

Town of Long Harbour - Mount Arlington Heights
Minutes Regular Meeting
December 8, 2022

In Attendance

Mayor Walter Keating

Councillor Wayne Kelly

Councillor Patricia Burke

Councillor Merrill Norman

Councillor Lydia Burke

Councillor Gary Keating

Absent: Deputy Mayor Kevin McDonald

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

CALL TO ORDER

Mayor Walter Keating called the regular meeting to order at 6:55 p.m.

ADOPTION OF AGENDA

MOTION 12-08-22-01 Adopt Agenda

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

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Walter Keating

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

MOTION CARRIED

ADOPTION OF MINUTES

MOTION 12-08-22-02 Adopt the Minutes of November 17, 2022

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

BE IT RESOLVED THAT the minutes of November 17, 2022, Regular Meeting be adopted without errors or omissions.

In Favor: Mayor Walter Keating

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

MOTION CARRIED

BUSINESS FROM THE MINUTES

Dilapidated Buildings and Car Wrecks – Letter from Gambin’s Garage requesting a meeting with Council.

- Meeting scheduled for December 14, 2022 at 10:30 a.m.

Issuing an Order on behalf of Council

As per municipal legislation, an order of council can only be issued by the person appointed by council. That person must be named in the motion.

MOTION 12-08-22-03 Appoint a Person to Issue an Order on behalf of Council

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

BE IT RESOLVED THAT Mayor Walter Keating is appointed by Council to issue an order of Council.

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

MOTION CARRIED

St. Frances Xavier Parish Committee

The Finance Committee of St. Frances Xavier Parish met with members of Council on December 5, 2022, to discuss the needs of the Church. The parish had income for the first 10 months of 2022 totaled \$18,979.00 and expenses for the same time period were \$28,644.00. They expect a shortfall of approximately \$12,000.00 to year end. The Parish Finance Committee would like to continue using the Church for worship until it is sold and will continue to fundraise to help offset the deficits.

Council discussed and debated the issue and concluded that they would deal with the church deficit on a monthly basis. Each month, the parish should forward their deficit to council and council will make the appropriate motion to donate the required amount. It was suggested that the parish send out a letter to residents in an effort to raise parish funds.

MANAGERS REPORT

Asset Management – Ayla Perry, TRACT, submitted waterline maps for our staff to review. Our meeting with her to discuss the mapping is postponed to January 2023.

Outside Maintenance – Outside staff repaired two waterline breaks up in the cove.

485 Main Street – A demand notice was placed on the property allowing 60 days to pay the arrears and the issue will be placed on the January agenda for further consideration and direction.

Emergency Management Plan – Updates are completed, Councillor Norman suggested we add a location of Emergency kits, AED's and other emergency equipment. This information was added along with a sign sheet signing out and replacing the equipment. We are now ready to schedule a meeting to discuss the plan.

Annual Leave - Office staff are requesting approval to take Annual Leave December 28, 29th and 30th.

MOTION 12-08-22-04 Annual Leave for Office Staff

Moved by Councillor Patricia Burke, seconded by Councillor Lydia Burke.

BE IT RESOLVED THAT the Town Manager and Office Administrator are approved for annual leave December 28th, December 29th and 30th.

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

MOTION CARRIED

CEEP Update: We have three people currently working on the CEEP program. This will exhaust our approved hours. They will be working on grubbing and widening the walking trail.

Code of Conduct Training

I've been asked if council is compliant with the training for the new *Code of Conduct Act*. There are two requirements for training. The first is the provincial mandatory training which consists of three training sessions: Developing and Implementing your Municipal Code of Conduct, Orientation Training, and Access to Information and the Protection and Privacy Module. Most of you have participated in these training sessions, however, anyone who hasn't please be reminded that these education sessions are mandatory and will be offered again in the new year.

The other mandatory training is on our approved Code of Conduct. Our Code of Conduct was created by J.W. Walsh and was approved and adopted by council at the regular meeting of October 27, 2022. The training was provided in house by going through the policy together with management. (The slide show we did in the boardroom.) This training was also provided to staff completing our legislative requirements.

DELEGATIONS – None

NEW BUSINESS

Sibley's Cove Boaters Association

The Sibley's Cove Boaters Association contracted L&R Construction to place approximately 60 large rocks on the breakwater by the wharf in Long Harbour to raise the level of the breakwater to add

additional protection to existing wharfs and docks across from Murphy's Marine. The association sought three quotes for this work and the contract went to L&R Construction for \$7,000.00 plus HST. They are requesting Council approve funding this amount from the budget allotted to the Boaters Association.

