

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
February 21, 2019***

**In Attendance**

Mayor Gary Keating

Councillor Kathleen Griffiths

Deputy Mayor Isadore Gambin

Councillor Patricia Burke

Councillor Merrill Norman

Councillor Kevin McDonald

Councillor John Turner

Also, in attendance: Juanita Gosse, Town Clerk/ Manager and Barry Murphy

**CALL TO ORDER**

Mayor Keating called the regular meeting to order at 6:55 p.m.

**ADOPTION OF AGENDA**

**MOTION 02-21-19-01 Adopt Agenda**

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

**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 02-21-19-02 Adoption of Minutes – January 17, 2019**

Moved by Councillor Kathleen Griffiths, seconded by Councillor Merrill Norman;

**BE IT RESOLVED THAT** the minutes of January 17, 2019, Regular Meeting be adopted as presented.

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

**MOTION CARRIED**

**MOTION 02-21-19-03 Adoption of Minutes – Special Meeting of January 23, 2019**

Moved by Councillor Kevin McDonald, seconded by Councillor Kathleen Griffiths

**BE IT RESOLVED THAT** the minutes of January 23, 2019, Special Meeting be adopted as presented.

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

**MOTION CARRIED**

*Deputy Mayor Isadore and Councillor John Turner joined the meeting.*

**Town Managers Report**

The town has applied for two summer student positions under the Green Job initiative, two under the Student Summer Employment- Post Secondary program and two under the Summer Students-High School program.

New Horizons Grant 2019 – Spoke with MP Ken McDonald and he verified that the town was unsuccessful in securing the funding for our project.

There is funding available through Advanced Education Skills and Labour for Job Creation Partnership (JCP). The deadline to apply is July 31, 2019. The JCP does not offer EI insurable hours. It assists people who are EI eligible by providing employment experience. I recommend mailing out a public notice asking if there are residents interested in participating in a JCP before applying for the program.

Working toward getting our staff up to date on Workplace Health & Safety training. Barry has completed Confined Space and Powerline Hazards and is scheduled for Traffic Control tomorrow evening and Fall Protection in early March.

On Monday, February 11<sup>th</sup> outside staff repaired another waterline break in the Cove. Again, the break was in the older part of the waterline. Another waterline break was reported and repaired on Friday, February 15<sup>th</sup>.

There was an issue with VT-SCADA during the early morning hours of February 14, 2019. VT- SCADA is the operating system for the water treatment plant, and at 2:00 a.m. on February 14<sup>th</sup>, VT-SCADA failed to communicate with the plant. An alarm was sent out to our call list that read possible power failure. After receiving the alarm, Barry and I were in consent contact throughout the night trying to resolve the issue. Barry and Glen were both at the plant and I was communicating with them by phone. We were not able to resolve the problem, so I called Cahill Technical Services for assistance. During the night I made the decision to stop distribution to the town because without VT-SCADA we didn't have a visual on the amount of water in the tank. After we exhausted all efforts to correct the problem, Barry went home to get some sleep and I didn't want to take a chance on burning up the pumps by running them dry. The plan was that Barry would start distribution again at 7:30 a.m. Cahill Technical Services were on site the following morning and had to reload the VT-SCADA program. The technician wasn't sure what caused the problem and said he would let me know.

Outside staff are working on removing dead trees from the walking trail and roadside.

## **BUSINESS FROM THE MINUTES**

### **Ratify Motions of the Special Meeting of January 23, 2019**

#### **MOTION - Special 01-23-19-04 - Conflict of Interest**

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

**BE IT RESOLVED THAT** after disclosing a possible conflict of interest in relation to the Vale Tax Agreement, Mayor Gary Keating is found **not** to be in conflict of interest.

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

**MOTION CARRIED**

#### **Vale Tax Agreement**

The terms of the Vale Municipal Tax Agreement as outlined in the Letter of Intent received from Vale Newfoundland and Labrador, dated January 23, 2019.

