

Wednesday, June 11, 2024
Town Office – 6:00 pm

Attendance: Lloyd Blake Neil Bond (6:30)
Don Stewart Fabian Manning (6:30)

Also Attending: Tanya Rogers Chantell Cribb

Absent: Loretta Abbott Roy Drake Colby Whittle

Guests: Fred Langdon & John Vallis, Harbour Breton Lions Club

Mayor Blake welcomed the guest to the meeting. Mr. Vallis explained that the Lions Club, as requested by the Town, is implementing plans to equip the Lions Club to operate as an emergency centre in case of emergency. A major part of this plan is to have a 50kw generator installed. The quote for the generator and installation is approximately \$90,000.00. The Lions Club has received funding of \$30,000.00 from the Department of Municipal Affairs, the funding requires the project be completed by March 31, 2025.

As a “community project”, the Lions club is looking for the town’s support by way of labour, materials or funds along the way, as well as maintenance after the installation. If agreed that the Town will maintain the generator, this should be put in writing. The Town would like some assurance in writing that, should the Lions Club cease to operate, the building would be given to the Town.

Due to the shortfall involved, it was discussed whether it would be best to use the funding to have the building equipped for the generator hook up instead of purchasing a generator up front. Since there are 50kw generators in Town that could be made available for emergencies, at least the building would be ready. Councillor Manning stated that his business does have generators that he would let the Lions Club use and will provide this in writing if needed. This will be discussed further by the Lions Club.

Mr. Vallis also requested that the Town Office Staff assist with the paperwork involved with the funding applications. Agreed this would not be a problem.

Mr. Vallis stated that the Town would be kept notified on the projects evolution.

