

**Town of Channel – Port aux Basques**  
**1838<sup>th</sup> Regular Meeting**  
**May 3, 2022**

The 1838<sup>th</sup> Regular Meeting of Council convened at 6:00 pm Mayor Button presiding. Present were Deputy Mayor Andrews, Councillors Davis, Ingram, Lane and Strickland. Also present were the Town Manager and the Town Clerk. Councillor Keeping attended by Google Meet.

Mayor Button signed a proclamation for Municipal Awareness Week for May 9 – 13, 2022.

**Recreation Committee Report:** The Recreation Director presented the Recreation Committee Report of April 21, 2022. In attendance: Deputy Mayor, Mark Andrews, Councillor Davis, Town Manager, Leon MacIsaac, Facility Supervisor, Tony Tulk, and Recreation Director, Shauna Strickland. Absent: Councillor Strickland.

1) Review minutes of last meeting: The minutes were approved at the last council meeting.

2) Business Arising from Minutes:

- a) Aquatic Update: There was discussion on training that is taking place to provide more flexibility within the department. Students will be hired for the summer.
- b) GYM Program: There was discussion on developing a digital file providing a tutorial on how to use the equipment. Shauna has reached out to a few individuals. The digital file will play on the TV in the gym and uploaded to our Facebook site.

The age limit of the gym was also discussed and it was agreed that a 15 year old would not need parental consent but anyone under 15 will require written permission from a guardian.

- c) Honouring Patrons: There was further discussion on the recent request to rename the broadcasting booth and the bowling alley after two patrons who are no longer with us. It was agreed that a plaque would be installed in the bowling alley and a name plate will be installed on the broadcasting booth. There was also discussion on future request and how to honour past patrons, a generic plaque was discussed.
- d) Fireworks: There was discussion on designating specific times for fireworks, ie. Canada day, New Year's eve, etc. This item will be discussed further.

3) New Business

- a) Canteen Contract- Expression of interest: There was discussion on the canteen contract.
- b) Letter re Baseball Field: A letter was received from the local softball association seeking repairs to the field. The letter was reviewed and it was agreed that a load of crush stone and half a load of sand will be ordered. It was agreed that the pavement would remain and a french drain would be installed.

- c) Summer Sport Program: There was discussion on the summer recreation program. The following is being recommended: Weekly Rate, \$75, additional child \$50; or register for the full 6 week @ \$400 (50 saving) \$300 Second child.  
The position for summer coordinator has been advertised.
- d) Request for fitness mirror: This will be discussed at the next meeting. Tony will provide a cost estimate.
- e) Bowling Grant: A small grant was received through Recreation NL to purchase bowling aids to assist children with mobility issues or are in a wheelchair.
- f) Letter from Minor Hockey: A letter was received from minor hockey regarding a few concerns they had re: invoicing, dressing rooms and logistics. A response will be sent back to minor hockey.
- g) Truck: There was discussion on designating a truck for parks and rec staff only. It was being suggested that the park and rec truck be allocated to the Bruce arena in the winter months and to install a blade to assist with snow clearing at the stadium.
- h) Building Update: Leon provided an update on the dextron unit, the roof and the boilers.
- i) Parks and Recreation Worker: The arena operators will be done on April 29 and will resume work in the parks on Monday May 2.

#### 4) Other Business

Multi-Purpose Court: A grant was approved to re-do the multipurpose court on Bay Street.

There was discussion on the hockey tournaments and how the sound system is getting old and have caused some issues. Shauna will see what other arenas are using. We will also have a sound tech in the area for come home year and will ask for their input on a new system.

Mayor Button asked when the summer students would be hired. The Recreation Director advised that they had interviews today for the Summer Sports Coordinator position. This position usually starts a month earlier than the summer sports councillors. The councillor positions will be advertised the last week in May and when the Coordinator starts the first week in June that person will be involved in the interviews for the councillors.

Councillor Keeping asked for more details on the naming of the two areas in the Bruce II. The Recreation Director explained that there was a request to name the broadcasting booth after Hedley Clarke and to name the Bowling Alley after Anita Sheaves. Both of these requests will be honoured.

Councillor Keeping also asked about the rates of the summer sports program as he thought the cost were a bit high. A number of years ago the rate was \$25.00 / week and now it is \$75.00 / week but swimming and bowling are now included in the new rate. The Recreation Director explained that last year they did a cost comparison with similar programs in other communities and our cost were low. Even though we receive funding for the salaries for the councillors all the supplies are purchased out of

the Bruce II budget so these cost have to be recovered from the fees of the program. Councillor Keeping said the weekly cost seems ok but if you have 3 kids to put in the program then it gets expensive.

