

**Town of Channel – Port aux Basques
1853rd Regular Meeting, April 25, 2023**

The 1853rd Regular Meeting of Council convened at 6:00 pm Mayor Button presiding. Present in Council Chambers were Deputy Mayor Andrews, Councillor Ingram, Davis, Strickland and Keeping. Also present were Town Manager, Leon MacIsaac and the Town Clerk, Nadine Osmond.
Regrets: Councillor Lane

ADOPTION OF MINUTES: It was moved by Deputy Mayor Andrews and seconded by Councillor Strickland the 1852nd Regular Meeting of Council, be adopted as presented and discussed.
MC Unanimously

BUSINESS ARISING FROM MINUTES:

Pot Holes: Councillor Keeping advised of a couple of big pot holes in town that should take priority when the town workers are out. This will be passed on to the Superintendent.

Amend Town's Contribution to the CCCF – Bruce II Fuel Switching & Energy Refit Project: The Mayor asked if the Town manager for an update. The Town Manager advised that this project has been awarded to Summit Mechanical Services due to a default to the original bidder on the project. A contract has been signed and they will be in contact with the consultant on this project.

Letter received from Western Health: Mayor Button advised the committee is trying to set up a meeting soon.

Clean-up Week: Mayor Button advised that we are waiting on confirmation of getting dumpsters placed around town for Clean-up Week. We should get confirmation in the next couple of days.

Sewer Outfalls: The Mayor asked for an update on the work on the sewer outfalls. Burseys Excavating has the contract for a few streets. They have been digging up the current infrastructure to confirm what needs to be ordered to put in place to complete the job. The second contract has been awarded to Marine Contractors who will be starting early in May.

Special Minutes:

Mayor Button advised there was a discussion on Sherry Vardy's business Sher Cares Pet Sitting Service for her request of overnight stays of animals at her location on Stadium Road. After some discussion Council decided to permit her request.

It was motioned by Councillor Lane and seconded by Councillor Davis to approve Sher Cares Pet Sitting Service to have a maximum of three (3) overnight animal stays at her location at 16 Stadium Road. MC Unanimously

CORRESPONDENCE: It was moved by Councillor Strickland and seconded by Councillor Ingram the correspondence be accepted and dealt with where necessary. MC Unanimously

Letter received from resident of 28 Legallais St: A letter was received requesting the Town to revisit their property for an ongoing water issue. The Town was there over a year ago and did some

work in the street but water is still leaking into their basement. This will be reviewed by the Public Works Committee.

Letter received from a resident of 14 Bedrock Avenue – A letter was received from a resident of Bedrock Avenue inquiring about the end of Bedrock Avenue getting paved. The Town Manager advised that Bedrock Avenue was paved several years ago and this house would have been built after the paving was done. Public Works will visit the street to review.

Letter received from property owner of 1 Legallais St – Letter received regarding property owner's garbage fees for 2022 and 2023. He would like the fees removed as he has stated that he takes care of the amount of garbage above the one unit that is included in his property tax. The Town Manager advised that the property owner is required to pay a garbage fee for every unit he has in the building and he has been sent letters in the past with this information. When questioned before on what he does with the remaining garbage, the property owner said he burns it. The Mayor said that we are not supposed to burn garbage in town and the Town Manager said that as far as we know this resident does not own a card for the waste management site. Councillor Strickland asked if other apartment owners get charged the same fee and the Town Manager advised yes and we have not heard from any other apartment owners regarding the garbage fee. Deputy Mayor Andrews asked how many units he has occupied and is he supposed to inform us of any vacancies. The Town Manager advised that we do not inspect apartments on a regular basis and he was advised that he should inform the town office if he has vacant units. Deputy Mayor Andrews asked if we can ask in our correspondence to him if he has vacant units and what does he do with the garbage over the 1 unit included in his property taxes. The Town Manager will respond to this resident's request.

Application received from Resident to operate a business – Application received to operate an in-house daycare business from 9 Knox Avenue. The resident will take care of 5 children from ages 1 – 4 years. The Town Manager advised that a daycare is a permitted use in the zone of our regulations provided the resident has the proper approvals from Service NL. The Mayor advised that the applicant indicated that this will be a licensed daycare.

It was motioned by Councillor Keeping and seconded by Deputy Mayor Andrews that Council approve the permit application to operate the in-house daycare at 9 Knox Avenue as long as the proper licence approvals are in place from Service NL. MC unanimously

Letter received from residents of Bragg's Lane – A letter was received asking to review the parking situation on Bragg's Lane. There have been issues in the past and at that time No Parking signs were installed on the street. There has been more traffic on this street lately with people parking on both sides of the street which creates a problem. Public Works will visit the street to review.

