

***Town of Long Harbour - Mount Arlington Heights
Minutes Regular Meeting
September 15, 2022***

In Attendance

Mayor Walter Keating

Councillor Wayne Kelly

Deputy Mayor Kevin McDonald

Councillor Merrill Norman

Councillor Lydia Burke

Councillor Patricia Burke

Absent: Councillor Gary Keating

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

CALL TO ORDER

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

ADOPTION OF AGENDA

MOTION 09-15 -22-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 09-15-22-02 Adoption of Minutes of August 18, 2022

Moved by Councillor Wayne Kelly, seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the minutes of August 18, 2022, Regular Meeting be adopted without errors or omissions.

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Dilapidated Buildings and Car Wrecks within the Town – Defer to the privileged session

MANAGERS REPORT

Flowrate analysis: Outside staff located and repaired five mainline breaks. Our current flowrate is averaging 34 GPM over a 24-hour period. We continue to work on issues at the plant. We had another valve that failed to close, and VT SCADA continuously sent out an alarm. Working with Cahill on this.

Professional Development: Operator Mike Kelly is scheduled for Water Treatment Plant Certification training from Oct. 25 to 27 with the certification exam on the 28th.

Garbage Collection: A Public Notice was sent out providing information about our garbage collection.

Long Term Service Award for Councillor Keating: The \$500 grant from Municipal Affairs was received June 9, 2021. It was set aside for Appreciation Night, however, due to COVID19, Appreciation Night was cancelled that year.

Coffee Break for Alzheimer's – Coffee Break is scheduled for Oct. 7, 2022. We will send out a public notice a week before the scheduled date.

Quarrying at Old Access Road: On Monday, August 29, 2022, a contractor was quarrying on property on the Old Access Road. Quarrying is not permitted within a municipality, without a permit from Council, which must be approved by Council. Approval is also required from the Department of Environment. Before issuing a Stop Work Order, I informed the contractor of the regulations around quarrying, and they stopped the activity immediately. The next day, the contractor was on-site again to clear large rocks left behind on the road.

Office Staff: The past couple of weeks were very busy completing the final reports on the various funding grants. Final Reports have been submitted for the ACOA grant, the COVID Stimulus grant, the Active NL grant, the Community Clean-up grant, as well as two summer student grants and the Community Garden Program.

DELEGATIONS – None

NEW BUSINESS

FCM – Asset Management Funding

The Federation of Canadian Municipalities has approved our Asset Management Initiative funding in the amount of \$44,154. The start date of the project was July 28, 2022, therefore we can incur expenses from that date.

Start-up meeting with TRACT Consulting was held September 8, 2022. The recording of the meeting was shared with all councillors.

Some of the take aways were:

- We have one year to complete this project
- We cannot announce the funding publicly until FCM have made their announcement

Work outline includes:

- Creating an asset register with a GIS database
- Creating a preliminary state of infrastructure report
- Asset Prioritization – prioritize infrastructure repairs
- Create a Capital & Operational Strategy Policy

Also discussed our responsibilities to FCM.

Next Steps include:

- A GIS (Geographic Information Systems) Specialist will be in touch with the Town Manager to discuss and list town infrastructure
- GIS Specialist will do a site visit and meet with town staff and anyone who may have information about town infrastructure.

Next Meeting is scheduled for Wednesday, November 2, 2022, at 10:00 am.

Community Waste Diversion Fund

MMSB is offering a Community Waste Diversion funding opportunity. Applicants can apply for up to \$10,000 to fund projects that reduce, reuse or recycle more of its waste. If anyone has an idea for a project, please forward it to the office and we will submit an application for funding.

MNL Conference & Trade Show 2022

The MNL Conference and Trade Show is scheduled for November 2nd to the 5th in Gander. There is no longer a two-person-per municipality restriction. Accommodations are being assigned by registration on a first-come, first-serve bases.

MOTION 09-15-22-03 MNL 2022 Convention & Trade Show

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

BE IT RESOLVED THAT Mayor Walter Keating, Deputy Mayor Kevin McDonald and Councillor Lydia Burke is approved to attend the 2022 MNL Convention and Trade Show in Gander.

