

**Wednesday, April 3, 2024**  
**Town Office – 6:00 pm**

**Attendance:** Roy Drake Neil Bond Loretta Abbott  
Colby Whittle Don Stewart

**Also Attending:** Tanya Rogers Ed Keeping

**Absent:** Lloyd Blake Fabian Manning

Deputy Mayor Drake called the meeting to order at 6:30pm and asked if there were any additions to the Agenda, as presented and circulated.

**Motion #24-036: D. Stewart/N. Bond**

**Resolved that the Agenda be adopted as presented, as circulated, with the additional items noted.**

**In Favour: 5      Abstained: 0      Opposed: 0      Motion Carried.**

**Meeting of March 19, 2024:**

Errors/Omissions: n/a

**Motion #24- 037: L. Abbott/D. Stewart**

**Resolved that the Minutes of March 19, 2024 be adopted as presented, as circulated.**

**In Favour: 5      Abstained: 0      Opposed: 0      Motion Carried.**

**Business Arising: Minutes of March 19, 2024:**

- a) CIBC (COBWM GIC) – Company is now in good standing with Companies and Deeds. Notice for Change of Directors has been filed;
- b) Accessibility Plan – Ad was re-posted, no additional names submitted. The three original names for the Advisory Committee will be asked to join as well as a few other residents that were suggested;
- c) Board Room Renovations – Proceed after the accessibility plan has been completed;
- d) Walk of Hope – TV received. Reminder for all team members to donate a prize towards the sweepstakes draw. Agreed to order a banner for the team;
- e) Town Suite Software(Cloud) – Update provided on the issues involved with TownSuite and having an on-site server vs. using TownSuite Cloud. Agreed to not rush into the decision and hold off on deciding at the moment;
- f) Elliott Premises Tender (expression of interest) – No update from the Daycare (CYN Coordinator) since the meeting with her. Ask if the information requested can be provided next week at the latest. Item to be added to the agreement with the potential tenant regarding damage/loss revenue caused by things outside the Towns control (i.e. sewer backups, etc);
- g) Bay d’Leau Paving Application – Quotes to be obtained when asphalt is available on “capping” sections of road;
- h) The Barry Group – Current Tax Agreement expires February 19, 2025. Reach out to the Barry Group in May to begin negotiations. Keep on Agenda;
- i) CIBC Savings Account – In progress. Follow up email sent;
- j) De-Escalation Training – Scheduled for April 8<sup>th</sup>, office to be closed that day. The Town will provide snacks for the participants;
- k) Curling Equipment – New quote from JetIce (\$456.55 plus HST) for required ice material for 3 sheets. Decision to be made closer to the fall;
- l) Volunteer Appreciation Week – Video to be recorded;

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- m) Quarry Permits – Councillor Manning will assist with the application as time permits;
- n) Annual Capital Repair & Expenditure Survey – Former Superintendent did not have time while in Town, will work on while away and bring back when he returns;
- o) Job Creation Partnerships – Application for steps at Deadman’s Cove has been submitted. EDO provided notes regarding issues with applying for a JCP for 86 & 88 Main Road North and NL Hydro provided drawing regarding Hydro and Bell Aliant lines in the area. Agreed this is not the route to take for these properties. Another option was discussed but additional information is needed;
- p) 7-9 Elliott Drive – No response on letter sent;
- q) Transportation Program Funding – Bob Allen requesting a meeting to discuss. Application deadline is May 2, 2024. Meeting to be arranged when Mayor Blake returns from vacation;
- r) Town Office Sign- One quote (\$150 plus tax) and proofs received from Construction Sign. Agreed to proceed with the design with the black background around the lighthouse;
- s) Tidy Towns Sign – Electronic versions of the Heritage Site plaques requested from Heritage NL. Mr. Doug Wells provided comments regarding the sign location. Agreed the location of the Tidy Town’s sign is not a good location for the Municipal Heritage Site sign. The parking area next to the Town Entrance Sign would be a better location;
- t) Letter to Premier – Letter regarding the road to Swift Current that was discussed at a HBIC meeting. Keep on Agenda;

