

**Tuesday, March 5, 2024
Town Office – 6:30 PM**

Attendance: Lloyd Blake Neil Bond Loretta Abbott
Don Stewart Colby Whittle Fabian Manning

Also Attending: Tanya Rogers Ed Keeping

Absent: Roy Drake

Mayor Blake called the meeting to order at 6:37pm and asked if there were any additions to the Agenda, as presented and circulated.

Motion #24-023: N. Bond/L. Abbott

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

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

Meeting of February 20, 2024:

Errors/Omissions:

1. Public Works report, Deferred – Lighthouse Painting – should read Deputy Mayor Drake;

Motion #24-024: D. Stewart/C. Whittle

Resolved that the Minutes of February 20, 2024 be adopted as presented, as circulated.

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

Business Arising: Minutes of February 20, 2024:

- a) Control Panel Installation – Contractor (H&R) is still waiting on a part to complete the installation. Move item to outstanding on Public Works Report;
- b) CIBC (COBWM GIC) – Annual Returns have been filed. Notice of Directors to be filed once company is in good standing with the Companies and Deeds online;
- c) Accessibility Plan – Consultant needs the Town to form an advisory committee and was seeking information on what initiative have been done in the past two years. List of past initiative to be forwarded and Expression of Interest Ad to be placed on Facebook seeking committee members;
- d) Board Room Renovations – Proceed after the accessibility plan has been completed;
- e) Walk of Hope – Shipping costs on the TV in Best Buy were high. Additional quote provided on a 58” TV from Costco with no shipping costs.

Motion #24-025: L. Abbott/N. Bond

Resolved that the Town will purchase a 58” Hisense TV from Costco as a cost of \$417.99 plus HST for a ticket draw for the Walk of Hope.

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

- f) Town Suite Software(Cloud) – Given the current financial situation, agreed to hold off for the time being and bring back to next meeting;
- g) Elliott Premises Tender (expression of interest): Deadline was February 29, 2024. Two proposals received. Proposals to be emailed to council to review and meeting to discuss to be held early next week;
- h) Bay d’Leau Paving Application – Email sent regarding changing the scope of work, no response to date. May have to withdraw the current application and re-submit a new one. Clerk to follow up;
- i) Barry Group – Current Tax Agreement expires February 19, 2025. Keep on Agenda;
- j) CIBC Savings Account - CIBC provided the same information previously reviewed regarding the Pooled Savings Account. The Town could take this route or could just simply open a regular savings or checking account (but interest would not be earned);

Motion #24-026: D. Stewart/F. Manning

Resolved that the Town will open a new checking/savings account to hold funds rather than transferring to GIC's .

In Favour: 6

Abstained: 0

Opposed: 0

Motion Carried.

- k) 3 Bay View Road – Results have returned from the water samples that were taken from the resident's home. All results returned satisfactory and have been forwarded to the resident;
- l) De-Escalation Training –Paladin Security, as recommended by Stewart McKelvey, provided a quote of \$100/person to provide the training virtually. Agreed that the three office workers and five outside workers will complete the training;
- m) Fitness Centre Cameras – Current set up does not allow for them to be viewed at the office;
- n) Curling Equipment – 41 positive responses on the ad on Facebook seeking interest. Obtain price quote on paint/kits needed for the ice;
- o) Coastal Rides – Council members met with Robert Allen and Trina Mercer of the Connaigre Peninsula Health Care Centre on March 1st to discuss applying for more funding to continue the program. Unfortunately, the amount of people using the services does not justify the wear and tear on the bus; therefore, the bus will no longer be available for the program once the current funding expires in August 2024. ;

Public Works/Town Superintendent Reports: Attached

1. Water Level/Pressure Issue

Over the last few weeks the water in the gallery/reservoir went really low and residents lost pressure and water, therefore, water has been pumping from the back up pond. The level has since gone back to normal but the pressure has not. The Town reached out to Engineers with the Department of Transportation and Infrastructure for advice. The workers have opened all fire hydrants to release any air that may be in the lines and have repaired 2 small water breaks but the issue remains.

The Town then reached out to its former Engineer, Tom Kendall, who suggested the issues may be at the Chlorine Building. He recommends cleaning out the filter screens as well as the Pressure Release Valves. Town Superintendent will work on this in the morning.

Building Applications: N/A

1. 19 Bay d'Leau Drive – Application submitted to operate a Home Based Business (Nail Technician and Teeth Whitening Technician).

Motion #24-027: L. Abbott/N. Bond

Resolved that the application to operate a Home Based Business at 19 Bay d'Leau Drive be approved subject to Service NL Approval.

In Favour: 6

Abstained: 0

Opposed: 0

Motion Carried.

Correspondence:

1. Municipal Capital Works – New applications are not being accepted at the moment. For reference, last year's deadline to submit was September 29, 2023;
2. Stewart McKelvey – Draft letter for resident of 37 Jersey Avenue presented for review. Agreed to send the letter as presented;
3. Employee Complaint – Two Town Employees were performing work at Sagona Place when a resident of Sagona Place confronted them using inappropriate language. Letter to be sent to resident advising that such behaviour will not be tolerated;
4. Minor Hockey – Seeking a donation for the 11U Easter Tournament;

Motion #24-028: C. Whittle/L. Abbott

Resolved that the Town will donate \$200 to Minor Hockey for the U11 Easter Tournament.

