

**Tuesday, July 20, 2021
Town Office – 6:30 p.m.**

Attendance: Georgina Ollerhead Bernetta Delaney Donald Stewart
Jordan Tibbo Dan Jackman Roy Drake

Also Attending: Palmer Strowbridge Tanya Rogers

Absent: Lloyd Jensen

Mayor Georgina called the meeting to order at 6:30 p.m. & asked if there were any additions to the Agenda, as presented and circulated.

Motion #21-060: Bernetta Delaney/Jordan Tibbo

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 #21-061: Roy Drake/Don Stewart

Resolved that the Minutes of June 15, 2021 be adopted as presented, as circulated.

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

Business Arising: Minutes of June 15, 2021:

1. Administrative Assistant Position: Employee began work on July 19, 2021. Training will be provided for three weeks. A review of performance to be completed after a six (6) month probationary period;
2. Office Restructuring: List of duties for each office employee was reviewed (attached). A new computer and Sage Simply Accounting program to be purchased for the main office for the committee's book keeping.
The HBIC will be responsible for purchasing a computer and printer for the new EDO;
The position of Clerk/Manager has been changed to Town Manager.
3. 7 Lydia's Lane: To date, no response from correspondence sent to Bell Aliant;
4. Back Arm Trail: Upgrades have been completed, ran into a lot of mud in the area.
5. Causeway: Councillor Drake spoke with MHA Loveless and MA Engineer, Wilf Maloney regarding the issues with the bridge. Wilf Maloney also recommended that the Town contact his office for the appropriate forms when issuing tenders.
Three price quotes were received to perform the inspection:
 1. DMG Consulting limited: \$5,663.75 hst included
 2. Harbourside Engineering Consultants: \$9415.63 hst included
 3. Wood Environment & Infrastructure Solutions: \$12,972.00 hst included

Motion #21-062: Dan Jackman/Roy Drake

Resolved to award the contract for the bridge inspection to DMG in the amount of \$5663.75 (hst included), as per discussion held on July 8, 2021.

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

Public Works/Town Superintendent Report: (Attached);

Building Applications: N/A

CORRESPONDENCE:

1. Resident-18 Tibbo Crescent: Informing of the overgrowth of runners/bushes in the area creating a blind turn. Inform resident that the Town will remove the overgrowth outside the adjacent property and NL Housing will be contacted to clear the overgrowth on the property;
2. 2020 financial statements: Statements from the auditor presented for approval;

Motion #21-063: Jordan Tibbo/Don Stewart

Resolved that the 2020 Financial Statements be approved as presented.

In Favour: 6

Abstained: 0

Opposed: 0

Motion Carried.

3. Review of Property Values: Values (as per insurance documents) were reviewed and amounts increased as needed. Updated values to be sent to Cal LeGrow for a quote;
4. Notes from last Joint Mayors meeting: Review of notes from meeting with representatives from Central Regional Waste Management. Discussion regarding how it would work for this region and the potential price involved. Mayor Ollerhead to inform the Joint Mayors committee that the Town of Harbour Breton is prepared to move forward on this issue;
5. Priority List: Agreed that a priority list of projects that need to be completed be prepared for the new council;
6. Garbage Boxes: Ad to be placed on facebook asking residents to keep their garbage boxes clean and in proper working order;
7. Resident-9 North Hill Place: Concerned with the speeding/dangerous turn on Lydia's Lane. Inform residents that lines will be painted on the road in this area;
8. Connaigre Fitness: Although membership is low, the fitness centre will remain open. Contact employee to determine if a cleaning plan can be put in place to allow for the swipe cards to be used again;
9. Fire Department: Weekly cleaning is no longer necessary. Inform employee that the department only needs to be cleaned as needed (after meetings, fire calls, etc.);
10. Small Craft Harbour: Concerns regarding abandoned vehicle on their property on Harbour Drive. Due to this being private property, the Town will not get involved;
11. Asset Management Policy: EDO and Town Superintendent attended a meeting in Miltown on July 8 to develop an AM Policy for the Town. Policy reviewed, as presented.
Motion #21-064: Bernetta Delaney/Jordan Tibbo
Resolved that the Asset Management Policy be approved, as presented.
In Favour: 6 **Abstained: 0** **Opposed: 0** **Motion Carried.**
12. Resident on 40-42 Bay d'Leau Drive: Requesting to have their property line extended. Palmer to speak with resident to determine exactly what is being requested and request a copy of their survey/deed;
13. Minister Davis: Response received regarding the letter the Town sent supporting the Stephenville Hatchery Expansion Project. Minister Davis informed that an environments preview report is required for this project.

Economic Development Officer Report:

1. CEEP Application: Application deadline is July 30, 2021. Agreed to do repair work at the Elliott Premises. EDO, Town Superintendent and Councillor Jackman to visit Elliott Premises to determine what needs to be done.

Finance Committee Report:

1. Outstanding Taxes: 71 Main Road North
Motion #21-065: Dan Jackman/Don Stewart
Resolved to write off outstanding taxes of \$222.00 owed by previous owner for 2017/18.
In Favour: 6 Abstained: 0 Opposed: 0 Motion Carried.
2. Outstanding Business Tax: Former School Bus Service
Motion #21-066: Jordan Tibbo/Roy Drake
Resolved to write off outstanding taxes of \$500.00 for 2018 since the business was not in operation during this time.
In Favour: 6 Abstained: 0 Opposed: 0 Motion Carried.

Liaison Reports:

1. Public Relations:
 - Mayor Ollerhead met with Allan Cook (MOWI) on July 4th. Information was provided on the production at the plant and plans for the future.
 - Mayor Ollerhead provided information on the shortage of doctors in the region as well as the situation with a second ambulance that may be stationed in the region temporarily to assist with routine calls.
2. Elliott Premises:
 - New coordinator started on June 21st and students started on July 5th.
3. Sunny Cottage:
 - Cottage is up and running and plans are underway for the annual Garden Party;
 - Card games may be permitted, check out;
4. Recreation/Arena:
 - Ad for Arena Attendant to be re-advertised in August;
 - Recreation Program at the arena is going good;
 - Construction of the dog park has begun;
 - Recreation considering having an adult dance at the arena on July 31st;
 - Stores selling bingo cards were contacted and will continue to sell cards as of now.
5. HBIC:
 - Informed that interviews for the EDO position were held on July 14th. Interview committee is recommending an individual for the position. Inform committee that council approves the recommendation and that the person can be informed once references are checked.
6. Aquaculture: N/A
7. Occupational Health & Safety: N/A
8. Beautification Committee:
 - All flowers have been planted around Town;

- The new sign for the Cottage Hospital Memorial Garden has been installed;
- All the staining around Town will be completed this week.

9. Fire Dept:

- The probationary period for the new Fire Chief will expire on August 17, 2021.

Other: N/A

Motion for adjournment by Councillor Tibbo & seconded by Councillor Jackman.
Adjournment at 8:45 p.m.

Georgina Ollerhead – Mayor

Tanya Rogers – Town Manager