**Public Works/Town Superintendent Reports:** Attached

**Building Applications:** N/A

- 1. 12 Tibbo Crescent- Application to construct storage shed (14 x 20). Building Committee looked at the proposed location. Town Superintendent to talk to the Applicant regarding possibly shifting the location a few feet and that he must get approval from HL Hydro to present to the Town;
- 2. 51 Jersey Avenue – Application to construct storage shed (8 x 20) attached to residence. Public Works Committee to look at;
- 3. 119 Bay d’Leau Drive - Application to construct storage shed (12 x 12). Public Works Committee to look at. Hydro lines may be to close to the proposed location;

**Correspondence:**

- 1. 3 Bay View Road – Concern regarding the colour of the water at her residence. Suggest that the resident flush her hot water tank as no one else in the area seems to be having issues;
- 2. Splash Pad Donation – Put in system for the next accounts payable;
- 3. Bay d’Leau & Little Bay Projects – Approval to call public tender received from the Department of Transportation. Engineer asked if there was anything the contractor should be made aware of over the summer that may interfere with the work. Agreed there should be no interference;
- 4. 80 Bay d’Leau Drive – Requesting that sods that were tore up by the snowclearing equipment near his property be removed. Agreed as time permits;
- 5. MAA – Update on the Agency, FYI;
- 6. Fondation Emergence - Proclamation for National Day Against Homophobia and Transphobia, May 17, 2024;

**Motion #24- 038: N. Bond/L. Abbott**

**Resolved that the Town will declare May 17, 2024 as National Day Against Homophobia and Transphobia.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**

7. Harbour Authority – Requesting adjustment on the outstanding water & sewer taxes for 2022 at 57 South Side Drive as the previous tenant was responsible for paying this.

**Motion #24- 039: C. Whittle/D. Stewart**

**Resolved that the Town will write off \$560.00 for the 2022 Water and Sewer at 57 South Side Drive as the previous tenant was responsible for this bill.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**

8. Storage Boxes for Drawings – Manager requesting to order organizers for drawings. Agreed to order 2 boxes;
9. Hospitality NL – Email regarding short-term tourism accommodations, FYI;
10. Trail Map – Additional maps needed. Agreed to photo copy as needed;
11. Marina Cameras – EDO inquired about the cameras at the Elliott Premises for the Marina should new tenants be renting the Elliott Premises. Inform tenant that the cameras will remain where they are and if required, the Town may need to view them from time to time;
12. TakeCHARGE of Your Town – Opportunity to win a \$10,000 grant to improve energy efficiency. Agreed to submit a proposal to replace the lights above the bleachers at the arena as well as the lights in the entrance. The entrance lights to be put on a different switch so that all the lights don't have to be turned on every time;
13. Imperial Oil – Requesting assistance from the Town in having the items removed from their land on the South Side. Agreed the Town would place a reminder of the deadline on Facebook. As well, any items removed from the site (by Imperial Oil) can be taken to the waste disposal site;
- Inquiry from a contractor contacted by Imperial Oil regarding placing a fence in the area and the impact of easements. Inform Contractor that the Town has nothing to do with easements and that the only thing required from us would be a permit to construct the fence.
14. Active NL Fund – Applications currently being submitted. Agreed to apply for funding to repair the "Between the Hills" Trail as it has washed out in areas. Councillor Whittle can assist with the application details;
15. Town of Hermitage-Sandyville – Letter explaining why they charged the Town for assistance provided and suggests having a Memorandum of Understanding put in place to assist each other without having to incur too much cost. Agreed to pay the invoice and have the Memorandum drafted;

