

**Wednesday, May 14, 2024**  
**Town Office – 6:30 pm**

**Attendance:** Lloyd Blake Roy Drake Colby Whittle  
Don Stewart Loretta Abbott

**Also Attending:** Tanya Rogers Chantell Cribb

**Absent:** Fabian Manning Neil Bond

Mayor Blake called the meeting to order at 6:33pm and asked if there were any additions to the Agenda, as presented and circulated.

**Motion #24-058:D. Stewart/L. Abbott**

**Resolved that the Agenda be adopted as presented, as circulated, with the additional items noted.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**

**Meeting of April 30, 2024:**

Errors/Omissions: n/a

**Motion #24-059: R. Drake/C. Whittle**

**Resolved that the Minutes of April 30, 2024 be adopted as presented, as circulated.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**

**Business Arising: Minutes of April 30, 2024:**

- a) Server – Installed on May 9<sup>th</sup>. Additional Cord required for the debit machine, Mayor Blake Councillor Stewart and Councillor Drake have one and will drop off to the office;
- b) Elliott Premises Lease – Lease to be edited to state that, after the two year term, the lease may be renewed for 1, 2 or 3 years and to state specifically that no staff are permitted to park in front of the building. Other items the tenant questioned:
  - The stand up cooler is not working properly. Ensure the condenser is cleaned;
  - Lock to be changed at the top of the steps and items removed from the steps;
  - Can a dimmer be installed on the switch in the dining room? Approved;
  - Is she required to have fire insurance on the building? Yes.
  - Inventory of items to be completed;
- c) Annual Capital Repair & Expenditure Survey – Former Superintendent to assist when time permits;
- d) Imperial Oil – Testing was completed on May 8<sup>th</sup> – 14<sup>th</sup>. No update on results;
- e) Land on Bay d’Leau Drive – Letters previously discussed to be sent to identified individuals;
- f) 86 & 88 Main Road North – Tender issued. Deadline May 17, 2024;
- g) New Position – Agreed to advertise for a labourer, with carpentry experience considered an asset. Wage to be set as per the union contract;
- h) Capping Bay d’Leau Drive – Quote received from Bishop’s Roadworks for \$141,818.00. Additional quotes requested from Exploits Valley Paving and Twin City Paving. Ensure asphalt thickness is the same for all quotes. This area of Bay d’Leau to be swept to determine actual need;
- i) Equipment Operator (Insurance Premiums) – Since there is nothing in writing regarding coverage while off work, agreed to split the cost of the Employee’s Premium with the employee. Ask Trio what their policy is for retaining insurance while off work;
- j) Municipal Affairs (Water Pressure Issue) – Email sent and message left with All Star Consultants, no response to date;

**Public Works/Town Superintendent Report (attached):**

1. Dump Hours – Hours to be adjusted as follows: Monday – Friday: 8:30am – 4:30pm, Saturday: 1:00pm-4:00pm and closed on Sunday. Current hours of operation sign to be taken down;

**Building Applications:**

1. 15 Magistrates Hill Road – Application for storage shed (12 x 16). Approved;
2. 2 Spencer’s Brook Road (Rich Lambert) – Application for a steel storage shed (24 x 28). Check Municipal Plan for regulations regarding steel sheds;

**Correspondence:**

1. Bingo Workers – Requesting pay increase. The current rate is well above the minimum wage rate, agreed with the status quo.
2. Clean up Week – Scheduled for May 27-31, 2024;
3. UFCW – Leave of Absence request for George Drake to attend training on May 29-31, 2024. Approved;
4. 5 Mulberry Crescent – Requesting sods be replaced. Public works to look at;
5. Department of Transportation – Ice Control Materials for 2024-2025. Agreed to order the same amount as last year;
6. Town of Hermitage-Sandyville – Draft Memorandum of Understanding for review. One grammar error noted on page one.

**Motion #24-060: R. Drake/L. Abbott**

**Resolved that the draft MOU between the Town of Hermitage-Sandyville and the Town of Harbour Breton to clarify the roles and responsibilities of each part as they relate to sharing of services between the two towns be approved.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**

7. Municipal Finance – Introducing new Financial Officer, Liam Croucher;
8. Vacant Land (Back Arm) – Bill of Sale received from new owner. Former owner was not charged Vacant Land Tax as per a past agreement. Agreed that the new owner would be charged;
9. MNL – Our Creative Home Grant, deadline May 29, 2024. Agreed to apply to have a mural painted on the side of the Elliott Premises toward the parking lot;
10. MAA – Assessment Rate increases for 2025, the Town’s increase is 1.94%;
11. Residents of Jensen’s Lane – Complaints regarding the condition of 4 Jensen’s Lane. Check Municipal Plan regarding storage of items. Adjust the letter being sent about the land on Bay d’Leau Drive to include this parcel of land as well;
12. 1 Sagona Place – Email sent requesting a Town Hall meeting be held. Follow-up email received stating that the request is no longer necessary;
13. Request from Bus Driver – Requesting a berm be built or rocks be placed along the edge of the turnaround in the back arm area. Rocks are being placed in the location;
14. 1-3 & 5 Rose Place – Requesting that the two parcels of land be combined and assessed as one. Agreed this would be done once the outstanding taxes are paid;
15. Municipal Assessment – Clar Simmons Scholarship, Deadline August 23, 2024;
16. Government of NL – Application being accepted for Accessibility Grants. Agreed to apply for automatic doors at the arena and to repair the automatic door at the Elliott Premises;

