

***Town of Long Harbour - Mount Arlington Heights
Minutes Regular Meeting
January 19, 2023***

In Attendance

Mayor Walter Keating

Councillor Wayne Kelly

Deputy Mayor Kevin McDonald

Councillor Merrill Norman

Councillor Lydia Burke

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 01-19-23-01 Adopt Agenda

Moved by Councillor Gary Keating; seconded by Deputy Mayor Kevin McDonald.

BE IT RESOLVED THAT the agenda be adopted as presented.

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 01-19-23-02 Adopt the Minutes of December 8, 2022

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

BE IT RESOLVED THAT the minutes of December 8, 2022, Regular Meeting be adopted without errors or omissions.

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Dilapidated Buildings and Car Wrecks

Council met with Mr. and Mrs. Gambin to discuss the letter they submitted to council at the December 8th council meeting.

After meeting with Mr. & Mrs. Gambin, council held a special meeting to discuss the issues presented.

From the special meeting, Council had the Town Manager draft a letter to Mr. Gambin. Council met again on January 16th to review the contents of the letter to ensure it correctly captured council's decision regarding Mr. Gambin's properties and vehicles. This letter is the final request for the completion of cleanup of his properties.

MOTION 01-19-23-03 Letter to Mr. Gambin

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

BE IT RESOLVED THAT Council will forward a letter to Mr. Gambin dated January 20, 2023. This letter is a final request that he complete the cleanup of his properties including removing vehicles used in his commercial activity from civic address 531 Main Street and remove vehicles parked along the roadside of civic address 531 Main Street. Also, remove vehicles from civic address 743 Main Street and clean up his commercial property, Gambin's Garage. This final request states that if cleanup is not completed by March 22, 2023, Council will issue an order under Section 404 of the *Municipalities Act 1999*. A copy of Section 404 of the *Municipalities Act 1999* will be included for his records.

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

MOTION CARRIED

Demand Notice on Civic Address 485 Main Street

A Demand Notice, under Section 137 of the *Municipalities Act 1999*, was posted on the property of Civic Address 485 Main Street. The notice general described the property as civic address 485 Main Street. It contained the amount of the arrears of taxes owing in respect of the real property and the years in which arrears of taxes were imposed and the person in whose name the real property was then assessed. The Demand Notice also contained the statement that the real property is liable to be sold under the provisions of the *Municipalities Act 1999* if the arrears are not paid within 60 days of the date of the notice.

Section 139 of the *Municipalities Act 1999* states: After the time limit indicated in the notice required to be given under section 137, the council on the application of the clerk, shall, by resolution, direct that the real property be sold.

The Demand Notice was dated November 21, 2022; therefore, the Town Clerk submits application that the real property at civic address 485 Main Street be sold to satisfy tax arrears.

RESOLUTION 01-19-23-04 Direction to Sell – Civic Address 485 Main Street

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

WHEREAS the real property of civic address 485 Main Street is in arrears of taxes for the period of 2017-2022, and

WHEREAS council does not have an address for the last known owner, and

WHEREAS a Demand Notice was posted on the real property of civic address 485 Main Street on November 21, 2022, demanding the tax arrears be paid in full within 60 days of the date of the notice: and

WHEREAS no tax payment was made on the tax arrears for civic address 485 Main Street; therefore

BE IT RESOLVED THAT Council directs the town clerk to sell for taxes, the real property of civic address 485 Main Street.

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

MOTION CARRIED

MANAGERS REPORT

Asset Management – Our outside staff met with Ayla Perry of TRACT to discuss their mapping of waterlines. The mapping was brought up to date. Next meeting will cover Asset Prioritization.

CEEP Update – Project is going well. Employees are working on the walking trail. On rainy days they are working on the municipal depot.

ACOA Project Update – This project is complete. Town Manager is working on the final report.

DELEGATIONS – None

NEW BUSINESS

4th Quarter of 2022 Budget Analysis

The 4th quarter of 2022 Budget Analysis was presented to Council. There were no issues noted.

MNP Accounting & Auditing Services

MNP thanked Council for being a client over the past few years. They say our business was appreciated and it's been a pleasure working with council and staff. MNP has made a business decision to discontinue their audit services to all municipalities. Michael Abbot offered referrals for other firms.

Quote for Auditing Services - Richard Power Chartered Professional Accountant

Price quote for auditing services was received from Richard Power Chartered Professional Accountant. This firm offers auditing service to several towns in this area. The quotation is as follows:

Year End Financial Statement:

2022	\$6,500.00
2023	\$6,750.00
2024	\$7,000.00

Gas Tax Audit

2022	\$1,000.00
2023	\$1,000.00
2024	\$1,000.00

These fees do not include out of pocket expenses for travel, accommodations, and meals. The fees assumes that the account records are up to date and there is no requirement to complete any accounting work.

Additional fees for services are based on the following charge rates:

Richard Power, FCPA, FCA - \$150.00 per hour

Other Staff - \$50-\$100.00 per hour

MOTION 01-19-23-05 Retain Richard Power Chartered Professional Accountant

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

BE IT RESOLVED THAT Council will retain Richard Power, Chartered Professional Accountant, for the 2022-2024 auditing services.