#### **MOTION - Special 01-23-19-05 - Vale Tax Agreement**

Moved by Councillor Patricia Burke, seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves the terms of the Vale Tax Agreement as expressed in the Letter of Intent dated January 23, 2019. The Town authorizes Councillor Kevin McDonald and Town Clerk/Manager Juanita Gosse to sign the agreement on behalf of Council.

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

**MOTION CARRIED**

#### **Donation to the Newfoundland Food Sharing Association**

#### **MOTION 02-21-19-06 Donation to the Newfoundland Food Sharing Association**

Moved by Councillor Patricia Burke, seconded by Councillor Merrill Norman;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will donate \$1,000 to the Newfoundland Food Sharing Association.

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

**MOTION CARRIED**



## Properties with Unknown Owners/Addresses

Council agreed to make the following properties inactive:

920-922 Main Street  
26 King's Point Road  
638-640 Long Harbour Road

### **MOTION 02-21-19-07 Tax Write Off**

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

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will write off the following amounts:

\$2,153.75 property tax and interest charges associated with lot 920-922 Main Street  
\$1,710.51 property tax and interest charges associated with lot 26 King's Point Road  
\$832.13 property tax and interest charges associated with lot 638-640 Long Harbour Road

Uncollectable outstanding Poll Tax for years 2013, 2014 and 2015 in the amount of \$363.21

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

**MOTION CARRIED**

## NEW BUSINESS

### **Ultimate Recipient Gas Tax Agreement**

Funding for the Federal Gas Tax Fund for 2019-2024 has been finalized. The allocated amounts are per capita based on the 2016 census.

The Distribution of Gas Tax for Long Harbour-Mt. Arlington Heights:

2019-20 – \$18,760.00  
2020-21 – \$18,380.00  
2021-22 – \$19,216.00  
2022-23 – \$19,216.00  
2023-24 – \$20,052.00  
Total - \$ 95,624.00

### **Resolution - 02-21-19-08 - Approval of Gas Tax Funding 2019-2024**

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

**BE IT RESOLVED THAT** the Town Council of Long Harbour-Mt. Arlington Heights approves the Gas Tax Funding allocation for 2019-2024 in the amount totaling \$95,624.00.



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

**MOTION CARRIED**

## **Heritage Day Proclamation**

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

**WHEREAS**, the third Monday in February is recognized nationally as Heritage Day; and

**WHEREAS**, Heritage Day and Heritage Week are a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

**WHEREAS**, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice on our heritage and environment; and

**WHEREAS**, in 2019 the residents of Newfoundland and Labrador will celebrate our rich and diverse heritage.

**BE IT RESOLVED THAT** Mayor Keating, on behalf of the Town Council of Long Harbour-Mt. Arlington Heights, do hereby proclaim Monday, February 18, 2019 as Heritage Day and February 18 – 24 as Heritage Week, and call upon all citizens to celebrate the richness of our past and the promise of our future.

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

**MOTION CARRIED**

## **PMA Core Program**

PMA is offering the Municipal Core Program, Modules 1–5, March 25-29 in St. John's. PMA is working with the CONA to offer the Core Modules via Skype. This Core Program is specific training for Municipal Administrators and includes:

1. Roles, Responsibilities, Relationships
2. Municipal Office Administration
3. Cash Handling/Budgeting/Financial Evaluations
4. Municipal Accounting
5. Municipal Planning

**MOTION 02-21-19-09 Municipal Core Training**

Moved by Councillor Patricia Burke, seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves Municipal Core training for our municipal administrator.

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

**MOTION CARRIED**

**Auditors Engagement Letter**

The Town's Auditor will retire within the next year or so. To ensure an easy transition Mr. Stokes has joined the accounting firm White + Abbot. White + Abbot will continue to provide the auditing service for the town after Mr. Stokes retirement.

This document is a standard engagement letter outlining the service provided by White + Abbot and the responsibilities of management and the accounting firm.

**MOTION 02-21-19-10 White + Abbot - Engagement Letter**

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

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves the Engagement Letter provided by accounting firm White+Abbot.

