

Wednesday, April 30, 2024
Town Office – 6:30 pm

Attendance: Lloyd Blake Roy Drake (6:35) Neil Bond
Fabian Manning Colby Whittle Don Stewart
Loretta Abbott

Also Attending: Tanya Rogers Chantell Cribb

Absent: n/a

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

Motion #24-047: D. Stewart/F. 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.

Meeting of April 16, 2024:

Errors/Omissions: n/a

Motion #24-048: N. Bond/L. Abbott

Resolved that the Minutes of April 16, 2024 be adopted as presented, as circulated.

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

Meetings of April 23, 2024 (two meetings):

Motion #24-049: F. Manning/D. Stewart

Resolved that the Minutes of two Special Meetings on April 23, 2024 be adopted as presented, as circulated.

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

Business Arising: Minutes of April 16, 2024:

- a) CIBC (COBWM GIC) – Notice of Directors filed, not yet updated on CADO;
- b) Accessibility Plan – Consultant is on vacation, public consultation to be held when he returns;
- c) Board Room Renovations – Proceed after the accessibility plan has been completed;
- d) Town Suite Software(Cloud) – Contractor is scheduled to arrive later this week to begin the installation;
- e) Elliott Premises Tender – Final review of the Lease Agreement. Agreed it can now be presented to the tenant;
- f) The Barry Group – Letter has been sent, no response to date;
- g) Quarry Permits – Councillor Manning has been working on the applications. Some work needs to be completed at the quarry before the applications can be submitted;
- h) Annual Capital Repair & Expenditure Survey – Former Superintendent to assist on Thursday;
- i) 7-9 Elliott Drive – No response on letter sent;
- j) Town Office Sign- Proof reviewed. Agreed to proceed with the 6mm dibon sign at \$165.00 from Construction Signs;
- k) Heritage Site Sign – Quote received from Construction Signs of \$30 per sign. Look into having a street map of the Town developed;

Motion #24-050: N. Bond/F. Manning

Resolved that the Town will order the 17 Heritage Site Signs from Construction Signs at a cost of \$30.00 per sign.

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

- l) Imperial Oil – Field Supervisor will be on site on Sunday May 5th to begin the testing. Councillor Manning and Town Superintendent will meet him on site Monday morning at 9:00am;
- m) Un-registered Rentals – Provincial Government has new regulations in effect whereby it is no longer required to have a Tourist Establishment License. Short-term Tourist Accommodations must register with the Department of Tourism and have Fire & Life Safety/Building Accessibility Approval (Service NL) as well as a Fire Inspection Completed. Municipal Approval will also be required. Town's Policy to be amended to reflect the change;

Motion #24-051: R. Drake/C. Whittle

Resolved that the Town will adopt the Short-term Tourist Accommodations Policy as presented (attached).

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

- n) Part-Time Labourers – Started on Monday, April 29th as per Special Meeting on April 23rd. Signage to be placed on the highway during the clean up. Mayor Blake received a complaint from a resident regarding the positions not being advertised. Resident requested to attend tonight's meeting. Mayor Blake informed the resident that the positions are seasonal positions and the previous season labourers were re-hired;
- o) Fisheries and Oceans Canada –No further action is required since the project will not interfere with fish or fish habitat;
- p) Land on Bay d'Leau Drive – Crown Lands confirmed that the land in question is Crown Land. Two options that could be pursued are to contact Service NL if there is an environmental concern or file a complaint with Crown Lands Enforcement Division. Additional call received from an Environmental Protection Officer who also received a complaint regarding the land. She will be performing a site visit in the near future. Agreed to send a letter to the residents who are known to have items in the area informing of the site visit;
- q) 86 & 88 Main Road North – Clerk and the Mayor received a call from the daughter of resident of 88 MRN who is cooperative and in agreement with getting the area cleaned up. Daughter will attempt to arrange a meeting with the Town and both property owners. Agreed to re-issue the tender before the next meeting;
- r) Arena Manager – Questions for clarification regarding the potential off-season position. After considering the union contract, agreed to advertise for a carpenter/labourer and to have this classification added to the Union Contract with a wage rate of \$1.00 higher than the current labourer classification;

Public Works/Town Superintendent Reports:

1. Equipment Operator – New note from Physiotherapist and Chiropractor provided. Operator will return to work in the morning;

Building Applications:

- 1) 12 Tibbo Crescent- Application for storage shed (14 x 20). Waiting on hydro approval;
- 2) 119 Bay d'Leau Drive - Application for storage shed (12 x 12). Hydro did not approve the location as submitted. An alternate location was looked at and approved;

- 3) 9A Keepings Point – Application to relocate storage shed (10 x 12) from another property to his property. Approved;
- 4) 117 Main Road North – Application for storage shed (8 x 10/12) to house motorcycle in front of the residence. Not approved;
- 5) 214A Canada Drive – Application for Storage Shed (10 x 12). Approved;

Correspondence:

1. Equipment Operator – Requesting vacation days carried over from 2023 be paid out. Since 5 days are permitted to be carried, these five will be paid at the current rate. The remaining 6 to be paid at the 2023 rate as they should have been paid out at that time;
2. 47 South Side Drive – Application to operate a home based business (Whiplash Studio). Approved subject to service NL Approval;

Motion #24-052: N. Bond/D. Stewart

Resolved that the application to operate a Home Based Business at 47 South Side Drive be approved subject to Service NL Approval.

