

**Tuesday, February 15, 2022  
Town Office – 6:00 p.m.**

**Attendance:** Lloyd Blake Roy Drake (6:40) Fabian Manning  
Colby Whittle Neil Bond Donald Stewart  
Loretta Abbott

**Also Attending:** Tanya Rogers Jody Soper

**Absent:** N/A

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**Guest (6:00): Resident of 5 Beaver Pond Road**

Resident attended the meeting to discuss the commercial water and sewer rate being charged to her home based business. The resident feels that she should not be charged as the business does not use water or sewer to operate.

**Motion #22- 021: Don Stewart/Neil Bond**

**Resolved that the home based business located at 5 Beaver Pond Road will not be charged for water and sewer for 2022, however, the outstanding invoice for 2021 will have to be paid.**

**In Favour: 5 Abstained:0 Opposed: 1 (L. Blake) Motion Carried.**

**Guest (6:30): Resident of 18 Jersey Avenue.**

Guest was out of Town and unable to attend. Requesting to attend the next council meeting.

Mayor Blake called the meeting to order 6:38 p.m. He then asked if there were any additions to the Agenda, as presented and circulated.

Deputy Mayor Roy Drake attended the meeting at 6:40.

**Motion #22- 022: Neil Bond/Fabian Manning**

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

**In Favour: 6 Abstained:0 Opposed: 0 Motion Carried.**

**Errors/Omissions: n/a**

**Motion #22- 023: Don Stewart/Neil Bond**

**Resolved that the Minutes of February 1, 2022 be adopted as presented, as circulated.**

**In Favour: 7 Abstained: 0 Opposed: 0 Motion Carried.**

**Business Arising: Minutes of February 1, 2022:**

- a.) **Capital Works:** All the required information has been sent to Meridian Engineering who are aiming to have the applications submitted today. Follow up to ensure they have been submitted;
- b.) **Coast Guard:** Email was sent to MP Small, no response to date. Follow up email to be sent;
- c.) **Business in Arrears:** Final contact to be made with owners prior to action being taken;
- d.) **Remote Meeting Attendance Policy:** Sub-Committee to meet on Wednesday, February 23 to begin developing the policy;
- e.) **Collection Policy and Rules and Rules of Procedure for the Conduct of Meetings:** Sample policies provided, review for the next meeting;
- f.) **Fire Department SOG's:** Copy of SOG's provided; review for the next meeting;

- g.) Causeway Bridge: Response from DMG regarding load limits;
- h.) Municipal Assessment Agency: Appointment of Review Commissioner. Check with other Town's to see who they have appointed;
- i.) Resident of 1A Lydia's Lane: Request to operate domestic saw mill. Information received from Forestry. Since it is not a permitted use in the Municipal Plan, agreed to advertise for seven days for feedback before issuing the permit;
- j.) Abandoned Vehicle: The vehicles plates are still current; re-visit at a later date. Sample letter for abandoned vehicles reviewed and edits noted.

Public Works/Town Superintendent Report: Public Works report Attached;

- Heavy Equipment Operator was injured on February 15 while exiting the loader and has been put off work. Part time/call in operator to be called in at the Town Superintendents discretion;
- Discussion on overtime hours when called in;
- A lot of potholes have been filled. More cold patch has been purchased;
- Meeting scheduled for March 1<sup>st</sup> with BioMax to discuss the outfall monitoring;
- Signs have been installed at the dump indicating the location to dump garbage;
- Two outstanding issues with the new Fire Department garage will be taken care of by the contractor.

Building Applications: N/A

**CORRESPONDENCE:**

1. Exploits Chamber of Commerce: Annual Membership up for renewal. Agreed not to proceed this year;
2. Service NL: Informing that Effective May 1, 2022 there will be a Ban on the Disposal of Bulk Plastics Generated by the Aquaculture Industry in Municipal Waste Disposal Sites. Concerns raised as to how these companies are suppose to dispose of these items. Letter to be written to Minister of Digital Government and Service NL and copied to Minister Loveless;
3. Government Service Centre: Certificate of Approval for the continued maintenance and operation of the Town's Waste Management System;
4. Hospitality NL: 2022 Conference and Trade Show, April 5-7. The Town will not be attending;
5. Godwin's Hill Project: Email from Wood Engineering informing that the redline set of drawings received from the contractor does not contain the required information. Wood Engineering have reached out to the contractor and asked for the missing info.
6. Downhome Listings: Inquiring if the Town will be placing paid listings in the Explore magazine this year.

