

Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
October 21, 2021

In Attendance

Mayor Walter Keating

Councillor Patricia Burke

Deputy Mayor Kevin McDonald

Councillor Merrill Norman

Councillor Gary Keating

Councillor Wayne Kelly

Councillor Lydia Burke

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

CALL TO ORDER

Mayor Walter Keating called the meeting to order at 7:00 p.m. and welcomed everyone.

ADOPTION OF AGENDA

MOTION 10-21-21-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Walter Keating

Deputy Mayor Kevin McDonald

Councillors: G. Keating, L. Burke, P. Burke, M. Norman, W. Kelly

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 10-21-21-02 Adoption of Minutes of September 16, 2021

Moved by Councillor Patricia Burke, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT the minutes of September 16, 2021, Regular Meeting be adopted without errors or omissions.

In Favor: Mayor Walter Keating

Deputy Mayor Kevin McDonald

Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

MOTION 10-21-21-03 Adoption Minutes of Special Meeting held September 22, 2021

Moved by Councillor Merrill Norman, seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT the minutes of the Special Meeting of September 22, 2021, be adopted without errors or omissions.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

MOTION 10-21-21-04 Adoption of Minutes of October 7, 2021

Moved by Councillor Gary Keating, seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT the minutes of October 7, 2021, council meeting be adopted without errors or omissions.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

BUSINESS FROM THE MINUTES

Ratify Motion from Special Meeting

National Day for Truth and Reconciliation

MOTION 10-21-21-05 National Day for Truth and Reconciliation

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

BE IT RESOLVED THAT Council shall observe the National Day for Truth and Reconciliation on September 30, 2021 to honour residential school survivors and raise awareness about the terrible legacy of residential schools in Canada. Our Town Office will be closed for the day.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, L. Burk, P. Burke, M. Norman, W. Kelly

MOTION CARRIED

MANAGERS REPORT

Water Systems: The outside staff located and repaired the larger break in the distribution system on Main Street around the Big Head. This decreased water consumption by approximately 30 gallons per minute. Our average daily flow rate according to VT SCADA is 30 gallons per minute during the day and 22 at night. A flowmeter is required for a more accurate production and flow rate.

COVID-19 Stimulus Program

The final report has been submitted for this program. The amount of funding approved was \$83,669.19. Expenditures on our final report was \$88,435.69. This number includes the full amount of the HST.

ACOA Community Revitalization Funding Opportunity:

Maturin Pond Walking Trail was extended to meet the Middle Pond ATV Trail. The property behind the Municipal Complex was grubbed and topsoil added. We will need more topsoil before seeding. An estimate for additional topsoil is \$8,000.00. We plan to hydroseed next spring. Both topsoil and hydroseeding will be funded through the ACOA grant.

Eleven raised beds were built for the community garden through this program and eleven residents were employed. The site was made ready for a greenhouse and a greenhouse was built.

Funding approved for this project is **\$83,669.00**

Project expenditures to date: \$54,556.63

Projected expenditures

 Additional Topsoil - \$8,000.00

 Hydroseed - \$12,580.00

Total Expenditures and Projected Expenditures: **\$ 75,136.63**

Available Funding: \$8,532.37

Wood Environment

Council met with Wood Environment via teleconference on September 21, 2021. Wood had incorrectly listed Maturin Pond as our water source. For a complete report they will require a sample from Shingle Pond. This sample was taken last Friday, October 15, 2021.

A soil sample taken from the ditch tested for elevated concentrates of some metals, however, there is no risk to human health or vegetation.

There was a higher concentrate of aluminum in the soil samples collected from 12 Newtown Road compared to the three background samples. It is possible that aluminum may be elevated in the sludge. There are no regulated requirements for aluminum in soil.

There is documentation on the agenda from O’Dea Earle in relation to 12 Newtown Road.

Purchase Flowmeter

MOTION 10-21-21-06 Purchase Flowmeter

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT Council shall purchase the flowmeter from Cahill at the quoted price.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

DELEGATIONS

NEW BUSINESS

Councillors Orientation

As Municipal Affairs have not yet scheduled Councillors Orientation, Council has the option of retaining J.W. Consulting to do the training session. Cost – \$1,500.00 plus HST.

MOTION 10-21-21-07 Councillor Orientation

Moved by Councillor Gary Keating; seconded by Councillor Patricia Burke.

BE IT RESOLVED THAT Council shall retain J.W. Consulting to provide the Councillor Orientation education session.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Council Signing Authority

Changes are required for signing authority for the new Council. A motion is required to add an authorized signing officer. Our current signing officers are:

Gary Keating
Kevin McDonald
Juanita Gosse
Judy Murphy
Isadore Gambin

MOTION 10-21-21-08 Signing Authority

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

BE IT RESOLVED THAT that Isadore Gambin be removed as signing officer and Mayor Walter Keating be added.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Spending Authority – Town Manager/Clerk

Currently, the spending limit for the Town Manager/Clerk is \$2,000. Expenditures above this amount must be approved by Council.