COMMITTEE REPORTS:

Public Works Report: The Public Works Committee met on Tuesday, April 4th, 2023, at 10:00am. Present were Councillors Ingram, Keeping, Lane and the Town Manager. The following items were tabled for discussion:

1. **34 Main Street** – Request to build extension on this commercial building. After getting clarification that the extension is for the front of the building and not the side, it was determined it meet the regulation and we recommend it be approved.

2. 136 Grand Bay Road – Request to build a shed. The committee revisited this area and after discussions with the property owner, we suggested changes he could make to accommodate his request; we recommend it be approved as per the Town's side yard and rear yard setbacks. This permit is for a shed only.
 3. The Committee discussed dilapidated properties around Town and visited and assessed a number of properties. The Town Manager will prepare follow-up letters to these property owners advising all the Town's regulations regarding dilapidated properties, ordering them to take steps to conform to these regulations.
 4. Cleanup Week – We further discussed Cleanup Week and agree that May 8th to 12th will be the dates. We also discussed that given the amount of debris that has been blown around Town from Fiona that we request from government to provide funding to have at least 6 dumpsters be place around Town for residents to avail of for cleanup around their property. The Town will request this during their next meeting with Government Officials. We propose these dumpsters be made available A.S.A.P. Also, private sewer outfalls that were damaged by Fiona will also be discussed with Government.
 5. Proposed New Salt Storage Facility – The Committee discussed the importance of getting the approvals from the province to move this project forward, so that it will be ready for this coming winter.
 6. Taverner Drive and Smallwood Drive Subdivision – The Committee discussed the upcoming project related to the water booster pump system to be installed this year for this area. In preparation for this project the Town Staff will carry out maintenance checks on the water main valves system for this whole area from the existing pump house to the subdivision.
- The Meeting adjourned at noon.

For the request to build a shed on 136 Grand Bay Road, the Town Manager advised he checked the registered survey for this property and Public Works will have to revisit the property owner based on the survey as the setbacks may change.

The Mayor advised that he expects an answer by Thursday on the approval from government for placement of the dumpsters during Cleanup Week and a meeting will be arranged to meet with Public Works on the sewer outfalls.

Regarding the Taverner Drive and Smallwood Drive subdivision extension, the Town Manager advised that an award letter has been sent out to Clifford Sheaves Construction for the grubbing contract. There were three submissions received with Clifford Sheaves Construction as the lowest bidder. They will need to submit their certification forms then a site meeting will be planned.

The Town Manager also advised that the salt shed needs to be retendered again because the Province will not allow the Town to do project management on this project. The Mayor suggested we have a conversation on this with the Province as this salt shed project has been dragged out far too long. This past winter we were fortunate not to have any extreme weather so our arrangements with the Department of Highways worked out but we need this sorted sooner than later.

It was moved by Councillor Davis and seconded by Councillor Strickland to accept the Public Works Report as presented. MC Unanimously

Economic Development Report of March 28, 2023: In attendance: Shauna Strickland, EDO, Leon MacIsaac, Town Manager, Mayor Button, Councillor Keeping and Councillor Strickland.

- 1) Review Draft Survey for SEP: A draft survey was developed and circulated to the committee for review. A few changes were suggested. An introduction will be developed to go with the survey.
- 2) Review Draft Survey for Grand Bay West Trail: A draft survey was reviewed with some minor changes the survey will be posted to various social media sites, and on the town website. Melvin and Brain will complete the site visit with the consultant.
- 3) Senior Housing: It was agreed that the deadline to submit the notice of assessment will be mid-April. The committee will review the updated list at that time.

There was a discussion on submitting a JCP Application to assist with the community clean up this spring.

Mayor Button advised that there was a good response to the Grand Bay West Trail survey showing that residents feel the trail restructuring is important.

Councillor Keeping said the JCP would be good to help clean up the Grand Bay West Trail as residents are still using it even though there are a lot of damages.

It was moved by Councillor Strickland and seconded by Councillor Ingram to accept the Economic Development Report as presented. MC Unanimously

Recreation Committee Minutes April 19, 2023: In attendance: Councilor Strickland, Deputy Mayor Andrews, Town Manager, Leon MacIsaac, Recreation Director, Shauna Strickland, and Operation Supervisor, Tony Tulk. Absent: Gwen Davis.

