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Minutes of Council Meeting

April 26, 2022 7:00 PM, Via Zoom

Present:	Mayor	Krista Freake
	Deputy Mayor	Brian Hooper
	Councillor	Rhoda Hannem
		John Mullett
		Perry Pond
		Ken Tucker
	Town Manager	Todd Champion
	Town Clerk	Coreen Colbourne
Regrets:	Councillor	Derek White
	Recreation and Tourism Manager	Ashley Ivany

Mayor Freake brought greetings to fellow Councillors and those watching on Facebook.

1. Call to Order – at 7:00 pm

22-081 Pond/Hooper

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond, and Tucker.

Opposed: None

Decision: Motion carried.

Mayor Freake started the meeting with a land acknowledgement.

2. Approval of Agenda

22-082 Hooper/Tucker

Resolved to adopt the agenda as presented.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

3. Minutes for Approval

3.1 Regular Council Meeting April 5, 2022

22-083 Pond/Mullett

Resolved to adopt the minutes of the Regular Council meeting of April 5, 2022, as attached.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Mayor's Report

Mayor Freake reminded residents that this was National Volunteerism Week, the Town and many organizations rely on volunteers, a sincere thank you was given to those individuals who play such a role to the Town of Lewisporte. Special recognition was brought to the many volunteers of our Regional Fire Department.

Congratulations was brought forward to the divisions of Minor Hockey as they conclude the hockey season. A thank you was given to the Town's public and recreation staff for providing great service during that time.

The Mayor mentioned her enrollment in the Municipal Leadership Course and the effort required in completing quizzes and assignments.

A meeting is scheduled with Central Health this Thursday to converse about medical services in Lewisporte.

There has been a follow up meeting with the RCMP, it was felt a great deal of collaboration and promise came from the meeting – details to be brought forward by Councillor Tucker.

4. Recreation/Tourism Committee

4.1 Update by Deputy Mayor Hooper

Stadium

The Town of Lewisporte congratulated the Lewisporte and Area Minor Hockey Association for hosting 2 successful easter tournaments this past week. The Town will be removing ice on May 8, the stadium will be available after that date for ball hockey rental, contact the Town office and speak to the recreation/tourism manager to do this.

Woolfrey's Pond Park

This year, Woolfrey's Pond Park will be opening on May 19. The Town will be hiring two staff members for the Park, a maintenance person and a park attendant.

The kiosk needs a new cooler, the recreation manager reached out for quotation's, the lowest quote came from Chandler.

22-084 Hooper/Mullett

I motion that Council purchase a new cooler for the Kiosk at the Park at a cost of \$2895.00 plus taxes and shipping.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Construction will be starting in the coming weeks on the boardwalk section from Oak Street to the gazebo. Residents are asked to avoid the area once construction begins. Updates will be posted on the Town's Facebook page.

Special Events

The Mussel Bed Soiree will take place August 3rd to August 8th, plans are still being finalized, once finalized it will be posted on the Town's Facebook page.

There will be a community cleanup in May, if any organizations or businesses are interested in participating, please contact Gary at the town office.

Other Recreation

There have been problems finding a suitable area to construct a new softball field, presently the lady's softball field is being tested for drainage to be the new site. Renovations will be performed on the existing men's softball field for the upcoming season.

The Town of Lewisporte has received funding from the federal government for 15 summer students. Applications will be available later this week.

The Town of Lewisporte has been chosen to host a Green Team Project for the summer of 2022. The project is partially funded by the Conservation Corp with the Town of Lewisporte paying 14% of the project cost. The Green Team Project will hire four students for the summer of 2022.

22-085 Hooper/Mullett

I motion that the Town of Lewisporte enter partnership with Conservation Corp and pay 14% of the Green Team Project for a total of \$3500.00.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Residents were advised the Town's staff will be re-opening the Town's playgrounds in the coming days.

5. Economic Development

Update by Councillor Pond

5.1 Occupancy Permit - 22-008HBB (Home-Based Business) for Carolyn Chaffey/Cabochon Manuscript Services, located at 13 Veterans Drive.

22-086 Pond/Tucker

Occupancy Permit - 22-008HBB (Home-Based Business) for Carolyn Chaffey/Cabochon Manuscript Services, located at 13 Veterans Drive, I so move to accept the application as presented.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

5.2 Occupancy Permit - 22-009C (Commercial) for Pepsico Food Canada, located at 414 Main Street.

22-087 Pond/Tucker

Occupancy Permit - 22-009C (Commercial) for Pepsico Food Canada, located at 414 Main Street, I so move to accept the building permit application as presented.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

5.3 Occupancy Permit - 22-010HBB (Home Based Business) for Worth Your Weight in Gold Cleaning Services, located at 3A Council Road.