MOTION 10-21-21-09 Spending Limit for Town Manager/Clerk

Moved by Councillor Wayne Kelly, seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT under section 58 of the Municipalities Act 1999, council set the spending limit for the Town Manager/Clerk at a maximum of \$5,000.00 for the purchase of equipment, supplies, work or other things required for the carrying out of council business.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Council Committee Structure

A draft of the committee structure was copied to all councillors. Any councillor who would like changes in the committee structure should inform the Town Manager.

Letter from Clayton Warren – Double Sea Enterprises Ltd.

Mr. Warren says that his estimate to backfill the property behind the Municipal Complex was based on 50 loads of topsoil. He thought he had 50 loads to deliver, however, he only had 34 load available. He had to purchase the remaining 16 loads from a contractor at \$150.00 per load. He also had to purchase 25 additional loads, above the 50 estimated, to finish the job. He is requesting that Council consider paying for the additional loads he purchased from the contractor.

Mr. Warren's estimate did not include a specific number of loads. It was not broken down in that way. The estimate was for fill and excavating next to town office, excavating on town trail as per drawing. Mr. Warren's total cost overrun is \$6,150.00.

Project funding available - \$8,532.37

MOTION 10-21-21-10 Double Sea Enterprises

Moved by Councillor Patricia Burke. seconded by Deputy Mayor Kevin McDonald.

BE IT RESOLVED THAT Council approves payment of overruns for Double Sea Enterprises in the amount of \$6,150.00.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Municipal Assessment Agency – Call for Nominations

The Municipal Assessment Agency is calling for nominations for the position of Avalon Regional Director. Nominations will close at 4:00 PM on October 28, 2021.

Our municipality is entitled to nominate and vote for the position of Avalon Director. Ballots will be forwarded by November 1, 2021, and voting will be completed by December 16, 2021.

Council is accepting nominations to serve on the Municipal Assessment Agency Board as Avalon Director.

- No nomination was made for this position.

Municipal Pipeline Project

The Municipal Pipeline Project was developed in collaboration with the College of the North Atlantic and funded by The Business + Higher Education Roundtable and Co-operative Education and Work Integrated Learning Canada. The initiative helps municipalities reach some important development goals and provide valuable services while helping post-secondary students see working with municipalities as a valuable career path.

This initiative is at no cost to Council. We are asked to note our interest by returning the Application Form and select a program of interest.

The form was submitted, and Asset Management was selected as a program of interest. If Council wishes to participate in this program a motion is necessary.

MOTION 10-21-21-11 Municipal Pipeline Project

Moved by Deputy Mayor Kevin McDonald seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT Council approves participating in the Municipal Pipeline Project for Asset Management.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Placentia Bay Industrial Showcase

The PBIS is scheduled for Tuesday, October 26 and Wednesday, October 27th at the Star of the Sea Hall. The agenda was copied to everyone. Will council approve a council representative to attend?

MOTION 10-21-21-12 Placentia Bay Industrial Showcase

Moved by Councillor Patricia Burke, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT two councillors are approved to attend the Placentia Bay Industrial Showcase.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Professional Development – Water Distribution Education Seminar

The Education Seminar is scheduled in St. Johns on December 7th to the 9th. Requesting to send one of our outside staff to this education session.

MOTION 10-21-21-13 Professional Development

Moved by Councillor Merrill Norman, seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT one of our outside staff is approved to participate in the Water Distribution Education Session.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Schedule Town Hall Meeting

It was suggested that we should have a Town Hall Meet & Greet New Council in January of 2022.

- Tentative date: January 13, 2022
- Mail out survey for feedback before this date.

12 Newtown Road – Letter from O’Dea Earle

Letter from O’Dea Earle, Site Assessment by Englobe and Environmental Sampling Report by Wood Environment was copied to all councillors.

The documents were forwarded to our legal adviser, John Samms of Stewart McKelvey, and we are waiting for legal advice.

- Deferred to a privileged session.

Eastern Regional Service Board – Call for Nominations

The Eastern Regional Service Board intends to commence elections for its Board of Directors following the municipal election. The Board is comprised of twenty members from municipalities and LSD's throughout the Eastern Region. Some municipalities appoint their members, however, members that represent multiple communities are elected.

Your community may now nominate an individual from your municipality to serve on the ERSB Board. The deadline to submit a nomination is 4:30 p.m. on Wednesday, October 27, 2021.

Deputy Mayor Kevin McDonald is seeking nomination to the Eastern Regional Service Board.

MOTION 10-21-21-14 Nomination to the Eastern Regional Service Board

Nominated by Councillor Wayne Kelly, seconded by Councillor Patricia Burke.

BE IT RESOLVED THAT Deputy Mayor Kevin McDonald is nominated to serve on the Eastern Regional Service Board.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Dilapidated Building at 508 Main Street - Defer for additional information

DEVELOPMENT

Building Application for Residential Development – Lot 2-4 Middle Pond Road

MOTION 10-21-21-15 Building Application - Approval in Principle

Moved by Councillor Lydia Burke, seconded by Deputy Mayor Kevin McDonald.