It was moved by Councillor Lane and seconded by Councillor Davis for all items excluding item 3)c) of the Recreation Committee Report of April 21, 2022 be adopted as presented and discussed.

MC Unanimously

It was moved by Councillor Lane and seconded by Councillor Davis for item 3)c) of the Recreation Committee Report of April 21, 2022 be adopted as presented and discussed.

Voting for: (6) Mayor Button, Deputy Mayor Andrews, Councillor Lane, Ingram, Strickland and Davis.

Voting Against: (1) Councillor Keeping

Motion carried.

**Adoption of Minutes:** It was moved by Councillor Lane and seconded by Councillor Ingram the 1837<sup>th</sup> Regular Meeting of Council be adopted as presented and discussed. MC Unanimously

**Business Arising from Minutes:**

**Grand Bay West Gabion Cages & Rain Storm:** Mayor Button asked for an update on the Grand Bay West Trail repairs. The Town Manager advised that the application for storm damage repairs was accepted and a member from Transportation and Infrastructure will be out for a visit to review. While we are waiting on that funding our staff and the JCP workers will be preparing to start the repairs. The Mayor asked if we could get the trail cleaned up a bit to remove the debris and obstacles to prevent any safety hazards.

**Department of Immigration, Population Growth and Skills:** Mayor Button said there was a conference call with Minister Byrne regarding assisting with the Ukrainian situation. The Town office has looked into accommodations and childcare capacity in Port aux Basques in case we were asked to assist a Ukrainian family. The Mayor advised he is attending a Municipality NL Conference where he is hoping to get more information on a package that is available to municipalities for offering support. We have been participating in the information sessions but it is a big undertaking and a lot of factors have to be considered.

**Marine Atlantic re Cost Recovery:** Mayor Button said we are still working on getting a meeting with MP Gudrid Hutchings. He advised the MP would be at the MNL Conference so he will try to connect with her.

**Community Market Proposal:** The Town Manager advised the application has been approved. Work on this project will begin within the next few weeks.

**Adopt a Spot:** Mayor Button advised there has been interest from residents and businesses to be involved in this program.

**Spring/Summer Work:** Mayor Button advised that the town workers are out in the parks and working on the roads to get all our summer projects started.

**Proposal for Overhead Amber Light at Intersection of Martin's Corner:** The Town Manager advised that the amber light will not be permitted to be installed on the current NL Power poles. The Public Works Committee will have to revisit the area to consider alternate installation. Public Works will consider solar lights as an option.

**Newfoundland Power Submission to Relocate Poles & Lighting on the Grand Bay West Causeway:** The Town Manager advised the local NL Power office is still waiting on approval from the Department head. The Town Manager will do another follow up.

**Port aux Basques Lions Club Convention Meet and Greet:** Mayor Button advised this event was cancelled and the Lions Club returned our donation.

**Special Minutes:** It was moved by Councillor Lane and seconded by Councillor Ingram the Special Minutes of April 28<sup>th</sup>, 2022 be adopted as presented and discussed. MC Unanimously

Mayor Button advised there was a Special Meeting last week as Council was not able to have a regular meeting with some staff and councillors out of the office. Clean up Week was decided for the week of May 16 – 20. A number of items were already discussed and the remainder will be discussed in the Public Works report and in New Business.

NOTE: Councillor Strickland and Deputy Mayor Andrews received a Fire Call and had to leave the meeting at 6:37pm. The Mayor said we still have a quorum so we will continue the meeting.

**Correspondence:** It was moved by Councillor Lane and seconded by Councillor Davis the correspondence be accepted and dealt with where necessary. MC Unanimously

**Dollywood Foundation Canada:** Correspondence was received from the Dollywood Foundation Canada requesting a donation toward setting up an affiliate of the Dolly Parton's Imagination Library for the Southwest Coast area. The book-gifting program, for children up to age five, provides a meaningful impact on early literacy development and education outcomes. This would include all children under 5 from South Branch to Rose Blanche. This request came to the town through the principal of St. James Elementary.

It was moved by Councillor Davis and seconded by Councillor Ingram to donate \$250.00 to the Dollywood Foundation Canada affiliate for the Southwest Coast area of NL. MC Unanimously

**Sam – Stewardship Association of Newfoundland and Labrador:** The Town Clerk received a phone call from a summer employee asking to do a presentation on the Piping Plover of our area to the Council. The presentation is approximately one hour. All Councillors were in favour of attending a presentation. The Town Clerk will contact the SAM office to check on the possible dates for a presentation.

**C & C Enterprises:** Correspondence was received from C & C Enterprises regarding the process of tender opening for the aggregates and equipment rental dated for closing on 4:00pm, April 11, 2022. C & C Enterprises is concerned that the tender opening was not conducted correctly and is requesting an affidavit from all parties present at the tender opening, stating the time of opening, that all bids were open at the same time and all envelopes were sealed upon the time of opening.