22-088 Pond/Tucker

Occupancy Permit - 22-010HBB (Home Based Business) for Worth Your Weight in Gold Cleaning Services, located at 3A Council Road, I so move to accept the permit application as presented.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

The Oil and Gas Committee has become the Port Redevelopment Committee – The committee has sought out advice from experts on how to proceed with redevelopment to address maintenance deficiencies. Some progress has been made and the members are hoping to be in a position to submit a plan to government in the near future.

Marina – There has been no response from Transportation Canada on the Town’s offer to purchase the Marina. Committee members are planning to reach out to Minister Hutchings, who is our Cabinet representative and the Minister in charge of rural economic development to help expedite the process.

Economic Diversification – The committee is currently working on compiling background information to provide to government so they can understand what Council has done thus far.

Museum – Council is working on a longer-term plan for the dinner theater, craft shop and museum.

Woolfrey’s Pond Park – The comfort station is moving forward with the design tender being awarded. Committee members are hoping to implement other ideas for the Park as part of the economic business plan.

6.0 Lands Committee

6.1 Update by Deputy Mayor Hooper

Land Sale

22-089 Hooper/Pond

I motion, as per the Municipalities Act, to give direction to the Town Manager to enact a sale of a piece of property located within our Industrial Park at 8 Starkes Drive.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

22-090 Hooper/Pond

A request has been submitted to combine the properties located at 21 Premier Drive and 21A Premier Drive, as this request falls within the permitted usage under the Town of Lewisporte's Municipal Plan, I hereby motion to permit the combining of 21 and 21A Premier Drive, and it be known as 21 Premier Drive.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper brought forward the topic of the housing of chickens. There have been many conversations on the subject within the Lands Committee members, Council and Delegations to the Town. The Lands Committee wanted to clarify the topic again. The keeping of chickens falls under the livestock regulations of the Town Plan. Management has reached out to other Town's for some direction, there are many regulations to consider, as well as the protection of the animals and enforcement in making their decision. The Town has decided to leave the regulations as is. Deputy Mayor Hooper went on to explain the residential zoning of the Town, and how the housing of chickens pertains to each zoning area. Councillor Tucker reiterated what Deputy Mayor Hooper said.

Deputy Mayor Hooper reminded residents that anyone who has chickens or any other livestock on their property within the residential area of the Municipal Boundary of Lewisporte, they will be issued a removal order for those animals.

A reminder was given to residents about calling or coming to the Town if you are making any improvements/changes to your property to ensure it is permitted to do so under the Town's regulations.

7. Public Works

7.1 Update by Councillor Mullett

22-091 Mullett/Pond

The Town of Lewisporte is currently working with a consultant on compiling and instituting an Assessment Management Plan as per the Municipalities Act 1999, Section 141 (2), I make a motion to adopt the Assessment Management Plan as presented to Management.

Councillor Tucker asked for clarification on what the Assessment Management Plan entailed. Town Manager Todd explained that it captured all the Town's assets, not only the buildings, vehicles, tools and equipment and such but it also captures the infrastructure in the ground.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Councillor Mullett gave an update on the Town water treatment facility upgrade – it is progressing well. The upgrade was replacing aging pumps, electrical panels, and chlorination. The project is expected to be completed in the next few weeks.

The Town is implementing an aggressive paving program, \$500,000 toward paving is coming from approved Town funding. \$1 million will be coming from Gas Tax Funding for asphalt improvements. Besides the major upgrades, the Town's paver will be out filling potholes.

The second phase of the Outfall Consolidation Project (Brittany Inns to Mall Entrance) will commence on May 3. Residents were reminded to expect traffic delays, and to use extreme caution around the construction area. The project should be completed around mid July. A traffic plan will be brought forward at a later date.

Councillor Tucker brought forward the topic of illegal dumping of garbage within Municipality boundaries. One particular area has cost the Town, and in turn the residents, nearly \$1600.00, to clear the site and bring the refuse to CNWM. This was just one site. Residents were encouraged to use the composting site for items that can be composted and reminded that the Central Newfoundland Waste Management site was not far from Lewisporte.

A reminder was also given that there will be a Spring clean up in May. Councillor Mullett also reminded residents that if there are any names found on the refuse that a person could be criminally charged. There was further discussion by Council on the impact that the cost of clean up could have on other expenses by the Town.

8. Protective Services

8.1 Update by Councillor Tucker

The protective services committee had a meeting with a delegation from the RCMP on April 13 with the Gander Central District officers. Some of the major concerns that Council has were addressed, such as the level of policing in the area. The Lewisporte Detachment should be at full capacity by early summer. A recruit is expected sometime in May and will be starting work shortly thereafter. Every effort will be put into building a strong relationship with the Lewisporte Detachment members from Council and the Fire Rescue. The district policing officer will be meeting with the protective services committee on a quarterly basis to discuss any concerns. The officer in charge of the local detachment will be in contact with the town manager on a regular basis, to discuss local matters.