**Motion #22- 024: Roy Drake/Loretta Abbott**

**Resolved that the Town will purchase a listing under Campgrounds for Deadman's Cove RV Park (\$79) as well as the full page ad that was purchased last year (\$1985).**

**In Favour: 7**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

7. Municipalities NL: Course being offered in April 2022, Municipal Leadership Essentials: A Guide to Good Governance. More information of cost, length of course, etc. to be obtained;
8. Budget 2022 Update: Ad outlining changes to Municipal Tax Rates for 2022. Approved.

9. Public Procurement Agency: Update on the status of the Public Procurement Agency Compliance review. This item to be discussed with MHA Loveless the next time the town meets with him;
10. Meetings: Councillor Drake raised a concern regarding the length of council meetings. Agreed that meeting should not exceed 3 hours and to monitor going forward;
11. Poll Tax Exemption Form: Sample form presented for approval. The word “under” to be added in section A before 18.

**Motion #22- 025: Roy Drake/Loretta Abbott**

**Resolved that the Poll Tax Exemption form be approved as presented with the noted change.**

**In Favour: 7**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

12. Municipal and Provincial Affairs: Virtual Information Sessions for New Municipal Conduct Act. Forward email with link to councillors;
13. Resident of 29A Harbour Drive: Complaint received regarding water running across his land due to the condition of the curb and gutter in the area of his property. Item to be added to the list for the spring/summer;
14. Department of Municipal and Provincial Affairs: Announcing the release of the Joint Working Group on regionalization – Report and Recommendations. Forward to councillors;
15. Owner of 7-9 Elliott Drive: Informing that the taxes on the property will be paid and that he intends to remove the building in 2022;

**Economic Development Officer Report:**

- EDO has been reaching out to various community groups and organizations to see who can offer activities and events during the Come Home Year. To date events have been scheduled by the CYN, Elliott Premises, and Sunny Cottage. Follow up with the Recreation Committee to see if they are able to offer events such as the music festival/kitchen party etc.

**Finance Committee Report:**

- Continue to look into a credit card for the office;
- Review of payment of bills under \$500;
- Accounts Payable in the amount of \$19,966.16 presented for approval;

**Motion #22- 026: Fabian Manning/Neil Bond**

**Resolved that the Accounts Payable in the amount of \$19,966.16 be approved for payment.**

**In Favour: 7**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

**Liaison Reports:**

1. Public Relations:
  - Deputy Mayor Drake participated in the NAIA General Annual Meeting;
  - Mayor Blake participated in the Assessing environments to support healthy aging and reduce social isolation webinar.
2. Elliott Premises: n/a
3. Sunny Cottage: n/a
4. Recreation/Arena:
  - There have been issues with the equipment shutting off and not restarting during power outages/surges. Employees have been in contact with Cimco;

- Arena Budgeted amount:

**Motion #22- 027: Roy Drake/Don Stewart**

**Resolved that half of the arenas budgeted amount for 2022 be transferred to the Arena from the Recreation Account. Amount to be repaid to the Recreation by the Town.**

**In Favour: 7**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

5. HBIC:

- Council Liaison Loretta Abbott attended the HBIC meeting on February 9, 2022. The following items were discussed: Come Home Year, construction and vacancy at the Cottages, funding to construct a gazebo at the cottages, the EDO's employment contract, buy local campaign and construction of a shed for storage of supplies;

6. Occupational Health & Safety:

- Results of the 2018 Prime Audit were reviewed. Additional information to be sent;

7. Beautification Committee: n/a

8. Fire Dept: n/a

**Other:**

- Coin set to be presented to the first baby born in 2022;
- Executive Director of the CYN would like to attend a meeting to do a presentation to council. Extend invitation to the March 16 meeting.
- Ad for Teacher Appreciation week to be placed on facebook;
- Ad to be placed on Facebook welcoming the new Town Superintendent;
- Inquire with Telus Mobility as to the method used to calculate gross revenue when determining the taxes owing to the Town.

Motion for adjournment by Councillor Bond & seconded by Councillor Whittle. Adjournment at 9:06 pm.

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**Lloyd Blake – Mayor**

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**Tanya Rogers – Town Manager**