

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
January 17, 2019***

**In Attendance**

Mayor Gary Keating

Councillor Kathleen Griffiths

Councillor Kevin McDonald

Councillor Patricia Burke

Councillor Merrill Norman

*Absent: Isadore Gambin/John Turner*

Also, in attendance: Juanita Gosse, Town Manager

**CALL TO ORDER**

Mayor Keating called the regular meeting to order at 7:05 p.m.

**ADOPTION OF AGENDA**

**MOTION 01-17-19-01 Adopt Agenda**

Moved by Councillor Kevin McDonald, seconded by Councillor Merrill Norman;

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

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman,

**MOTION CARRIED**

**ADOPTION OF MINUTES**

**MOTION 01-17-19-02 Adoption of Minutes – December 6, 2018**

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

**BE IT RESOLVED THAT** the minutes of December 6, 2018, Regular Meeting be adopted with the following correction: The date of the next meeting should be January 17, 2019.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

## **Town Managers Report**

The town submitted two Municipal Capital Works applications for waterline replacement. The applications were submitted before the deadline date and had all the required documentation attached.

Our application for Canada Summer Jobs was submitted. We applied for five positions under this funding opportunity.

Submitted an application to Vale to sponsor Long Harbour-Mt. Arlington Heights Days. As in prior years, we have applied for \$2,000.00 in support of this event.

Water Treatment Plant: We have switched the intake to Shingle Pond. When comparing Shingle Pond raw water to Trout Pond, Shingle Pond requires half the amount of chemicals for treatment. This is a huge cost savings to the town.

In researching the earthy/boggy smell it was established that the smell was most likely caused by a type of algae. This time of the year with the ponds frozen over algae shouldn't be a problem.

- It was noted that Councillor Burke is again getting a boggy/earthy smell from the water especially hot water. She reports that other residents are getting the same smell.
- We will continue to investigate this issue.

The 2019 Community Calendars: There is a print error in the calendars. Councillor Norman's name does not appear on all months. His name was on all months in the final proof; however, his name was deleted from the final copy in all months except June and October. I've had several conversations with Cansel and have made my disappointment clear, as I expected the final copy to mirror the proof. Cansel will not offer a discount on the cost of the calendars, however, they have offered to replace the entire print.

- Council will accept Cansel's offer to replace the entire print.

During the holidays there was an issue regarding a waterline break on a personal residential property. We were losing a significant amount of water each day through this waterline break. I recommend the Town adopt a policy that provides the staff with clear direction in dealing with this type of issue. I have added a draft policy for consideration.

The office staff are taking advantage of Workplace Health & Safety webinars. We participated in a webinar yesterday that outlined the qualifications for OH&S Prime savings. To qualify for Prime will mean a reduction in Workplace Health & Safety costs.

Banking: Reviewed the cost of banking with Scotiabank and was able to negotiate some savings. As well, a representative of Scotiabank will do an overall review of all the towns banking costs and offer costs saving advice. They will consider Electronic Funds Transfer as a cost saving option.

Emergency Management Plan: The Town's Emergency Management Plan is due for review. A meeting should be scheduled to review the plan.

## **BUSINESS FROM THE MINUTES**

### **Employee Benefits - Outside Maintenance Operator and Office Administrator**

The decision was made in the December meeting however, it requires a motion.

#### **MOTION 01-17-19-03 Salary Packages**

Moved by Councillor Kevin McDonald, seconded by Councillor Merrill Norman;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will include in the salary package for the office administrator and the outside maintenance operator, employee benefits as outlined in the Employee Policy and Protocol Manual.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

### **Properties with Unknown Owners or Addresses**

Councillor McDonald has viewed each property and has a report for council.

- To be presented in the privileged session

## **NEW BUSINESS**

### **Canadian Red Cross**

The Canadian Red Cross is requesting a donation. They have partnered with Walmart to raise funds, whereby Walmart will triple all donations received.

#### **MOTION 01-17-19-04 Canadian Red Cross**

Moved by Mayor Gary Keating, seconded by Councillor Patricia Burke;

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights will donate \$200.00 to the Red Cross.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

### **Workplace Health & Safety Policy 2019**

The Workplace Health & Safety Policy 2019 was reviewed.

#### **MOTION 01-17-19-05 Workplace Health & Safety Policy**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights adopts the Workplace Health & Safety Policy as presented.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

## **Return to Work Policy**

The Return to Work Policy 2019 was reviewed.

### **MOTION 01-17-19-06 Return to Work Policy**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights adopts the Return to Work Policy 2019 as presented.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

## **DEVELOPMENT**

## **FINANCE**

### **Cheque List**

The cheque list was presented for the period December 7, 2018 to January 17, 2019, in the amount of \$68,507.53.

### **MOTION 01-17-19-07 Cheque List**

Moved by Councillor Kevin McDonald, seconded by Councillor Merrill Norman;

**BE IT RESOLVED THAT** the cheque log for period December 6, 2018, to January 17, 2019, in the amount of \$68,507.53 has been approved as presented.

**In Favor:** Mayor Gary Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

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

## **CORRESPONDENCE**

### **Memo – NL 911**

The Memo was copied to all councillors and was forwarded to the Fire Department and talks about memorandums of understanding (MOU's) or services agreements with neighboring departments to provide specialty services such as extrication within their area of jurisdiction.

