

**Town of Channel – Port aux Basques
1777th Regular Meeting
July 10th, 2018**

The 1777th Regular Meeting of Council convened at 4:00 pm Mayor Spencer presiding. Present were Deputy Mayor Strickland, Councillors Battista, Blackler, Coffin, Keeping and Lane. Also present were the Town Manager, the Economic Development Officer/Recreation Director and Town Clerk.

Recreation Committee Report: Economic Development Officer/Recreation Director Shauna Strickland presented the Recreation Report of June 27th, 2018.

In attendance: Deputy Mayor, Todd Strickland, Councillor Coffin, Counsellor Blackler, Facility Manager, Wanda Merrigan, EDO-Recreation Director, Shauna Strickland.

The committee met to discuss a request from a local volunteer group. The request was to install removable barrier post at the soccer field to stop large vehicles from entering, to paint the bleachers to match the town colors, and to extend the parking lot on the east end.

It was agreed to paint the bleachers if we could cover the cost of the paint through a grant. It was recommended to install chain along the entry gate. The extension of the parking lot would be a huge undertaking but the committee would like to recommend that it be discussed as a budget item for 2019.

There was discussion on compiling a list of the recreation infrastructure.

There was discussion on the home sign at the ball field.

There was discussion on staffing at the center.

There was discussion on doing a Color Run for Canada Day next year.

Deputy Mayor Strickland asked if the home sign was the score board to which Ms. Strickland said yes it is. Councillor Blackler asked Ms. Strickland if the materials were delivered to the ball field. Ms. Strickland said she will follow up with the staff person to see if it was delivered.

It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the Recreation Committee Report of June 27th, 2018 be adopted as presented and discussed. MC Unanimously

Adoption of Minutes: It was moved by Councillor Battista and seconded by Councillor Blackler the Minutes of the Special Meeting of June 12th, 2018 be adopted as circulated and discussed. MC Unanimously

It was moved by Councillor Battiste and seconded by Councillor Lane the Minutes of the 1776th Regular Meeting of June 12th, 2018 be adopted as circulated and discussed. MC Unanimously

Entrance to Port aux Basques off of the Trans Canada Highway: Both Mayor Spencer and Councillor Keeping noted the work is still not done in this area. The Town Manager said he has been advised Transportation and Works have been extremely busy but they will be visiting the area. The Town Manager noted as well that he is still waiting on the information from Transportation and Works regarding the ATV Trail.

Clean Up of Properties: The Town Manager said that the letters have gone out but he has received no response to date. Mayor Spencer noted that Canada Post is cleaning up around their property.

Mayor Spencer asked about the old orange lodge. The Town Manager advised the letter has been sent out to the owner. Mayor Spencer asked him to follow up with a phone call to the owner.

Outdoor Program: Deputy Mayor Strickland noted that this program is now full.

Splash Pad: Councillor Keeping said he felt we jumped the gun by letting this go. He said he was talking to Mayor Parsons in Corner Brook and was told they have \$250,000.00 in their budget to build a splash pad. This is nowhere near the figure Council was given. He also noted that Benoit's Cove has a small one.

The Town Manager advised you will still need the infrastructure like the pump house no matter what size of pad you go with.

Councillor Keeping said that Mayor Parsons advised him they are going to put this much into one now and add on as needed.

The Town Manager said once Corner Brook gets theirs designed and go to tender we can get a better idea of the amount needed to install one.

Deputy Mayor Strickland said he doesn't think we jumped the gun because based on the information we had it was a good decision, however he is still in favour of it for future planning.

Councillor Keeping said his fear is the funds that were coming from the Lions Club may go somewhere else. Deputy Mayor Strickland said that is not the case.

Councillor Lane said the decision was made based on the cost we had not saying that Council can't revisit it in the future.

Bruce II Roof Repairs: The Town Manager said we are still waiting on getting the elements of the funding straightened up. The Province has gone back to the Federal Infrastructure Program to revisit this.