Mayor Freake did remind residents of the importance to call the RCMP on matters in which they are needed regardless of how long the expected response time will be. Data collection plays an important roll in determining what resources are needed for the community.

Committee members attended a dinner meeting with the Regional Fire Rescue as part of celebrations of the 73rd Anniversary of the Fire Department.

A meeting has been scheduled between the Protective Services Committee Members and the Lewisporte Regional Fire Rescue Executive. Regionalization will be a topic discussed as well as the request from the Town of Campbellton regarding fire protection services.

A regular meeting of the Protective Service Committee was held on April 14, the fire chief and assistant fire chief were in attendance to discuss some joint issues. Other things discussed were the speed reduction zone in the area leaving Lewisporte to Mussell Bed Turn, the Town is waiting on a local representative from transportation and infrastructure to finalize things. Committee members are thinking the zone will be 50 km/hr.

Councillor Tucker wanted to recognize our Volunteer Fire Department Members during National Volunteer Week for providing in invaluable safety service to our residents and businesses.

A reminder was given on the importance of having the civic number on your home for our first responders.

9. Finance/HR

Update by Councillor Hannem

9.1 Cheque Register - Scotiabank

22-092 Hannem/Pond

Motion to approve the cheque register as presented from cheque numbers 001738 to 001787 for a total of \$280,195.97 with the exception of cheque numbers 001744, 001766 and 001778

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper was in conflict and left Chambers.

22-093 Hannem/Pond

Motion to approve cheque number 001744.

In favour: Mayor Freake, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Deputy Mayor Hooper re-entered Chambers.

Councillor Tucker was in conflict and left Chambers.

22-094 Hannem/Pond

Motion to approve cheque number 001766 and 001778.

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

Opposed: None

Decision: Motion carried.

Councillor Tucker re-entered Chambers.

9.2 Water Tax Exemption - 103 Main Street - January 15, 2021 - January 15, 2022

22-095 Hannem/Pond

I hereby motion to approve the water tax exemption for 103 Main Street for the period of January 15, 2021 – January 15, 2022.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.3 Water Tax Exemptions - 9 Exploits Street - November 2016 - November 2021

22-096 Hannem/Pond

I hereby motion to approve the water tax exemption for 9 Exploits Street for the period of November 2016 – November 2021.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.4 Motion for Records Retention of Documents Policy

22-097 Hannem/Pond

Be it resolved that the Town of Lewisporte accept the Proposed Records Retention Policy, as attached.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.5 Doubtful Accounts Write Off

There are a few doubtful accounts that the Town of Lewisporte will be writing off.

22-098 Hannem/Pond

Be it resolved to write off doubtful accounts in the amount of \$ 13,993.72.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

22-099 Hannem/Pond

Be it resolved to write off Ice Pak expenses in the amount of, up to \$ 14,602.45.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.6 Motion for Lewisporte & Area Minor Hockey

22-100 Hannem/Pond

In response to the Lewisporte & Area Minor Hockey's request for a donation towards the Provincial Tournaments that were held in Lewisporte:

I hereby motion to donate \$500.00 to the Lewisporte & Area Minor Hockey Association to help with the expenses incurred from these tournaments.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.7 Motion for Notre Dame Figure Skating Club

22-101 Hannem/Pond

I hereby motion to donate \$500.00 to the Notre Dame Figure Skating Club towards their Annual Ice Show booklet.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

9.8 Quarterly Report

Councillor Hannem gave an overview of some of the revenues and expenses for the quarter. Most accounts are on par for the quarter, there were a few accounts that were highlighted in the report. Land sales are already at 100%, the fire department outside response are at 490% over budget, the stadium and bowling alley revenue is of concern, with covid regulations these venues have not been open as predicted; however now that restrictions have eased seasonal campsite rentals are over expected amounts. Expenses highlighted include postage, this expense is of concern however the mailing of tax invoices for the year increased costs early. Membership fees were also looked at, but this is usually a once-a-year expense. A few other items that were highlighted is the worker's compensation expense being over budget, this was due to an increase in the number of summer students in 2021 compared to 2020. The number of discounts given was underestimated but did not put us over budget by much, 107%.

10. Adjournment

22-102 Hooper/Pond

Resolved that the meeting adjourn.

In favour: Mayor Freake, Deputy Mayor Hooper, Councillors Hannem, Mullett, Pond and Tucker.

Opposed: None

Decision: Motion carried.

Time of adjournment: 7:58 PM

Next Public Council Meeting to be held on May 17, 2022.



Krista Freake, Mayor



Coreen Colbourne, Town Clerk/Treasurer