Mayor Blake thanked the guest for attending the meeting and keeping the Town informed.

~~~~~ **Guests left the meeting at 6:48pm** ~~~~~

Mayor Blake called the meeting to order at 6:51 pm and asked if there were any additions to the Agenda, as presented and circulated.

**Motion #24-077: D. Stewart/F. Manning**

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

**In Favour: 4                      Abstained: 0                      Opposed: 0                      Motion Carried.**

**Meeting of May 28, 2024:**

Errors/Omissions: n/a

**Motion #24-078: N. Bond/D. Stewart**

**Resolved that the Minutes of May 28, 2024 be adopted as presented, as circulated.**

**In Favour: 4                      Abstained: 0                      Opposed: 0                      Motion Carried.**

**Business Arising: Minutes of May 28, 2024:**

- a) Elliott Premises Lease
  - Inventory complete and cooler repaired;

- b) Land on Bay d'Leau Drive – Copy of letter Service NL sent to resident regarding storage of items on Bay d'Leau, FYI;
- c) 4 Jensen's Lane – Lawyer with Stewart Mckelvey is preparing the order letter. Once received, the letter will be emailed out for approval to send to owner. Complaint received from residents in the area regarding the No Trespassing sign placed on the Hydro pole that is deterring people from entering Jensen's Lane. NL Hydro to be contacted regarding the sign.
- d) Capping Bay d'Leau – Quotes are required for the full amount of the loan. Therefore, quotes are needed on replacing the culverts and the patching before approvals can be obtained. Agreed also to extend the paving to be from Godwin's Hill to the Drug Store, new quotes required;
- e) Equipment Operator – Update on call with Workplace NL regarding the Early and Safe Return to Work Plan. List of duties developed to be discussed with the employee then sent to Workplace NL. Restrictions are still in place regarding lifting, standing, bending;
- f) 7-9 Elliott Drive – Email sent inquiring about the lien, no response to date;
- g) Accessibility Plan – Public Consultation is now on June 18<sup>th</sup> @ 3:00pm;
- h) Labourer Position – Mike Whittle accepted the position, began on June 3, 2024;
- i) Little Bay/Bay d'Leau Projects - Approval to Borrow reviewed from the Bank and to be sent to Municipal Affairs for approval;
- j) MOWI – Meeting with Joint Mayors and Public Consultation scheduled for June 12;
- k) 2023 Financial Statements - The 2023 Financial Statements were reviewed and approved.

**Motion #24-79: N. Bond/D. Stewart**

**Resolved that the Town will adopt the 2023 Financial Statements as presented.**

**In Favour: 5                      Abstained: 0                      Opposed: 0                      Motion Carried.**  
**(Deputy Mayor Drake previously approved the statements by text, see attached).**

- l) Dump Inspection Report – Response from the Environmental Protection Officer that a 60 meter fire break is required;
- m) Gas Tax Project (Beaver Pond Road) – Three quotes to be obtained. Specs used in the application to be used for the quotes;
- n) Control Panel – The junction box provided by the Town was not acceptable. To meet the regulations the new box will cost approximately \$6000.00. The contractor claims the Town was to supply the equipment and they tendered on the installation. Two options were presented by the Meridian Engineering. Meeting to be arranged with Jason Strickland, Meridian Engineering to discuss;

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

- 1. 15 South Side Drive – Sewer Issue  
The vac truck sucked out the lines as much as possible. Rocks were discovered in the vac truck, therefore a collapsed line is suspected. The Town's camera could only reach 24ft into the line and more rocks were discovered. Councillor Manning arranged for a company to come out with a camera in the morning to inspect the line;

**Building Applications:**

- 1. Harbour Breton Lions Club – Application for Extension to Lions Club (24 x 40). Approved subject to the condition that the access behind the building will not be blocked;

**Correspondence:**

1. Town of Hermitage – MOU returned with signatures. Mayor Blake to sign as well;
2. NL Rose of Tralee Centre – Introducing the 2023 Rose of Tralee, Ms. Tammy Snook. Letter of Congratulations to be sent to Ms. Snook;
3. Town of St. Alban's – Response to the Clerks inquiry regarding cutting off water services. St. Alban's Clerk informed that they do not require the resident to be home at the time of cut off since the resident has been notified through cut off notices.

**Motion #24-080: N. Bond/D. Stewart**

**Resolved that the Town will not require home owners to be present when water services are being disconnected due to arrears since the owner has been notified in writing (by mail) of the arrears and cutoff date.**

**In Favour: 4**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

Policy to be developed for the next meeting regarding the Town's and home owner's responsibilities for repairs to water line inside verses outside the curb stop. As well, the Policy to include the Town's option to move a curb stop to the property line;

4. 1 South Side Drive – Requesting an adjustment on his 2023 water bill since he has not been able to live in the home due to the house fire that occurred.

**Motion #24 – 081: F. Manning/ N. Bond**

**Resolved that the Town will write off the remaining balance on the water bill for 2023 in the amount of \$186.00 and half the water bill for 2024 in the amount of \$202.00. The remainder for 2024 to be re-assessed at the end of the year.**

**In Favour: 4**

**Abstained: 0**

**Opposed: 0**

**Motion Carried.**

5. Monarchist League of Canada – Inquiring if the Town is interested in purchasing a portrait of King Charles. Not at this time;
6. Water Resources Division – Permit requirements for work in or near water bodies;
7. Town Superintendent – Doctors note for May 30 – June 16, 2024;
8. CYN – Requesting to use the arena parking lot to host a youth market on July 16, 2024. Agreed to allow;
9. Exploits Engineering – Signed contract from Farrell's Excavating to be signed by the Town;
10. 9 Spencer's Brook Road – Inquiring about repairs to his driveway. Public Works Committee to look at;
11. Site Specific Safety Plan – Presented for review and approved;
12. 11 Tibbo Crescent – Complaint regarding runners causing a blind turn on Tibbo Crescent. Town workers will remove the runners;
13. RV Park Inspection Report – Recommending implementing a bleed line during open season as chlorine residuals are not within the requirements. Agreed to post signage stating the water is not potable and determine how the water gets chlorinated at the park;
14. CYN – Ongoing issues with ATVs crossing the property at excessive speeds. Agreed to install guardrails, rocks or a fence in the area;

**Economic Development Officer Report:**

- Splash Pad  
The installation contractor can be in Town by the end of June. Power and water (2"line) has to be brought to the site, the area for the pad to be leveled and compacted, and a concrete supplier and finisher to be arranged. Councillor Manning has spoken to the installer about what is required and will have the items completed before he arrives;

**Finance Committee Report:**

1. Accounts Payable - Review of Accounts Payable;

**Motion #24-082:F. Manning/D. Stewart**

**Resolved to pay accounts payable in the amount of \$27,765.25.**

**In Favour: 4**

**Opposed:0**

**Abstained:0**

**Motion Carried.**

**Liaison Reports:**

1. Public Relations:
  - Mayor Blake attended the King Academy High School Graduation on May 31, 2024;
  - Mayor Blake will attend the MOWI meeting and Public Consultation on June 12, 2024;
2. Elliott Premises:
  - Guardrails are being installed on the parking lot. Signage for Elliott Premises Staff parking to be installed as discussed with the CYN Coordinator;
  - Signage to be placed on the trailers/boats left in the parking lot stating that the items will be towed if not removed by the end on the month;
3. Sunny Cottage:
  - Coordinator to receive the same wage increase as the Town Staff for this season;
4. Recreation: n/a
5. Arena:
  - No update on quotes requested from CIMCO. Follow-up with Arena Manager;
  - Review of comments from the Auditor;
6. HBIC:
  - RV Park – Wash rooms are repaired and up and running. Determine the cost involved in getting the laundry room repaired;
  - Maintenance worker requesting a key to the Town Garage to have access to the lawn mower. Approved;
  - Street Market – Agreed that craft persons would have to pay \$25 to set up a table;
  - Discussed sending a letter to the Premier regarding a gravel runway in the Coast of Bays. Town questioned whether this would be practical and that it may be better to request the current helicopter landing be expanded;
  - Land Development – Committee looking into hiring Exploits Engineering to do a drawing/design layout for the land owned by the HBIC. Plans previously prepared to be made available for the next meeting;
7. Aquaculture: n/a
8. Occupational Health & Safety: n/a
9. Beautification Committee:
  - Flowers have been purchased and are in the process of being planted around Town;

10. Fire Dept: n/a

11. Health Care:

- Mayor Blake provided an update on the Municipalities meeting on June 8<sup>th</sup>. Going forward the meeting will be held monthly;

**Other:**

- Date of next meeting to be July 9<sup>th</sup>, 2024.

**Outstanding Items requiring further Information:**

- CIBC (COBWM GIC) – Notice of Directors not yet updated on CADO;
- 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.
- Annual Capital Repair & Expenditure Survey – Former Superintendent to assist when time permits;

Motion for adjournment by Councillor Bond & seconded by Councillor Stewart. Adjournment at 9:00pm.

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**Lloyd Blake - Mayor**

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**Tanya Rogers – Clerk/Manager**