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## **Minutes of Council Meeting**

**February 2, 2021 7:00 PM. Via Zoom**

|          |                                |                 |
|----------|--------------------------------|-----------------|
| Present: | Mayor                          | Betty Clarke    |
|          | Councillors:                   | Stephen Hollett |
|          |                                | Brian Hooper    |
|          |                                | Kenneth Tucker  |
|          |                                | Perry Pond      |
|          |                                | Derek White     |
|          | Town Manager (Acting)          | Todd Champion   |
|          | Recreation and Tourism Manager | Ashley Ivany    |
|          | Town Clerk (Acting)            | Jake Turner     |
| Regrets: | Deputy Mayor                   | Krista Freake   |

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

Mayor Clarke advised that Deputy Mayor Freake will not be in attendance at this evening's meeting due to a death in her family.

Mayor Clarke called the meeting to order at 7:05 PM.

### **2. Approval of Agenda**

21-031 Hollett/Pond

Resolved to adopt the agenda as presented.

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

Decision: Motion carried.

### **3. Minutes for Approval**

#### **3.1 Regular Council Meeting January 19, 2021**

21-032 Hollett/White

Resolved to adopt the minutes of the Regular Council meeting of January 19, 2021, as attached.

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

Decision: Motion carried.

#### **4. Recreation/Tourism Committee**

##### **4.1 Update by Councillor Hollett**

The Committee has not met since January 11<sup>th</sup> and on behalf of Deputy Mayor Freake provided an update on activities that took place since that time:

- The application for Canada Summer Jobs and the Green Team Program has been submitted and we are hoping to have an update in April regarding the number of student positions that will be approved through these programs.
- Plans are underway for the new registration building at the Woolfrey's Pond Park. The Recreation and Tourism Manager has been in contact with Tract Consulting and has received drawings for the plans.
- The Ski and Snowshoe trail is now open and membership fees remain the same as last year - \$10.00 for an individual and \$20 for a family. The application can be found on the Town of Lewisporte Facebook page.
- Lewisporte & Area Minor Hockey Association has hosted 2 successful tournaments, with more being planned.
- The Special Events Coordinator is planning for our Winter Carnival which will take place Feb 15<sup>th</sup> – 21<sup>st</sup>. A schedule of events will be out late this week or early next week.
- The edger at the stadium has broken and we have borrowed one from the Town of Gander for the time being. We could replace the parts to the old edger; however, the edger did not pass the emissions test completed by OH&S and it is not practical to repair the machine. A new electric edger will cost \$6,400 plus tax and shipping. This money can be taken from the arena COVID restart funding (which is \$10,000) to cover the cost of a new edger.

21-033            Hollett/Pond

Resolved approval to purchase an electric ice edger at a cost of \$6,400 plus shipping costs and HST.

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

Decision: Motion carried.

#### **5. Economic Development Committee**

##### **5.1 Update by Councillor Pond**

A Meeting was held on January 29, 2021, minutes attached.

- The Economic Development Committee has sent letters to the Liberal and PC candidates regarding the Port, Marine Services and Medical Service delivery. Councillors Pond and Tucker met with Mr. Crosbie and the PC candidate to reiterate the concerns expressed in the letter and a response has been received from Mr. Crosbie which has been updated to our Facebook page. It is anticipated that a response will be received shortly from Mr. Furey and a meeting with him and the Liberal candidate is expected shortly.
- No response has been received from our letter to Minister Garneau which was sent in December and the Mayor has written a letter to Minister O'Regan, Newfoundland and Labrador's representative in the Federal Cabinet, requesting assistance to re-negotiate the land lease.

- The Oil and Gas Committee met on February 8 and the strategy is moving forward quite well.
- A meeting was held with the Board of the Lewisporte Marina regarding the project to upgrade the marina. Tract Consulting has been hired to plan and design upgrades to the facility.
- Mayor Clarke advised that she has heard from Minister O'Regan's office and they have requested additional documentation which is now being compiled.

**6 Lands Committee** – no report.

**7. Public Works** - no report.

Councillor Hooper stated that the Town Manager is in the process of compiling the tender documents for aggregate purchases and the specifications for a new Dump Truck. The tenders will be released within the next couple of weeks.

Councillor Hooper also reminded the public that Snowclearing Regulations are in effect and requested that residents and businesses refrain from pushing snow onto sidewalks and streets.