17. 7-9 Elliott Drive – Response regarding the property, asking if the Town has a solution in mind. Follow-up with owner regarding the lien on the property;
18. RCMP – Informing that the RCMP plans to implement body worn cameras and offering to meet to provide information on this. Not at this time;
19. Service NL – Approval for 47 South Side Drive to operate home based business;
20. Elections Canada – Inquiring if they can still rent the Elliott Premises should an election be called. Due to the building currently being leased to a tenant, we are not in a place to rent it out;
21. Email Accounts – Informed that the Town’s Email account provided, GoDaddy, are increasing the prices for email accounts to \$119.00 per account. Agreed to seek out other suppliers;
22. Reaching Home – Applications currently being accepted. HBIC meeting to be arranged to discuss;
23. Resident of 6 Keepings Point – Requesting that the water bill at 8 Keeping’s Point be adjusted as the residence is being used as a shed and does not use water. Agreed. Ask resident to provide surveys/deeds so that the parcels can be assessed as one. Water stop to be removed from 8 Keepings point;
24. 113, 113A, 115, 115A and 117A Bay d’Leau Drive – Follow up regarding the Town’s response to paving the road to their residences. Reply that the Town is still obtaining quotes and prioritizing roads to be paved;

**Economic Development Officer Report:**

- New Brochures – Proof to be emailed to councillors for comment;
- Splash Pad Site Work – Site clearing is complete. Signage will be needed for the entrance as well as crushed stone for the area;

**Finance Committee Report:**

1. Harbour Breton Retail Trade – No longer in operation. Outstanding amounts of \$2112.00 for 2022 and \$10,000.00 for 2023;

**Motion #24-061: R. Drake/D. Stewart**

**Resolved that the Town will write off the outstanding amounts of \$2112.00 for 2022 and \$10,000.00 for 2023 for Harbour Breton Retail Trade.**

**In Favour: 5**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

**Liaison Reports:**

1. Public Relations:
  - Councillor Abbott and EDO Tina Bungay attended the DownHome Show on May 2<sup>nd</sup> - 4<sup>th</sup>. Visitation to the Town’s booth was good. Suggests having a map of the area and how to get here next time;
  - Mayor Blake attended the Municipal Symposium in Gander on May 8-10<sup>th</sup>. He attended various session where ATTIPP, Municipal Assessment, MOG’s, CEEP, TakeCharge, Policing, Matched Training, Waste Management, etc. were discussed;
2. Elliott Premises:
  - No extra premium on the Insurance as a result of leasing the Premises;
  - Lessee requested a letter granting approval to serve alcohol, provided;
  - Rocks to be placed on the side of the parking lot toward the building to prevent people from driving on the grassed bank;
3. Sunny Cottage: n/a

4. Recreation: n/a
  - Held a meeting on May 13, 2024;
  - Agreed to disconnect one phone line for bingo (885-2508);
5. Arena:
  - No update on quotes requested from CIMCO. Follow-up with Arena Manager;
6. HBIC: n/a
7. Aquaculture: n/a
8. Occupational Health & Safety:
  - Ed Keeping and William Molloy scheduled for Power Line Hazard on May 15, 2024;
9. Beautification Committee:
  - Fruit Basket to be sent to Chairperson recovering from fall;
10. Fire Dept: n/a
11. Health Care:
  - Mayor Blake provided an update on the Municipalities meeting on May 13, 2024.
  - Now that the Ambulance service will be operated by the Health Authority, ad to be placed on Facebook asking residents to place their civic number on their houses;

**Other:**

1. Connaigre Bay Lookout – Agreed to install 2 posts at the lookout to prevent people from driving on the grass/gravel area;
2. Street Lights – Mayor Blake questioned if the Town has seen a decrease in the street lighting hydro since LED bulbs have been installed. Comparison to previous years to be provided at the next meeting;

**Outstanding Items requiring further Information:**

- CIBC (COBWM GIC) – Notice of Directors not yet updated on CADO;
- Accessibility Plan – Consultant is on vacation, public consultation to be held when he returns;
- Board Room Renovations – To be completed after the accessibility plan is complete;
- Barry Group – Tax Agreement expires February 19, 2025. Notification letter sent;
- Floating Docks – Further discussion in the Fall.

Motion for adjournment by Councillor Drake & seconded by Councillor Stewart. Adjournment at 9:34pm.

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Lloyd Blake - Mayor

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Tanya Rogers – Clerk/Manager