

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
March 19, 2020***

In Attendance

Mayor Gary Keating

Councillor Kevin McDonald

Deputy Mayor Isadore Gambin

Councillor Patricia Burke

Councillor Kathleen Griffiths

Councillor Merrill Norman

Absent: Councillor John Turner

Also, in attendance: Juanita Gosse, Town Clerk/Manager

CALL TO ORDER

ADOPTION OF AGENDA

MOTION 03-19-20-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 03-19-20-02 Adoption of Minutes of February 20, 2020

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

BE IT RESOLVED THAT the minutes of February 20, 2020 Regular Meeting be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

BUSINESS FROM THE MINUTES

Quotation for a Fixed Chlorine Sensor for WTP

EnviroMed has supplied a quote to install a Fixed Gas Detection System at the Water Treatment Plant. It's a partial quote as EnviroMed cannot include integration with VT SCADA. Cahill will have to complete this part of the work. EnviroMed quoted \$5,481.00 plus HST. Under the Note section, this quote also leaves us open to additional travel and labor costs.

Cahill costs estimate includes integration with VT SCADA and there are no openings for additional costs. There quote is \$4,719.40 for materials and 2,628.60 for labor.

It was noted the Town does not use chlorine gas at the water treatment plant, therefore it is not a requirement to have a Chlorine Gas Detector in the building. We use Sodium Hypochlorite, also known as Javax 12. This chemical is in liquid form and doesn't have the intensity of chlorine gas.

- It was agreed to defer and leave on the agenda.

Redirect Runoff from Newtown Road

Spoke with owner of civic address 346 Main Street about securing an easement crossing his property. The owner says he don't have enough property to allow Council an easement.

Civic address 348 Main Street may also meet our needs. I've had a conversation with the owner, and he will provide the documentation on the property for review. The owner has not offered to sell the property at this time, nor has he provided a sale price.

- Town Manager to follow up with the owner.

Camera's at Water Treatment Plant - Edison Security informed me that he can supply the same brand of camera that Costco carries and offer a little better price. They're not the type he would use, but he can supply the same brand and adjust his quote accordingly. Edison Security will also install and monitor the security system.

MOTION 03-19-20-03 Camera's for the Water Treatment Plant

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

BE IT RESOLVED THAT we have Edison Security install the cameras at the water treatment plant under a new quote.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Property at 510 Main Street – Spoke with representatives of Crown Land and forwarded all information from the property file. According to the file, the town purchased the land from Mr. Griffiths on the 3rd day of March 1977. Council sold the property to Mr. Keith Norman on March 15, 2005. There is an email on file from the Town Clerk at the time, encouraging Mr. Norman to have the land sale handled by a lawyer in order to protect all parties from future liability issues.

In a conversation with the Crown Lands Office on March 3, 2020, it was established that Mr. Anthony's application for this land is outdated and he must reapply. I conveyed this to Mr. Anthony in a letter dated March 3, 2020. The letter also communicated our efforts in establishing the Town owned the property at one time, and to this end we have provided the Crown with the documents from the property file. We have also communicated that the property, for many years, was the site of the local Community Complex. The Community Complex was built through government grants over several years.

At this point the Crown will not move the file further until they receive another application from Mr. Anthony.

Town Managers Report

Long Harbour Days: I have applied to Vale to sponsor our Long Harbour Days celebration. Vale normally sponsors this event. We can also apply to Vale for funding to assist in building a stage on the ballpark grounds and upgrading the sound in the Community Centre.

- It was agreed to move forward with additional applications.

Employee Training: The safety training that was to be provided by Davis Industrial Hygiene had to be postponed as both outside employees were off on the training date.

Environmental Assessment – 12 Newtown Rd.

At the February meeting, it was agreed to obtain another cost estimate on an Environmental Assessment of 12 Newtown Road. I have submitted all the information to Strum Environmental Consulting but has had no response to date.

- Town Manager to follow up.

Sound System for James J. Griffiths Memorial Park: Continuing to work on this.

Quarterly Meeting with Vale: The notes from this meeting were emailed to all councillors.

HR Meeting – Requesting to schedule a HR Meeting to discuss changes in our Employee Policy Manual and other issues brought forward by our staff.

- Meeting scheduled via teleconference for Monday, March 23, 2020 at 7:00 p.m.

DELEGATIONS - None

NEW BUSINESS

Arnold's Cove Area Chamber of Commerce Membership

Council is invited to become a member of the Arnold's Cove Chamber of Commerce. The Chamber is a not-for-profit group with a goal of increasing economic activity in the region. The membership fee is \$125.00. There was a meet and greet on March 4, 2020, and they will host a dinner and Annual General Meeting for members of the Chamber in June 2020.

