

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
April 19, 2018***

**In Attendance**

Mayor Gary Keating

Councillor John Turner

Deputy Mayor Isadore Gambin

Councillor Kathleen Griffiths

Councillor Kevin McDonald

Councillor Felix Bailey

*Absent:*

*Councillor Patricia Burke*

Also in Attendance: Town Manager, Juanita Gosse

**CALL TO ORDER**

Mayor Gary Keating called the regular meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

**MOTION 04-19-18-01 Adopt Agenda**

Moved by Councillor Kevin McDonald, seconded by Councillor Felix Bailey;

**BE IT RESOLVED THAT** the agenda be adopted as presented.

**In Favor:** Mayor Gary Keating

Deputy Mayor Isadore Gambin

**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

**ADOPTION OF MINUTES, REGULAR MEETINGS**

**MOTION 04-19-18-02 Minutes of March 15, 2018**

Moved by Councillor Kevin McDonald, seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** the minutes of March 15, 2018, Regular Meeting be adopted as presented.

**In Favor:** Mayor Gary Keating

Deputy Mayor Isadore Gambin

**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

## Managers' Report – April 19, 2018

Office staff are continuing to work on the Come Home Year celebration. Come Home Year T-shirts were delivered, and they look great. The advertising signs for the highway were delivered. Express Signs in Placentia printed the highway signs and they're very nice. Most of the swag is either ordered or priced. We are continuing to work on the design of the schedule of events booklet. We have received \$4,850.00 in ads for the booklet; this includes the \$3,000.00 sponsor from Vale.

Resumes for Vale: April 16<sup>th</sup> was the deadline date to submit resumes for employment on the Vale site. 50 resumes were submitted to the town.

Met with ACOA on Wednesday, March 28, to discuss priority projects for funding. We discussed the Recreational Marina and a walking trail enhancement, bridging Maturin Brook, to access the trail to the back country. We are invited to submit applications for both projects.

Enhancing and Upgrading a Recreational Marina – We would apply for 20% funding through ACOA, 25% from the Province leaving 55% to be funded by our Municipality. This project will require phase planning.

A motion of Council is required to begin the application process and to obtain the class D estimates.

### **MOTION 04-19-18-03 Enhance and Upgrade a Recreational Marina**

Moved by Councillor Felix Bailey, seconded by Councillor Kevin McDonald;

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights will begin the process of application to A.C.O.A. and the Province to cost share a project to enhance and upgrade our existing recreational marina.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

**Enhance and Upgrade a Recreational Trail** - We talked about a box culvert or a fiberglass bridge to cross Maturin Brook. The least cost method would be considered.

Application for this project would be made at 70/30 with ACOA funding 70%. Preparing an application for this project and obtaining the class D estimates will require a motion of Council.

### **MOTION 04-19-18-04 Enhance and Upgrade a Recreational Trail**

Moved by Councillor Felix Bailey, seconded by Councillor Kevin McDonald;

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights will prepare an application to A.C.O.A. for a 70/30 cost share, funding a project to enhance and upgrade our existing recreational trail.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

### **Job Creation Partnership (JCP) Program**

The JCP Program supports projects that provide individuals eligible for Employment Insurance (EI) with opportunities to improve their employability through work experience. These projects benefit the participant as well as the community. JCP hours are not insurable and therefore cannot be used to qualify for EI. (EI top-up)

Advanced Education and Skills and Labour have announced that applications for JCP are being accepted. The deadline date to apply for the program is September 28, 2018.

To ensure we have residents interested in working on a JCP, we can mail out a public notice requesting expressions of interest. If we get enough interest in the program we can move forward with an application for funding.

- **General agreement** to seek expression of interest for this project before making the application.

**Additional Audio Equipment for the Community Hall:** As the price quote on this equipment is over \$7,000.00 plus HST, this expenditure requires a motion of Council.

- **General agreement** to consider this in next year's budget.

**Fire Protection Eastern Composite:** Eastern Composite Services dropped off 3 sets of their Safety Data Sheets. Two sets were to be forwarded to our fire department and one set is kept on file here at the municipal office.

**Town Pickup Truck:** As per Councils direction, the amount owing on the town pickup was paid in full. \$45,338.84

Trying to get all employees up to date on required safety training. Glen is doing some safety training through his union local. This is at no cost to the town except for travel costs. Last week he did Traffic Control and Fire Safety. He is scheduled to do First Aid, Excavation, Confined Space and Chain Saw Safety. These courses will bring him up to date on all required safety training for the town. I have asked Vale if town employees can participate in their safety training and am waiting on a response.