Councillor Lane asked if we had a time line for this. The Town Manager said at this point we just have to wait it out to see if any additional funding becomes available.

Fire Department On Call System: Councillor Battiste advised this seems to be working out well. There are between 6 – 8 firepersons signing up each weekend.

Emergency Plan: Deputy Mayor Strickland noted that another month has gone by and we still have not met to discuss the plan as we said we would do. Mayor Spencer asked the Town Clerk to set up this meeting as well as a Finance Committee one.

Mayor Spencer asked when the new Coast Guard building was scheduled to be open. The Town Manager said initially it was September but there have been some delays.

Correspondence: It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the correspondence be read and dealt with where necessary. MC Unanimously

Marine Excursions Sign Installation: An email was received from Marine Excursions requesting permission to locate a 10' x 8' business sign on Caribou Road.

Councillor Keeping asked for clarification on where this would be located. The Town Manager noted it's where we already have a government project sign located near the falling rocks sign. Our sign needs to be taken down as the project is completed.

It was moved by Councillor Keeping and seconded by Councillor Battiste we give Marine Excursions permission to located their business sign as requested. MC Unanimously

Canadian Mental Health Association 100th Anniversary: An email was received from Tianna Butler, Western Regional Coordinator for Canadian Mental Health asking communities to show their commitment to promoting positive mental health by hosting a resident and/or employee event for their 100th Anniversary.

The Mayor asked what was normally done in the past. The Town Clerk advised that we usually sign a proclamation for this but they are asking us to host a community event. She noted Stephenville is hosting a free community swim.

It was agreed to pass this along to the Economic Development Office/Recreation Director to bring forward at a Recreation Committee meeting to plan some type of event.

Peaceful Communities Block the Bus Campaign: A letter was received from the Peaceful Communities Block the Bus Committee requesting donations to the Block the Bus Campaign taking place August 2nd, 2018 at the Grand Bay Mall Parking Lot.

It was moved by Deputy Mayor Strickland and seconded by Councillor Lane that to contribute \$100.00 to sponsor a child for this purpose. MC Unanimously

Mayors' March on Heart: Correspondence and registration information was received on the Mayors' March on Heart taking place June through September.

Discussion followed and it was agreed that Council would participate. The Town Clerk will have staff fill out the appropriate paperwork and forward same.

Newfoundland Power re LED Street and Area Lighting Proposal: Correspondence was received from Wade Hiscock, Director of Customer Relations advising of the application with the Public Utilities Board proposing the introduction of a new service offering for light emitting diode (LED) street and area lighting, effective March 1st, 2019.

The Town Manager advised that Port aux Basques has been selected for a pilot project which is going to start at the subdivision on Dennis Road.

The Mayor noted that we have to get in tune with the rising cost and look at possible savings.

Junior Miss Newfoundland and Labrador Pageant: An email was received the Junior Miss Newfoundland and Labrador Pageant Committee requesting donations for this year's event being held in Carbonear.

Discussion followed and it was unanimously agreed that we not contribute as Council feels we need to keep our donations to local events or to those that have participation by local individuals.

Wildlife Division/EHJV Program re Town Plan: Correspondence was received from Jonathan Sharpe, NL EHJV Program Manager with the Wildlife Division regarding the Town's new plan review and the Municipal Habitat Stewardship Agreement we have in place with the Province.

The Town Manager advised he will forward the letter to the planner for his review.

Councillor Keeping noted that he recently saw an article on the news where Stephenville couldn't issue permits for small houses because it didn't meet their Land Use Zoning minimum size requirements. He stated he feels we need to look at this where we are getting a new plan done. He noted we need to be proactive.

The Town Manager said we need to put in new zones and minimum floor plans. Right now it's 840 sq. ft.

Councillor Blackler asked if we can change this.

The Town Manager said it would have to be put in the new plan.

Discussion followed. Mayor Spencer said we should also look at including an area for a trailer court as well.

The Town Manager said he will schedule a meeting with the planner to discuss all these items.

Councillor Keeping asked if the Eastern Habit Joint Ventures group are monitoring and enforcing regulations in the stewardship area.

