

*Town of Long Harbour - Mount Arlington Heights*  
*Minutes of Regular Meeting*  
*June 21, 2018*

**In Attendance**

Mayor Gary Keating – 7:50

Councillor John Turner

Deputy Mayor Isadore Gambin

Councillor Kathleen Griffiths

Councillor Kevin McDonald

Councillor Felix Bailey

Councillor Patricia Burke

Also in Attendance: Town Manager, Juanita Gosse

**CALL TO ORDER**

As Mayor Keating was attending a Vale Liaison meeting, Deputy Mayor Isadore Gambin called the regular meeting to order at 7:05 p.m.

**ADOPTION OF AGENDA**

**MOTION 06-21-18-01 Adopt Agenda**

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

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

**In Favor:** Deputy Mayor Isadore Gambin

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

**MOTION CARRIED**

**ADOPTION OF MINUTES, REGULAR MEETINGS**

**MOTION 06-21-18-02 Minutes of May 17, 2018**

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

**BE IT RESOLVED THAT** the minutes of May 17, 2018, Regular Meeting be adopted as presented.

**In Favor:** Deputy Mayor Isadore Gambin

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

**MOTION CARRIED**

**Managers' Report – June 21, 2018**

Disclosure Statement Forms were distributed to all councillors. Councillors were requested to provide the information for council file.

Dilapidated Properties: Outside staff identified several properties around town as dilapidated.

Called the owner of a property 388 Main Street and emailed photos of the property showing the extent of dilapidation. The owner immediately had someone on site to do repairs and cleanup.

Forwarded a letter to property owner of 508 Main Street.

- Received an email response that legal ownership is in question with the crown. The owner will not take responsibility for the property until legal ownership can be determined.

Other properties were identified as dilapidated, some in need of cleanup. Town Manager questioned how Council wishes to proceed with these properties?

It was agreed to forward a friendly reminder to all residents noting our expectations for a high number of visitors this year. It would be nice to see all properties in a good state of repair with the grounds tidy.

JCP Application was submitted May 25, 2018. The application was recommended through the first round.

Maturin Pond Dock: Received an email from Ed Maher regarding the Maturin Pond Dock. Ed confirms there will be no additional cost to the Town for replacing structures we purchased previously. Ed says he will get us a system far superior to what we currently have, however, rather than taking back the entire previously purchased system for resale and credit, he suggests utilizing one of the 10 ft. structures as a gangway to the new docks. Generally, they will replace two fixed structures for two floating structures.

- Council agreed with the offer from Maher.

Conducting Municipal Council Meetings: Councillor Burke will speak to this in her report.

Exterior lights on the Fire Hall: Outside staff checked, and all exterior lights at the Fire Hall are working.

Parking Lines at Fire Hall: The Fire Department are requesting to have the Fire Hall parking lot sealed and the parking lines repainted. They have obtained a price quote of \$2,127.50. Council discussed the request and there was a consensus that the work was not required at this time.

- General agreement not to move forward with this work.

Welcome Signs: The welcome signs were sent out to Impact Signs for repair. Should have them back by the end of next week.

Pole Lamps at Ball Park: Paul Keating repaired the large pole lamp at the ballfield. He put together parts from two to make one. The light has since been reinstalled and is working fine.

Sound Equipment for Community Centre: Applied for this equipment through a New Horizons Seniors Grant. I need confirmation via a motion to offer an in-kind contribution of \$3,800 to the project, including \$3,000 for the use of the Community Centre and \$200 for advertising and \$600 for administrative costs.

**MOTION 06-21-18-03 New Horizons for Seniors Program – In-kind Contribution**

Moved by Councillor Felix Bailey seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will contribute \$3,800.00 in-kind to the New Horizons for Seniors Program.

**In Favor:** Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, P. Burke, K. Griffiths

**MOTION CARRIED**

**BUSINESS FROM THE MINUTES**

**MOTION S-06-06-18-01 New Horizons for Seniors Program**

Moved by Councillor Patricia Burke, seconded by Councillor Felix Bailey;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will partner with the Golden Bay 50+ Club to identify a project or program that will be supported by the seniors of our community and will apply for funding under the New Horizons for Seniors program to implement that project or program.

**In Favor:** Deputy Mayor Isadore Gambin  
**Councillors:** K. McDonald, F. Bailey, P. Burke, K. Griffiths

**MOTION CARRIED**

**Properties with Unknown Owners:** Deferred to next meeting.

**Strategic Plan:** Town Manager reported that the Strategic Planning session went very well. LHDC's Mr. Bennett did a wonderful job facilitating the session and the document he presented is a fabulous start to the strategic planning process. The next step is to approve Council's objectives and create an action document to measure progress.

Councillor Burke shared her thoughts on the strategic planning process. She feels the planning document submitted by Mr. Bennett should be reviewed by Council. She requested Council schedule several meetings to review the document and make necessary changes

- It was agreed to meet on Tuesday, June 26<sup>th</sup> at 7:00 p.m.

