

*Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting Via Teleconference
April 15, 2021*

In Attendance

Mayor Gary Keating

Councillor Patricia Burke

Deputy Mayor Isadore Gambin

Councillor Kathleen Griffiths

Councillor Kevin McDonald

Councillor Merrill Norman

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

CALL TO ORDER

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

ADOPTION OF AGENDA

MOTION 04-15-21-01 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

Deputy Mayor Isadore Gambin

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 04-15-21-02 Adoption of Minutes of March 18, 2021

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

BE IT RESOLVED THAT the minutes of March 18, 2021 Regular Meeting be adopted as presented without error or omission.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

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

MOTION CARRIED

MOTION 04-15-21-03 Adoption of Minutes of Special Meeting held April 7, 2021

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

BE IT RESOLVED THAT the minutes of the April 7th Special Meeting be adopted as presented without error or omission.

The Deputy Mayor requested a correction. He was not in favor of the hiring process and the minutes state that all councillors were in favor.

This issue was debated, with several councillors agreeing that they were aware the Deputy Mayor was not in favor of the hiring process. The Mayor and another councilor agreed with the minutes that at the end of the discussion all councillors were in favor of the process. The Town Manager, who took the minutes, explained that she can only capture what is happening in the meeting. She was aware the Deputy Mayor was not in favor of the hiring process at the beginning of the meeting, however, after she explained her process, there were no objections and therefore she noted all councillors as in favor.

MOTION 04-15-21-04 Human Resources Mandate and Hiring Protocol and Procedures

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

BE IT RESOLVED THAT the Human Resources Committee with create a Human Resource Policy and protocol and procedures around hiring for recommendation to Council.

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

MOTION CARRIED

MOTION 04-15-21-05 Adopt the Minutes of the Special Meeting with a modification

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

BE IT RESOLVED THAT the Special Meeting of April 7, 2021 reflect that Deputy Mayor Gambin was not in favor of the hiring process.

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

Contrary Minded: Mayor Gary Keating
Councillor Kevin McDonald

MOTION CARRIED

BUSINESS FROM THE MINUTES

Ratify Motions from Special Meeting

Service Agreement – Duane Baker Services

MOTION 04-15-21-06 Ratifies MOTION SPECIAL 04-07-21-01 Service Agreement with Duane Baker Services

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

BE IT RESOLVED THAT Council approves the proposal for Sludge Removal submitted by Duane Baker Services, specifically:

\$10,000.00 setup fee to be paid to Duane Baker Services at a time when both parties are confident the system is working properly.

\$3,000.00 per month for 24 months with no exit clause except for non-performance by Duane Baker Services or non-payment by the Town.

- Town Manager noted that these amounts are subject to HST.

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

MOTION CARRIED

Pay Scale for Outside Maintenance Operators

MOTION 04-15-21-07 Ratify MOTION SPECIAL 04-07-21-02 Pay Scale for Outside Maintenance Operators

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

BE IT RESOLVED THAT Council approves the following pay scale for the outside maintenance operator.

Start Rate: \$24.60 per hour

After 6 months' probation period - \$27.00 per hour

After completion of level one water treatment plant operator – Additional \$1.00 per hour

After completion of level two water treatment plant operator – Additional \$1.00 per hour

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

MOTION CARRIED

MANAGERS REPORT

Outside Maintenance Operator Position: The position was offered to Michal Kelly. Mr. Kelly has accepted the offer of employment and will start April 26th.

WTP Generator:

Sansom are prepared to reduce their price quote by \$11,671.00 if the Town does the site work, dig out for the generator concrete pad and trench for the conduit from the pad to the WTP. We would be responsible to complete all remedial landscaping when the generator is installed. Sansom will run the conduit in the ground when the digging is complete and before any concrete is poured. They will provide direction on the required dimensions and locations for the civil work.

Cahill is willing to work with the town for additional cost savings. They will reduce the cost by \$8,125.00 if the town uses its own forces to pour the concrete pad for the generator. This could be done by hand or the town could bring in ready mix.

The bollards are no longer necessary as we relocated the gate. This will have a cost savings of \$2,500.00.

Cahill suggests Council purchase the generator. This will save the town \$5,000.00.

Cahill has 108 hours allocated to an electrician and an electrician's assistant for the install. Our newly hired outside operator may be able to do some of this work which would result in additional cost savings for the town.

- Town manager recommends Cahill for this work. Cahill is willing to work with the Town to produce additional cost savings.
- Defer for additional information.
- Ask Sansom and Cahill for a breakdown of all costs associated with the generator and installation.
- Price a 100kW generator and request the specs for the pad. Put together a cost to pour the pad using our own forces.

Redirect Water from 12 Newtown Road:

Town Manager spoke with Mr. Warren at Wood Environment. Mr. Warren would like to schedule the site visit, walk-over and soil sampling for later in the year. Vegetation looks dead this time of year. A site assessment would be more accurate when there is new vegetation growth. This information was forwarded to the residents of 12 Newtown Road.

Wood Environment has submitted their proposed scope of work for phase II of this review:

1. Water Sampling – Collect water samples from both raw water sources, the backwash water tank and the holding/settling tank for metals analysis.

