk on Main Street from the Marine Transportation building (440 Main Street) to Forward Drive prior to paving at estimated cost of \$6000-\$8000.

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

## **10. Protective Services**

### **10.1 Updates by Councillor Tucker**

- Fire Hall Project - Proceeding well.
- 911 Next Generation Plan – Awaiting information package.
- New Fire Truck – Lewisporte Regional Fire Rescue reviewed and approved the specifications received from Fire and Emergency Services. New truck expected during fall 2019.
- Recreation Shed – Functioning very well as a temporary fire hall location..
- New Lewisporte Regional Fire Rescue Logo – The Executive will explore options for a new logo presentation to coincide with the new Fire Hall opening.

### **10.2 Letter from NOIA Advocacy**

Mayor Clarke received a letter from NOIA Advocacy to change Bill C69, environmental assessment, requesting Town support for the initiative by providing the Town logo which will be included in their letter to the Premier. Town Manager to forward logo.

## **11. Update from Mayor Clarke**

### **11.1 Upcoming events**

- May 29 - Reading at New Fun Land Pre-School by Mayor Clarke.
- May 31 - Mayor Clarke to join students from Lewisporte Collegiate in a walk for climate change from Lewisporte Collegiate to Town Hall, “Fridays for the Future” Climate Change Campaign.
- June 15 - Mayor Clarke to represent the Town at the Relay for Life.

- June 5 - Mayor Clarke and Councillors Hollett, White, Tucker, Pond and Hooper to participate in Tim Horton's Camp Day.

## **12. Finance**

### **12.1 Cheque Register**

19-112 White/Freake

Resolved to approve cheques 38409 to 38434, excluding cheques 38412, 38422, 38429, and 38425.

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

### **12.2 Cheques 38412 and 38422**

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

19-113 White/Freake

Resolved to approve cheques 38412 and 38422.

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

Councillor Pond returned to the meeting.

### **12.3 Cheques 38429**

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

19-114 White/Freake

Resolved to approve cheque 38429.

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

Councillor Tucker returned to the meeting.

### **12.4 Cheque 38425**

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

19-115 White/Freake

Resolved to approve cheque 38425.

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

None opposed. Motion carried.

Councillor Hollett returned to the meeting.

### **12.5 Rental Fee / Repeater Station**

19-116 White/Freake

Resolved to implement an annual rental fee of \$500 for radio (VOAR, KIXX, etc.) equipment on the water tower.

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

None opposed. Motion carried.

### **12.6 Digital Signage Board Policy**

19-117 White/Freake

Resolved the Local Library Board be permitted to advertise its current annual book sale for a one week period on the Town's digital sign.

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

None opposed. Motion carried.

The Finance Committee to review the Digital Sign Policy.

## **13. Other Committees and/or Business & Correspondence**

### **13.1 Policy for Youth Members on Council**

Recreation Committee to review policy and aim to have two youth members on Council by September 2019 to serve a two-year term. Recommended recruiting one youth who is starting grade 10 & one starting grade 11.

### **13.2 Mussel Bed Soiree (MBS)**

- Third year university student hired as a MBS Coordinator (student position).
- College of the North Atlantic student carrying out a four-week unpaid work term with the Town (assisting with MBS preparations).
- Manual created last year listing duties of various MBS staff positions.
- Recreation Director working on ticket sales and brochure.

### **13.3 Town Website**

- Recreation Director working with website developer to ensure functionality and ease of updating before going live.
- Media updates and the ability to communicate with residents are key components.

### **13.4 Circular from NL & Labrador College of Family Physicians - Information only.**

## **14. Adjournment**

19-118            Hollett/Freake

Resolved the meeting adjourn.

Time: 9:18 pm

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

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Betty Clarke, Mayor

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Elizabeth Elliott, Recording Secretary