

Monday, October 24th, 2016

Minutes of the Regular Public Meeting of Council held on Monday, October 24th, 2016 in Council Chambers.

Attendees: Mayor Keith Howell (Chair @ 8:05 p.m.)
Councillor Dale Howell
Councillor Kim Blackwood
Councillor Michel Bailet
Councillor Linda Bailet (Chair 7:30 p.m. – 8:05 p.m.)
Clerk/Manager Dianne Goodyear

Absent: Deputy Mayor Marlene Peddle
Councillor Sam Winsor

Call to Order: Chair L. Bailet at 7:30 p.m.

Agenda: **Motion-3973-16-Councillor K. Blackwood/Councillor D. Howell**
Resolve that the Agenda be adopted as circulated.

In favour: Councillor D. Howell Councillor K. Blackwood
 Councillor M. Bailet Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Minutes: Councillor L. Bailet asked if there were any errors or omissions to the Minutes of the Regular Public Council Meeting of October 11th, 2016 which had been circulated to all members.

Motion-3974-16-Councillor M. Bailet/Councillor D. Howell
Resolve that the Minutes of the Regular Public Council Meeting of October 11th, 2016 be adopted as circulated.

In favour: Councillor D. Howell Councillor K. Blackwood
 Councillor M. Bailet Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Guest: **Bruce Tulk – Did not attend.**

Business
Arising: **Request from Deputy Mayor Peddle**
Motion-3975-16-Councillor M. Bailet/Councillor K. Blackwood
Resolve that Council continue to meet on Monday Nights.

In favour: Councillor D. Howell Councillor K. Blackwood
 Councillor M. Bailet Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Casual Admin. Position

Members were in agreement to proceed with Clerk/Manager's recommendation to fill this position.

Burry's Lane

Members were in agreement to get quotes from the two contractors in this area to ditch Burry's Lane using an excavator and dump truck.

Salt/Sand Mixture

Members were in agreement to get quotes from the two contractors in this area to deliver the salt/sand mixture to our storage area. Town worker will load the mixture.

Remote Attendance Policy

Motion-3976-16-Councillor D. Howell/Councillor M. Bailet

Resolve to adopt the Remote Attendance Policy as presented and attached.

In favour: Councillor D. Howell Councillor K. Blackwood
Councillor M. Bailet Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

(Mayor Howell arrived at the meeting at 8:05 p.m. and took the Chair position. Councillor L. Bailet returned to her seat.)

Committees

Finance:

2016 Financial Statement/Audit

Motion-3977-16-Councillor K. Blackwood/Councillor D. Howell

Resolve to accept the 2015 Financial Statements/Audit as presented.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

3rd Quarter Financial Reports

Motion-3978-16-Councillor D. Howell/Councillor M. Bailet

Resolve to accept the 3rd Quarter Financial Reports as presented.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Collection Report

The collection report was circulated and reviewed by members.

Motion-3979-16-Councillor L. Bailet/Councillor D. Howell

Resolve that Accounts TC0116 to TC2216 be written off as presented.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Community Enhancement Program

Motion-3980-16-Councillor K. Blackwood/Councillor M. Bailet

Resolve to accept the Community Enhancement Program funding of \$10,000 as presented with activities prioritized as:

1. Insulate Floor and Walls at Municipal Building
2. Property and Trail Upgrades at Interpretation Center
3. Paint Floor at Fire Hall

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

W/S Phase 2 – Gas Tax Funding

Motion-3981-16-Councillor L. Bailet/Councillor D. Howell

Resolve to cancel the Water and Sewer Phase 2 Project # 40-2015-5679 through Gas Tax Funding as the town will receive Federal Funding so is unable to use Gas Tax Funds for this project.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

A new Capital Investment Plan must be completed and submitted to Gas Tax Secretariat stating how the remaining funding will be used.

Public Works:

Water Report

Satisfactory.

Water Quality Report

Excellent with the THM’s at 96.20 and HAA’s at 76.28 (within the recommended guidelines).

Flushing Lines

Members were in agreement that the Line Flushing would be scheduled for October 31st to November 4th, 2016.

