

**Town of Long Harbour - Mount Arlington Heights**  
**Minutes of Regular Meeting**  
**April 16, 2014**

**IN ATTENDANCE:**

Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillor Patricia Burke  
Councillor Madonna Murphy  
Councillor Lydia Burke  
Councillor Norma Keating

**Staff:**

Town Manager Juanita Gosse

*Absent: Councillor Ed Bruce*

**Vale Representative**

Steve Norman

**CALL TO ORDER**

Mayor Gary Keating called the regular meeting to order at 7:05 pm.

**ADOPTION OF AGENDA**

**MOTION 04-16-14-01 Adopt Agenda**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Lydia Burke.  
**BE IT RESOLVED THAT** the agenda be adopted as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

**ADOPTION OF MINUTES, REGULAR MEETING**

**MOTION 04-16-14-02 Minutes of March 19, 2014**

Moved by Councillor Patricia Burke and seconded by Deputy Mayor Kevin McDonald.  
**BE IT RESOLVED THAT** the minutes of March 19, 2014 Regular Meeting be adopted as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

## **Managers Report – April 16, 2014**

**Capital Works Project - Water Treatment Facility:** Received six Requests for Qualifications submissions for water treatment systems. Deputy Mayor Kevin and I reviewed and scored the proposals using the scoring criteria provided by Municipal Affairs. I'm meeting with Bae Newplan, Municipal Affairs and the Department of Environment tomorrow to combine scores. Proposals will be shortlisted with two or three of the highest scoring proposals selected for pilot testing.

Three systems were proposed, the DAF, Dissolved Air Flotation/Filtration, the Tubular Membrane with UV disinfection, and the traditional Filtration System with Duplex Ultraviolet, Chlorinator & SCADA system.

Next week Barry and I are scheduled for a walkthrough of the Come By Chance treatment facility. They have the Tubular Membrane system. I spoke with the Town Manager and she rates the system very high. The output water is better than bottled water. Their system was installed through Cahill and she recalls some growing pains with the system, however, Cahill services the system, and she rates their service very high. Cost to operate and maintain this system is fairly low, however, the membranes must be replaced every five years. Her Council budgets for this expenditures over a five year period.

Barry and I will also visit the Vale water treatment facility. They are using the DAF system, Dissolved Air Flootation/Filtration.

- Deputy Mayor McDonald will schedule a walkthrough.

**Capital Works Waterline Replacement:** Project Meeting with Contractor scheduled for April 30<sup>th</sup> at 3:30 p.m. here at the Town Office.

We will also discuss and devise a plan to ensure our residents on Veteran's Drive are informed of the changes in their waterline connection. Connections will be made from the front of the properties at no cost to the resident, however, once installed; this section of pipe, from the curb stop to the home, will be the responsible of the resident.

**Canada Summer Job:** Approved for one position as Recreation Coordinator for seven weeks, 35 hours per week.

**ACOA Funding for Ball Field:** ACOA has increased our funding for our Ball Park/Walking Trail project. We were initially approved for \$255,767.92. Funding was increased to \$361,504.64, an increase of \$105,736.72.

### **Crown Land Amendment – Ball Park:**

The amendment is filed with the Department. They weren't sure if referrals from other government departments would be necessary for an amendment, however, if so, I will do my best to get these referrals through as quickly as possible.

## **PMA Convention**

The PMA Convention was very interesting and informative. The education sessions included:

Municipal Auditing - Getting Ready for the Audit

Baine Johnson Insurance - Municipal Risk Management

Municipal Assessment Agency - Property Assessment in Newfoundland & Labrador

Municipal Planner Mary Bishop gave a presentation on signage in communities and the need for municipal policy

TELUS presented on internet safety

Pat Curran introduced the new Municipal Handbook

MNL - Fiscal Framework

Newfoundland Power outlined their Business Efficiency Program – Take Charge. This program allows NL Power to conduct an energy assessment of a building under renovation or redesign and offer incentives for energy saving equipment. The program also offers a saving of 0.10 KWh for the first year up to a maximum of \$50,000. This is a program we should considering in moving forward with the Training Centre.

## **Town Manager's Annual Leave:**

Requesting approval for two weeks commencing July 7<sup>th</sup> returning July 21<sup>st</sup>.

