

1. **CALL TO ORDER**

Regular meeting #6 for 2018 of the Grand Bank Town Council was held in the Executive Boardroom at the Grand Bank Municipal Center on Monday, May 28, 2018 at 4:00 p.m.

Mayor Rex C. Matthews, Deputy Mayor Clayton Welsh, Councillors George Bennett, Jack Burfitt, Stan Burt and Rick Grikis attended along with Town Clerk Cathy Follett, Recreation Director Tom Burt, Paul Herridge representing the Southern Gazette and two (2) local citizens Sherri Herridge and Dawn Noseworthy. Office Administrator Sheila M. Dolimount joined the meeting later. Councillor Roger Brooks was away for work commitments and Town Manager Wayne Bolt was off on annual leave.

2. **ADOPTION OF AGENDA**

MOTION 2018-2997: R. GRIKIS/S. BURT

Motioned that the agenda be adopted as presented.

ALL IN FAVOUR MOTION CARRIED

3. **DELEGATIONS - NIL**

4. **ADOPTION OF MINUTES**

Deputy Mayor Welsh noted that he was able to hear the conversation at the last meeting but council was unable to hear him.

MOTION 2018-2998: C. WELSH/J. BURFITT

Motioned that the minutes of the regular meeting for May 7, 2018 be adopted as presented.

ALL IN FAVOUR MOTION CARRIED

5. **BUSINESS ARISING FROM MINUTES**

a. **Memorial University NL**

Deputy Mayor Welsh questioned if anyone attended the academic and wellness resident workshop meet and greet at the Old Colony Trust Building on May 11. Mayor Matthews noted unfortunately no one was available to attend but a donation was forwarded.

b. **Regional Theater**

Mayor Matthews noted that three (3) of the councillors are in a conflict as they are officers on the board of the Grand Bank Regional Theater and therefore cannot speak on the matter. It was agreed that when the remaining four (4) councillors are available a meeting will be held.

c. **Live at Heart Canada**

Deputy Mayor Welsh noted the group indicated to him that they haven't received Council's letter of support. Mayor Matthews noted the letter has been forwarded.

d. **Grand Bank/Fortune Ambulance**

Councillor Burfitt advised a meeting is scheduled for this coming Thursday and hopefully will continue monthly.

Mayor Matthews offered congratulations to Fortune's new Town Manager, Ms. Linda Collier.

e. **Social Media Campaign**

Councillor Burt requested an update on the campaign. Mayor Matthews noted the campaign is still ongoing. He noted that the Town still haven't received a response regarding our request for a meeting

f. Healthy Communities Partnership Fund

Deputy Mayor Welsh encouraged Recreation Director Burton to review the details for submission as well to forward the information to the 50+ Club and Community Youth Network.

g. Legendary Coast

Councillor Burfitt noted that he along with the Deputy Mayor Welsh, Councillors Bennett and Burt attended several sessions this past week. All were very informative. All councillors recognized the great work that is being done around the Peninsula and noted that the Town of Grand Bank has to enhance its plan to entice tourist to come and visit.

h. Wharf

Councillor Grikis requested an update on the wharf. Mayor Matthews noted that work is continuing and more concrete was poured today.

6. INCOMING CORRESPONDENCE FOR ACTION**a. Burin Peninsula Chamber of Commerce**

Received an invitation to a “Get Connected” session on June 7, 2018 at the Marystown Hotel and Convention Centre. This session provides participants an opportunity to participate in information sessions from local businesses about upcoming opportunities on the Burin Peninsula. Mayor Matthews noted he will be speaking and Deputy Mayor Welsh will attend.

b. Gary Patten

Received an email from Gary Patten advising his father was born in Grand Bank in 1921. He joined the Grand Bank Mason’s on May 8, 1943 and has been a Mason ever since and just celebrated 75 years as a proud Mason. He has received a letter from Senator David Wells of Newfoundland and video from MP Churance Rogers, as well as a letter from the Prime Minister and the Veterans Affairs Minister. Mayor Matthews noted that the Town forwarded a certificate and letter of congratulations.

c. Cancer Relay for Life

Received a letter from the Burin Peninsula Relay for Life inviting Mayor Matthews to the opening ceremony of the 14th Annual Relay for Life at 1:00 p.m., Saturday, June 23rd at the Marystown Track and Field. Councillor Burt indicated he plans to attend.

d. Department of Tourism, Culture, Industry and Innovation

Received a letter advising May 31, 2018 is the deadline to update Tourism Operator Profiles. Recreation Director Burton noted he has submitted information on behalf of the Town.

e. Department of Municipal Affairs & Environment (Fire Services Division)

- * Received a letter advising that Fire and Emergency Services approves Councils request to extend the use of the Grand Bank Theatre for the 2018 season based on certain conditions.
- * Received a letter advising a fire and life safety inspection on the Seaking Building was completed. An assessment of the building from a structural engineer is required before approval is granted.