The Town Clerk noted she has some contact information for the group that are located in the Codroy Valley. She will email and ask them if they are monitoring the area.

Councillor Keeping said it would be a nice idea to write the group that cleaned up the beach recently. It was noted that this was the Delta Water Fowl Group.

Public Works Committee Report: Councillor Keeping presented the Public Works Committee Report of June 21st and 26th, 2018.

The Committee met on June 21st, 2018 at 2:00 p.m. Present at the meeting were the Town Manager, Councillor Keeping, Councillor Coffin and Councillor Lane. The following items were discussed and sites visited.

- 1) **Concerns from residents regarding sewer outfalls and manhole damages that occurred during the winter.** These outfalls, one located on Charles Street and the other on Knox Avenue, were assessed by the Town Manager and members of the committee and it is recommended these outfalls be repaired during the construction season.
- 2) **Bus Shelters - Charles Street.** This was again discussed and it was agreed that the property owner at the intersection to Charles Street be contacted requesting his permission to locate the shelter on his property. It was recommended that if permission is granted, that during construction of the shelter the gravel in the vicinity leveled and the site cleanup.
- 3) **Speed and safety issues along Lakeshore Drive –** The committee visited the area and it was recommended that the “Hidden Driveway” signs be relocated in more visible locations. Also, the Town’s speed monitoring sign be located there for a period of time. With regard to the residents request to remove the rock cliff at the turn, this is not feasible because of the utility poles and houses located above the cliff. It would be too costly. Also, we recommend that the R.C.M.P be contacted to monitor this area.
- 4) **The Following sites were visited and the following recommendations were made;**
 - A. **Legion Property –** Recommend that the posts or pieces of pipe be put in place along the area that was identified for the skidoo trail. Markers then can be inserted and attached to these during the winter. Also the Town Manager will assess and remedy the drainage issue on the parking along the road at the monument site.
 - B. **Smallwood Drive Sidewalk Repair –** We recommend that the damaged section be replaced during this construction season.
 - C. **Anti-Litter and Storage of Scrap Materials on a lot of properties throughout Town:** It is recommended that these property owners be written requesting their cooperation in cleaning up their properties. It was noted that the Committee went around and identified these properties.

- D. **Grand Bay West Parking Area** – It is recommended that any suitable materials, such as milled asphalt that becomes available to the Town, be placed in this area to expand the parking area that was identified.
 - E. **Grand Bay West Industrial Park** – Committee recommends that letters be sent out to businesses in the industrial park requesting their cooperation in cleaning up their property; more particularly their frontages. The committee wishes to note some owners have started this process and want to commend some owners on major improvements that are currently ongoing.
 - F. Committee recommends that a “Stop Sign” that was recently installed at East End Channel be relocated due to the issues it has created. This is near LeGallais & Lawrence.
- 5) On June 26th members of the Public Works Committee and the Town Manager meet with two local business owners to again discuss potential properties for them to establish a business venture in Town. After a lengthy discussion it was agreed that:
- A. The developer will meet with one of the property owners for a letter of offer to purchase one of the properties and provide a copy to the Town. Once we receive this the Town will assist them to move this forward.
 - B. The developer will meet with an engineer/site developer to discuss how they will address the issues around the other site they are interested in. They will provide the Town with a site development plan once they are in receipt of same.
We are currently waiting for these documents.

Meeting adjourned at 4:00 p.m. on June 21st/2018 and at 3:00 p.m. on June 26th/2018.

Reference #1. Mayor Spencer asked if we are putting any more armour stone at the end of Knox’s Avenue to which the Town Manager responded yes.

Councillor Keeping asked if approval had been received for the Special Assistance Grant for the outfall damages. The Town Manager advised he is just waiting on some photos to send in the Municipal Affairs which he will have shortly.

Reference 4) B. The Town Manager noted he thinks there are some funds in the budget to address this issue.

Reference 4) E. The Committee also looked at the markers put in place for the plan review. It was noted that businesses there are doing property improvements which is great to see.