**Economic Development Officer Report:**

- Town Jackets – Several options and quotes presented. Agreed the EDO to proceed with ordering the jackets with the company that has the sizing in black. Not all jackets have to be exact.
- New Brochures – Waiting for a decision on the Elliott Premises tender/rental before proceeding;

- Splash Pad Site Work – Meeting was held with CYN Coordinator to discuss placing the Splash Pad near the CYN. Coordinator informed that the Board meeting has not taken place as of yet and requesting information on the exact area to be used. Agreed to meet with the Coordinator at the site to discuss;

**Finance Committee Report**

- Accounts Payable – Review of Accounts Payable;
  - One invoice for Wolseley entered twice;
  - Windows for the Fire Department to be paid by the Town;

**Motion #24-040: N. Bond/D. Stewart**

**Resolved to pay accounts payable in the amount of \$69,798.48 .**

**In Favour: 5**

**Opposed:0**

**Abstained:0**

**Carried.**

**Liaison Reports:**

1. Public Relations:
  - Deputy Mayor Drake will bring greetings at the Minor Hockey Easter Tournament.
2. Elliott Premises:
  - Sewer Backup  
The Town Superintendent discovered the back up on Tuesday and The Daycare has been closed since this time. The issue cannot be resolved from inside the building therefore, a boat and diver have been arranged for Friday to assist. The Town’s cleaner has the affected areas cleaned. It was discovered that there were baby wipes in the sewer. A letter to be written to the Daycare informing that baby wipes cannot be flushed down the toilets;
3. Sunny Cottage:
  - Superintendent looked at the light in question and there does not seem to be anything wrong with it;
  - Dusk to dawn Adaptor to be installed on Flood Lights;
4. Recreation:
  - Bingo Equipment - Additional piece (Splitter) has arrived, will be installed soon;
5. Arena:
  - Back Doors quotes:
    - Jackman’s Home Centre - \$3525.00 plus hst
    - Ace Locksmithing - \$7892.20 plus hstTown Superintendent proceeded to order from Jackman’s Home Centre.
  - Repairs requested by Minor Hockey - Arena workers have completed;
  - It was discovered by the Arena Manager that the functioning compressor shut down some time Monday overnight. The second compressor was then started. Ensure CIMCO is aware and looks at the compressors when they do the Shut Down next week;
6. HBIC:
  - RV Park
    - Attendant requesting a raise – Agreed that the raise should be equal to the minimum wage increase of \$0.60 and be shared 50/50 with the Town and the HBIC;
    - Schedule to be worked out between the employee and the EDO;
    - Agreed to apply for a JCP to do the repairs needed to the building;
    - Other items requested (picnic tables, fire pit, etc) to be determined later;

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7. Aquaculture: n/a
8. Occupational Health & Safety: n/a
9. Beautification Committee: n/a
10. Fire Dept:

Review of notes from meeting held on March 26, 2024:

- SCBA's – Application has been submitted for 12 new SCBA's;
- Budget – Agreed to pay the remainder of the 2<sup>nd</sup> quarter (\$5000) now and reimburse the Department for the 4<sup>th</sup> quarter of 2022 at a later time;
- Code of Conduct – Fire Fighters to provide a Code of Conduct to the Department each year before January 31 of that year;
- Gym Memberships – After looking at the Fire Departments SOG regarding the Fitness Centre usage, agreed to grant the Fire Fighters free gym memberships. Request that the SOG be amended to state that any member caught sharing or abusing the membership in anyway, will have their card revoked immediately, not just for 6 months as stated now. The Town will also reassess how this is working out in 6 months;
- Agreed to reimburse the Fire Department for the invoice paid to install drop ceiling in the boardroom;

11. Health Care:

- Next Municipalities meeting scheduled for April 15th;

**Other:**

Motion for adjournment by Councillor Bond & seconded by Councillor Drake. Adjournment at 9.05 pm.

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**Roy Drake – Deputy Mayor**

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**Tanya Rogers – Clerk/Manager**