7. INCOMING CORRESPONDENCE FOR INFORMATION**a. Department of Municipal Affairs & Environment (MAE)**

- * Received an email regarding the stakeholder consultations on the Municipal Legislative Review.
- * Received approval to call tenders for the garage extension.
- * Received a circular to address issues related to cannabis production.

b. Atlantic Canada Opportunities Agency

Received letter of approval for request for payment, which represents payment number 3 under the Canada 150 Community Infrastructure Program.

c. Gary Evans

Received an email regarding the downtown redevelopment project and had some added suggestions.

8. COMMITTEE REPORTS**a. Finance Committee**

Councillor Burt, Committee Chairperson, presented a written report of a meeting the Committee held on May 23, 2018.

MOTION 2018-2999: S. BURT/R. GRIKIS

Motioned that the Finance Committee report of May 23, 2018 be accepted as presented.

ALL IN FAVOUR

MOTION CARRIED

b. Development Committee

Deputy Mayor Welsh, Committee Chairperson, presented a written report of a meeting the Committee held on May 23, 2018.

MOTION 2018-3000: C. WELSH/J. BURFITT

Motioned that the Development Committee report of May 23 2018 be accepted as presented.

ALL IN FAVOUR

MOTION CARRIED

MOTION 2018-3001: C. WELSH/R. GRIKIS

Motioned that the proposed development of a large inflatable shelter in the former Centennial Park be advertised in accordance with the Town of Grand Bank Development Regulations, at the property owner's expense.

ALL IN FAVOUR

MOTION CARRIED

MOTION 2018-3002: C. WELSH/G. BENNETT

Motioned that approval be given to erect a 2m x 3.5m sign which would be 10m from the side of the curb as well as 10m from the neighboring property boundary in accordance with the drawing submitted.

ALL IN FAVOUR

MOTION CARRIED

9. OLD BUSINESS**a. Old Road**

Mayor Matthews noted that Bennett's Construction will be cleaning up the area this week. Mayor Matthews noted that he spoke to the Town's engineer with respect to the road and it was agreed that some core samples would be taken and analyzed. In his opinion, the paving is not up to standard and is not acceptable.

b. Municipal Garage - Tender Call

Mayor Matthews advised the tenders have been extended to May 30 and construction should commence by the middle of June.

c. Swimming Pool Update

Mayor Matthews noted a lot of good work has been completed on the Pool and everything is working good. Recreation Director Burton noted the water temperature in the pool is almost where it should be and possible the chemical reading will be done next Monday and then

hopefully ready to go. It was agreed that an open house would be organized one afternoon before it opens.

At this time, Office Administrator Dolimount entered the meeting.

10. NEW BUSINESS

a. Bulk Item Policy - Review

Mayor Matthews suggested the Finance Committee review the current policy with regards to the fine and the duration to pay. Council agreed the Finance Committee would review the policy.

b. Protocol for Water Shut Offs

Mayor Matthews noted that recent events, even though council wasn't 100% in the wrong, prompted the review of the Town's protocol for water shut offs. It is recommended that the protocol be formulated into a policy.

At this time, Gary Evans entered the meeting.

MOTION 2018-3003: C. WELSH/R. GRIKIS

Motioned that the Town of Grand Bank adopt the following Water Shut Off Protocol Policy:
Management Staff:

The following protocol will apply to Management Staff when the matter of water and sewer arrears is discussed with respect to shutting off the water to delinquent taxpayers.