### **Memo – Municipal Assessment Agency Board of Directors – RE: Bill 34**

The document was copied for all councillors to review.

The House of Assembly has passed Bill 34, An Act to Amend the Assessment Act 2006. This Bill amends the Assessment Act, 2006 to:

- Change the timing of the assessment process;
- Change the effective date of assessments;
- Extend the period during which taxpayers may appeal their assessments; and
- Remove all references to special purpose properties or reproduction cost valuation from the Act as properties are no longer classified as special purpose properties.

Results of these changes are listed in the document. The document will be kept on file for further reference.

### **Memo – PMA - Re: Update on the Municipal Assessment Agency**

The memo was copied for all councillors.

The Board of Directors for the Municipal Assessment Agency met in Mount Pearl on December 7, 2018. The 2019-20 Budget was approved. Municipalities will see a reduction in the Agency's fee for services to \$26.00 per assessment with no charge for Crown Land or low value parcels.

Other issues addressed by the Board included:

- *The Assessment Act, 2006* has been amended
- Assessment appeals for 2019 are down
- The Board approved in principle the creation for three reserves funds
- The Agency has entered into a contract with Data Cloud Solutions for Mobile Assessor, a cloud-based data collection tool.
- Three training sessions for municipal staff are scheduled
- The Board approved a Learning and Development program for Agency employees.
- The 2018 Clar Simmons Memorial Scholarship were presented
- The next Board Meeting was scheduled

### **Thank you from Crescent Collegiate**

Letter of thanks was received from the students and staff of Crescent Colligate for Councils kind contribution to their Annual Awards Program.

## **Statistics Canada – Survey**

Your municipality has been selected to complete the Quarterly Local Government Statement of Operations and Balance Sheet, which provides data for the Canadian Government Finance Statistics (CGFS). Information from the CGFS is used to evaluate the management of government finances and the effectiveness of policy decisions.

Participation is mandatory under the authority of the Statistics Act, which ensures that all information will be kept confidential and used only for statistical purposes.

## **Placentia Chamber of Commerce**

Council is invited to attend a Business Succession Planning information session on Wednesday, January 23, 2019, from 10:30 – 11:30 at the Placentia Bay Cultural Arts Centre, Placentia.

## **COMMITTEE REPORTS**

### **Councillor Kevin McDonald:**

**Vale** – An email was sent out on Dec 20<sup>th</sup> and Jan 11<sup>th</sup> requesting a final report on the Mock exercise, Gary Rideout did respond to me stating that he has just returned from Voisey Bay and will get a report to me as soon as he gets approval from Craig Ryan.

**Fire Department** – Nothing to report

**ERSB** – There is a Governance meeting Jan 22 and our monthly Directors meeting on Jan 30 which I will report back on. The province (Graham Letto) has also announced that there will be a review on the solid waste management strategy that will be conducted sometime in 2019.

**HR** – benefits will be applied to the two town positions, a motion needs to be made to ratify this initiative.

**Audit/Finance & Economic Development** – We have sent the final Tax Agreement to Vale and attempted to get final agreement on the tax agreement. There seems to be an unnecessary delay in responding on their end which delays payment to the town.

**Public Works/Roads** – continue to chase water leaks and due to the cold weather, our usage has increased a little. We have a significant water line break at a resident's house which we hope gets repaired as we were losing a significant amount of water.

**Strategic Planning** – Nothing further to report

**Community Affairs/Recreation** – We have the St. Paddy's dance scheduled for March 16 and the music provider has been booked the Appreciation night as well is booked for April 27<sup>th</sup>.

**Councillor Patricia Burke:** Delivered 18 poinsettias to seniors for Christmas. The quality of the flowers was not good this year.



**Councillor Merrill Norman:** Thanked Council for the contribution to the Fire Department Christmas dinner. This was very much appreciated.

**Councillor Kathleen Griffiths:** Thanked Council for their contribution to the Community Christmas Dinner. This social was well attended and a good time.

**Councillor John Turner:**

**Deputy Mayor Isadore Gambin:**

**Mayor Gary Keating:** Commercial Compost Development - Metro Environmental Services Ltd. are currently working on a presentation for public consultation. Expecting the consultation to be scheduled in late January or early February.

Scheduled a Strategic Planning Meeting for Thursday, January 24, 2019 at 7:00 p.m. Council will review the Emergency Management Plan during this session.

## ADJOURNMENT

### **MOTION 01-17-19-08** Adjournment


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

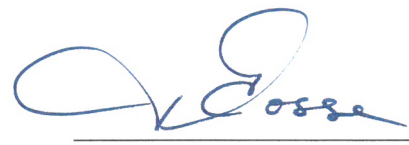
**BE IT RESOLVED THAT** the meeting be adjourned at 7:55 p.m.

**In Favor:** Mayor Keating  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

**MOTION CARRIED**

**Date of the Next Meeting:** February 21, 2019

  
\_\_\_\_\_  
Gary Keating  
Mayor

  
\_\_\_\_\_  
Juanita Gosse  
Town Manager