The Town Manager advised that he followed up with the Public Procurement Office regarding the concerns raised by C&C Enterprises. A tender was submitted and approved for advertising which was placed on the Town website and in the local Wreckhouse Weekly with the closing date of April 11, 2022. The tender closed with no one appearing for the opening. It was discovered after the fact that the time of the tender opening was missing from the publication when it was sent for advertising. The Town Manager spoke to the Chief Procurement Officer and it was confirmed that the Town followed the proper procedure. There were two managers present at the time of opening, the tenders were opened, stamped, dated and signed. From the time the tenders were advertised to the time we received the correspondence, neither company contacted the Town to inquire when the tender opening was. Because the companies did not contact the Town regarding the time of tender opening, it is seen as an error of omission and not a fault. The Public Procurement Office do not provide any avenues if the tender time of opening is not included. There is no action required from the Public Procurement Office. The Town Manager will respond to the letter from C & C Enterprises.

**Public Works Committee Report:** The Public Works Committee met on Friday, April 29, 2022, at 9:00 am. Present were Councillors Ingram, Keeping, Lane, and the Town Manager. The following items were discussed, however due to time constraints we were unable to visit planned site visits which will be undertaken over the next 2 weeks and reported on at our next regular meeting:

1. **Tender for New Salt Shed:** The committee discussed the bids received for this project which were well over the approved funding approval. We recommend that we not accept the lowest bid at this time as we are in discussions with minister Parsons and the Dept. of Municipal Affairs on issues related to moving the project forward.
2. **Tender for Removal of the Old Town Depot -** The Town Manger provided information on all the submitted bids received. It is our recommendation that the tender be awarded to the lowest bidder Manuals Construction for \$23,000.00.
3. **Tender for Dextron Unit Regarding Bruce II Sports Centre –** The Town Manager provided details on the bids received. It is the Public Works Committees recommendation that the lowest bid received (\$468,395.00 HST included) be awarded to Air-Tite Sheet Metal.

4. **Tenders for Granular Materials and Heavy Equipment for 2022:**
  - Class A Material, Class B Material, Concrete Aggregate, 20mpa Ready Mix & 30mpa Ready Mix awarded to the low bidder Clifford Sheaves Construction Ltd.
  - Class C Material, Pit Run Material & Washed Stone awarded to the low bidder Manuel's Construction Ltd.
  - Equipment Rental – One (1) JD 160 Track Excavator awarded to the low bidder Manuel's Construction Ltd.
  
5. **Letter of Concerns Regarding Public Tender Process** – This correspondence was tabled for discussion during our meeting, and we recommend that during the bid opening process of any and all of Council tenders, Council, or committee of Council be present during this process to sign the opened documents.
  
6. **Industrial Park Lots** – Given the fact that there is only one available lot remaining at the industrial park, Council will investigate what available Crown Land is remaining in this area for potential lots and development.  
Once this process is complete, we will present it to Council.

As part of the Public Works Report the following motions were presented:

**Motion # 20220503 – 1 Bruce II Complex Dehumidification Unit**

Moved by Councillor Lane / seconded by Councillor Keeping

Be it resolved that the Town of Channel - Port aux Basques award the tender for the Bruce II Complex Dehumidification Unit and Roofing System Upgrades Project # 17-SCIF-19-00095 to the low bidder Air-Tite Sheet Metal at a total cost of \$468,395.00 HST included.

In favour 5 / Against 0 Motion Carried

**Motion # 20220503 – 2 Municipal Depot**

Moved by Councillor Lane / seconded by Councillor Davis

Be it resolved that the Town of Channel - Port aux Basques award the tender for the demolition of the Municipal Depot & Salt Shed located on Main Street to the low bidder Manuel's Construction Ltd. at a total cost of \$23,000.00 HST included.

In favour 5 / Against 0 Motion Carried

**Motion # 20220503 – 3      Granulars**

Moved by Councillor Ingram /seconded by Councillor Davis

Be it resolved that the Town of Channel - Port aux Basques award the tender for supply and delivery of Granulars - Class A Material, Class B Material, Concrete Aggregate, 20mpa Ready Mix & 30mpa Ready Mix to the low bidder Clifford Sheaves Construction Ltd.

Details of submitted prices from Clifford Sheaves Construction Ltd:  
Class A Material \$20.13/tonne, Class B Material \$18.98/tonne,  
Concrete Aggregate \$21.85/tonne, 20mpa Ready Mix \$333.50/cubic meter &  
30mpa Ready Mix \$408.25/cubic meter (all HST included)

In favour 5 / Against 0    Motion Carried

**Motion # 20220503 – 4      Granulars**

Moved by Councillor Davis /seconded by Councillor Lane

Be it resolved that the Town of Channel - Port aux Basques award the tender for supply and delivery of Granulars - Class C Material, Pit Run Material & Washed Stone to the low bidder Manuel's Construction Ltd.

