

***Town of Long Harbour - Mount Arlington Heights  
Minutes of Regular Meeting  
December 10, 2015***

**In Attendance**

Mayor Gary Keating

Councillor Patricia Burke

Councillor Lydia Burke

Councillor Norma Keating

Councillor Felix Bailey

Absent: *Councillor William Murphy  
Deputy Mayor Kevin McDonald*

Also in Attendance: Town Manager, Juanita Gosse  
Town Clerk, April Reid

**CALL TO ORDER**

Mayor Gary Keating called the regular meeting to order at 7:00 pm.

**ADOPTION OF AGENDA**

**MOTION 12-10-15-01 Adopt Agenda**

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

**BE IT RESOLVED THAT** the agenda be adopted as presented.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, L. Burke, N. Keating, F. Bailey

**MOTION CARRIED**

**ADOPTION OF MINUTES, REGULAR MEETING**

**MOTION 12-10-15-02 Minutes of November 10, 2015**

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

**BE IT RESOLVED THAT** the minutes of November 10, 2015 Regular Meeting be adopted as presented with one correction noted.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

## **Managers' Report – December 10, 2015**

### **Capital Works Application:**

Our Capital Works application for Waterline Upgrade Phase II was submitted. The cost estimate of the project is \$1,556,856.

### **CIP Application**

Our CIP application for gas tax is ready to go, however, I cannot forward it until the Training Centre is transferred.

### **Water Crossing Main Street from Mini-home Subdivision**

The Department of Transportation and Works visited the site and suggested we install a perforated pipe to direct the water to the nearest culvert. Barry is not sure this will work. If the water is following the waterline from the subdivision, the water will be below the pipe.

Contacted developer CGI. Explained the problem and emphasized how dangerous this area will be during winter, not only for those traveling Main Street but for those coming from the mini-home subdivision. He would not make comment until someone investigates the problem.

He agreed to have someone do a site inspection and get back to me after that.

### **Employee Contracts:**

The employee contracts are out this coming year. These contracts were negotiated in 2013. I would like schedule a meeting with councillors responsible for personnel issues to put together a recommendation to Council.

### **Internet Service for Long Harbour-Mount Arlington Heights**

April spoke with Rod Hidgon, Bell Representative for our area. He said there are 150 available ports for new internet connections here in Long Harbour. Connection is not an issue. There was a miscommunication with a customer. The customer did not have a landline for connection and opted out of connecting as he thought he had to have a landline. Apparently you can connect without a landline and the customer has been informed of this.

Bandwidth and available internet connection is not a problem.

## **NEW BUSINESS**

### **2016 Municipal Budget**

#### **MOTION 12-10-15-03 2016 Municipal Budget**

A balanced 2016 Municipal Budget in the amount of \$1,346,167 was presented.

Moved by Councillor Lydia Burke, seconded by Mayor Gary Keating;

**BE IT RESOLVED THAT** the 2016 Municipal Budget for the Town of Long Harbour-Mount Arlington Heights be adopted as presented.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

## 2016 Fee Structure

### Town of Long Harbour-Mount Arlington Heights 2016 Tax Structure For Taxes, Permits and Fees

Property Tax - Residential	3.5 mils
Property Tax - Commercial	5.5 mils
Minimum Property Tax	\$175.00
Property Tax (unserviced cabin area)	\$50.00
Poll Tax (non-property owners)	\$150.00
<b>Water Tax</b>	
Bait Depot	\$300.00
Harbour Authority (flat rate)	\$100.00
Residential Water Rate	\$168.00
Commercial Water Rate	\$300.00
Hotel/Motel/B&B/Efficiency Units/Other Accommodations (4 units or less)	\$360.00
(Each Additional Unit)	\$50.00
<b>Business Tax</b>	
Minimum Business Tax	\$200.00
Retail Establishments	12. mils
Takeout / Restaurant	23.0 mils
General Commercial	12.0 mils
Manufacturing	10 mils
Business Tax (Mining Quarry)	80.0 mils
Hotels / Motel/Efficiency Units	12.0 mils
B&B	10 mils
Professional Offices	20.0 mils
Oil & Liquefied Petroleum Gas	125.0 mils
Business (where no assessed value)	$\frac{3}{4}$ of 1% of gross revenue
Business (utility companies)	2.5% of gross revenue
<b>Permits &amp; Other Fees</b>	
Residential (New Construction)	\$100.00
Residential (repairs, maintenance, extension & other buildings)	\$25.00
Commercial (new construction)	\$200.00