BE IT RESOLVED THAT the residential development application for lot 2-4 Middle Pond Road be conditionally approved subject to the development meeting the requirements and development standards as outlined in our Municipal Plan and Development Regulations and meeting the requirements from other regulatory bodies having jurisdiction.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

Building Application – Lot 2-5 Middle Pond Road

MOTION 10-21-21-16 Building Application - Approval in Principle

Moved by Councillor Lydia Burke, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT the residential development application for lot 2-5 Middle Pond Road be conditionally approved subject to the development meeting the requirements and development standards as outlined in our Municipal Plan and Development Regulations and meeting the requirements from other regulatory bodies having jurisdiction.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, P. Burke, M. Norman, L. Burke, W. Kelly

MOTION CARRIED

FINANCE

Cheque and Visa List

The cheque list was presented covering the period from September 17, 2021, to October 21, 2021, in the amount of \$104,852.65. Also presented for approval is the Visa Statement for October in the amount of \$1,371.29.

MOTION 10-21-21-17 Cheque List and Visa Payment

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

BE IT RESOLVED THAT the cheque list for the period of September 17, 2021, to October 21, 2021, in the amount of \$104,852.65 be approved for payment as well as the visa payment for October, as presented.

In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald
Councillors: G. Keating, L. Burke P. Burke, W. Kelly, M. Norman

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors.

CORRESPONDENCE

Government of NL – Site Specific Safety Plan

To purchase salt and sand from the Highways Depot in Whitbourne we must submit a Site-Specific Safety Plan to the Department of Transportation and Infrastructure. Our Site-Specific Safety Plan for year 2021-22 was submitted in early October and has been reviewed and endorsed by the Department of Transportation and Infrastructure, Highways Operations Division.

Government of NL – Circular Re: Hot Asphalt Paving

Under Section 02552 of the Municipal Infrastructure, Sewer and Roads Master Construction Specifications the cut off date for surface course paving is October 15, 2021. Last date for final completion of paving projects is October 31, 2021 and the cut off date for base course paving is November 15, 2021. Paving after these dates should only be done where absolutely necessary.

Government of NL – Call for Applications

The Municipal Infrastructure Division of Department of Transportation and Infrastructure is inviting eligible funding recipients to submit applications for its 2022-2023 Municipal Infrastructure Cost-Shared Funding Programs. Applications received will be used for the Municipal Capital Works program and the Investing in Canada Infrastructure Program. The deadline date to submit is November 19, 2021.

Public Advisory – Financial Assistance Related to Hurricane Larry

Applications from residents, not-for-profit organizations and communities affected by Hurricane Larry under the Newfoundland and Labrador Disaster Financial Assistance Program are now being accepted. The Provincial Government has applied to the Federal Government to recover eligible expenses associated with damages and will work to maximize benefits that are applicable for coverage under the federal disaster funding assistance programs.

Applications and information can be found online or this information can also be obtained by calling 1888-395-5611. The deadline date to submit a claim is December 10, 2021.

Government of NL – Circular Re: The 2022 Municipal Budget

Pursuant to section 77 of the Municipalities Act, 1999, all municipalities must adopt a budget for the upcoming year. As 2021 was an election year, budgets should be adopted by January 1, 2022, and a copy of that budget in the required form must be sent to the Regional Office by January 31, 2022. The adopted Municipal Tax Structure should also be sent to the Department by this date.

Municipalities should note the accountability measures for funding under the Municipal Operating Grant and Provincial Gas Tax Sharing program include the requirements for municipalities to maintain their own source revenues, on a per capita basis (as per the 2016 census), in their municipal budgets, over their own source revenue levels in their 2015 municipal budgets.

Letter from Golden Bay 50+ Club – Crafts to Comfort

Letter from the Golden Bay 50+ Club seeking council’s approval to use the former council office to complete their ongoing Crafts to Comfort projects. It was noted that the building requires some repairs and should be cleaned before it is usable.

- Council approved the use of the former council building and reiterated that the 50+ Club are certainly welcome to use the Community Centre space. It is left to the committee to decide.

NOTICE OF MOTION – None

COMMITTEE REPORTS

Committee reports should be written and submitted to the Town Manager on or before the Friday prior to the regular meeting date. This will allow the Town Manager to add the reports to the Councillors meeting file.

DATE FOR NEXT MEETING – November 18, 2021

ADJOURNMENT

MOTION 10-21-21-18 Adjournment

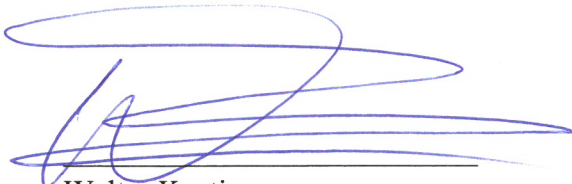
Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Merrill Norman.

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

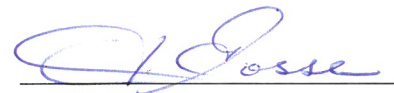
In Favor: Mayor Walter Keating
Deputy Mayor Kevin McDonald

Councillors: G. Keating, P. Burke, M. Norman, W. Kelly, L. Burke

MOTION CARRIED



Walter Keating
Mayor



Juanita Gosse
Town Clerk/Manager