Association member Wayne Kelly added that the work was completed, and the invoice came it at \$8,000.00. The Boater's Association is seeking council's approval to pay the \$8,000.00 to L&R Construction for the work completed at the breakwater across from Murphy's Marine.

MOTION 12-08-22-05 Funding the Sibley's Cove Boaters Association

Moved by Councillor Merrill Norman, seconded by Gary Keating

BE IT RESOLVED THAT Council will fund the \$8,000.00 plus HST to satisfy the contract with L&R Construction.

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

MOTION CARRIED

Christmas Gifts for Fire Department and Sports and Recreation

Councillor Lydia Burke declared a conflict of interest

Normally Council gifts the Fire Department and Sport and Recreation \$500.00 to help offset the cost of their Christmas Dinner, the staff and council are usually gifted \$250.00 and other employees of the town \$50.00.

MOTION 12-08-22-06 Christmas Gifts for Fire Dept. and Sports and Rec.

Moved by Councillor Patricia Burke, seconded by Councillor Gary Keating

BE IT RESOLVED THAT Council will gift the Fire Department and Sports and Recreation \$ 750.00 for their Christmas Dinner.

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

MOTION CARRIED

MOTION 12-08-22-07 Christmas Gifts for Councillors and Staff

Moved by Councillor Wayne Kelly; seconded by Councillor Merrill Norman

BE IT RESOLVED THAT Council will purchase a \$500.00 gift card for each councillor and permanent staff.

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

MOTION CARRIED

- It was noted that Mayor Keating will not accept the Christmas gift, nor will he take remuneration for the 1st quarter of 2023.

Snow Clearing – Middle Pond Road to Council’s ATV Bridge

MOTION 12-08-22-08 Snow Clear Middle Pond Road to the ATV Bridge

Moved by Councillor Gary Keating, seconded by Councillor Lydia Burke

BE IT RESOLVED THAT Council will clear the snow from the entrance to Middle Pond Road to the ATV bridge.

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

MOTION CARRIED

Mills & Wright - ATV Trail around the Big Head

The report was copied for everyone. The report includes an introduction, the planning process, field observations, best practices, an outline of the best proposed trail route along with class D estimates and construction methods.

- Council will study the report and decide on the best way forward.

Fruit Baskets for Seniors & Shut In’s

Each year Council funds Christmas fruit baskets and or gift cards for Seniors and Shut In’s. Councillor Patricia Burke usually creates the list and gets the gifts to the people.

Town Manager read an email submitted by Deputy Mayor McDonald regarding the gesture.

MOTION 12-08-22-09 Gift Fruit Baskets to Seniors, Shut In’s

Moved by Councillor Wayne Kelly, seconded by Councillor Merrill Norman

BE IT RESOLVED THAT Council will continue with this tradition.

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

MOTION CARRIED

Annual Christmas Dinner and Dance – Free Drink Tickets

At the November meeting, council made a decision to give two drink tickets to those attending the Christmas Dinner and Dance.

- Council reconsidered the issue and made the following motion.

MOTION 12-08-22-10 Christmas Dinner Ticket to Include One Drink

Moved by Councillor Gary Keating, seconded by Councillor Merrill Norman

BE IT RESOLVED THAT the Christmas Dinner ticket will include one drink to those who eat in.

In Favor: Mayor Walter Keating

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

MOTION CARRIED

DEVELOPMENT

FINANCE

Cheque and Visa List

The cheque list was presented covering the period from November 18, 2022, to December 8, 2022, in the amount of \$47,079.80.

MOTION 12-08-22-11 Cheque List and Visa Statement

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

BE IT RESOLVED THAT the cheque list for the period of November 18, 2022, to December 8, 2022, in the amount of \$47,079.80 be approved for payment.

In Favor: Mayor Walter Keating

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

MOTION CARRIED

Cash Analysis: Cash analysis was copied to all councillors

CORRESPONDENCE

Government of NL – Permit requirements for water infrastructure work

The Water Resources Management division of the Department of Environment and Climate Change want to remind communities of the permitting requirements for work on water and wastewater infrastructure.

It is the responsibility of the community to obtain the necessary permits even if the project is self-funded and to advise private developers of permitting requirements before proceeding with any municipal water works.