Trailer for Sale

Motion-3982-16-Councillor L. Bailet/Councillor D. Howell

Resolve that if the Trailer was still available and deemed suitable for our needs to go ahead and purchase at the price of \$4,000.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

It was further agreed that prior to purchase, the town worker would take pictures and email to members, to find out if it was hydraulic or electric and make sure it was in working order.

Generator

Members were informed that the Town Generator is not working again and it seems to be the same problem as before. Councillor Winsor has gone back to Domestic Service to discuss the problem. There was a 90 day warranty on the repair which has not expired so it will be repaired under warranty.

Accounts

Payable:

Central Cashier’s Office	\$ 47.89 – Mun. Plan Ad
Carmanville Public Library	\$ 100.00 – Annual Donation
Phoenix Academy	\$ 50.00 – Annual Scholarship Don.
HiTech Communications	\$ 80.43 – FD-Batteries – Pagers
Lori Mercer	\$6,325.00 – Audit
Jason Coles	\$ 30.00 – Ballast @ Fire Hall

Motion-3983-16-Councillor D. Howell/Councillor K. Blackwood

Resolve that the outstanding accounts be paid in full as presented.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Correspondence:

From

Transportation & Works

Regarding

Vehicle/Equipment Disposal List

Action

Info Only

Members

Business:

Newsletter Draft

A draft Newsletter was circulated and reviewed by members. Recycle my Cell information will be added to the newsletter and the town website. Members will email any additions to the newsletter and it will be brought back to the next meeting for final review.

SAM Update

An update on the SAM Conference was circulated to and reviewed by all members present.

MNL Update

An update on the MNL Convention was circulated to and reviewed by all members present.

Fundraising

Motion-3984-16-Councillor L. Bailet/Councillor M. Bailet

Resolve that fundraising activities for the Town or its Committees only are permitted through the Town Office.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Adjournment:

Motion-3985-16-Councillor D. Howell/Councillor L. Bailet

Resolve that Council do now adjourn to meet again on Monday, November 7th, 2016 at 7:30 p.m.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor M. Bailet
Councillor L. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Meeting adjourned at 10:05 p.m.

The Town of Carmanville

Policy Remote Meeting Attendance

Explanation:

Section 24 and 51 of the Municipalities Act, 1999 has been amended to authorize the following:
“...council may allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceeding and to be heard”

This section has also been amended so that a councillor participating by electronic means is considered to be in attendance at the meeting. Furthermore, the ability to remotely attend by electronic means applies to public, privileged and special meetings. The ability to attend meetings remotely is only applicable for councillors.

This now means that councils may permit councillors to participate in council meetings remotely rather than in-person. This will allow greater flexibility for councillors to attend meetings while juggling other commitments and should assist councils with continuing to conduct business even when council members are not able to attend in-person.

Section 206 of the Municipalities Act, 1999 continues to apply when determining whether a councillor's seat has become vacated.

Procedure:

- Any councillor wishing to participate remotely must notify the Clerk/Manager three working days before the meeting
- Remote meeting attendance shall only occur when in-person attendance is either impossible or impractical
- Technology that can be used is Facetime, Skype or speaker telephone.
- Any operational costs associated with technology used to allow remote meeting attendance will be reimbursed by the municipality
- Any resolution that require a 2/3 vote in-person attendance is required
- The Chair must always attend in-person
- There shall be only two (2) councillors per meeting remotely attending. If there are more than two requests, priority will be given to the first 2 requests received.
- If communication is lost, a 10 minute recess will be called to try and re-establish the link. If the link cannot be re-established after the recess, the electronic participant is deemed to have left the meeting. If this means there is no longer a quorum of councillors in attendance, then the meeting is adjourned.

Tuesday, October 11th, 2016

Minutes of the Regular Public Meeting of Council held on Tuesday, October 11th, 2016 in Council Chambers.

Attendees: Mayor Keith Howell (Chair)

Deputy Mayor Marlene Peddle
Councillor Dale Howell
Councillor Kim Blackwood
Councillor Sam Winsor
Councillor Michel Bailet
Clerk/Manager Dianne Goodyear

Absent: Councillor Linda Bailet

Guest: Bruce Tulk– Did not attend.

Call to Order: Chair @ 7:30 p.m.