MOTION 03-19-20-04 Arnold's Cove Chamber of Commerce

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves the membership fee for the Arnold's Cove Chamber of Commerce.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Crescent Collegiate Safe Grad

The Crescent Collegiate Graduating Class of 2020 is planning a Safe Grad and is seeking sponsors for the Safe Grad activities.

- It was noted that the Safe Grad is cancelled due to the COVID-19 pandemic.

Gas Tax Audit for Year Ending 2019

A draft of the 2019 Gas Tax Audit was prepared by White+Abbott and was copied to all councillors for review. The Audit must be approved by Council before it can be forwarded to the Gas Tax Secretariat.

MOTION 03-19-20-05 Gas Tax 2019 Audit

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves the 2019 Gas Tax Audit as presented by White+Abbott.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Department of Municipal Affairs – 2020 Budget

The Department of Municipal Affairs has reviewed our 2020 Budget. The 2020 Budget has revealed no material deficiencies, however, the annual Federal Gas Tax allocation reported as \$41,214.00 and the expenditure also reported as \$41,214.00 is overstated. The amounts of the Gas Tax allocation for 2020 is \$24,089.00. This amount has been corrected in our Revised Municipal Budget Submission for year 2020.

MOTION 03-19-20-06 Revised Municipal Budget for Calendar Year 2020

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights has approved a revised Municipal Budget for Calendar Year 2020, having total revenue of \$1,386,154.00 and total expenditures of \$1,386,154.00.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Request to Write Off Interest on Tax Account

Letter is requesting Council write off the interest charged, in the amount of \$435.68, on account 100040, a family estate.

MOTION 03-19-20-07 Write off Interest Charged on Account 100040

Moved by Councillor Patricia Burke; seconded by Deputy Mayor Isadore Gambin;

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves writing off the interest charged on account 100040, in the amount of 436.68.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

Royal Canadian Legion – Military Service Book

The Royal Canadian Legion Newfoundland and Labrador is very pleased to be printing the 20th Anniversary Edition of their Military Service Recognition Book, entitled Lest We Forget, which is designed each year to recognize and honor many of NL's brave Veterans.

To support this initiative, we are asked to purchase an ad.

In previous years we have supported the Royal Canadian Legion by purchasing a business card ad for \$210.00.

MOTION 03-19-20-08 Purchase ad in Military Service Recognition Book

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves purchasing a business card ad for the quoted cost of \$210.00.

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

MOTION CARRIED

Janeway – Request for Donation

To provide the latest in medical technologies; vital pediatric programs; life-saving research and staff educational opportunities, ensuring illness and injury can be diagnosed and treated less invasively, the Janeway is requesting a donation.

MOTION 03-19-20-09 Donation to the Janeway

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

BE IT RESOLVED THAT the Town of Long Harbour-Mount Arlington Heights approves a donation to the Janeway in the amount of \$200.00.

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

MOTION CARRIED

Easter Seals – Request for Donation

Easter Seals NL is building the largest fully accessible and inclusive park east of Montreal. Their playground opened in June of 2018; this is a place where children of all abilities can play side by side. Easter Seals are currently seeking donations to complete Phase 2 of this park.

MOTION 03-19-20-10 Donation to Easter Seals

Moved by Councillor Patricia Burke; seconded by Deputy Mayor Isadore Gambin;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves a donation to the Easter Seals in the amount of \$100.00

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

MOTION CARRIED

Trinity Placentia Stadium

Mayor Keating was requested to attend a meeting with the Stadium Commission and provides a report to Council.

The Trinity Placentia Stadium has operated in Whitbourne since 1976 under the Trinity Placentia Stadium Commission. The Town of Long Harbour-Mount Arlington Heights is located within the catchment area of the Stadium. For many years, the Stadium operated with minimum funds from Councils. When the Stadium was preparing for the 2019-20 winter season, the Commission experienced several financial setbacks. To keep the stadium open, the Commission will need to raise \$55,000. Mayor Keating reported the Town donated \$1,000.00 in September 2019.

Councillor Kathleen Griffiths received a telephone call regarding the Stadiums financial difficulties and was asked to bring forward a request for a donation.

Mayor Keating suggested the Town donate somewhere between ten and twelve thousand to the Stadium Commission. This may keep it open for another year.