- Annual Leave was approved

## **NEW BUSINESS**

### **Strategic Planning Proposal**

Two proposals were submitted for this project:

Pat Curran, Independent Consultants Group – Scope of Work includes:

1. Consultation with senior staff and possible members of council to review expectations and session structure.
2. Development of session material in conjunction with town staff.
3. Facilitation of a three-day Strategic Planning Session.
4. Development of draft summary report and two associated documents identifying a draft strategic plan and a draft stakeholder relations/communications plan for presentation to council and senior staff for review and input prior to submission of the final drafts.
5. Final drafts of the Strategic Plan.

John Walsh, JW Consulting Associates - Scope of Work includes:

1. Confirmation and review of planning process with Town Manager.
2. Confirmation and scheduling date for formal planning session and preliminary meetings.
3. Scheduling of staff interviews in consultation with Town Manager.
4. Scheduling of interviews with Mayor and Councillors. (optional)
5. Personal on-site interviews with other senior staff. (as required)
6. Focus group and/or meeting with outside public works employee.

7. Preparation of agenda, materials, and Participant Workbook for planning session.
8. Preparation of "Power Point" presentation for planning sessions.
9. On-site facilitation for dates finalized.
10. Preparation of DRAFT plan.
11. Revisions of plan based on participant/council feedback.
12. Submission of Final Strategic Plan.
13. Provision of bound and/or electronic copies as required.
14. Cost of travel, (and related expenses) to and from meeting site.
15. Ongoing interaction and consultation with Town Manager, the Mayor, Councillors, or other community stakeholders.

**MOTION 04-16-14-03 Strategic Planning Proposal**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Norma Keating.

**BE IT RESOLVED THAT** the Town of Long Harbour - Mount Arlington Heights approves the Strategic Planning proposal submitted by Pat Curran.

**In Favor:** Mayor Gary Keating  
 Deputy Mayor Kevin McDonald  
 Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

**Strategic Planning Guide & Survey Results:**

The guide and survey results were copied and distributed to all councillors for their review. This information will be evaluated during our Strategic Planning Session.

**Incident Reports – Outside Maintenance**

Incident report was submitted dated March 31, 2014. During snow clearing, damage was reported to a residential property and the town's sander/spreader. Spoke with resident and received photo's of damage to shed siding and garbage box. Resident was requested to submit a price quote for damages. Resident has since indicated that he will not submit an invoice for the damage, however, he may require assistance in repairing the damaged siding on his shed.

Regarding the Sander/Spreader, our outside maintenance employee submitted two price quotes; one for repair and one to replace. Both quotes were provided by Atlantic Powertrain.

The sander was purchased in November 2011 at a cost of \$5,000.00 plus HST.

Price quote to repair the sander/spreader is \$3,265.00.  
 Price quote to replace the sander/spreader is \$4,932.45.

**MOTION 04-16-14-04 - Sander/Spreader**

Moved by Councillor Lydia Burke and seconded by Councillor Norma Keating.

**BE IT RESOLVED THAT** upon the submission of three price quotes, the Town of Long Harbour – Mount Arlington Heights will purchase a sander/spreader.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

Incident Report dated April 10, 2014 regarding damage to town truck. Emergency light fell off the truck and when the truck was put in the heated garage for repair, the back windshield shattered. Both repairs have been completed.

**Plow Package for Truck:**

Outside maintenance employee reported that the plow package on the truck must be replaced. The motor for the hydraulics is not working.

Plow package was purchased in 2009 at a cost of \$6,960.00. The cost to install the harness connection for the new truck \$1,879.00.

He submitted two price quotes from Atlantic Powertrain & Equipment:

8.2 VXT New Boss Steel Plow Package - \$8,841.00  
8.2 V Boss Steel V-Plow Package - \$7,910.00

- There was a general consensus that before moving forward with purchasing new snow clearing equipment, Mayor Keating, Deputy Mayor McDonald and the Town Manager will meet with our outside maintenance employee to discuss the reported incidents and town equipment.

- Damage to the town truck last year was also discussed. This is to be repaired as soon as possible.