Agenda: “Projector Quotes” was added to the Agenda under Business Arising and
“Letter from Deputy Mayor” was added under Members Business.

Motion-3965-16-Councillor D. Howell/Councillor S. Winsor

Resolve that the Agenda be adopted as amended.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

MIN2116: Mayor Howell asked if there were any errors or omissions to the Minutes of the Regular Public Council Meeting of September 26th, 2016 which had been circulated to all members.

Motion-3966-16-Councillor S. Winsor/Councillor M. Bailet

Resolve that the Minutes of the Regular Public Council Meeting of September 26th, 2016 be adopted as circulated.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

MIN2216: Mayor Howell asked if there were any errors or omissions to the Minutes of the Special Council Meeting of October 3rd, 2016 which had been circulated to all members.

Motion-3967-16-Councillor S. Winsor/Councillor D. Howell

Resolve that the Minutes of the Special Council Meeting of October 3rd, 2016 be adopted as circulated.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0
Abstaining: 0
Motion Carried.

**Business
Arising:**

W/S Phase 2 Amendment

Motion-3968-16-Councillor S. Winsor/Councillor D. Howell

Resolve to accept the Water and Sewer Phase 2 Amendment as presented and to authorize the Mayor and Clerk/Manager to enter into this agreement on behalf of Council.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0
Abstaining: 0
Motion Carried.

Ice Control Materials/Core Requirement

Clerk/Manager will contact the Municipal Safety Council to obtain the generic safety plan template to fulfill the OH&S compliance standards as required for Municipal Endorsement.

Part time Office Worker

Motion-3969-16-Councillor D. Howell/Councillor M. Bailet

Resolve to hire a Casual Part Time Office Worker on a call in basis.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0
Abstaining: 0
Motion Carried.

**Business
Arising:**

Projector Quotes (Added to Agenda)

Motion-3970-16-Councillor M. Bailet/Councillor S. Winsor

Resolve to purchase a Projector from Costco at the price of \$529.99 as presented.

In favour: Mayor Howell Councillor D. Howell
Councillor K. Blackwood Councillor S. Winsor
Councillor M. Bailet

Opposed: 1 – Deputy Mayor Peddle
Abstaining: 0
Motion Carried.

**Committees
Public Works:**

Monthly Usage/Flow Data

Average usage is 128,000 to 130,000 gallons per day.

Chlorine Readings

Readings are within guidelines.

Backhoe Checklist

Submitted by Outside Worker and reviewed by members. Wiper will be ordered as required.

Burry's Lane/Flooding

Pictures of flood areas were circulated and reviewed by members. Members agreed that the culvert at the end of Burry's Lane and going across the Main Street are Trans and Works responsibility. It was also agreed to have the Outside Worker sweep the lower end of Burry's Lane with the backhoe to clear the grass. Other areas identified with flooding were:

- Howell's Avenue – Shoulders washed out and ditches overflowed. Ditching is needed in this area and bigger culverts or water diversion needs to be considered.
- Noggin Cove Head – Road is washed out in 2 places. Worker has marked the section with ribbon to stop traffic before the washouts. Bus turn around was also flooded.
- Main Street South – Shoulder and section under pavement washed out. Trans and Works were notified and were unable to respond. Town Worker has put out cones and barricades as requested by Trans and Works.
- Trails – Extent of damage unknown at this time.

Fire Dept:

2016 Funding Application

FES has advised that the Fire Department 216 Funding Application was not approved.

Accounts

Payable:

Receiver General for Canada	\$2,602.88 – Payroll Remit (Paid)
CIBC Mellon	\$ 385.48 – Pension Premium (Paid)
NL Power	\$1,711.56 – Hydro Street Lights (Paid)
NL Power	\$ 27.65 – Hydro Chlor. Cham. (Paid)
N.A.P.E.	\$ 69.53 – U. Dues – Sept. (Paid)
Tulk's Home Hardware	\$ 181.28 – Hydrant/Garage/Mun Bld
Bell Mobility	\$ 36.45 – Phone – Cell
Bell Aliant	\$ 232.98 – Phone/Fax/Internet/Office
Bell Aliant	\$ 76.70 – Phone – Fire Dept.
Stewart McKelvey	\$1,312.83 – Tax Sales
Municipal Assessment Agency	\$3,332.00 – 4 th Quarter Assess Fees
Transcontinental Media (The Beacon)	\$ 185.96 – Mun. Plan Amendment Ad
Central Office Equipment	\$ 26.62 – Office Supplies
Carmanville Valufoods	\$ 19.91 – Kitchen/Janitorial Supplies