2. Collect sludge samples from within the holding/settling tanks for metals analysis.
3. Soil Sampling – Collect soil samples for metals analysis to assess the presence/absence of metal impacts on soil at 12 Newtown Road. Several samples will be collected along the ditch and on 12 Newtown Road property. Samples will also be taken for quality control/quality assurance, to be used for comparison.
4. Data Interpretation and Reporting – Wood will prepare a technical report with an assessment of findings and recommendations for further actions, where warranted. The report will be complete with summary tables of data compared to relevant guidelines (where available), figures, photos and laboratory certificates of analyses.

In the original proposal/workplan, Wood had estimated \$9,614.99 as the cost for the phase II assessment, but based on their review, the workplan cost decreased to \$8,164.93, a reduction of \$1,450.06.

Sludge Disposal: I have revised the service agreement and sent it to Duane Baker Services. He reviewed it and is requesting several revisions. Most of the revisions are of no consequence, for example, the legal name of his company is Inc. not Ltd.; easily corrected. There is only one clause that Duane has issue with and that is under:

TERMINATION FOR DEFAULT

The TOWN and/or CONTRACTOR may terminate this contract for default, by a 30-day written notice to the other if they have reasonable basis to believe that the other party has:

- Violated any applicable law or regulation.

Duane Baker Services requested I either add the actual regulations or delete the clause altogether.

This clause will ensure the service meets any required provincial or federal regulation. Given that there is a no exit clause, we must ensure the service meets all governing regulations.

- Council agreed that the clause should not be removed from the agreement.

Discharging to the Ocean: Wood Environment will provide a price quote to evaluate our discharge water to determine if it can be flowed to the ocean under Schedule B of the sewage disposal regulations. The email from Environment and Climate Change Canada was forwarded to Wood for analysis along with additional backwash samples collected by Cahill in 2019.

Vale Quarterly Meeting: Vale asked if we would like to schedule a quarterly meeting.

- Schedule a quarterly meeting with Vale on May 5, 2021. Town Manager will send out email tomorrow with a request for agenda items.

Policy Amendment - Harassment Prevention Plan: The Plan was forwarded to councillor Norman as requested, and we await the recommendations of the Human Resource Committee.

COVID-19 Stimulus Program: We have 21 residents seeking employment on the COVID-19 Stimulus Program. The program started on Monday, April 12, 2021. Two residents were hired for brush-cutting to widen the trail. The heavy equipment started work on Wednesday. Culverts were supplied to the site in preparation for the heavy equipment. The contractor is seeking approval to supply 100 ton of shale rock to form a base for the newly grubbed area. He will supply this material for \$130.00 per ton for 10 ton.

- Council approves purchasing the 100 ton of shale rock at a cost of \$1,300.00 plus HST.

Funding Opportunity for Trails: Mayor Keating reported at the last meeting that there is funding available for trails. According to MP Ken McDonald this funding is through Active Transportation Fund. The funding will be available for walking and biking trails. The application is not available yet. MP McDonald will forward it to us as soon as it is available.

DELEGATIONS – None

NEW BUSINESS

510 Main Street – Title Search

Title search was conducted by Simple Searching Inc. through G. John Samms at Steward McKelvey, on the Municipal Depot property at 510 Main Street. The report was copied to all councillors for review.

- Deferred to next meeting. Town Manager will check with Crown Land.

Gas Tax Audit for 2020 - Revised

The Gas Tax Audit that was adopted at our February meeting did not include the final payment for the ATV Bridge. This error was corrected on the Gas Tax Audit presented.

MOTION 04-15-21-08 Gas Tax Audit – Year Ending December 31, 2020

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

BE IT RESOLVED THAT the Gas Tax Audit for year ending December 31, 2020 be approved as presented.

In Favor: Mayor Gary Keating

Deputy Mayor Isadore Gambin

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

MOTION CARRIED

R.K. Moores Insurance Limited

For several years, this insurance policy was carried by the Long Harbour Development Corporation, and offered accidental death and dismemberment insurance for all councillors and staff. The 2020 invoice was not sent to the Town and therefore was not paid.

According to the cover page, the policy remained in force, however, requires the outstanding amount of \$1,525.00 payment for 2020. The group contract was renewable again on April 1, 2021. I require a motion to pay this invoice for 2020 and 2021.

- Deferred to next meeting
- Town Manager will ascertain if councillors are insured under our general insurance policy and will gather price quotes from other insurance companies for like coverage.

Consolidated Financial Statements for Year Ending December 31, 2020 - Draft

The draft financial statements were copied to all councilors for review.

MOTION 04-15-21-09 Draft Financial Statements for Year Ending December 31, 2020

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

BE IT RESOLVED THAT the Draft Financial Statements for year ending December 31, 2020 be approved as presented.

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

MOTION CARRIED

Eastern Composite Services

Email from Eastern Composite Services seeking a reduction in municipal taxes.

- No action will be taken on this item. It was established that Eastern Composite is taxed in accordance with our current tax structure, and municipal taxes are not based on fees for services.
- Eastern Composite also has the option to request a reassessment. This may reduce their municipal taxes.