Development activity in a designated Protected Public Water Supply Area requires approval under Section 39 and 61 of the Water Resources Act. Development activity is defined as the carrying out of any activity or operations on, over or under land or water for social or economic benefits, or any change in the use or the intensity of use, or any land, water, building or premises.

Any work that is done without a permit may be subject to an investigation by the Department of Fisheries, Forestry and Agriculture and could result in a \$1,000 fine.

Memo – Municipal Assessment Agency

The Municipal Assessment Agency Board met in Gander during the MNL Convention and Trade Show. Some of the issues addressed by the Board included:

- A report on the MMA's Collaborative Initiative Fund
- The agency has a new Manager of Human Resources
- MAA successfully hired an additional Commercial Assessor for the Western Region
- A process review of the supplemental process is underway
- Sixteen employees of the MAA attended the Institute of Municipal Assessors Fall Symposium
- A total of 492 appeals were received for tax year 2023, down from 578 for tax year 2022
- The Board approved the Agency's Strategic Business plan
- MAA recently completed imagery review for the Town of Deer Lake

Christmas Dinner Invitation

Our Christmas Dinner will be held at the Barn Café, South Dildo, on Thursday, December 15 at 5:30 p.m.

Letter from The Professional Municipal Administrators (PMA)

Letter is copied to all councilors for review. Municipal Administrators professionally serve Council and the public. In today's environment, administrators work under increasing stressful conditions. Not all municipal administrators are treated fairly or fairly compensated for their work. The letter goes on to say that council must ensure adequate financial resources are in place to attract and retain professional staff. The sector witnesses a significantly high turnover in senior administrators.

Town Manager reported that our municipality does not have those issues. Yes, we do work under stressful conditions at times, however, I feel we are fairly compensated, and respected and we are certainly encouraged to take advantage of professional development opportunities. As the senior administrator, I would like to say, we are very lucky to work with a professional team, as this is not the norm in the municipal sector.

Letter from Eastern Health to Crafts to Comfort

This letter thanks Council for supporting the Crafts to Comfort group and thanks the Crafts to Comfort group for giving their time generously to create quilts, which are works of art, to be gifted to cancer patients. The nurses have seen how each gift has been received with tears of joy and gratitude. Patients cannot believe that such a beautiful gift of warmth is from someone who is a stranger to them. They share the story with family and friends and anyone who will listen. The nurses are also touched by this generosity. These quilts have given comfort to our patients who are far from home and alone and to those who travel outside our province for transplants. Patients who are frequent visitors to our floor always carry their quilts back with them.

It is wonderful to hear that the Crafts to Comfort group, because of council's donation, have been able to continue their wonderful work.

Letter of Resignation from Councillor Patricia Burke

Letter of Resignation was submitted by Councillor Burke and was read at the meeting. Councillor Burke thanked the residents for their vote of confidence in electing her as their representative, and she has, in the best of her ability, taken their trust quite seriously. She thanked the mayors past and present for their leadership, and fellow councillors for their commitment and support in making our town a place we are proud to call "HOME". She thanked the office officials and maintenance workers who carry out their duties with diligence. She feels that she has given all she has to offer, and it is time to step down.

The letter of resignation was accepted with the resignation date of December 30, 2022.

Mayor Keating, on behalf of Council and staff, expressed his heartfelt gratitude to councillor Patricia Burke for her years of dedication in serving her community. Councillors also expressed how much Councillor Burke will be missed at the council table. The Town Manager thanked Councillor Burke on behalf of the staff and noted she will be missed.

NOTICE OF MOTION – None

COMMITTEE REPORTS

DATE FOR NEXT MEETING – January 19, 2023

ADJOURNMENT

MOTION 12-08-22-12 Adjournment

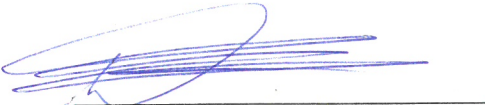
Moved by Councillor Lydia Burke, seconded by Councillor Wayne Kelly.

BE IT RESOLVED THAT the meeting be adjourned at 8:05 pm.

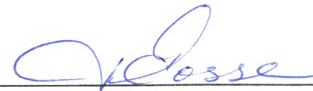
In Favor: Mayor Walter Keating

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

MOTION CARRIED



Walter Keating
Mayor



Juanita Gosse
Town Clerk/Manager