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

3. Resumes Received – Two resumes received, keep on file;
4. PMA – Municipal Awareness Week, May 5-11, 2024;

Motion #24-053: D. Stewart/L. Abbott

Resolved that the Town will declare May 5-11, 2024 as Municipal Awareness Week.

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

5. Bishops Roadworks – Offering free quotations on road paving/patching. Agreed to get a quote for Bay d’Leau capping;
6. Service NL – Copy of letter from Service NL to Imperial regarding the requirement to complete an environmental site assessment at 95-99 South Side Drive;
7. Municipal Operating Grant – Received in the amount of \$156,074.77;
8. Meetings – Reminder to council that all special meeting are to have minutes taken;
9. Make A Wish – Request for a donation. Not at this time;
10. CPWA-NL – National Public Works Week, May 19-25, 2024.

Motion #24- 054: D. Stewart/L. Abbott

Resolved that the Town will declare May 19-25, 2024 as Municipal Awareness Week.

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

11. Municipal Infrastructure – Approval to Award the Contract for Little Bay Place and Bay d’Leau Drive to Farrell’s Excavation in the amount of \$1,653,642.50(HST incl.).
12. Former Resident – Requesting to attend a meeting to discuss issues he has with the awarding of the garbage collection contract. Letter to be written to resident explaining that, since no tenders were received, the current contractor was asked to extend the existing contract by two years.

13. Equipment Operator – Expressing concern with having to pay insurance premiums while off due to injury. Since this is not addressed in the Union Agreement the following policy was put in place:

Motion #24-055: L. Abbott/N. Bond

Resolved that, when a Town worker is off work due to illness/injury, the Town will continue to split the cost of the Insurance Premium for a period of 30 days. After the 30 days, the employee may retain the insurance but will be responsible for the full amount of the premium.

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

As a result of the new policy, the amount owed by the Equipment Operator to be calculated accordingly and the union to be informed;

14. Carter Holdings Inc. - Requesting a key to the dump gate for disposing of garbage outside normal operations. Agreed to provide a key;
15. Municipal Affairs – Regional Engineer, Wilf Maloney, was in Town on April 23 and met with Mayor Blake and Councillor Whittle. The purpose of his visit was to discuss the low water pressure issue that occurred over the winter. Several suggestions for prevention and monitoring were discussed. It was suggested that the Town reach out to All North Construction, who are familiar with the Towns system, for assistance in determining what would be needed for an application. Agreed to obtain a quote from All North for them to recommend and price up what would be needed;

Economic Development Officer Report:

- New Brochures – Waiting on proof;
- Splash Pad Site Work – Site clearing has begun. Signage will be needed for the entrance as well as crushed stone for the area;
- Active NL Application – Waiting on quote and pictures required for the application;
- Boardwalk Steps JCP Application – Quote being prepared;
- RV Park JCP Application – Quote needed on siding/windows/doors. Building Committee to look at;

Finance Committee Report:

- Accounts Payable – Review of Accounts Payable;

Motion #24-056: C. Whittle/L. Abbott

Resolved to pay accounts payable in the amount of \$21,976.76 .

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

- 2 Rose Place – Outstanding invoice for a permit for \$25.00 in 2022 that was not picked up.

Motion #24-057: R. Drake/N. Bond

Resolved to write off the outstanding \$25.00 permit fee for 2 Rose Place for 2022.

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

Liaison Reports:

1. Public Relations:
- Councillor Whittle presented the coin set to the first baby born in 2024;
 - Mayor Blake attended and spoke at the Fire Fighters Telethon;

- Mayor Blake and Councillors Stewart and Manning welcomed the Grade 2 & 3 Class to the Town Office to present the book they developed, Eight Wonders of Harbour Breton;
2. Elliott Premises:
 - Meeting held on April 23, the following items were discussed:
 - i. Committee would like the Town to address the rotten eaves on the Daycare;
 - ii. All decisions regarding the parking and the docks to be made by the Town;
 - iii. Doug is working on 4 additional Heritage Site;
 - iv. Elliott's Students will remain at the Elliott's for this year only, new owner to apply for their own next year;
 - v. With limited business, Committee to meet annually or as needed;
 - vi. Artifacts – The Committee would like to see the artifacts remain on display as they are, a photo catalogue of items to be taken and an inventory to be completed annually. Tenant to inform the Town immediately should an item become damaged;
 - Floating Docks – Several issues have arisen regarding the docks. Suggestions of possibly having stickers for those boats with berthages, having two different rental seasons, etc. Decided with the status quo for this season and to re-visit in the fall;
 - Diver to be hired to assess the docks shackles, chains and moorings;
 3. Sunny Cottage:
 - Dusk to dawn Adaptor has been installed on Flood Lights;
 - Some repairs were made to the fence but more are needed;
 4. Recreation:
 - Additional bingo workers needed due to medical issues. Names suggested by the workers were accepted (Georgina Ollerhead, Kelly Ollerhead and Taylor Rogers);
 5. Arena:
 - No update on quotes from CIMCO;
 6. HBIC:
 - Town issues should not be discussed at Elliott's Meetings;
 7. Aquaculture: n/a
 8. Occupational Health & Safety: n/a
 9. Beautification Committee: n/a
 10. Fire Dept:
 - Annual Telethon took place on April 28, 2024 and was a great success;
 11. Health Care:
 - Mayor Blake provided an update on the Municipalities meeting on April 29th;

Other: n/a

Motion for adjournment by Councillor Bond & seconded by Councillor Drake. Adjournment at 10:07 PM.

Lloyd Blake - Mayor

Tanya Rogers – Clerk/Manager