**8. Protective Services** – no report.

Councillor White advised Council that negotiations have been ongoing with Central Waste Management to provide back up fire services for the waste management facility. The Regional Fire Department has determined that they do not have the resources to provide the service since they have recently agreed to provide services to Laurenceton and is recommending that the Town not enter into an agreement.

21-034 White/Pond

Resolved that the Town of Lewisporte not enter into an agreement to provide backup fire protection to Central Waste Management.

Councillor questioned if this meant that there would be no further expansion of regional fire services and Councillor White advised that the Regional Fire Department had met its' limits.

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

Decision: Motion carried.

**9. Finance/HR**

**9.1 Update by Councillor Hollett**

The Finance Committee meeting was held on January 26, 2021 was called to order at 6:50 PM with Councillor Stephen Hollett (Chair), Mayor Betty Clarke, Councillor Brian Hooper, Acting Town Manager Todd Champion and Acting Town Clerk, Jake Turner, in attendance.

**9.2 Cheque Register - CIBC**

21-035 Hollett/Hooper

Resolved to approve cheque 039347 for a transfer of funds between CIBC and Scotiabank in the amount of \$1,000,000.00.

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

Decision: Motion Carried.

### **9.3 Cheque Register - Scotiabank**

21-036 Hollett/Hooper

Resolved to approve cheques numbered 00606 to 00636 in the amount of \$91,568.71, excluding cheques 00627, 00626 and 00614.

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

Decision: Motion Carried.

### **9.4 Cheques 00614 and 00627**

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

21-037 Hollett/Hooper

Resolved to approve cheques 00614 and 00627.

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

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

### **9.5 Cheque 00626**

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

21-038 Hollett/Hooper

Resolved to approve cheque 00626.

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

Decision: Motion Carried

Councillor Pond re-entered the virtual meeting.

### **9.6 Air B & B Regulations**

The Committee reviewed the information that was received from Municipalities Newfoundland & Labrador (MNL) regarding Government's proposed framework and amendment to legislation around unlicensed accommodations.

At the moment, MNL does not have model regulations or other policy available and have lobbied Government to include short-term rental operations in primary residences in the framework because Municipalities should have knowledge of these "business use of home" activities for both development control reasons and local business tax collection purposes. Unfortunately, this was not included in the Framework.

The Committee discussed the initiative that the Town of Bonavista has taken regarding control and taxation of this sector of the Tourism industry and requested the Town Clerk contact them for more information.

### **9.7 Review of Convenience Fee for Credit Card Usage**

The Town Clerk had asked for clarification of the intent for application of the fee to be charged for using credit cards to pay taxes after March 31. Some taxpayers are using credit cards to pay next year's taxes and staff are wondering if the fee would apply in these circumstances. The Committee advised that the fee should be applied to all payments for Taxes received between the period of April 1 and December 31 as the intent was to recover a portion of the bank charges that the Town is incurring for accepting credit card payments.

### **9.8 Tax Invoices**

The Town Clerk/Treasurer advised the Committee that the 2021 Tax invoices are prepared and will be mailed in the near future. The actual amount of the invoices is approximately \$23,000 more than budgeted due to Supplementary assessments received after the budget was completed.

### **9.9 Credit Card Coordinator**

The Bank requested that the Town appoint a contact person to be the Coordinator for credit card applications and changes.

21-039 Hollett/Hooper

Resolved that the Town Clerk/Treasurer be appointed to administer Credit Card applications and changes.

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

Decision: Motion Carried

### **9.10 Town Clerk/Treasurer Appointment**

The employment contract of the present Acting Town Clerk ends on February 13<sup>th</sup> and the Committee is prepared to offer the position to an internal candidate, Elizabeth Elliott. Ms. Elliott has been with the Town in an Administrative Assistant capacity since November 2, 2018. She has a background in Human Resources and Accounting and the Committee is of the opinion that Ms. Elliott has the necessary qualifications, experience and abilities to fulfill the requirements of the Town Clerk/Treasurer position.

21-040 Hollett/Hooper

Resolved that Elizabeth Elliott be appointed to the position of Town Clerk/Treasurer Acting.

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

Decision: Motion Carried

### **9.11 Job Description – Administrative Assistant**

Section 65(2) of the Municipalities Act requires a council to establish written job specifications for each position established by it, setting out the duties for each position and the qualifications of persons to fill those positions.