Easter Seals

Easter Seals is requesting a donation. Council donated \$100.00 in March of 2020.

MOTION 04-15-21-10 Easter Seals

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

BE IT RESOLVED THAT the Council of Long Harbour-Mount Arlington Heights will donate \$100.00 to Easter Seals.

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

MOTION CARRIED

Dr. H. Bliss Murphy Cancer Care Foundation

The Dr. H. Bliss Murphy Cancer Care Foundation are requesting a donation. Council donated \$250.00 in June of 2020.

MOTION 04-15-21-11 Dr. H. Bliss Murphy Cancer Care Foundation

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

BE IT RESOLVED THAT the Council of Long Harbour-Mount Arlington Heights will donate \$250.00 to The Dr. H. Bliss Murphy Cancer Care Foundation.

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

MOTION CARRIED

DEVELOPMENT

Water Connection – 759 Main Street

Civic 759 Main Road is requesting water connection to an RV trailer that will be placed on the land as a summer home.

MOTION 04-15-21-12 Water Connection – 759 Main Road

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

BE IT RESOLVED THAT the Council of Long Harbour-Mount Arlington Heights approves the water connection conditionally pending the approval from the Department of Health for an onsite septic system.

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

MOTION CARRIED

FINANCE

Cheque and Visa List

The cheque list was presented for the period from March 19, 2021 to April 15, 2021, in the amount of \$77,199.42. The Visa Statement is not yet received.

MOTION 03-18-21-13 Cheque List

Moved by Councillor Kathleen Griffiths seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the cheque log for period March 18, 2021 to April 15, 2021 in the amount of \$77,199.42 be approved for payment.

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

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors.

CORRESPONDENCE

Municipal Circular – General Election Mail-In Voting

Circular informs Council that the guidelines surrounding the general elections may change depending on the COVID-19 Alert level in place in September. It is likely we will be able to hold the traditional in person election with Municipalities ensuring public health guidelines, including physical distancing and appropriate hygiene practices.

With the uncertainty around the pandemic, municipalities may be considering allowing residents the option of voting by mail. Voting by mail must be approved by the Minister in writing, a resolution must be passed, and regulations created. The mail-in voting system must be in place 60 days prior to the election. In this case, before July 30, 2021.

It should be noted that according to Section 97 of the Elections Act, before the regulations, procedures and forms come into force, they must be approved in writing by the Minister of Municipal and Provincial Affairs.

- Deferred to next meeting

Circular – Election of Mayor

Under the authority of section 17 of the Municipalities Act 1999, councils may choose, by a 2/3 vote of councillors in office, to provide for a separate election for mayor or may change that decision. Under section 18, where there is no separate election for mayor, councillors are required to elect one

councillor to be Mayor. They are also required to elect one councillor to be Deputy Mayor. This must be done after each general election.

If your municipality has concerns about attracting a sufficient number of people to run in the upcoming election, it may be beneficial to choose to elect a mayor from council as opposed to holding a separate election for mayor. You can do this if 2/3 of council votes to do so.

- Deferred to next meeting

NOTICE OF MOTION - None

COMMITTEE REPORTS

Councillor Kevin McDonald: Reported that he reached out to the HR Committee to discuss a letter submitted to the committee. We are halfway through the year and we need to deal with the issue raised.

The ATV trail is coming along. It's going to be a great trail when it's finished.

Councillor Patricia Burke: It's the time of year for community cleanup. Mayor Keating suggested we write Vale about their employees littering our community.

- It was agreed that we would have the CEEP employees pick up garbage along the roadside.
- It was agreed to write all residents seeking their help in the community cleanup.

She has had calls from residents who are anxious about whether they will be employed on the COVID-19 Stimulus Grant. These residents believed they applied for positions when they expressed interest back in November. These residents feel they should be hired first as they expressed interest in working on the grant.

Town Manager explained that the expression of interest provided her an amount for labor costs to be used in her application. It was not a call for applications for employment.

We have 21 applicants; 19 people expressed interest.

Councillor Burke reported there is a lot of anxiety over this grant.

- It was agreed that preference will be given to those who expressed interest in the grant. Others may be employed if there are additional positions available.
- It was agreed that Council would not support additional hiring.

Councillor Merrill Norman: Nothing to report

Councillor Kathleen Griffiths: Lobster season is coming and if COVID stays away we should get together for a lobster boil.

Deputy Mayor Isadore Gambin: Schedule HR Meeting for Wednesday evening, April 21, 2021 at 6:30 p.m.

Mayor Gary Keating: Hoping next meeting can be an in-person meeting. Asked about the date for the next meeting. Recommended it be scheduled so as to not interfere with the long weekend?

DATE FOR NEXT MEETING – Wednesday, May 19, 2021

ADJOURNMENT

MOTION 04-18-21-14 Adjournment

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

BE IT RESOLVED THAT the meeting be adjourned at 9:25 p.m.

In Favor: Mayor Gary Keating
Deputy Mayor Isadore Gambin

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

MOTION CARRIED



Mayor Gary Keating
Mayor



Juanita Gosse
Town Clerk/Manager