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

**MOTION CARRIED**

**Letter from Resident – Vale Tailing Pond**

Letter was copied to all councillors and reports a leak in the tailing pond formally known as Sandy Pond, at the Vale site. Resident reported the leak to the Department of Municipal Affairs and Environment and received a response that there was a leak, however, there was no seepage into the ground.

It was noted that any environmental issue reported to the Department of Environment or Vale should be copied to the town.

It was questioned how the tailings pond is monitored. Does the Department of Environment monitor the site or is it Vale's responsibility?

**MOTION 02-21-19-11 Vale Tailing Pond**

Moved by Deputy Mayor Isadore Gambin, seconded by Councillor Kathleen Griffiths;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights will question the Department of Environment on the issue, ask that the shoreline be tested and ask that the town be included in any future reports.

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

**MOTION CARRIED**

## **Pennecon Energy Maintenance Services**

Mayor Keating declared a conflict of interest in the matter and left Council Chamber. Deputy Mayor Isadore Gambin chaired the meeting.

Pennecon is requesting to rent office space at the Municipal Complex. They require a small office approximately 8x10 with access to washroom, lunch area, and internet service. They require the office for approximately 2 days weekly with a possibility of additional time in the future.

### **MOTION 02-21-19-12 Office Space Rental**

Moved by Councillor Kathleen Griffiths seconded by Councillor Kevin McDonald;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mt. Arlington Heights approves a rental agreement with Pennecon for office space at the Municipal Complex for \$650.00 per month.

**In Favor:** Deputy Mayor Isadore Gambin  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman, J. Turner

**MOTION CARRIED**

## **DEVELOPMENT**

## **FINANCE**

### **Cheque List**

The cheque list was presented for the period January 18, 2019 to February 21, 2019, in the amount of \$ 44,073.33.

### **MOTION 02-21-19-13 Cheque List**

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

**BE IT RESOLVED THAT** the cheque log for period January 18, 2019 to February 21, 2019, in the amount of \$44,073.33 has been approved as presented.

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

**MOTION CARRIED**



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

## **CORRESPONDENCE**

### **Department of Municipal Affairs – 2019 Budget Submission**

Document was copied to all councillors.

Our 2019 Budget was reviewed by the Department of Municipal Affairs and Environment and no material deficiencies were noted; however, the budget is required to be adopted by council by December 1<sup>st</sup> and submitted to Municipal Affairs by December 31<sup>st</sup> pursuant to sections 77. (1) and 77 (2) of the *Municipalities Act, 1999*.

### **Memo – Municipal Assessment Agency Update**

Document was copied to all councillors.

The Board of Directors for the Municipal Assessment Agency met in Deer Lake on February 8, 2019. The Board approved a Collaborative Initiative Fund. This fund will allow Municipal clients to request a grant of up to \$2.00 per assessed parcel to assist in funding an innovation that would enhance property assessment and valuation.

Other issues addressed by the Board, included:

The annual assessment roll will be delivered in June of 2019.

The Board approved several reserve funds:

Operating Fund Reserve

Technological Renewal and Advancement Fund, and;

The Collaborative Initiative Fund

The Board is working on implementing a Mobile Assessor, a cloud-based data collection tool.

The Board reviewed their travel and related policies.

### **Municipal Assessment Agency – Collaborative Initiative Fund**

Document was copied to all councillors.

The Municipal Assessment Agency has announced the formation of a Collaborative Initiative Fund. The general purpose of the fund is to foster and encourage collaborative partnerships to develop and implement best practices in providing fair and effective property assessment and valuation.

## **COMMITTEE REPORTS**

### **Councillor Kevin McDonald:**

**Vale** – Received the post report from Vale for the mock exercise conducted last fall. It covered off the process used in the case of the RSA pond failing. It appears they have the necessary controls in place for a disaster of this kind.

**Fire Department** – A membership renewal notice was sent to the Fire Dept Members on Jan 31<sup>st</sup> to update from the NL Association of Fire Services.