Commercial (repairs, extension, renovations)	\$100.00
Business Permit to Operate	\$100.00
Road Side Vendors (30 day permit)	\$50.00
Road Side Vendors (1 day permit)	\$25.00
Quarry Permit	\$1,500.00
Industrial (new construction)	\$0.15 per square foot
Industrial (extensions)	\$0.12 per square foot
Industrial (repairs & renovations)	\$0.08 per square foot
Industrial (demolition & other structures)	2% of gross costs of demolition
<b>Other Fees</b>	
Tax Certificate/Compliance Letter	\$50.00
NSF cheques	\$35.00
Water on/off (by request)	\$30.00
Water on/off (if for nonpayment of taxes)	\$75.00
Amendment to Municipal Plan	\$400.00 plus costs
Road Excavation Permit	\$25.00
Road Excavation Security Deposit	\$600.00
<b>Dog Control</b> – First Impoundment in any 12 month period	\$150.00 for first day/ \$50.00 for every day thereafter
Second Impoundment in any 12 month period	\$150.00 for first day/ \$75.00 for every day thereafter
Third Impoundment in any 12 month period	\$150.00 for the first day/\$100.00 for every day thereafter
2% interest charged monthly on all accounts not paid in full by June 30, 2016. A 20% discount will be applied to 2016 residential property and residential water tax accounts paid in full by June 30, 2016.	

**The Due Date for all Taxes is June 30, 2016**

**A 20% discount will be applied to 2016 residential property and residential water tax accounts that are paid in full by June 30, 2016.**

**2% interest charged monthly on all accounts not paid by June 30, 2016**

**MOTION 12-10-15-04 2016 Fee Structure**

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

**BE IT RESOLVED THAT** the 2016 Fee Structure be adopted as presented.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

## **Amendment to Employee Policy & Procedures Manual**

### **5.0 Hours of Work, Overtime, and Paid Holidays**

5:07 – Under normal circumstances, no employee will be paid for overtime in excess of 80 hours per calendar year. Overtime in excess of 80 hours per year will be reimbursed through time off in lieu.

Employees engaging in professional development will be paid for the day (8 hours) whether the training ends early or runs late. Travel expenses will be paid to all employees engaging in professional development unless the town provides transportation. The town truck should be used for travel whenever possible.

#### **MOTION 12-10-15-05 Amendment to Employee Policy & Procedures Manual**

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

**BE IT RESOLVED THAT** the amendment to Section 5.07 under Hours of Work, Overtime, and Paid Holidays be adopted as presented.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

### **One Call Now for Residents**

One Call Now is a telephone messaging system that allows you to get a message out to multiply people at the same time. Our Fire Department is currently using One Call Now for emergency calls. The schools use it to call parents with updates on school closures and school events. We could use One Call to keep the residents informed of disruptions in water service, community events. The quoted cost of One Call Now for 200 telephone numbers is \$200.00 per year.

#### **MOTION 12-10-15-06 One Call Now**

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

**BE IT RESOLVED THAT** the town will create a One Call list for the community.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

### **Community Calendar**

Calendar was reviewed and approved for printing including the following agreement.

- General agreement to hold Long Harbour- Mount Arlington Heights Days on the last weekend of July before the civic holiday.

## **Christmas Gifts**

### **MOTION 12-10-15-07 Christmas Gifts**

Moved by Councillor Norma Keating, seconded by Councillor Felix Bailey;

**BE IT RESOLVED THAT** the town approves Christmas gifts equal to those approved in prior years.

**In Favor:** Mayor Gary Keatin  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

## **Traffic Signs – Long Harbour Access Road**

According to Work Services the Stop Sign on Long Harbour Access Road exiting the Vale site is owned by Vale.

Town Clerk has had several conversations with Darrel Bruce of Transportation & Works regarding the Yield Sign on Long Harbour Access Road. Mr. Bruce understands the issues brought forward and they will consider removing it. The request to remove the sign, however, must come from Council in writing.

- General agreement to write the Department of Transportation & Works to request the Yield Sign be removed.

## **DEVELOPMENT**

### **FINANCE**

## **Cheque Log**

The cheque log for the period from November 10, 2015 – December 9, 2015 the amount of \$ 59,899.73 was presented

### **MOTION 12-10-15-08 Cheque Log**

Moved by Councillor Norma Keating, seconded by Councillor Felix Bailey;

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

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

## **Cash Analysis**

Cash analysis was distributed to all councillors.

## **CORRESPONDENCE**

### **CBDC**

Letter was copied for all councillors. The CBDC Avalon West invites expressions of interest from residents of the Isthmus Region wishing to serve on the volunteer board of Directors of the Corporation.

### **Town of Chapel Arm**

The Town of Chapel Arm has made a donation of \$1,500.00 to Holy Family Elementary School in Chapel Arm to pay for an educational field trip and some supplies. The Town of Chapel Arm is challenging the Town of Long Harbour-Mount Arlington Heights to do the same.

#### **MOTION 12-10-15-09 Donation to Holy Family Elementary School**

Moved by Councillor Norma Keating, seconded by Councillor Felix Bailey;

**BE IT RESOLVED THAT** the Town of Long Harbour-Mount Arlington Heights will donate \$1,500.00 to the Holy Family Elementary School in Chapel Arm.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

### **Trinity Placentia Stadium**

Letter was copied for all Councillors. There's been a drastic decline in members on the Stadium Commission. Secretary William Clarke is requesting all towns appoint a representative to the Commission. A meeting of the Stadium Commission was scheduled for November 26, 2015.

