

***Town of Long Harbour - Mount Arlington Heights
Minutes of Regular Meeting
February 23, 2016***

In Attendance

Mayor Gary Keating

Councillor Patricia Burke

Deputy Mayor Kevin McDonald

Councillor Norma Keating

Councillor Lydia Burke

Councillor William Murphy

Councillor Felix Bailey

Also in Attendance: Town Manager, Juanita Gosse

CALL TO ORDER

Mayor Gary Keating called the regular meeting to order at 6:50 pm.

ADOPTION OF AGENDA

MOTION 02-23-16-01 Adopt Agenda

Moved by Councillor Patricia Burke, seconded by Councillor Norma Keating;

BE IT RESOLVED THAT the agenda be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

ADOPTION OF MINUTES, REGULAR MEETING

MOTION 02-23-16-02 Minutes of January 26, 2016

Moved by Councillor Norma Keating, seconded by Deputy Mayor Kevin McDonald;

BE IT RESOLVED THAT the minutes of January 26, 2016 Regular Meeting be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Managers' Report – February 23, 2016

Business from Special Meeting of Feb. 9, 2016

New Building Canada Fund

MOTION 02-23-16-03 New Building Canada Fund

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor William Murphy;

BE IT RESOLVED THAT council approves applying for funding under this program to fund upgrades including asphalt pavement for four kilometers of our provincial road.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

MOTION 02-23-16-04 New Building Canada Fund Project

Moved by Councillor William Murphy, seconded by Deputy Mayor Kevin McDonald;

BE IT RESOLVED THAT council will allocate \$300,000.00 for the New Building Canada Fund project to upgrade four kilometers of our provincial road.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Training Centre Design:

Met with ACOA last week and they want to see this project tendered as soon as possible. ACOA reviewed the file and has determined they will not approve funding a generator under this project.
- The generator has been removed from the scope of work.

Newlab Engineering is seeking approval for the submitted exterior design so they can move forward with tender documents. The project will be tendered for two weeks.

MOTION 02-23-16-05 Training Centre Exterior Design

Moved by Councillor Norma Keating, seconded by Councillor Lydia Burke;

BE IT RESOLVED THAT council approves the exterior design as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

EPCM Building:

As per an agreement with Vale INCO dated May 11, 2010, Vale INCO agreed to transfer three buildings to the town.

- A portion of the EPCM Building, approximately 16,000 sq. ft. and land;
- A construction support building, approximately 2700 sq. ft. Vale agreed to relocate and reassemble this building to an appropriately graded site to be identified by the Town;
- The Training Centre.

Vale has requested that the town accept the entire floor space of the EPCM Building in lieu of the 2,700 sq. ft. construction support building.

MOTION 02-23-16-06 EPCM Building

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT council approves accepting the entire 26,000 sq. ft. of the EPCM Building in lieu of another building.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Conservation Corps Newfoundland and Labrador – ECHO Student

The Conservation Corp is accepting applications under the Environmental and Cultural Hiring Opportunity (ECHO) program. This program allows municipalities to offer student employment at 25% of the cost.

The student will be paid through the Conservation Corps.

The total partnership cost to the town is \$900.71, for one student for 8 weeks.

- It was agreed to partner with the Conservation Corps Newfoundland and Labrador and to make application under the ECHO program to hire one student, as an Historian, for eight weeks.

MOTION 02-23-16-07 ECHO Student

Moved by Councillor Felix Bailey, seconded by Councillor Patricia Burke;

BE IT RESOLVED THAT Council will apply for a level I II III or post-secondary student for an 8 week duration as an Historian under the Conservation Corps Newfoundland and Labrador ECHO program. Council approves their portion of the partnership funding in the amount of \$900.71.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

- It was agreed to forward a letter to the community asking residents to have their stories ready. This request should be made immediately.

The Isthmus Regional Development Association

Letter was forwarded to the Isthmus Regional Development Association requesting additional information on their ongoing projects and strategies.

Fire Hall Closets: Barry has been working on installing closets at the Fire Hall. This work is going well.

Training Centre:

Spoke with Steve Norman last week regarding the transfer of the Training Centre. The points of discussion were:

1. Vale will not transfer the Training Centre and the funds associated with the transfer, separately.
2. Vale's legal team will transfer the Training Centre and the EPCM building as one transfer.
3. Vale is in the process of selling the transmission line to Hydro; this must be completed before the transfer of the EPCM Building.