In Favor: Mayor Walter Keating

Deputy Mayor Kevin McDonald

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

MOTION CARRIED

Water Treatment Level I Exam

Received from the Department of Environment and Conservation, the certificate of Qualification, NL 22-079U for Mike Kelly. Mr. Kelly successfully wrote the Water Treatment Level 1 certification exam on November 10, 2022.

A copy of his certificate is displayed at the Water Treatment Plant and kept on file.

Funding Opportunity – Green and Inclusive Community Building Program

The Green and Inclusive Community Building Program is a national merit-based program with the objective of improving the availability and conditions of community buildings in Canadian communities. At the same time, the program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan. The program advances the Government's climate priorities by improving energy efficiency, reducing greenhouse gas emissions, and enhancing the climate resilience of community buildings.

The Federal government announced 1.5 billion in funding over five years. Eligible funding projects include small retrofits, those that range in size from \$100,000.00 to \$249,000.00. Under this program a municipal government is an eligible applicant, and our municipal complex is considered a community building. Funding provided under this program for retrofits under the cost of 1 million dollars is 80/20 with the federal government funding the 80%.

Some of the retrofit measures includes, but are not limited to:

- Sealing with caulking or spray foam
- Adding insulation
- Upgrading lighting systems
- Replacing windows glazing
- Updating low-flow faucets with sensors and automatic shutoffs
- HVAC upgrades
- Significant reconfigurations to the interior for the purpose of energy savings
- Roof replacement
- Climate resilient retrofits
- Renewable energy retrofits
- Adding windows or rearranging windows to increase sunlight

I am hoping installing heat pumps will fall under the energy saving or energy efficiency category.

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council.

RESOLUTION 01-19-23-06 Apply for funding under the Green and Inclusive Community Buildings Program to retrofit the Municipal Complex located at civic address 9 Middle Pond Road

Moved by Councillor Gary Keating, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT Council authorizes and endorses an application for funding under the Green and Inclusive Community Building Program to improve the condition of the Municipal Complex located at civic address 9 Middle Pond Road, Long Harbour-Mount Arlington Heights in the province of Newfoundland and Labrador, Canada. The retrofit will increase energy efficiency of this public building and will help stimulate the economy by creating good job opportunities. The retrofit will align to the

goals of Canada's strengthened climate plan and will advance climate priorities by improving energy efficiency, reducing greenhouse gas emissions, and enhancing the climate resilience of this community building.

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

MOTION CARRIED

All retrofit projects applying for funding under the Green and Inclusive Community Buildings Program are required to submit their building structural information, energy profile and greenhouse gas emissions using the RETScreen Expert software. Applicants are required to enter information regarding their building and project into RETScreen including site location, building characteristics, current or baseline energy consumption, proposed measures, project costs etc.

The best approach is to have a consulting firm familiar with the RETScreen program to guide us through this process.

GrantMatch is the industry leader in securing government funding for Municipalities across Canada. They have experts in the RETScreen program and have 25 + years of experience in matching municipalities with funding opportunities.

I have met with a representative of GrantMatch and she provided a GrantMatch Agreement. GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. Their service fee is 10% of the first one million of government funding approved and 5% of the remaining government funding approved greater than one million. Fees will be invoices upon receipt of written funding approval. The Client will retain a 25% holdback, which will be invoiced upon the first receipt of government funding.

The GrantMatch Agreement was copied to all councillors.

MOTION 01-19-23-07 GrantMatch Agreement

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

BE IT RESOLVED THAT Council will enter into an agreement with GrantMatch to apply for funding under the Green and Inclusive Community Buildings Program for a retrofit project of our Community Complex, located at 9 Middle Pond Road as outlined in *Resolution 01-19-23-06*.

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

MOTION CARRIED

By-election

Where a vacancy occurs in the office of a councillor more than 12 months before the expiration of the term of office, the council shall order a by-election for a councillor to hold office for the unexpired term of the council.

A by-election shall be held no later than 3 months after the vacancy. In this case the last day is Friday, March 31, 2023. The Town Clerk is the Returning Officer as stated in section 13 of the Elections Act. Council must appoint an alternate Returning Officer.

RESOLUTION 01-19-23-08 Order a By-Election

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

BE IT RESOLVED THAT Council orders a by-election for a councillor to hold office for the unexpired term of the council to be held Wednesday, March 29, 2023.

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

MOTION CARRIED

RESOLUTION 01-19-23-09 Appoint an Alternate Returning Officer

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

BE IT RESOLVED THAT Council appoints town administrator Judy Murphy as the alternate Returning Officer for the by-election.

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

MOTION CARRIED

Scheduling Nomination Day

Candidates shall be nominated between the hours of 8:00 a.m. to 8:00 p.m. on one day as determined by the council, excluding Saturday, Sunday and public holidays, from the twenty-eight to the twenty-first day immediately before the election. With the election day scheduled for March 29th, nomination day would have to be held on Wednesday, March 1st, Thursday, March 2nd, Friday, March 3rd, Monday March 6th, Tuesday, March 7th, or Wednesday, March 8, 2023.

