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## **Minutes of Council Meeting**

**March 16, 2021 7:00 PM. Via Zoom**

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

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

Mayor Clarke called the meeting to order at 7:01 PM.

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

21-057 Hollett/Pond

Resolved to adopt the agenda as presented.

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

Decision: Motion carried.

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

#### **3.1 Regular Council Meeting February 23, 2021**

21-058 Hooper/Tucker

Resolved to adopt the minutes of the Regular Council meeting of February 23, 2021, as attached.

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

Decision: Motion carried.

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

#### **4.1 Update by Deputy Mayor Freake**

No meeting held.

- Stadium: The portable ice plant has been disconnected and is ready to be returned. Discussions around the tender for the stadium ice plant are ongoing and more information will be provided once available.
- Woolfrey's Pond Park: Booking of seasonal and monthly sites has begun.
- Softball Field: Recreation/Tourism Manager is researching configuration, soil, etc. to determine the next steps in the process.
- Special Events: Three virtual events are being planned; "Get out and Get Active Contest", "Photo Contest" and "Bingo". Details to follow on the Town Facebook page.
- Walking track is open for use. Thank you extended to the O2 running club for grooming and maintenance of the ski and snowshoe trail.

## **5. Economic Development Committee**

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

- A meeting was held March 4.
- Marina Business Plan in partnership with the LMAA continues to move forward and the next meeting is scheduled for March 25.
- Oil and Gas Committee meetings should resume next week as Alert Levels allow.
- Wharf Re-Development Project: RFP was evaluated and ready to be awarded but is on hold while government is in caretaker mode.
- Agenda item for the next Economic Development Committee meeting on March 25 is physician attraction and retention.

### **5.2 Woolfrey's Pond Park - Enhanced WiFi**

Woolfrey's Pond Park: Plan is to complete some aspects of the project prior to the 2021 season opening; new administration building, comfort station retrofit, enhanced WiFi and basketball court.

21-059            Pond/Tucker

Resolved to accept the proposal from Dramis Communication Solutions Ltd. for enhanced WiFi at a cost of \$12,537.00 plus HST.

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

Decision: Motion carried.

### **5.3 Woolfrey's Pond Park - Kiosk Building**

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

Park Business Plan included the re-location of the park entrance with a new registration Kiosk building. Two quotes were received to supply the building materials only, for the new Kiosk building:

Pritchett's Tim-Br Mart \$23,217.35 including HST.

Notre Dame Castle \$27,667.80 including HST.

21-060 Tucker/Freake

Resolved to accept the quote of \$23,217.35 including HST from Pritchett's Tim-Br Mart for the building materials to construct the registration Kiosk building for Woolfrey's Pond Park as presented.

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

Decision: Motion carried.

Councillor Pond re-entered the virtual meeting.

#### **5.4 NOIA East Coast Map**

The Town of Lewisporte has identified Oil & Gas as a development area for growth. An aspect of that is maintaining membership in the Newfoundland Offshore Industry Association which offers several benefits including the ability to provide advertising to a wide range of industry players. This usually consists of two major pieces per year, one being the NOIA East Coast Map which is in circulation for at least a year. The Town has participated in the NOIA ad for the last few years and continues to see value in this.

21-061 Pond/Tucker

Resolved to approve an ad on the NOIA East Coast Map at a cost of \$1800.00 plus HST.

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

Decision: Motion carried.

### **6. Lands Committee**

#### **6.1 Update by Councillor Tucker**

No report. Meeting scheduled for March 24.

### **7. Public Works**

#### **7.1 Update by Councillor Hooper**

- It was noted that Public Works projects are on hold as well while government is in caretaker mode.
- Appreciation extended to outside workforce for an outstanding job in snow clearing efforts.

- Acting Town Manager and Foreman are putting together tender details for the new dump truck.

## **7.2 Tender for Granular, Aggregate Material and Equipment Hire**

21-062 Hooper/Pond

Resolved to award contract for Granular, Aggregate Material and Equipment Hire to A & B Construction Ltd. in the amount of \$79,765.71 including HST. Commencement date of the contract is effective April 1, 2021 for a one-year term with an option for one additional year.