Details of submitted prices from Manuel's Construction Ltd:  
Class C Material \$13.00/tonne, Pit Run Material \$11.00/tonne &  
Washed Stone at \$21.24/tonne (all HST included)

In favour 5 / Against 0    Motion Carried

**Motion # 20220503 – 5      Equipment**

Moved by Councillor Keeping / seconded by Councillor Ingram

Be it resolved that the Town of Channel - Port aux Basques award the tender for supply and delivery of Equipment Rental – One (1) JD 160 Track Excavator to the low bidder Manuel's Construction Ltd.

Details of submitted prices from Manuel's Construction Ltd:  
One (1) JD 160 Track Excavator \$113.85 / hr (HST included)

In favour 5 / Against 0    Motion Carried

It was moved by Councillor Lane and seconded by Councillor Keeping the Public Works Committee Minutes of April 29, 2022 be adopted as presented and discussed. MC Unanimously

**New Business:**

**RCMP Positions:** The Mayor said that there is a new Commanding Officer of RCMP for Newfoundland & Labrador announced in the media report this week as well as extra funding in the budget for the RCMP. This increased funding should help with getting more RCMP positions placed in Port aux Basques. The Town Manager sent a letter to the new Commanding Officer requesting to meet with Council to discuss the RCMP staffing issues for our area.

**Grand Bay West Industrial Park:** The Mayor advised that Council have been discussing clean up in the Industrial Park. Previous Councils as well have discussed clean up of certain areas of the Industrial Park. The Town Manager clarified that with a new council in place, an updated motion be adopted to address this concern.

**Motion # 20220503 – 6 Grand Bay West Industrial Park**

Moved by Councillor Lane / seconded by Councillor Ingram

Be it resolved that the Town of Channel - Port aux Basques issue an order to the property owner of Civic # 45-51 Grand Bay West Road and of Civic # 56-60 Grand Bay West Road to clean up the properties to meet the Open Storage Conditions of the Commercial Land Use Zone within the 30 day period required under the Municipalities Act.

In favour 5 / Against 0 Motion Carried

**Discretionary Use Applications:** The Town Manager advised of three business applications that required a notice of Discretionary Use to be advertised. They are as follows:

- A Self Storage Business located at Civic # 74 Main Street
- Home Based Business providing cosmetology services – Lashes & Eyebrows, located at Civic # 21 Grandview Crescent
- Home Based Business operating a Daycare located at Civic # 7 Sunset Drive

These Discretionary Use Notices will be advertised for 2 weeks with comments to be submitted in writing by Friday, May 13, 2022.

Hearing no complaints or concerns, it was moved by Councillor Lane and seconded by Councillor Davis that if there are no comments received by the published deadline, Council gives approval to grant these business a permit to operate. MC Unanimously

**Motion regarding Auction Properties:** The Town Clerk advised that a list of Auction properties have been discussed for a number of weeks in previous meetings. The deadline for payment in full has passed so now we can proceed to the tax sale.

**Motion # 20220503 – 7 Auction Properties**

It was moved by Councillor Lane and seconded by Councillor Davis that Council hereby direct the Town Clerk, as per Section 139 of the Municipalities Act, 1999 to proceed with the sale of real properties situated at: 10B Avalon Lane, 36A Brook Street, 2 Main Street, 14A Pleasant Street, 97 Regional Street, 6A Savoury's Lane and 3 Lawrence Lane MC Unanimously

The Town Clerk advised she would begin the advertising process on May 9, 2022.



**Motion regarding the ATTIP Coordinator:** The Town Clerk advised that the previous Town Clerk was the designated ATTIP Coordinator but now that she is Town Clerk we need a new motion to appoint her as the ATTIP Coordinator.

**Motion # 20220503 – 8 ATTIP Coordinator**

Moved by Councillor Lane / seconded by Councillor Ingram

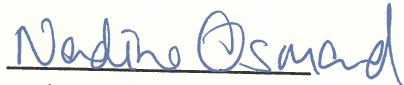
Be it resolved that the Town of Channel - Port aux Basques appoint the Town Clerk, Nadine Osmond, as the ATTIP Coordinator for the Town of Channel - Port aux Basques.

In favour 5 / Against 0 Motion Carried

**Adjournment:** It was moved by the Mayor that with no further business the meeting be adjourned at 7:12 pm. MC Unanimously



Brian Button  
Mayor



Nadine Osmond  
Town Clerk