The Administrative Assistant position which was occupied by Ms. Elliott is now vacant and will be filled on a temporary basis and the management recommends that the job description of the position be changed to include clerical function that would be beneficial to the Accounting Office.

21-041 Hollett/Hooper

Resolved to amend the job description of the Administrative Assistant to include preparation of bank reconciliations, reconciling general ledger accounts, assisting with collection of arrears in accounts receivable, assisting with the preparation of purchase orders and tender documents and compiling response to request for information.

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

Decision: Motion Carried

### **9.12 Policies**

#### **9.12.1 Financial Reporting to Council**

The Committee reviewed a draft of a policy which outlines requirements for reporting of Financial information to Council. The Policy has been circulated and the Committee is asking for Councillor input before it is presented to Council at the next Regular Meeting of Council.

#### **9.12.2 Rules of Procedures**

The Acting Town Clerk/Treasurer advised that the Rules of Procedure that Council is using for the conduct of meetings was adopted in 1986. He is recommending that the policy be amended and presented a draft of a policy for consideration. The Committee agreed and the draft has been circulated to other Councillors for input before it is presented to Council for adoption.

### **9.13 Tax Exemptions**

#### **9.13.1 K & L Ventures**

K & L Ventures has been contending for some time that they are being taxed on a parcel of land that they no longer own. Municipal Assessment was contacted and advised that the land, comprising of 10.72 acres, was developed and all has been sold and taxed to the purchasers except for 4.38 acres which is now open space and roads way, which is nontaxable. They also confirmed that the original parcel was left on the Assessment Roll in error.

21-042 Hollett/Hooper

Resolved that the taxes owed by K & L Ventures in the amount of \$2,047.71 be written off.

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

Decision: Motion Carried

### **9.13.2 Central Circuit Electric**

This Home-based Based business has been billed for the maximum taxes under Council's Tax Structure and the taxes has been reduced to the minimum after a Sworn Affidavit was received. However, interest on the full amount was charged.

21-043 Hollett/Hooper

Resolved that the outstanding interest charged to Central Circuit in the amount of \$102.32 be written off.

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

Decision: Motion Carried

### **9.13.3 14 Young Street**

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

21-044 Hollett/Hooper

An application for tax exemption under Council's policy of exempting Water and Sewer Taxes on homes that has not received these services for at least one year. This application meets the criteria of the policy.

Resolved to approve a tax exemption in the amount of \$639.60 for taxation years 2018 and 2019 for property owned at 14 Young Street.

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

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

## **9.14 Correspondence**

### **9.14.1 Letters to the political parties re: port development**

Mayor Clarke stated that Councillor Pond has reported on this topic earlier in the meeting.

### **9.14.2 Response from Mr. Crosbie**

Mayor Clarke stated that a response to our letter has been received from Mr. Crosbie and Councillor Pond has reported on this topic earlier in the meeting.

### **9.14.3 Letter of Support for RCMP**

Mayor Clarke stated that she and the Town Manager had recently met with members of the RCMP to hear their concerns regarding underfunding of the RCMP services. The RCMP receives 70% of their funding from the Provincial Government and the funding has not been increased for several years and this is resulting in an erosion of services.

A letter has been written to support the RCMP in their efforts to seek an increase in funding levels.

## **9.15 New Business**

### **9.15.1 Die Trac College**

Councillor Pond provided an update on the operations of Die Trac College and advised that the College is doing well even in COVID times. The College is looking at opportunities for expansion and financially is doing well. This year's financial audit is being completed and Councillor Pond reminded that although the College is owned by the Town, it is standing on its own.

A meeting was held recently with the V/P of the Marine Institute and the College is hoping to provide Marine Courses.

Councillor Pond advised he will endeavour to supply updates on a more regular basis in the future.

### **9.15.2 Lewisporte Marina (LMAA)**

Councillor Hooper advised that as Chair of LMAA he will be providing an update at the next Council Meeting on their activities.

### **9.15.3 Upgrade of Administrative Assistant Position**

Councillor Pond stated that the internal review of the Town's finances is continuing and the decision to add to the responsibilities of this position will not impact on the budget.

## **9.16 Adjournment**

21-045 White/Hollett

Resolved that the meeting adjourn.

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

Decision: Motion carried.

Time: 7.40 PM



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Betty Clarke, Mayor

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Jake Turner, Town Clerk/Treasurer