**NEW BUSINESS**

*Mayor Keating joined the meeting at 7:50 p.m.*

**2018 Budget Comparison – 1<sup>st</sup> Quarter**

Budget Comparison was presented to Council.

**2018 Tax Recovery Plan**

**MOTION 06-21-18-04 Tax Recovery Plan 2018**

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

**BE IT RESOLVED THAT** the town accepts the Tax Recovery Plan 2018 as presented with an objective to recover at least 90% of the 2017 total tax receivables before December 31, 2018. The Tax Recovery Plan must be submitted along with the 2017 taxes receivable summary to the Department of Municipal and Intergovernmental Affairs.

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

**MOTION CARRIED**

### **Chapel Arm Sports & Recreation – Playground Repairs**

The Chapel Arm Sports & Recreation Committee is in the process of making extensive repairs to the ball field located next to Holy Family School. Repairs cost are estimated to be \$4,000.00. They are asking all towns in the school's catchment area to contribute to the costs.

#### **MOTION 06-21-18-05 Donation to Chapel Arm Sports & Recreation for Ball Field Repair**

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

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will contribute \$200.00 to the Chapel Arm Sports & Recreation Committee to assist with ball field repairs.

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

**MOTION CARRIED**

### **Kids Eat Smart**

Tuesday, November 6, 2018 the Kids Eat Smart Radiothon will broadcast from the Avalon Mall. Requesting Council register as a KES Club Radiothon Supporter and host a fundraiser. Fundraising ideas are attached.

It was agreed to forward this to the Social Committee to plan a fundraiser.

#### **MOTION 06-21-18-06 Kids Eat Smart**

Moved by Councillor Patricia Burke, seconded by Councillor John Turner

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will contribute \$1,000.00 to the Kids Eat Smart Program.

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

**MOTION CARRIED**

## **Consultation on the Municipal Legislative Review**

The Government of Newfoundland and Labrador is hosting engagement sessions related to the Provincial Government's review of municipal legislation, ( The Municipalities Act 1999). The in-person sessions are relevant to all local government structures. There is a session scheduled for Clarenville on June 28, 2018.

### **MOTION 06-21-18-07 Consultation Session on Municipal Legislative Review**

Moved by Councillor Felix Bailey, seconded by Councillor Patricia Burke;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves travel for two Councillors to attend the session in Clarenville.

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

**MOTION CARRIED**

## **Federation of Canadian Municipalities – Special Advocacy Fund**

For the past two years the town has contributed \$50.00 plus HST to the Special Advocacy Fund. This is a volunteer contribution.

### **MOTION 06-21-18-08 Special Advocacy Fund**

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

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves \$50.00 plus HST, contribution to the Special Advocacy Fund.

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

**MOTION CARRIED**

## **DEVELOPMENT**

### **FINANCE**

#### **Cheque List**

The cheque log was presented for the period of May 18, 2018 – June 21, 2018 in the amount of \$47,542.79.

### **MOTION 06-21-18-09 Cheque Log**

Moved by Councillor Kevin McDonald, seconded by Councillor Patricia Burke;

**BE IT RESOLVED THAT** the cheque log for period May 18, 2018 to June 21, 2018 in the amount of \$47,542.79 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

### **Eastern Regional Service Board**

The information was copied to all councillors for review.

### **Email from Resident – Re: Strategic Plan**

Resident asked that this Facebook post be presented to Council. It states that the article in our newsletter on the Strategic Plan was difficult for some people to understand. He provided the definition for S.W.O.T and listed Councils strategic priorities as:

1. Sustainability
2. Financial Stewardship
3. Building Capacity/Economic Development/Business Development
4. Recreation Leisure
5. Governance
6. Marketing and Communications

He is requesting Council provide him with a description of plans for each strategic priority.

- Respond to his email that the strategic planning process is ongoing and once the plan is complete it will be made public.

## COMMITTEE REPORTS

### **Councillor Kevin McDonald**

Emergency Management Plan – I spoke to Gary Rideout on June 19<sup>th</sup> regarding the emergency management plan and he informed me that they will be conducting an emergency response exercise this week and their final emergency plan will be forthcoming.

Vale – Met with Doug Youden on June 7<sup>th</sup> and he had received all the applications and he will be forwarding them on for review and a Job Fair is scheduled to happen during the first part of July. A newsletter was sent out to the residents with update information.



Fire Department – Secured all requirements for the fire department to look after the Gravy Boat tournament beer garden.

ERSB – Attended a Governance meeting on June 19<sup>th</sup> and our monthly meeting is scheduled for next week. All meeting minutes will be forwarded to councilors for review.

Audit/Finance & Economic Development - Tax Agreement with Vale –Still waiting on a response.

Community Affairs/Recreation – A Fathers Days dance was held on June 16<sup>th</sup> there was a very good response and lots of good times had by all. Proceeds were given to the Cemetery foundation. The community cleanup was a huge success with a barbeque to follow.