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

MOTION CARRIED

Kids Eat Smart Radiothon

The Kids Eat Smart Radiothon is scheduled for Wednesday, November 2, 2022. Council donated \$1,000.00 last year.

MOTION 09-15-22-04 Kids Eat Smart Donation

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

BE IT RESOLVED THAT Council has approved a \$1,000 donation to the Kids Eat Smart Program.

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

MOTION CARRIED

Letter from Resident – Tax Adjustment

Letter is requesting a tax adjustment for years 2018, 2019 and 2022. – Discussion on this issue should be deferred to a privileged session with the decision coming back to a regular meeting for motion.

DEVELOPMENT

Building Application for Lot 2-2, Civic Address 37 Middle Pond Road.

MOTION 09-15-22-05 Building Application – 37 Middle Pond Road

Moved by Councillor Wayne Kelly, seconded by Councillor Merrill Norman.

BE IT RESOLVED THAT the residential development application for lot 2-2, civic address 37 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 all requirements of other regulatory bodies having jurisdiction.

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

MOTION CARRIED

FINANCE

Cheque and Visa List

The cheque list was presented covering the period from August 18, 2022, to September 15, 2022 in the amount of \$65,701.75.

MOTION 09-15-22-06 Cheque List and Visa Statement

Regular Meeting September 15, 2022

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

BE IT RESOLVED THAT the cheque list for the period of August 18, 2022, to September 15, 2022 in the amount of \$65,701.75 is approved for payment.

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

MOTION CARRIED

Cash Analysis

Cash analysis was copied to all councillors

CORRESPONDENCE

Government of NL – Water Quality Seasonal Reports

The THMs and HAAs Summary for Public Water Supply was copied to all councillors for review. THMs and HAA's are created when chlorine is added to water having organic materials. Results of both tests for Long Harbour – Mount Arlington Heights are within the national guidelines.

Government of NL - Circular Re: Municipal Conduct Act

The Circular to Municipalities was copied for all councillors.

In the fall 2021 session the House of Assembly, new legislation was introduced called the Municipal Conduct Act. The Act was proclaimed and came into legal effect on September 1, 2022. The new Act governs conflict of interest, ethical behavior and professional conduct for municipalities. The legislation defines what constitutes a conflict of interest and introduces a common set of rules for all municipalities regarding conflict of interest. The legislation requires municipalities to establish codes of conduct for all municipal officials, employees, fire department personnel and anyone acting on behalf of a municipality in an official capacity. The Act also introduces mandatory code of conduct and orientation training for councillors and senior staff to increase professionalism in municipalities.

Email from JW Consulting Associates

JW Consulting is offering to update our Code of Conduct to ensure it is in compliance with the new legislation. They can update 3 policies which may be relevant – Respectful Workplace, Access to Information and Privacy and Conflict of interest. The fee for this work is \$1,700 plus HST.

MOTION 09-15-22-07 Code of Conduct

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

BE IT RESOLVED THAT Council will retain JW Consulting Associates to update our policies to ensure we are compliant with the new Code of Conduct.

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

MOTION CARRIED

National Day for Truth & Reconciliation

Professional Municipal Administrators, in conjunction with Municipalities NL are collecting information regarding municipal engagement/activities for the National Day for Truth & Reconciliation, September 30th.

Will the town recognize this day by hosting an activity?

- Several activities were discussed. Mayor Keating will advise the office staff how to proceed.

Department of Transportation & Infrastructure – SSSP 2022-23

Letter advised that our Site Specific Safety Plan for year 2022-23 has been approved and endorsed by the Department of Transportation and Infrastructure.

NOTICE OF MOTION – None

COMMITTEE REPORTS

Meeting with MP Ken McDonald – Presented by Deputy Mayor Kevin McDonald

Capital Works Funding – Our application was not approved as of yet. We are to send a copy of the application on to MP McDonald's office for follow up. The application has to be sent on to Ottawa.

- A copy of the application was sent to MP McDonald's office.

Clean Harbour Initiative - A discussion around the cleanup in the harbours and the funding to support their efforts. MP McDonald's office is aware of the group and will reach out Clean Harbours.

Health Care - Dr. Newhook Center - This is a Provincial issue so the Federal Government cannot interfere. We could get together with the local communities and reach out to Minister Tom Osborne and the Premier to lobby our concerns.