- 1) Review minutes of the last meeting: The minutes of the last meeting were adopted by council.
- 2) Business Arising:
 - a) Lifestyle Expo: Things are progressing. The Chamber of Commerce is doing a great job on planning the event.
 - b) Softball Field: There was a guest in attendance to discuss some concerns with the softball field. Some of the concerns were how boggy the field is, improvements are needed in the outfield, and fencing needs some repairs. The committee is recommending digging a few French drains, irrigating and liming the field. It was agreed to develop an annual maintenance plan. It was also discussed to source additional funding for this project and to contact Thomas Chubb who completed work in Stephenville.
 - c) Pool Update: The contract for the pool conversion was signed and sent back.
 - d) Rate Review: The last rate increase was in 2020. It was agreed that the rates would be reviewed over the summer and contact will be made with other arenas to do a price comparison.
- 3) New Business
 - a) Softball Request: The amount of interest in the softball field is growing. This year there will be U15 Female and a U20 Male provincial tournament. A request was reviewed to assist with cost of doing umpire training. The cost per person is \$65, \$200 for per diem and \$20 an hour

for instructor fees which is anticipated to be 5 to 7 hours. It is being recommended that the town support this initiative.

- b) Office Position - Vacant: The office position will be vacant in two weeks. It was stated that the positions are being reviewed.
- c) Easter Camp: The first Easter camp was a great success and was very beneficial to parents.
- d) Summer Sports Program: A funding application was submitted to hire students for the summer recreation program. A call for resumes will go out in mid-May with a start date of mid-June.
- e) Canada Day Funding: The funding proposal was approved for Canada day celebrations.

4) Other

There was discussion on the canteen contract and when it was up for renewal. It was stated that the current vendor is interested in renewing the contract.

Councillor Keeping inquired about the contract for the pool conversion being signed as he thought there would be a report presented to Council first. The Town Manager advised that the options were investigated and all other pools are no longer using the salt water system. Prices were requested but some suppliers could not provide pricing as part of our current system are no longer available. However, the Town Manager will prepare a report of all the findings for converting the salt water system to fresh water for Council to review.

Councillor Davis inquired about the Summer Sports Program with a start date of mid-June but Councillor Strickland clarified that this date was the start of the Coordinator position.

Councillor Lane asked about the Easter Camp and Councillor Strickland explained it was a drop off for kids to enjoy activities during Easter for parents who were working. It was a successful program.

It was moved by Councillor Davis and seconded by Councillor Ingram to accept the Recreation Committee Report as presented. Motion Carried: 6 In favour; 1 opposed

- Note: - Deputy Mayor Andrews excluded from item # 4 as he is in conflict.
- Councillor Keeping opposed due to item # 2 c)

NEW BUSINESS:

Municipal Plan: The Town Clerk reviewed the Municipal Plan process so far. It has been ongoing for a while with the various steps. We recently advertised for the Public Hearing in which residents could write the Town with any concerns by the deadline of Monday, April 3, 2023 at 5:00pm. Since we did not receive any written concerns we did not have to host the public hearing. Now we can approve the motion and resolutions to send in for provincial registration.

Moved by Councillor Strickland and seconded by Deputy Mayor Andrews

Be it Resolved that the Town Council of Channel-Port aux Basques hereby approves the attached resolutions for Channel-Port Aux Basques Municipal Plan Amendment Number 1, 2023 and Channel-Port aux Basques Development Regulations Amendment Number 1, 2023; and that following this, forwards the amendments to the Department of Municipal and Provincial Affairs for Provincial registration.

Motion Adopted. # 6 In favor, # 0 opposed.

Fire Regulations: The Town Manager said we have discussed the Fire Regulations in the past but we need to revisit the regulations as residents are burning more than they are supposed to be. Residents burning garbage on their property can easily get out of control as has happened this past weekend. The Fire Department was called and it turned into a situation that was unnecessary. This resident needs to be presented with an Invoice for firefighting services as a result of this situation. If you are going to have an uncontrolled fire then you have to be responsible for it.

Regulations is not to introduce a fire ban but as an example, to control residents who are burning garbage so they won't have to bring items to the waste management site.


The Mayor said we have had a few incidents of this nature that are unnecessary events and when the Fire Department shows up and receives aggressive actions from a resident for coming to put out the fire, this cannot be tolerated. Councillor Strickland said these aggressive actions add to the danger to the Firemen on the scene.

The Town Manager will look into some Fire Regulations that will suit our municipality. We can check with other municipalities to see what they are using that would work for us.

Adjournment: It was moved by Deputy Mayor Andrews and seconded by Councillor Strickland that with no further business the meeting was adjourned at 7:18pm. MC Unanimously



Brian Button
Mayor



Nadine Osmond
Town Clerk