Finances continue to be a major problem for the Stadium. The Stadium is operating on a barebones budget, always struggling to find and maintain sources of revenues. Requesting suggestions to increase revenues. Seeking financial assistance.

- General agreement that Norma Keating will attend the next Stadium Commission meeting and report to Council on the overall financial situation of the Stadium and the Commissions plans moving forward.

### **Citizens Crime Prevention Association of Newfoundland and Labrador**

Requesting support in publishing their Annual Crime Prevention Awareness Calendar.

- General agreement not to purchase calendars.

### **Municipal Assessment Appeals Commissioner**

#### **MOTION 12-10-15-10 Municipal Assessment Agency Appeals Commissioner**

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

**BE IT RESOLVED THAT** the Town of Long Harbour-Mount Arlington Heights appoints Eric Snow of Appraisal Associates, Bay Roberts as the Appeals Commissioner for our municipality.

**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, N. Keating, L. Burke, F. Bailey

**MOTION CARRIED**

### **COMMITTEE REPORTS**

**Councillor Patricia Burke:** The Town will purchase 25 Christmas Baskets this year for seniors and shut-ins. This initiative will be funded through the Age Friendly Fund.

Councillor Burke distributed and additional 60 Vials of Life. The distribution is now completed throughout town.

The quilt will be finished tomorrow and will be brought to the Community Centre Saturday night for ticket sales.

**Councillor Lydia Burke:** Christmas Dinner was very nice.

Also reported on the Fire Department. Ken Tulk is the new Fire Chief. John Hunt is Deputy Chief. Desiree has agreed to assist Ken in running the department. They have three new members and are actively training. We need to schedule First Aid training.

The judging for our 1<sup>st</sup> Annual Christmas Lights, Decorating Contest will be postponed to December 30, 2015. This will ensure all residents will have their homes decorated.

- It was agreed to send out a mail-out noting the date change.

**Councillor Norma Keating:** Nothing to report

**Councillor Felix Bailey:** CEEP Project is going well. Building looks great.

**Mayor Gary Keating:** Reported that he has requested the Town Manager to forward letters of congratulations to Mark Browne, Dwight Ball, and the new Minister of Municipal Affairs when appointed.

Mayor Keating also reported on Grieg NL Seafarms. They are requesting to meet with Council on Thursday, December 17<sup>th</sup> at 6:30 p.m. to discuss a business development proposal for Long Harbour-Mount Arlington Heights.

Grieg NL Seafarms are planning a Public Consultation on the same evening at the Community Centre starting at 8:00 p.m.

- General agreement to meet with Grieg NL Seafarms on Thursday, December 17, 2015 at 6:30 p.m.

Mayor tabled Councillors Responsibilities 2015 - 2016

COUNCILLOR	ROLES & RESPONSIBILITIES	COUNCILLOR	ROLES & RESPONSIBILITIES
<b>Gary Keating</b>	Public Relations	<b>Billy Murphy</b>	Emergency Management
	Vale Liaison Committee		Youth
	Employment Issues		Sports & Recreation
	Emergency Management		Environment
<b>Kevin McDonald</b>	Fire Department Emergency Management Water Infrastructure Personnel	<b>Felix Bailey</b>	Public Works <ul style="list-style-type: none"> <li>• Roads/Snow</li> <li>• Water Infrastructure</li> </ul> Strategic Plan Government Liaison
<b>Norma Keating</b>	Finance	<b>Patricia Burke</b>	Recycling
	Social Activities		Seniors
	Sports & Recreation/Stadium		Employment Issues
	Stadium		Environment
	Strategic Plan		
<b>Lydia Burke</b>	Social Activities		
	Personal		
	Strategic Plan		

Mayor thanked Council and Staff for their hard work over the past year. A lot was accomplished in 2015. He reminded everyone that the people has elected this Council to work on their behalf and we will continue to do the best we can for our community. Mayor Keating wished everyone a joyous holiday season and is looking forward to working with everyone in 2016.

**Adjournment to Privileged Session**

**MOTION 12-10-15-11 Adjournment**

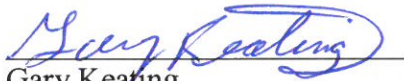
Moved by Councillor Lydia Burke, seconded by Councillor Norma Keating

**BE IT RESOLVED THAT** the meeting be adjourned at 8:30 p.m.

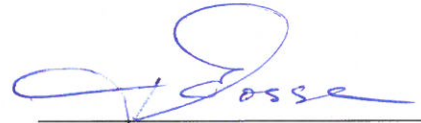
**In Favor:** Mayor Gary Keating  
Councillors: P. Burke, L. Burke, N. Keating, F. Bailey

**MOTION CARRIED**

**Date of the Next Meeting:** January 26, 2015



Gary Keating  
Mayor



Juanita Gosse  
Town Manager