- We have been invited to join the Town of Chapel Arm in a meeting with Minister Osbourne to discuss the fate of the Newhook Community Health Care Centre.

Shoreline Erosion - There are grants available and information on funding. MP McDonald's office will send information regarding available funding as opportunities are always opening up.

- There was no funding available at this time.

High Speed Internet - This is supposed to be in place by 2026. MP McDonald's office will check on this.

EI Appeal – MP McDonald's office will reach out to Services Canada and will contact Deputy Mayor McDonald for information and follow up.

- According to Deputy Mayor Kevin McDonald, the next step would be to retain a lawyer to move the file forward.

Meeting with Brookfield Renewable Energy/Evolugen

Council and the Long Harbour Development Corporation met with Brookfield Renewable Energy to discuss the possibility of a future project. The Long Harbour Development Corporation held a follow-up meeting with Brookfield today.

Human Resources Committee – Re: Section 5:07 of the Employee Policy & Protocol Manual

The Human Resources Committee met on August 29th to discuss Section 5:07 of the Employee Policy and Protocol Manual. Section 5:07 states: “under normal circumstances, no employee is permitted to work in excess of 80 hours of overtime during the calendar year. Overtime that is necessary and is in excess of 80 hours per year must be reviewed and specifically approved by the Town Manager and is paid as time off in lieu of.

The Human Resources Committee are recommending that Section 5:07 be amended to, “all overtime must be approved by the Town Manager and will be paid out at 1 and ½ times the regular pay”.

MOTION 09-15-22-08 Section 5:07 Amendment - Increase Maximum Overtime

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

BE IT RESOLVED THAT that the maximum overtime be increased to 140 hours per year.

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

MOTION CARRIED

DATE FOR NEXT MEETING – October 27, 2022

ADJOURNMENT

MOTION 09-15-22-09 Adjournment

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

BE IT RESOLVED THAT the meeting be adjourned to a privileged session at 7: 47 pm.

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

MOTION CARRIED

Regular Meeting resumed at 8:16 pm.

Dilapidated Buildings within the Town of Long Harbour-Mount Arlington Heights

Council reviewed a list of dilapidated buildings and discussed each one in detail. They agreed that a letter of request should be mailed to the property owners requesting they repair or remove the dilapidated structures from their properties.

MOTION 09-15-22-10 Dilapidated Buildings

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

BE IT RESOLVED THAT Council will write a letter to the owners of the dilapidated buildings within the Town of Long Harbour-Mount Arlington Heights requesting they either repair or remove the dilapidated structure from their property.

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

MOTION CARRIED

Abandoned Vehicles, Boats, and other Car Wrecks

Council defined abandoned vehicles as vehicles parked and left along the roadside whether waiting for servicing or inoperable. Boats and other car wrecks refers to vehicles and vehicle wrecks parked and left at residential properties, and wrecks visible from a commercial property.

It was determined that abandoned vehicles, boats, and other car wrecks should not impact neighboring properties. The roadside and other residential properties should be cleared of all vehicles, and all vehicles should be placed behind a high fence or moved to a site that is not seen by the public.

MOTION 09-15-22-11 Abandoned Vehicles, Boats and other Car Wrecks

Moved by Councillor Wayne Kelly, seconded by Councillor Lydia Burke

BE IT RESOLVED THAT Council will write a letter to the owner of the abandoned vehicles, boats and other car wrecks, requesting that the abandoned vehicles, boats and wrecks be moved to a property that is out of public view.

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

MOTION CARRIED

ADJOURNMENT

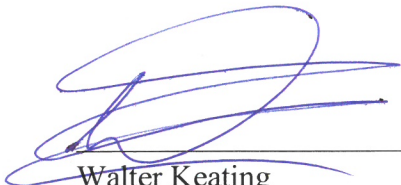
MOTION 09-15-22-12 Adjournment

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

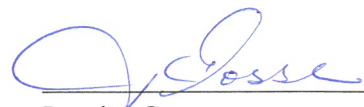
BE IT RESOLVED THAT the meeting be adjourned at 8:23 pm.

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

MOTION CARRIED



Walter Keating
Mayor



Juanita Gosse
Town Clerk/Manager