Come Home Year Committee – Meeting is scheduled for this coming Sunday

Student Grants: HR Committee met with Town Manager this evening to discuss students grant applications. Council has five positions and eight applicants. It was agreed to hire in order of highest education, i.e.: post-secondary first, then level 3, followed by level 2 and so on. If we need an additional position to ensure all level 2 students are hired. Council has agreed to fund one position with the Sports and Recreation Committee if the Sports and Recreation Committee are in agreeance.

**MOTION 06-21-18-10 Student Grant**

Moved by Councillor Felix Bailey; seconded by Councillor Patricia Burke;

**BE IT RESOLVED THAT** Council will fund one student for six weeks in partnership with the Sports and Recreation Commission if the Sports and Recreation Commission are in agreeance. This funding will ensure summer employment for all level II and level III students as well as one post-secondary student.

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

**MOTION CARRIED**

**Councillor Patricia Burke**

2018 Cadet Annual Review: Councillor Burke reported that she attended the Norman's Cove-Long Cove Annual Cadet Inspection. Parents should be very proud of these young cadets.

Education Session: Attended an education session in Placentia covering topics, conducting council meetings and conflict of interest. This session was facilitated by Lori Evoy of Municipal Affairs. Ms. Evoy did an excellent job of facilitating the session. A copy of the presentation was submitted to the Town Manager. Councillor Burke recommends Council discuss this material.

Community Clean-up: Participated in the Community Clean-up. Very pleased with the turnout; approximately 20 residents participated. Council provided a barbeque lunch after the clean-up event. This was very enjoyable.

**Book Sales:** Treasure of Memories book sales are going extremely well.

Concert: Planning three rehearsals for the concert. Concert participants are concerned about the sound in the new community center.

- It was agreed to have Jason Shea, D&J Sound, attend a rehearsal and concert night to monitor sound.

Strategic Plan: Reported earlier in the meeting.

New Horizons Seniors Project: Reported that she called six seniors to meet with the Town Manager to discuss project ideas for funding. The group decided to apply for a project that would offer seniors education sessions on computer technology including internet, social media and cell phone use.

The Town Manager evaluated the project and determined there wasn't time before the submission date to gather the required information for the application.

It was agreed to submit the application for a senior's festival. This application has been submitted.

Respectful Workplace Education Session: Attended an education session on mental health issues in the workplace with presenter Cathy Barrett-Brinston. Reported it was an excellent session, very informative. She wished all councillors and staff could have attended. Councillor Burke provided an indebt report on this session including workplace harassment, what is considered workplace harassment and what is not.

### **Deputy Mayor Isadore Gambin**

Human Resources: Deputy Mayor Gambin reported that the HR Committee met with the Town Manager to discuss staff requirements. They considered the requirements for office staff. They reviewed both job descriptions and discussed everyday duties and requirements. They also reviewed the report provided by Pat Curran.

- It is the recommendation of the Human Resource Committee to make the office administrative position a full-time position.

The HR Committee also considered requirements for outside staff and their recommendation was to add a second full-time position.

- It was agreed to further discuss these issues during the strategic planning sessions.

### **Councillor John Turner**

John suggested building an ATV trail to the railbed.

Education Session on Respectful Workplace: Suggested council contact Cathy Barrett-Brinston. Suggest we schedule this education session for all councillors and staff.

### **Councillor Kathleen Griffiths**

Met with Lydia about Come Home Year food preparation. The 50+ Club will help.



Planning events for the 50+ Club for the fall.

**Councillor Felix Bailey**

Port Development: The crane was removed from the wharf. Reported that someone from Small Crafts and Harbours will look at the lower area of the wharf, the area that is barricaded.

Fire Department: Nothing to report at this time

Roads: Roads are in very good shape. Outside staff filled some potholes with coldpatch earlier this week.

**Mayor Gary Keating**

Mayor Keating thanked the councillors who attended the Vale announcement in St. John's. This was a great show of support.

Vale Local Hiring: Reported that Vale will host a Job Fair at the Community Centre in Long Harbour on Wednesday, July 18, 2018, from 2:00 – 7:00 p.m.

Before the Job Fair, the town will host a Career Information Session for town residents. This is scheduled for Wednesday, July 11, 2018. This session will focus on resume writing, online submissions, and the interview process. We plan to invite a Vale representative to explain their high-performance work system.

Vale Liaison Meeting: There are currently 24 residents employed on the Vale site. Vale will train 60 firefighters from their current employees. They are not planning new hires for firefighting. Work on the slag pile continues and as you can see, a portion of the slag pile is turning green. The company that did this work will redo some areas.

**ADJOURNMENT**

**MOTION 06-21-18-12 Adjournment**


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


**BE IT RESOLVED THAT** the meeting be adjourned to a privileged session at 9:05 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:** July 19, 2018

  
Gary Keating  
Mayor

  
Juanita Gosse  
Town Manager