CNWM	\$2,161.52 – Curbside Collection Fees
CNWM	\$1,613.84 – Tipping Fees
G & M Services	\$ 219.02 – Gas – Town
TRIO	\$ 341.66 – Health Premiums

Motion-3971-16-Deputy Mayor Peddle/Councillor M. Bailet
 Resolve that the outstanding accounts be paid in full as presented.

In favour: Mayor Howell Deputy Mayor Peddle
 Councillor D. Howell Councillor K. Blackwood
 Councillor S. Winsor Councillor M. Bailet

Opposed: 0
 Abstaining: 0

Motion Carried.

Correspondence:

From	Regarding	Action
RCMP	Quarterly Report	Info Only
CUPW	Canada Post Review	Info Only

New Business:

Shed Permit Request

Request to build shed 16’ x 20’ at 92 Howell’s Ave. was approved as per policy and regulations.

Community Enhancement Program

Verbal approval received that the town is approved for \$10,000 under the Community Enhancement Program. Formal approval should be received shortly.

Members

Business:

Remote Attendance Policy Draft

A draft policy for Remote/Electronic Attendance at meetings was discussed and changes made. The revised policy will be brought back to the next meeting for final approval.

Letter from Deputy Mayor (Added to Agenda)

(Deputy Mayor Peddle left the meeting at 8:40 p.m. due to conflict of interest).

A letter was read from Deputy Mayor Peddle requesting Council to change the Regular Council Meeting night from Monday night to either Wednesday or Thursday night. Due to work commitments Monday nights are the busiest and Wednesday or Thursday night is usually the slowest which would give her a better chance to attend.

Members agreed to defer this request to the next meeting when there would be full council.

(Deputy Mayor Peddle returned to the meeting at 8:45 p.m.)

Adjournment:

Motion-3972-16-Deputy Mayor Peddle/Councillor D. Howell

Resolve that Council do now adjourn to meet again on Monday, October 24th, 2016 at 7:30 p.m.

In favour: Mayor Howell Deputy Mayor Peddle
Councillor D. Howell Councillor K. Blackwood
Councillor S. Winsor Councillor M. Bailet

Opposed: 0

Abstaining: 0

Motion Carried.

Meeting adjourned at 8:50 p.m.

Monday, October 3rd, 2016

Minutes of a Special Meeting of Council held on Monday, October 3, 2016 in Council Chambers.

Attendees: Mayor Keith Howell (Chair)
Councillor Dale Howell
Councillor Kim Blackwood
Councillor Sam Winsor
Councillor Michel Bailet
Councillor Linda Bailet
Clerk/Manager Dianne Goodyear

Guest: Engineer Jim Harty

Absent: Deputy Mayor Marlene Peddle

Call to Order: Chair at 7:00 p.m.

Engineer Jim Harty explained the plan for Phase 2 of our Water/Sewer Project recently approved by Municipal Affairs. The plan is to build a communal tank and continue with the installation of new waterlines and sewer lines including a lift station. The tank size 15 meters by 4 meters by 3 meters deep. This is a smaller tank than originally discussed and will hold up to 100 cubic meters. The tank would cost approximately \$100,000 to \$150,000 to construct and will be concrete with a roof and vented on each end. This tank will handle up to 67 homes with primary treatment. The next phase will consist of another tank the same size and will then require a treatment plant which must be completed through a Design Build Request for Proposal process. The number of new waterlines and new sewer lines to be installed is yet to be determined.

Council was in agreement for Engineer Harty to prepare the documents so we can proceed to tender this fall, realizing that construction is not likely to begin until Spring. Engineer Harty will inform Clerk/Manager when documents are ready and another meeting will be set to obtain Council's approval to proceed.

Meeting adjourned at 7:55 p.m.