MOTION 03-19-20-11 Trinity Placentia Stadium Donation

Moved by Mayor Gary Keating; seconded by Councillor Merrill Norman;

BE IT RESOLVED THAT the Town Council of Long Harbour-Mt. Arlington Heights approves a donation to the Trinity Placentia Stadium in the amount of \$12,000.00

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

Councillors: K. McDonald, P. Burke, M. Norman, K. Griffiths

MOTION CARRIED

DEVELOPMENT

FINANCE

Cheque and Visa List

The cheque list was presented for the period from February 20, 2020 to March 19, 2020 in the amount of \$107,749.57 and the Visa statement due for payment April 5, 2020 was presented in the amount of \$544.44.

MOTION 03-19-20-12 Cheque and Visa List

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

BE IT RESOLVED THAT the cheque log for period of February 21, 2020 to March 19, 2020, in the amount of \$107,749.57, and the Visa Statement in the amount of \$544.44 are approved for payment.

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

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors.

CORRESPONDENCE

Municipal Affairs – Circular from the Office of the Minister

The Municipalities Act states that a council may establish, operate and maintain a fire department composed entirely or partly of volunteers or of paid employees. Councils can acquire or provide a fire hall, fire alarm system, fire engines, hydrants and other apparatus and appliances for the purpose of firefighting, fire prevention and responding to, and providing emergency services for other emergencies that may be authorized by the council.

Where a council has chosen to provide fire protection service it is important to note that the council is also responsible for the operation of the service and is accountable to the residents of the community for this service. Council should ensure that the fire chief carries out the duties outlined in the Fire Chief Regulations, in particular, the fire chief should recommend rules and regulations for the management of the department; prepare budget estimates itemizing financial needs of the department; maintain a program of recruitment and training of personnel; direct firefighters and other emergency activities; prepare reports on firefighting equipment and apparatus; and prepare fire and life safety reports on buildings and areas in their jurisdiction.

Over the next few weeks, councils are encouraged to sit down with their fire chief and discuss the provision of fire protection services in their area. Councils should ensure all firefighters are trained to the level required for the level of service approved by the council. Where training gaps exist, councils should ask the fire chief for a training program that brings the training of firefighters to a suitable level. Councils should discuss the equipment and vehicle requirements necessary for safe operations and then develop a long-term plan for acquisition of new and replacement equipment or vehicles and budget accordingly.

We all share in the responsibility for ensuring that we live and work in a fire safe environment; however, when a fire occurs, we all need to have confidence that our fire protection service will meet the needs of our residents.

- Councillor Norman noted gaps in training. More firefighters need to have the airbrake endorsement to enable them to drive the pumper truck. He noted we are in the process of scheduling First Aid

training. The SCBA tanks require certification and firefighters need to be trained for SCBA. Councillor Norman also suggested offering WHIMS training.

- Town Manager has scheduled a weekend date for First Aid training and will forward the date to firefighters tomorrow. Town Manager will forward the WHIMS online training link to Councillor Norman. This training can be done online, at no cost. She will also call Vale about having SCBA tanks certified and will ask Vale about SCBA training.
- Town Manager believes there is a document that outlines minimum training requirements for defensive firefighters and will forward the document when retrieved.
- General agreement that Council will meet with the Fire Chief to discuss the issues covered in the circular from the Office of the Minister.

Thank you from Holy Family School

Holy Family School thanks council for their generous donation toward the purchase of Google Chromebooks for their students. The card is placed on the bulletin board in the front entrance.

Provincial Wastewater Technologies Inc.

This document is for information purposes and can be reviewed at your convenience.

Provincial Wastewater Technologies Inc. is a new Newfoundland and Labrador Company which offers advanced wastewater treatment solutions to individuals and municipalities throughout the Province. The system is simple. It is based on providing individual wastewater treatment plants on site to treat sewage from the individual home or business. The patented treatment process treats the raw municipal sewage and produces an effluent that meets the latest environmental standard for discharge.

- Councillor Norman noted the high cost of this technology.

Email from our Auditing Firm White + Abbott

White+Abbott is excited to announce they are merging with MNP, effective June 1, 2020. The change will add more depth to their expertise, and it will expand the specialty service areas that they can offer clients. As a client, we will still be working with the same team and will not notice much of a change with ongoing work except the firm's name change to MNP. There will be no change in the quoted fee.

PMA – Update on COVID-19

Professional Municipal Administrators has offered an update on what they are doing during this ever-changing COVID-19 situation.

- All membership training and regional meetings scheduled between now and the end of April have been postponed and will be rescheduled.
- Annual Convention planning is continuing. The Convention is planned for late June so it may not have to be rescheduled. PMA are not accepting registration fees yet.
- All Board/Committee meetings and any other in-house or off-site meetings with external individuals between now and the end of April will be either rescheduled or converted to a teleconference format.
- Effective immediately, for the next two weeks, all PMA staff are working from home.
- PMA will update via Facebook and Twitter.