**ERSB** – Attended a Strategy and Policy meeting on Feb 14<sup>th</sup> to address the directive and letter from Graham Letto regarding the COATTS billing also attended a Governance meeting on Feb 19<sup>th</sup>, we will be conducting Joint Council meetings within two weeks for the South West Avalon. We are just arranging venues for these two or three events and will be sending out invites to the communities affected. We have our monthly meeting next week on the 27<sup>th</sup>.

**HR** – We need to discuss the staff contracts at a privilege session after this meeting.

**Audit/Finance & Economic Development** – We received a letter back from our proposal with a couple of changes however we responded and are addressing their suggestions. The biggest issue was removing the HR commitments from the Tax Agreement and wanting to put them into an appendix or other form of an agreement. We do not accept this and will have all issues put back as they were presented at our last meeting. A tax bill for 2019 was sent to them on Jan 18<sup>th</sup>

**Public Works/Roads** – continue to chase water leaks and due to the cold weather, our usage has increased a little. We had another significant leak in the cove which has been repaired but due to the cold weather the usage is still quite high.

**Strategic Planning** – Nothing further to report

**Community Affairs/Recreation** – The St. Paddy's dance is all ready to go for the 16<sup>th</sup> and a poster has been shared on social media as well a copy has been sent to the town.

There has been a couple of concerns regarding the walking trail and suggestions on how to address a couple of slippery areas that can be worked on during the summer in preparation for next winter. The walking trail has a high amount of usage by the local residents.

The Zumba classes with Alisha are still going strong plus the classes that Bev and Jamie put off. The ages range for that attend are late 20's to 75 years old.

**Councillor Patricia Burke:** - Submitted a letter of formal request to the Town Council of Long Harbour-Mt. Arlington Heights on behalf of residents at 12 Newtown Road. The residents of 12 Newtown Road are requesting that water runoff from the drain on Newtown Road coming from the Municipal Water Treatment Plant be diverted due to the environmental effect it has had and continues to have on their private property. Photos of the area taken in years from 2008-2018 were displayed. Photos shows the area in earlier years as dry and green with new foliage. In subsequent years after the drain is installed for the water treatment plant, photos show the area as water soaked, trees are leaning, and no new green vegetation is visible.

- Councillors agreed to visit the area at different time of the year to determine if the problem is with the water coming from the water treatment plant or if it's natural runoff from heavy rains. If the environmental effect is caused by the water treatment plant, Council will address this issue.

**Councillor Merrill Norman:** All is going well with the Fire Department.

Emergency Management - Suggested when we do a mock emergency management exercise, we include the Fire Department. Asked about generator power for the Emergency Management Headquarters. Suggested we put together a list of telephone numbers for people we would need to check on during an emergency.

**Councillor Kathleen Griffiths:** Nothing to report

**Councillor John Turner:** Nothing to report

**Deputy Mayor Isadore Gambin:** Will discuss salary's during the privileged meeting.

**Mayor Gary Keating:** LHDC is working on the presentation for the Compost Proposal. The Public Consultation will be scheduled very soon.

Scheduled a Strategic Planning session for Tuesday, February 26, 2019, at 7:30 p.m.

## ADJOURNMENT

### **MOTION 02-21-19-14** Adjournment

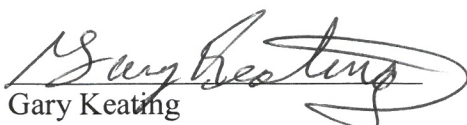
Moved by Councillor Kevin McDonald, seconded by Deputy Mayor Isadore Gambin;

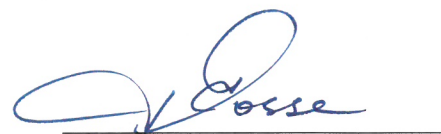
**BE IT RESOLVED THAT** the meeting be adjourned to a privileged session at 8:18 p.m.

**In Favor:** Mayor Keating  
Deputy Mayor Isadore Gambin  
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman, J. Turner

**MOTION CARRIED**

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

  
Gary Keating  
Mayor

  
Juanita Gosse  
Town Clerk/Manager