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

5. Community Garden Funding – Applications are currently being accepted. The CYN are currently operating a community garden and the Town supplies them with soil;
6. Town Employee– Spouse is receiving treatments in Grand Falls-Windsor, agreed to donate a \$200 gas card;
7. Remuneration – Going forward CPP and Taxes will be deducted from Remuneration as required;
8. Volunteer Appreciation Week – April 14-20, 2024. Agreed the Mayor will do a thank you video to all community volunteers to be posted on Facebook;
9. 2024 Explore Travel Guide – Cost to advertise the Tradition By the Sea Festival is \$79.00 plus HST.

Motion #24-029: D. Stewart/F. Manning

Resolved to purchase a Festival Ad in the 2024 Explore Travel Guide at a cost of \$79.00.

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

10. Gas Tax (Beaver Pond Road) – Balance on the approved funding was received. Amount of \$25,347.57 to be transferred to a GIC until needed;
11. John Deere Loan – A new motion is needed for the extension on the Approval to borrow.

Motion #24-30: F. Manning/N. Bond

Resolved that the Town will request from the Department of Municipal Affairs, an approval to borrow \$59,719.00 from CIBC at a rate of Prime plus 0.25% to be repaid on May 1, 2027, for the purchase of a John Deere Backhoe with a 10 year term and 10 year amortization.

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

12. Quarry Permits - Applications were submitted but additional information was requested and not received. As such, the applications were closed. Councillor Manning will assist the Superintendent with sending in new applications;
13. Dept of Environment – Offering a Basic Water Chemistry Course on March 14, 2024 in Grand Falls-Windsor. Town Superintendent to be registered and hotel to be booked;
14. TownSuite Cloud – Informing that TownSuite Cloud will be mandatory as of December 31, 2026;
15. MNL - Regional Meeting, March 22-23 in Grand Falls-Windsor;
16. 3 Man O War Road – Requesting to be compensated for damage caused to his basement due to a water leak;

Motion #24-031: F. Manning/C. Whittle

Resolved that the Town will reimburse resident of 3 Man O War Road for eight sheets of plywood and a gallon of paint for damage caused to his basement due to a water leak.

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

17. Regional Health Council – Zone 3 (Central) - Seeking volunteers to serve on the council. Not at this time;
18. Sewing/Craft Club – Seeking a letter of support for the funding applications. Agreed to provide a letter of support;

Economic Development Officer Report:

- Vacant Cottage update – Has been occupied as of March 1, 2024;
- Town Jackets – Quotes provided from Vista Print and 4Imprint (roughly the same). Agreed to proceed with black jackets with white Town Logo from the suppliers listed that has the sizes available.

Motion #24-32: N. Bond/D. Stewart

Resolved that the Town will purchase Jackets from either Vista Print or 4Imprint for council, office staff and the outside workers (15 in total) .

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

- New Brochures – Draft brochure presented for review. Bring back to the next meeting with the following changes:
 - Add the Town’s Facebook Page to the contact info section;
 - Make the front picture smaller (only covering the top portion of two panels);
 - Add back the Other Attractions section;
 - Add back the Important Phone Numbers section;
 - Add back the Write up section;
- Promotional items for tradeshows – EDO has a budget for the DownHome Show. Items for the Cold Harvest Conference to be determined at a later date. Councillor Abbott will attend the Down Home Show along with the EDO;
- Splash Pad Site Work – Tender to be issued for the work. Councillors and Superintendent will meet at the site next week to determine specifications for the Tender as well as drainage for the site;

Finance Committee Report:

- Accounts Payable – Review of Accounts Payable;

Motion #24-033: D. Stewart/L. Abbott

Resolved to pay accounts payable in the amount of \$35,270.11.

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

Liaison Reports:

1. Public Relations:
 - Mayor Blake attended the Lions Annual Speak Off on March 3, 2024 and brought greetings on behalf of the Town and presented the Mayors Awards;
2. Elliott Premises: N/A
3. Sunny Cottage:
 - Interior light not working, Superintendent to look at;
 - Dusk to dawn Adaptor to be installed on Flood Lights;
4. Recreation:
 - Bingo Equipment – Has been installed. Additional piece (Splitter) ordered;
5. Arena:
 - Quote to replace the Doors on back of the arena from Jackman’s Home Centre. Town Superintendent to obtain a second quote;
 - Repairs requested by Minor Hockey- see if Arena workers can do the repairs;
 - Review of the 2023 Financial Report (attached);
 - Current Financial Situation – Agreed to Transfer \$20,000.00 of the annual budget to the arena;

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6. HBIC:

- Meeting held on February 28, 2024;
 - i. Letter to be sent to the Premier regarding the proposed road to Swift Current;
 - ii. Three items from the Strategic Plan were selected to focus on immediately. The other items will be worked on as time/funding permits;

7. Aquaculture:

- MOWI representatives can attend the meeting on March 19th at 6:00pm;

8. Occupational Health & Safety: n/a

9. Beautification Committee: n/a

10. Fire Dept:

- Annual Telethon will be taking place on April 28th;
- Inform Fire Department that a Treasurer has to be appointed to relay financial information back to the Department;
- Ask the Department to submit their budget for 2024;

11. Health Care:

- Call scheduled for March 4, 2024 was cancelled, no new date at this time.

Other: N/A

Motion for adjournment by Councillor Bond & seconded by Councillor Whittle. Adjournment at 9:10pm.

Lloyd Blake – Mayor

Tanya Rogers – Clerk/Manager