As employers, you are mandated to provide a safe and healthy workplace. While many employers do things differently, we would encourage municipalities to provide all reasonable accommodations.

- Close all town facilities or institute a by appointment only protocol.
- Request residents connect with staff via phone, email or social media.
- Encourage tax payments electronically
- Allow staff with increased anxiety to use appropriate leave.
- Council and committee meetings should be held remotely, or at least closed to the public.
- Where possible and practical, allow employees to work remotely.
- Remain home if you have a fever, cough or difficulty breathing.
- Remain home if you have been out of the province in the last 14 days. Employees are required to follow public health recommendations for self-isolation.
- Remain home if you have been in direct contact with someone who's travelled outside the province in the last 14 days.

We are experiencing circumstances that we have never previously encountered. This is new to all of us, but we must do our best to meet the best practices during this global pandemic.

Council discussed ways to help our community residents during this time of uncertainty. Several options were tabled for discussion.

It was agreed to send a OneCall to residents to let them know that we are here to help. Ask residents to call the town office if they need assistance. If we can help, we will. Council also agreed to assist residents financially during the COVID-19 pandemic by extending the discount date for residential water and property tax to June 30, 2020.

MOTION 03-19-20-13 Extend for Discount Date for 2020 Residential Water and Property Tax

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

BE IT RESOLVED THAT the Council of Long Harbour-Mt. Arlington Heights will extend the discount date for all residential water and property tax to June 30, 2020.

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

MOTION CARRIED

NOTICE OF MOTION - None

COMMITTEE REPORTS

Councillor Kevin McDonald:

Vale – Quarterly meeting was held on Mar 9th and the minutes were sent out to all Council Members, there follow up items regarding Drug and Alcohol testing, Mental Health Training and High Speed Internet availability

Fire Department – Nothing to report

ERSB – All meetings will be held via teleconference until further notice. A Governance meeting was held on Mar 18th and the next monthly meeting is scheduled for next Wednesday the 25th

HR – Nothing to report at this time

Audit/Finance & Economic Development – Nothing to report.

Public Works/Roads – nothing to report

Strategic Planning – Nothing further to report

Community Affairs/Recreation – There has been some discussion regarding the appreciation night celebration and delaying the event in respect to the Covid-19 pandemic.

Councillor Patricia Burke:

Quilting continues, however, only three participated in the last quilting session. This is most likely due to social distancing. We have twenty-two quilts made to date and will hold them until after the pandemic is over.

Received a letter from Ann Mary Keating informing me that the peacekeepers and those honorably discharged from military duty were not mentioned in our book. Councillor Burke asked for Council's support in obtaining a list of these people and adding their names to a plaque in their honor.

- General agreement to move forward with this initiative.

Councillor Merrill Norman:

Has the ICS 100 training material and exam copied for firefighters. These will be distributed at the next meeting.

The memo from Fire Services regarding COVID 19 was tabled at their last meeting. There is a list of PPE required to be prepared for the pandemic.

The reminder to bypass the Water Treatment Plant was tabled and discussed.

Also discussed minimum training requirements for a defensive fire department.

The Fire Department would like to get the pumper inspected, not the truck, but the pumper itself.

- Town Manager will gather the list of required PPE.
- Will call Vale to inquire as to where they have their truck pumper inspected.
- Will try to obtain a copy of minimum training requirements for defensive firefighters.

Deputy Mayor Isadore Gambin: Planning to meet with outside staff.

Councillor Kathleen Griffiths:

Because of the COVID-19 pandemic, Appreciation Night will be postponed. The 50+ Club hosted St. Paddy's Night. There was not a great turnout, however, the socialization is the best part.

Councillor John Turner: *absent*

Mayor Gary Keating: Vale are not planning to lay off employees during the COVID-19 pandemic. They are considering safety requirements for working on site and allowing staff to work from home where possible.

DATE FOR NEXT MEETING – April 16, 2020

ADJOURNMENT

MOTION 03-19-20-14 Adjournment

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

BE IT RESOLVED THAT the meeting be adjourned to a privileged session at 8:45 p.m.

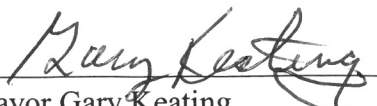
In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

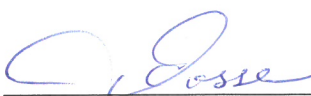
Councillors: K. McDonald, P. Burke, K. Griffiths, M. Norman

MOTION CARRIED

Meeting adjourned to a privileged session at 8:45 p.m.



Mayor Gary Keating
Mayor



Juanita Gosse
Town Clerk/Manager