Newlab Engineering should have the tender documents ready by the end of this week which could mean a project start date of mid to late March. How will the timeline for the building transfer affect our project? To secure the ACOA funding we have to move forward with the project.

- It was agreed to schedule a meeting with Vale, Don Stevens, to discuss the transfer.

A/V Systems – Met with 3D Datacomm last week to discuss A/V requirements for the Training Centre. We reviewed the building design. 3D Datacomm will complete a project estimate bases on our needs.

Water Treatment Facility:

Met with Municipal Affairs, Bae Newplan and Cahill last week to discuss project timelines. Cahill is reporting that the sludge tank cannot be installed in winter which will delay project completion to mid to end of June. We discussed the March 31st deadline date and Municipal Affairs are only concerned that we have all federal funding utilized by this date. Progress payment schedules were reviewed and it was determined that all federal funding would be drawn down by the March 31st date.

I have asked Cahill to submit a new timeline schedule for this project and copy it to the department of Municipal Affairs and that Municipal Affairs approve the new schedule and completion date.

BizPal:

The documentation pertaining to our commercial regulations have been reviewed and uploaded to the BizPal system. We are waiting on a code from Ottawa to go live.

Walking Trail Entrance

Exp will advertise the tender for this project in this weekend's Telegram.

NEW BUSINESS

Strategic Plan – EPCM Building

How to best utilize the EPCM Building was discussed. The town does not want to be responsible for overhead and maintenance costs associated with an empty building.

We need to have a plan in place to utilize this building that will best benefit the town.

It was noted that LHDC should be involved as they are the Economic Development Board for the town.

- It was agreed to schedule a meeting with LHDC to discuss.

2016 Budget

As per a draft letter from Municipal Affairs our 2016 annual budget has less own-source revenue than stated on the 2015 budget. The council is required to maintain the 2016 per capita own-source revenue at the level identified on the 2015 budget as per the new accountability measurements for the Community Sustainability Partnership.

In reviewing the 2015 and 2016 budgets I have identified the decrease in own-source revenue as the amount estimated for 2016 Utility Tax. The Utility Tax revenue from NL Power is very difficult to estimate as Vale transfers to commercial power grid.

With the commercial revenue now established for 2016, it is evident that we have underestimated the 2016 revenue from Utility Tax. The amount should be \$68,800.00 as opposed to \$44,959.00. This revision will increase our own-source revenue to meet municipal requirements.

As well, there is a new provincial gas tax revenue that will be shared with Municipalities in 2016. The Town's portion of this revenue is \$11,300.00.

A balanced revised budget in the amount of \$1,381,308.00 was presented for adoption.

MOTION 02-23-16-08 2016 Revised Budget

Moved by Councillor Felix Bailey, seconded by Councillor Lydia Burke;

BE IT RESOLVED THAT the 2016 revised budget be adopted as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

PMA Professional Development – Roles, Responsibilities and Relationships

This seminar is scheduled for Monday, March 7, 2016 at Gander Hotel. Registration is 168.37 per person.

MOTION 02-23-16-09 PMA Professional Development – Roles, Responsibilities and Relationships

Moved by Deputy Mayor Kevin McDonald, seconded by Councillor Felix Bailey;

BE IT RESOLVED THAT Council approves the Town Manager to attend the seminar in Gander.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

PMA Annual Convention

The PMA Annual Convention is scheduled for April 20-22 in St. John's. Requesting approval for the Town Clerk to attend.

MOTION 02-23-16-10 2016 Annual PMA Convention

Moved by Councillor Felix Bailey, seconded by Deputy Mayor Kevin McDonald;

BE IT RESOLVED THAT Council approves the Town Clerk to attend the PMA Convention in St. John's.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

DEVELOPMENT

FINANCE

Cheque Log

The cheque log for the period from January 26 - February 22, 2016 the amount of \$91,222.62 was presented. It was noted that the cheque log includes a payment for the water treatment plant project that is refunded at 90%.

MOTION 02-23-16-11 Cheque Log

Moved by Councillor Norma Keating, seconded by Councillor Lydia Burke;

BE IT RESOLVED THAT the cheque log be approved as presented.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey, W. Murphy

MOTION CARRIED

Cash Analysis

Cash analysis was distributed to all councillors.

CORRESPONDENCE

Letter from the Office of the Premier

Response to our letter of congratulations to Premier Dwight Ball.