**Presentation by Steve Norman Re: Training Centre**

Mr. Norman presented on the Training Centre. After experiencing mould and sewage related issues, Vale retained Worley Parsons to do a full engineering assessment of the building to determine the nature of the problems. Mr. Norman's presentation outlined the defects and the proposed repair. Belfor was retained to deal with the mould issue and all mould has since been removed from the building. AE Consultants have identified structural and sewage line issues and have detailed the necessary repair work with tender documents completed for this work. To date Vale has invested \$285,000 to assess and repair the building. AE Consultants has quoted additional repairs at \$370,000. This figure includes an 8% contingency on which Vale has added another 8% contingency to increase the repair estimate to \$400,000.

Council thanked Mr. Norman for his presentation. It was apparent that Vale has diligently identified all defects and the repair work required. It was also apparent that Vale is prepared to absorb the cost of all repairs before transferring the building to the town.

**Invitation to Norman's Cove-Long Cove Royal Canadian Army Cadet Corp 42<sup>nd</sup> Annual Review**

The Cadet Corp 42<sup>nd</sup> Annual Review is scheduled for May 10, 2014 at 1:30 p.m.

- Councillor Donna Murphy will attend the Cadet Annual Review.

### **Municipal Symposium/Emergency Preparedness**

The Emergency Preparedness is scheduled in Gander on Wednesday April 30<sup>th</sup> and Thursday May 1<sup>st</sup>.  
The Municipal Symposium is scheduled in Gander for Thursday, May 1<sup>st</sup> to Saturday May 3<sup>rd</sup>.

- Two Councillors were approved to attend.

### **MOTION 04-16-14-05 Municipal Symposium/Emergency Preparedness**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Donna Murphy.

**BE IT RESOLVED THAT** the Town of Long Harbour - Mount Arlington Heights approves Councillor Norman Keating and Councillor Patricia Burke to attend the Emergency Preparedness and/or Municipal Symposium in Gander. Councillor Lydia Burke is approved if either Councillor is unavailable.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

### **Policy: Fire Inspection Policy**

#### **Policy Statement**

This Fire Inspection Policy for the Municipality of Long Harbour-Mount Arlington Heights is designed to establish a schedule of fire inspections pursuant to section 14 of the Fire Protection Services Act. It shall be administered in accordance with the following principals:

#### **Definitions**

1. **Municipal Fire Inspector:** The Fire Chief or a designated firefighter with the appropriate training to carry out the duties as outlined in section 14 of the Fire Protection Services Act.
2. **Assembly Occupancy – Group A:** Defined by the National Building Code of Canada (2005) as meaning the occupancy or the use of a building, or part thereof, by gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
3. **Residential Occupancy – Group B:** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harbored or detained to receive medical care or treatment or are not involuntarily detained.
4. **Business and Personal Service Occupancy – Group C:** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.

5. **Mercantile Occupancy – Group D:** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
6. **Industrial Occupancy – Group E:** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods or materials.

### Fire Inspection Schedule

A Fire inspection shall occur automatically for each new building constructed that meets the requirements of the occupancy classes listed below or for an additional or major renovation; in addition a fire inspection shall be conducted upon each change of use of an existing building or part thereof.

Occupancy Class	Inspection Schedule
<b>Assembly Occupancy – Group A</b>	Every year, or when requested by the owner or tenant or if the Fire Inspector deems that a more frequent inspection is required.
<b>Residential Occupancy – Group B (Four Units or More)</b>	Inspection every three (3) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
<b>Residential Occupancy – Group B (Three Units or Less)</b>	Inspection upon written request from the owner or tenant or if the Fire Inspector deems that an inspection is required.
<b>Business and Personal Services Occupancy – Group C</b>	Inspected every five (5) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
<b>Mercantile Occupancy – Group D</b>	Inspection every five (5) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.
<b>Industrial Occupancy – Group E</b>	Inspection every three (3) years unless a written request is received from the owner or tenant or the Fire Inspector deems that a more frequent inspection is required.

### Offences and Penalties

Where the owner of a building, land or premises fails to comply with an order issued by the Municipal Fire Inspector the Municipality shall take action as set out in section 31 of the Fire Protection Services Act.