Tidy Towns: Mayor Spencer noted the embankment by the advertising sign on the corner of Grand Bay Road needs to be cleaned up.

Councillor Keeping said he noticed we moved the bench from this area. The Town Manager advised yes it was located across the road due to safety issues.

It was moved by Councillor Lane and seconded by Councillor Battiste the Public Works Committee Report of June 21st and 26th, 2018 be adopted as presented and discussed with the noted corrections. MC Unanimously

Waste Management Report: Councillor Keeping said he recently attended the opening of the Wild Cove Transfer site. He also said the tender for the curbside collection closes on Thursdays, July 12th. Five companies have picked up the tender documents so hopefully we'll know very soon who was successful.

He said there is an advertising campaign on the go which he has passed along for distribution in this area and the packages should be mailed out soon.

The Town Clerk advised of measures we are taking here in the office with passing out the information along with samples of the required bags so that residents can be ahead of the game. She also advised the Green Team would be passing out this information at the two local grocery stores.

Finance & Human Resources Committee Report: Mayor Spencer presented the Finance and Human Resources Committee Report of June 12th, 2018.

A meeting of the Finance & Human Resources Committee convened at 10:00 am June 12th, 2018 Mayor Spencer presiding. Present were Councillor Coffin, the Town Manager and the Town Clerk.

The following items were tabled for discussion:

#1. **Growing Our Futures Childcare Cooperative Tax Rates** – The Mayor stated that the daycare had 24 children registered now and could operate at a full potential of 34 kids if they had ample amount of staff. There was some discussion on breaking the property and business tax could be broken down into thirds over a three year period. Mayor Spencer and Councillor Coffin both agreed the water tax should stay at the current rate. The Town Manager said this topic will have to be discussed in the fall as it has already been budgeted for 2018.

#2. **Fire Department On Call Remuneration** - The Town Clerk advised she had discussed this situation with our auditor and we can change the current method to one as suggested by Councillor Keeping previously to accommodate a meal allowance for the weekends during the summer period. She will have a claim form done up and presented to the Fire Chief for discussion amongst the Department members to see if they are agreeable to same.

#3. Tax Recovery/Outstanding Accounts – The Town Clerk presented an aged receivables listing that identified some outstanding accounts. She advised that they have been working with some individuals setting up payment plans and although they may never be caught up the effort is being made to ensure regular payments are met. The Town Clerk also identified four properties that she will send notices of impending tax sales should the accounts not be bought up to date in the sixty day period allowed under the Act. A number of accounts have now been sent to employers for wage garnishment in relation to Poli Tax and several more will either be sent to small claims where possible or credit recovery.

The Town Clerk advised that in relation to one outstanding account in particular the notice of tax sale and Council's agreement to work with the individual worked out and the account is now bought up to date.

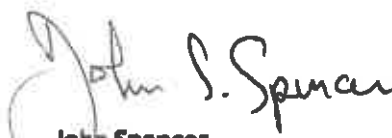
#4. Tax Rates/Permit Fee Structure– Given the amount of time it took to review all the outstanding accounts there was not sufficient time to discuss the current tax rates and permit fee structure it was agreed that this be tabled for a meeting of its own.

The Town Clerk said Council is going to have to bear in mind that our business tax and other taxes are declining and they will have to take a serious look at the tax rates for the upcoming budget meetings. She also noted that when she did the five year financial evaluation which is an important component of our review for government funding she had included increases in some areas in order to balance the projected figures.

The Town Manager said Council also has to take into consideration when preparing for the 2019 budget the waste water treatment requirements will be coming on stream this fall.

It was moved by Councillor Coffin and seconded by Councillor Lane the Finance & Human Resources Committee Report of June 12th, 2018 be adopted as presented and discussed. MC Unanimously

Adjournment: With no further business it was moved by Councillor Coffin and seconded by Deputy Mayor Strickland the meeting adjourn at 5:02 pm


John Spencer
Mayor


for
Julia Ingram
Town Clerk