The Premier writes that his Government has a vision for supporting safe and sustainable communities and he very much appreciates the work performed by our Municipal Council. Premier Ball looks forward to working with his colleagues, Minister Joyce and Parliamentary Secretary Letto, in supporting local governments such as the Town of Long Harbour-Mount Arlington Heights through a strategic approach to both sustainable development and the delivery of services and infrastructure.

Mark Browne MHA Re: Yield Sign on Long Harbour Access Road

MHA Mark Browne forwarded a letter to Regional Engineer Darryl Bruce and copied the Minister of Transportation and Works regarding the Yield sign and the Stop sign on Long Harbour Access Road.

Letter outlines the town's view that the traffic moving northbound on Route 202 from Vale's private road should not be given right of way over traffic moving southbound entering the community. The Town is asking that the Yield sign be removed thus giving traffic flowing on the public road the right of way.

The Town is also asking that the Stop sign for northbound traffic coming onto Route 202 from the Vale private road be shifted forward approximately 100 ft. to make the intersection safer and more akin to a three-way intersection. Vale has been contacted by the Town and are agreeable to this, however, the sign cannot be moved without the approval of the Department of Transportation and Works.

RCMP Annual Performance Plan

RCMP is seeking Council's input in developing their 2016/17 Annual Performance Plan. Council's input helps the RCMP be strategically focused for the coming year. They are attempting to bring together the mayors and/or councillors of the areas they serve to allow for a consultation. The Consultation is scheduled for Tuesday, March 15, 2016 at 7 p.m. at the Whitbourne Detachment.

- It was agreed that Councillor Felix Bailey will attend.

COMMITTEE REPORTS

Councillor William Murphy: Nothing to report

Councillor Patricia Burke: Reported that get-togethers have resumed on Wednesdays. The new project is making caps for chemo patients. They will utilize Age Friendly funds for this project.

Councillor Lydia Burke: Plans for Appreciation Night are well underway. Food is confirmed; music and hall are booked. Each organization was invited to nominate their members for Long-Term Services Awards.

Councillor Norma Keating: Asked if Council is planning to hire someone to maintain our beautification sites. The walking trail requires additional maintenance such as ditching and weeding.

Discussion was that the maintenance would be done by our outside maintenance personnel and summer students.

Councillor Keating also reported that the disability swing is broken.

- This item is listed for repair.

Councillor Felix Bailey: Reported that he met with Councillor Norma Keating and Lydia Burke to review and discuss the towns Strategic Plan. He was very impressed.

Requested to meet with the Town Manager.

Deputy Mayor Kevin McDonald: Reported that he spoke with Chief Tulk about proper procedure when disposing of Fire Department assets.

Mayor Gary Keating: Reported on the activities of our Employment Committee.

In an effort to increase the number of residents employed on the Vale site, a list of approximately 30 resident names was forwarded to Vale Operations Manager. The same list was forwarded to the Site Construction Manager.

The committee plans to schedule a meeting in a couple of weeks as a follow up to discuss hiring progress. After this initial meeting, the Employee Committee hopes to schedule a monthly meeting to monitor hiring.

The Town Clerk position was also discussed.

- It was agreed that Council will restructure staff positions to ensure compliance with the Municipalities Act. The Town Manager's title will be revised to Town Clerk/Manager and the town will post the permanent position of Town Office Administrator.
- It was agreed that the Town Manager will update the allocation of duties of both positions and present to the Councillors responsible for personnel issues.
- It was agreed that the Town Manager and the Personnel Committee will meet next week to discuss staff contracts.

ADJOURNMENT

MOTION 02-23-16-12 Adjournment

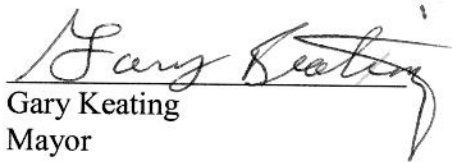
Moved by Councillor William Murphy, seconded by Deputy Mayor Kevin McDonald

BE IT RESOLVED THAT the meeting be adjourned at 8:00 p.m.

In Favor: Mayor Gary Keating
Deputy Mayor Kevin McDonald
Councillors: P. Burke, N. Keating, F. Bailey, L. Burke, W. Murphy

MOTION CARRIED

Date of the Next Meeting: March 29, 2016



Gary Keating
Mayor



Juanita Gosse
Town Manager