**MOTION 04-16-14-06 Fire Inspection Policy**

Moved by Councillor Norma Keating and seconded by Councillor Lydia Burke.

**BE IT RESOLVED THAT** the Town of Long Harbour - Mount Arlington Heights approves the Fire Inspection Policy as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

**Vale/Town Agreement – Training Centre Transfer**

A copy of the agreement between Vale Inco and the town dated May 11, 2010 was distributed to all councillors for their review.

Regarding the Training Centre, Section 3 of this agreement states that Vale Inco will pass title to the Training Centre, on an as-is basis and with no warranties or indemnities of any kind or nature whatsoever. Title shall pass to the Town some time after construction of the Long Harbour Processing Plant has been completed on a date to be determined at VINS's sole and unfettered discretion. VINL shall (i) provide paved road access to the Training Centre and (ii) complete a traffic study to determine the need for a left turning lane on Route 202A into the Training Centre.

As Council will redesign the building to meet the town's needs, Vale is proposing to transfer the building to the town with a cheque to cover the repairs as outlined by AE Consultants. This will allow Council to combine the repairs work with the redesign work making the project more cost effective. As well, Council is considering funding opportunities for this project and will utilize the funding from Vale as the town's share. This will allow Council to complete the repairs and redesign work on the building at little to no cost to the taxpayers.

**MOTION 04-16-14-07 Approve Transfer of the Training Centre Property and Building**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Norma Keating.

**BE IT RESOLVED THAT** the Town of Long Harbour – Mount Arlington Heights approves Vale's proposal to transfer the Training Centre building along with a cheque to cover the cost of all repairs.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

**CORRESPONDENCE**

**Department of Transportation & Works – Re: Road Upgrade**

In a letter dated March 4, 2014, the town requested a meeting with the Minister of Transportation & Works to discuss the condition of our provincial road, (Main Road). The town emphasized safety concerns and requested a meeting to discuss the possibility of partnering to do road upgrades and paving.

The following is a response to the Town's request from the Minister of Transportation and Works.

Minister McGrath acknowledged our letter of March 4<sup>th</sup> regarding the poor condition of our provincial road, and our request for road work in 2014. In response to the safety issue, the department has reduced the speed limit through the town from 50 km/hr to 40 km/hr. As well, in the last several years the department was successful in having several kilometers of road improvement work done on Route 202 as well as 1.3 km within the town.

The project identified will be considered along with other provincial priorities. In the meantime provincial maintenance forces will do their utmost to maintain this and all roads in their jurisdiction to the best of their ability.

If Council wishes to discuss a proposal of partnering with the department to resurface this section, arrangements should be made through our M.H.A. Felix Collins.

- **General Consensus** to schedule a meeting with MHA Felix Collins to discuss this issue.

### **Canada Post**

Correspondence received from Canada Post in relation to their review of the town's Post Office hours.

The new hours at the Post Office will be:

Monday, Tuesday, Wednesday, and Thursday – 9:00 – 12:30 and 4:00 – 5:45  
Friday – 9:00 – 12:30 and 4:30 – 7:00

### **Legislation for Councillor Remuneration and Reimbursement**

Councillors Remuneration and Reimbursement Legislation was copied and distributed to all Councillors for their review. Town staff are bound by this legislation and must disburse payments accordingly.

### **Mayor's March for Heart & Stroke:**

The 2014 Mayor's March is scheduled for the week of June 9<sup>th</sup> – 15<sup>th</sup>.

- **General Consensus** that the Town Council of Long Harbour-Mount Arlington Heights will participate in the 2014 Mayor's March. The walk date will be announced at a later date.

### **Petition from Dale Kirby, M.H.A. St. John's North – Re: Oral Health**

#### **MOTION 04-16-14-08 Petition – Oral Health**

Moved by Councillor Lydia Burke and seconded by Councillor Patricia Burke.

**BE IT RESOLVED THAT** the Town of Long Harbour - Mount Arlington Heights approves signing the

petition regarding Oral Health in Newfoundland and Labrador.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

## **FINANCE**

### **1. Cheque Log**

Cheque Log was presented in the amount of \$90,019.31 for month ending April 16, 2014.