**Fire Protection for Vale site:** The Fire Chief questioned if his firefighters would be covered under our insurance if servicing the Vale site. He asked me to question our insurance provider and provide the responses in writing.

- Insurance provider, AE MacDonald replied that firefighters are always covered when responding to an emergency. There are no restrictions.
- Insurance provider, Cal Legrow replied that there is no specific exclusion under the Town's Policy, it is expected that they are only responding to those situations that they are trained to handle such as fire, rescues, vehicle accidents, First Responders. If this is a service that the Town

is looking at providing they recommend discussions with Fire & Emergency Services to see if the Fire Fighters are permitted to do so and if there is training available for them.

- According to Fire and Emergency Services, Vale and the town should have a written agreement. If our fire department is to service the site, Vale should be responsible for the required training. All volunteer firefighters are covered under the workers compensation; however, if there is an injury, Workplace Health and Safety will investigate, as they would any other accident or injury under their policy.

## **BUSINESS FROM THE MINUTES**

### **Properties with Unknown Owners:**

There are five properties showing on our tax roll with unknown owners or having owners with unknown addresses. Location of each property has been established and additional information has been noted on the files, last known owners etc. Before proceeding, I would request a committee be established to assess the parcels and review the file information to determine if the town should move forward with tax sales of any or all properties.

- Councillor Felix Bailey and Councillor Kevin McDonald agreed to assist in the tax sale initiative.

## **NEW BUSINESS**

### **2018 Municipal Symposium**

The MNL Symposium is scheduled for Thursday, May 3<sup>rd</sup> to Saturday, May 5<sup>th</sup> at the Quality Inn in Gander. Councillor Burke is interested in attending.

### **MOTION 04-19-18-05 2018 Municipal Symposium**

Moved by Councillor Felix Bailey, seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** one Councillor is approved to attend the 2018 Municipal Symposium.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

### **Professional Municipal Administrators Convention**

The PMA Convention is scheduled for June 6-8 in Corner Brook. The tentative agenda for the event is copied to all councillors for review. Town manager is interested in attending.

### **MOTION 04-19-18-06 2018 PMA Convention**

Moved by Councillor Kathleen Griffiths, seconded by Councillor Felix Bailey;

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**BE IT RESOLVED THAT** one employee is approved to attend the 2018 PMA Convention.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

## **Easter Seals**

Easter Seals are seeking donations to help build an inclusive park at Easter Seals House in Newfoundland and Labrador this summer.

## **East Coast Catering**

East Coast Catering is applying to Council for tax relief for 2018 taxes.

### **MOTION 04-19-18-07 - 2018 Taxes - East Coast Catering**

Moved by Councillor Felix Bailey, seconded by Mayor Gary Keating;

**BE IT RESOLVED THAT** the business tax be adjusted for the closure of the Lodge as of the end of January.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

## **2018 Enabling Accessibility Fund**

An email from MP Ken McDonald's office was copied to all councillors. It informs Council of a significant Government of Canada funding opportunity. The funding opportunity is designed to help organizations with projects to improve accessibility in the community and workplace. The call is for projects that will retrofit, renovate or include accessible facilities for new construction. Small projects can access funding of up to \$50,000, mid-sized projects up to \$3 million and New Youth Innovation Component up to \$10,000.

Eligible applicants have until May 24, 2018, to submit their project concept plan online.

We are requested to share this information with other community groups and organizations.

Council discussed several project ideas; however, none that would immediately meet the criteria as outlined in the application guide.

It was decided to give it some thought and if anyone has an idea for a project they can forward it to the Town Manager.

**DEVELOPMENT**

**Crown Land Referral**

The crown land referral for crown land application # 153656 was copied to all councillors.

**MOTION 04-19-18-08 – Crown Land Referral - Application 153656**

Moved by Councillor Kathleen Griffiths, seconded by Councillor John Turner;

**BE IT RESOLVED THAT** application #153656 be approved as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

**Crown Land – Water Treatment Property**

The application for a Crown Grant has been approved for the property in front of the Water Treatment Plant. This property must be surveyed, and a copy of the survey forwarded to the Crown Land Office.

**FINANCE**

**Cheque List**

The cheque log was presented for the period of March 16, 2018 to April 19, 2018 in the amount of \$85,043.20.