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

Decision: Motion carried.

## **7.3 Crosswalk Signs**

21-063 Hooper/Pond

Resolved to purchase four sets, eight flashing crosswalk beacons, to be installed at the areas of the Post Office, Lewisporte Collegiate on Premier Drive, Dietrac Technical Institute on Premier Drive and Lewisporte Intermediate School on Main Street at a cost of \$22,564.00 plus HST from Fortran Traffic Systems Ltd.

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

Decision: Motion carried.

Quote is for materials only; the install will be done by town staff and is a solar panel battery operated system.

## **8. Protective Services**

No report.

- Councillor White advised that an ice breaker will be coming into Lewisporte Harbour tomorrow. Residents were also reminded to use extreme caution on ponds as the ice is very thin.

## **9. Update by Mayor Clarke**

Mayor Clarke advised that Mr. Peckford submitted his voluntary resignation to the town of Lewisporte as of March 15, 2021 and as per legislation Mr. Peckford was paid the severance owed to him for the period of November 2011 to October 2020 and he was also paid vacation owed to him. The resignation was accompanied by a full and final release and all matters between the Town and Mr. Peckford are fully and finally settled.

### **9.1 Resignation of the Town Manager**

21-064 Hollett/Hooper

Resolved to accept the resignation of Mr. Brian Peckford as Town Manager with the Town of Lewisporte.

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

Decision: Motion carried.

## **10. Finance/HR**

### **10.1 Update by Councillor Hollett**

- Municipalities NL & Lab is working with Hospitality NL & Lab on a policy for Air B & B's. Once a method is put in place, we will tax accordingly.
- Proposed policies for Financial Reporting and Rules of Procedure are being reviewed and council feedback will be discussed at the next Finance meeting.

### **10.2 Water Tax Exemption – 146 Main Street**

21-065 Hollett/Hooper

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

Resolved to approve a water tax exemption for taxation year 2019 and 2020 for property owned at 146 Main Street.

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

Decision: Motion Carried

### **10.3 Water Tax Exemption – 71 Main Street**

21-066 Hollett/Hooper

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

Resolved to approve a water tax exemption for taxation year 2020 for property owned at 71 Main Street.

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

Decision: Motion Carried

### **10.4 Central Circuit Electric**

21-067 Hollett/Hooper

Resolved to rescind motion #21-043 due to an error in the amount stated in the motion which was \$102.32.

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

Decision: Motion Carried

21-068 Hollett/Hooper

Resolved that the outstanding interest charged to Central Circuit in the amount of \$85.37 be written off.

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

Decision: Motion Carried

### **10.5 Cheque Register**

21-069 Hollett/Hooper

Resolved to approve cheques numbered 000677 to 000729, excluding cheques 000691, 000697, 000699, 000701, 000719 and 000725.

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

Decision: Motion Carried.

### **10.6 Cheques 000691, 000697, 000699 and 000701**

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

21-070 Hollett/Hooper

Resolved to approve cheque numbers 000691, 000697, 000699 and 000701.

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

Decision: Motion Carried

Councillor Pond re-entered the virtual meeting.

### **10.7 Cheque 000719**

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

21-071 Hollett/Freake

Resolved to approve cheque 000719.

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

Decision: Motion Carried

Councillor Hooper re-entered the virtual meeting.

### **10.8 Cheques 000725**

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

21-072            Hollett/Hooper

Resolved to approve cheque 00725.

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

Decision: Motion Carried

Councillor Tucker re-entered the virtual meeting.

## **11. Correspondence**

Response received from the Honourable Chrystia Freeland, P.C., M.P. regarding a letter that was sent from the town expressing concerns about restoring Atlantic Canadian connectivity via air services.

## **12. Adjournment**

21-073            White/Pond

Resolved that the meeting adjourn.

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

Decision: Motion carried.

Time: 7.30 PM

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Betty Clarke, Mayor

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Elizabeth Elliott, Acting Town Clerk/Treasurer