#### **MOTION 04-16-14-09 Cheque Log**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Norma Keating  
**BE IT RESOLVED THAT** the cheque log be approved as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

### **2. Cash Analysis**

Cash analysis was approved as presented.

#### **Dr. H. Bliss Murphy Cancer Care Foundation**

Request for financial support.

#### **MOTION 04-16-14-10 Dr. Bliss Murphy Cancer Care Foundation**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Lydia Burke.  
**BE IT RESOLVED THAT** council approves donating the same amount as last year, minimum amount of \$200.00 to the Dr. Bliss Murphy Cancer Care Foundation

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

## **COMMITTEE REPORTS**

### **Deputy Mayor Kevin McDonald:**

Inquired about the One Call service for the Fire Department.  
- Town Manager has not had any complaints from the Fire Chief regarding the system.

Water Treatment Facility: Reported that the RFQ scoring is completed.

Vale Emergency Response Team – Deputy Mayor McDonald reported that of the six individuals offered positions for the Vale Emergency Response Team, three have accepted. The others declined for various reasons.

Vale Technicians: Vale is experiencing some turnover in permanent staff and will review several resumes submitted by residents of Long Harbour-Mount Arlington Heights.

**Councillor Norma Keating:**

Councillor Keating reported on the Stadium Committee. She spoke with Ed Clarke and he will advise her of the next scheduled Stadium meeting.

Inquired about the bus shelter that is tipped over and asked if it could be moved.

**Councillor Patricia Burke:**

Councillor Burke reported on an Age Friendly meeting with Elizabeth Russell. Town Manager attended this meeting. Ms. Russell has been given the task of evaluating the program. She was very pleased with the accomplishments of our Age Friendly Group. Most recipients of this grant used the funding to complete a Needs Assessment of their community. Our Age Friendly Committee used the funding to sponsor Age Friendly Programs. What happens next was her only concern.

Councillor Burke also reported that the sewing classes are over for the summer. They have 14 quilts completed for the Janeway Children's Hospital.

**Councillor Donna Murphy:**

Councillor Murphy reported that she will also attend the next Stadium meeting. She also reported that plans are underway for a Nutritional Session with the Seniors Group.

**Councillor Lydia Burke:**

Appreciation Night: Plans are completed. Invitations were mailed out today.

Long Harbour-Mount Arlington Heights Weekend: Band is booked for the Dance. Tents are booked. Eight-Track-Favorites are booked for the opening of the Ball Park. Councillor Murphy is responsible for children events. Looks like our event will be on budget.

Regional Meeting: Councillor Burke reported that this was an excellent meeting. It was an opportunity to discuss issues affecting our region. Also discussed funding opportunities, most of which our town we are already taking advantage of. Shared our idea of creating a calendar to keep residents informed of town events, garbage collection day, recycling day and so on. This was well received by other towns in the region.

**Mayor Gary Keating;**

Mayor Keating reported on employment issues. At the Vale Liaison Meeting, it was discussed that many young people hired as technicians are resigning. It was also noted that Vale intends to review local resumes for technician positions. As well, several contracts were awarded for site services. This will produce additional employment opportunities for local residents.

Mayor Keating also reported that our town is taking advantage of every funding opportunity available. We have Capital Works projects that will move forward this year. We have secured additional funding from ACOA for our Ball Park and Walking Trail, and are discussing possible funding for our Training Centre Project and our Strategic Planning Sessions.

LHDC has secured funding for a Small Town/ Big Business initiative. This initiative will allow several small towns to consider the affects of hosting big industry. This initiative will also focus on the elements of a Good Neighbor Agreement. LHDC is working on several other projects and will be announcing funding for a major project in the very near future.

**ADJOURNMENT**

**MOTION 04-16-14-11 Adjournment**

Moved by Deputy Mayor Kevin McDonald and seconded by Councillor Lydia Burke.  
**BE IT RESOLVED THAT** the meeting be adjourned to a privileged session at 9:40 p.m.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Kevin McDonald  
Councillors: P. Burke, D. Murphy, L. Burke, N. Keating

**MOTION CARRIED**

**Date of the Next Meeting:** May 21, 2014



Juanita Gosse  
Town Manager



Gary Keating  
Mayor