**MOTION 04-19-18-09 Cheque Log**

Moved by Councillor Felix Bailey, seconded by Councillor Kevin McDonald;

**BE IT RESOLVED THAT** the cheque log for period March 16, 2018 to April 19, 2016 in the amount of \$85,043.20 be approved as presented.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

**Cash Analysis** Cash analysis was distributed to all councillors.

## CORRESPONDENCE

### **Municipal Affairs- 2018 Budget**

Municipal Affairs has reviewed our 2018 Budget submission and no material deficiencies have been noted.

### **Green Jobs- Round 2 – Canadian Recreation Association**

The Canadian Parks & Recreation Association thanks council for their application for Green Jobs funding. The number of high quality applications received far exceeded the available budget to support Green Jobs in the summer of 2018. It is with regret they inform us that we were not successful in round 2 of funding.

## COMMITTEE REPORTS

### **Councillor Kevin McDonald**

Planning a community cleanup event for the bottom brook and roadsides. The event must be done in consultation with Eastern Waste Management.

March 21, 2018 - met with Vale Doug Houdon regarding the local hiring request. Vale's Human Resources department was very supportive. We established a process for submitting resumes. A public notice was sent out to the local residents outlining the process of submitting resumes. There's been an excellent response for the Vale initiative and we are continuing to work on the process.

Local residents fixed a water leak for an elderly resident up in the cove, resulting in a 6 gal per minute reduction in water consumption. This happened on Mar 20<sup>th</sup>. I believe, a big thanks should go out to those who donated time and cost of repairing the leak. Our flow rate is the lowest it's ever been.

Recreation committee met to discuss the appreciation night events, decorating complete with good participation from regular volunteers. The dance was well attended.

Come Home Year meeting – we decided on a daily fee for the two main days, \$20.00 for Friday and \$20.00 for Saturday, for adults; this fee will include the daytime and evening events. All the committees gave updates on how they are progressing. We still need volunteers to keep the events going so we will be soliciting for additional help. It was decided that the Come Home Year book will go on sale July 1<sup>st</sup>. The fireworks have been confirmed which involves a fair amount of time and effort. Security has been booked; however, there is still a fair amount of work to be done. There is an incredible amount of work being done behind the scenes. We certainly wouldn't be where we are today without the efforts by the Town Manager and Office Administrator.

We still have not had an update on the tax negotiations with Vale, so we will be sending a note reminding them of the timelines ahead of us. We are now into April and nearly May.

### **Councillor Felix Bailey**

Small Crafts and Harbours – haven't heard anything from Small Crafts and Harbours regarding an inspection of the lower government wharf.

Fire Department – Haven't heard anything from the Fire Department. Nothing to report.

Roads – Reported road shoulders washed out going around Big Head. Should be reported to Transportation and Works.

It was noted that photos were shared with Transportation and Works reporting the road shoulder washed out around the guardrail, in several places on Main Street.

- Will follow up with Transportation and Works; will send another report with photos and copy to MHA Mark Browne.

### **Deputy Mayor Isadore Gambin**

Meetings with HR Committee are ongoing.

### **Councillor Kathleen Griffiths**

Very pleased with Appreciation Night. The event was well attended.

We had a request for a change table in the lady's washroom.

- Town Manager will order a change table for this area.

### **Councillor John Turner**

Fire Department- Gave a report from the Fire Department regarding Eastern Composite.

- This encouraged some discussion and it was agreed for Councillor Felix Bailey and Councillor John Turner to meet with the Fire Chief and Deputy Chief for discussions.

### **Mayor Keating**

Strategic Plan - The information submitted from residents via survey and questionnaire is compiled and is being put into a PowerPoint presentation. Much work has gone into this initiative.

Resumes from Residents for Vale – Town Manager will schedule a meeting with Vale's Human Resource Department to hand deliver the resumes collected.

**Councillor Felix Bailey** – read a letter submitted by Councillor Patricia Burke. The letter covered several topics including human resources issues and dilapidated properties.

- Her comments will be forwarded to the appropriate committees for discussion.



**ADJOURNMENT**

**MOTION 04-19-18-10 Adjournment**


Moved by Councillor Kevin McDonald, seconded by Deputy Mayor Gambin;

**BE IT RESOLVED THAT** the meeting be adjourned to a privileged session at 8:30 p.m.

**In Favor:** Mayor Gary Keating  
Deputy Mayor Isadore Gambin  
Councillors: K. McDonald, F. Bailey, K. Griffiths, J. Turner

**MOTION CARRIED**

**Date of the Next Meeting:** May 17, 2018

  
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Gary Keating  
Mayor

  
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Juanita Gosse  
Town Manager