RESOLUTION 01-19-23-10 Schedule Nomination Day

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

BE IT RESOLVED THAT Candidates shall be nominated for the by-election on Wednesday, March 8th, 2023.

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

MOTION CARRIED

Advance Poll

Council may hold an advance poll not earlier than 14 days immediately preceding the day established as election day. With election day scheduled on March 29th, the advance poll would have to be scheduled on Thursday, March 15, 2023. If a second advance poll is to be held, it must be held on the Saturday before the election. Having an advanced poll is at the discretion of council. Council may depend on the use of proxy votes to ensure everyone has the opportunity to vote.

RESOLUTION 01-19-23-11 Schedule Advance Poll

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

BE IT RESOLVED THAT Council will not hold an advance poll.

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

MOTION CARRIED

2023 Water and Wastewater Workshop

The Department of Environment & Climate Change will be hosting the 2023 Water and Wastewater Workshop, March 28 to 30th, at the Gander Hotel, Gander. This workshop will be of interest to water and wastewater systems operations and maintenance personal.

RESOLUTION 01-19-23-12 2023 Water and Wastewater Workshop

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Gary Keating.

BE IT RESOLVED THAT Council approves one outside employee to attend the 2023 Water and Wastewater Workshop.

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

MOTION CARRIED

DEVELOPMENT

FINANCE

Cheque and Visa List

The cheque list was presented covering the period from December 9, 2022 to January 19, 2023, in the amount of \$101,904.40 and the Visa Statements for December and January.

MOTION 01-19-23-13 Cheque List and Visa Statement

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

BE IT RESOLVED THAT the cheque list for the period of December 9, 2022, to January 19, 2023, in the amount of \$101,904.40 be approved for payment and the Visa Statement for December in the amount of \$8,811.24 and the Visa Statement for January in the amount of \$2,501.91 also be approved for payment.

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

MOTION CARRIED

Cash Analysis: Cash analysis was copied to all councillors

CORRESPONDENCE

Email from FCM – Re: Asset Management Funding Program

The Federation of Canadian Municipalities forwarded an email congratulating us on funding approval for the Asset Management Program.

I have responded to the email and confirmed the information contained in the agreement as correct.

Wind & Hydrogen Project - Update from Evolugen

Email was copied to all councillors and provided an update from Evolugen.

- Councillor Gary Keating reported that this project is in the preliminary stage.

Memo – Municipal Assessment Agency

The Memo was copied to all councillors and can be read at your convenience.

The Board met in St. John's on December 1, 2022. The main item of business was the review and acceptance of the 2023-2024 budget. Fees to clients will remain at \$26.00 per assessed parcel with no charge for Crown Land.

NOTICE OF MOTION – None

COMMITTEE REPORTS

Fire Department Report: Fire Department meeting notes for January 3, 2023, was submitted by Councillor Merrill Norman and was copied to all councillors.

Fire Department reviewed training files and updated matrix.

Fire Department are in discussions with VALE to update SCBA equipment to match theirs.

Fire Department is working with VALE to find a place that can re-certify equipment exceeding the 10-year mark.

Fire Department are organizing the bay area to better utilize the space. Some shelves and lockers would be a great help. Will discuss with council the possibility of purchasing an 8X12 shed to place by bay #2 for storage of non-regular required items such as fuel. Also discussed the need for a gas-powered chop saw.

- Shelves were built and a hose reel was installed at the fire hall.
- Firefighters are currently doing an equipment analysis. Considering the age of equipment and determining if it can be recertified. It was noted that helmets cannot be recertified.
- Purchasing the shed and chop saw was discussed. Council would like to consider purchasing a sea can for shed.

MOTION 01-19-23-14 Purchase Shed and Chop Saw for Fire Department

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

BE IT RESOLVED THAT Council will purchase an 8 x 12 storage building, and a chop saw for the Fire Department.

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

MOTION CARRIED

Mayor Keating reported that he has been working closely with firefighter Merrill Norman in an effort to ensure all firefighters have the required minimum training. Merrill's efforts are headed in the right direction.

Mayor also reported that Vale's Operations Manager has requested a meeting with Council to discuss how we can work together for the community.

Mayor Keating met with the RCMP. Discussion included parked vehicles on the roadside. Mayor asked if Council is within their right to have them moved. According to the RCMP the actions that Council is taken are within the law.

Mayor requested that the March meeting be scheduled to March 23, 2023, and the April meeting be scheduled for April 13, 2023.

DATE FOR NEXT MEETING – February 16, 2023

ADJOURNMENT

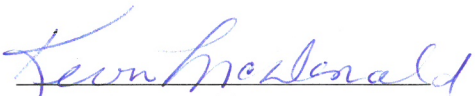
MOTION 01-19-23-15 Adjournment

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

BE IT RESOLVED THAT the meeting be adjourned at 8:15 pm.

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

MOTION CARRIED


Kevin McDonald
Deputy Mayor


Juanita Gosse
Town Clerk/Manager