1. A list of properties that are three (3) months or more in arrears on water and sewer taxes will be compiled by the Administrator/Secretary.
2. Once the listing has been compiled, the Administrator/Secretary will review the listing again to determine the accuracy of the properties listed in arrears.
3. Following the compiling and review of the listing by the Administrator/Secretary, the Town Clerk will then independently review the proper documentation with respect to taxes, and compile her own listing of delinquent accounts with respect to water and sewer arrears.
4. The Town Clerk and Administrator/Secretary will then meet to review and compare both listings to determine the accuracy of their reviews. If there is a difference, the account(s) in question will be re-visited to ensure the report is accurate in accordance with Council policy on water shut-off, i.e. three months or more in arrears.
5. The Town Clerk will then meet with the Town Manager for one final review of the listing before signing off on the final report. The Administrator/Secretary, Town Clerk and Town Manager must sign off on the listing before it is provided to the Outside Staff for action.
6. In their review of properties in arrears, the Management Team will pay particular attention to properties that have a mortgage, any medical issue or financial issue that might be impacting the property owner that they are aware of, any family issue(s) that might be causing the taxpayer stress, such as loss of job, etc..
7. If, in the opinion of the Management Team, they feel some property owner should be exempt from water shut-off at this time for any of the reasons listed above, or any other justifiable reason, they will have the authority to omit the taxpayer at this particular time. They can then review at any future shut-off dates.
8. -If a property owner is exempt, the Management Team will make this known to the Finance Committee with a brief description without revealing the name(s) of the property owner(s).

Outside Staff – Administrator/Secretary

The following protocol will apply when Outside Staff are requested to proceed with water shut-offs. When Outside Staff arrive at the designated property and before getting out of the truck the following process will occur.

1. Outside Staff will call the Town Hall and advise them they are at the listing number.
2. Outside Staff will ask the Administrator/Secretary at which property are they now located.
3. Administrator/Secretary and Outside Staff will both confirm they are at the correct property address.

4. Outside Staff will then inquire of the Administrator/Secretary if there has been any change of status in that account since the listing was given to outside staff.
5. The Administrator/Secretary will then check the account on the computer, not the listing, to verify whether or not there has been any change in the account.
6. The Administrator/Secretary will then advise the Outside Staff to proceed with the shut-off or the account is in good standing.
7. The Outside Staff will then advise the Administrator/Secretary if they have any further concerns with shutting off the water to this particular property.
8. If Outside Staff are still not comfortable with proceeding with a particular shut-off they will by-pass that designated property, and at the first opportunity and in a very timely manner discuss their concerns with Management. At the end of this discussion, and after a review of the concerns expressed by the Outside Staff, Management will make the final decision on whether to proceed with the shut-off or not.

ALL IN FAVOUR

MOTION CARRIED

c. **Street Upgrade - Gas Tax Funding**

Mayor Matthews advised Provincial Paving is in the process of completing approximately \$60,000 worth of paving around town. The next allotment of gas tax funding won't be available until 2019. Mayor Matthews further noted that at some point the town will have to consider paving entire streets as there are tremendous amounts of patching. It was noted that the current cost sharing ratio for paving is 50/50 which is not enough.

d. **Roll Out Garbage Containers**

Mayor Matthews advised that the town forwarded a notice recently advising residents that next year the Burin Peninsula Regional Service Board will be making the roll out bins mandatory. Council didn't make this decision and will not be enforcing it. It was noted that currently Council subsidizes the garbage collection fee by \$120 per year while most other communities around the Peninsula charge the full amount.

e. **Sign**

Mayor Matthews noted that the date has been set for June 12 at 7:00 p.m. for the erection of the sign in honour of Justin Dodge. Recreation Director Burton noted the Recreation and Youth Committee will be meeting this week to plan the event.

11. **COUNCILLORS FORUM**

a. **Municipal Center Roof**

Mayor Matthews advised the Town's solicitor is working with the insurance company regarding the Town's claim.

MOTION 2018-3004: C. WELSH/G. BENNETT

Motioned that Mayor Matthews, Councillor Burt, Town Manager Bolt and Town Clerk Follett work with the Town's Solicitor to settle the claim as quickly as possible.

ALL IN FAVOUR

MOTION CARRIED

b. **Legendary Coasts**

Councillor Bennett note the Legendary Coasts sessions were very informative and he looks forward to the downtown redevelopment bringing to life to our community.

c. **Long Grass**

Deputy Mayor Welsh noted that he received a concern regarding long grass not being mowed. He noted the citizen indicated that a survey was done recently and it is the Town's property. It was agreed that a copy of the survey would be obtained.

d. Speed Bumps

Deputy Mayor Welsh noted several concerns have been raised regarding speed bumps in the area of the community park. It was agreed that staff would obtain the cost for speed bumps and then the finance and development committee's would review.

e. Coalition on Mental Health

Deputy Mayor Welsh advised that the Coalition on Mental Health recently met in St. Lawrence and an action plan is being developed. Mayor Matthews thanked Deputy Mayor Welsh and Town Clerk Follett for their dedication to the Mental Health initiative.

f. Radio Thon

Deputy Mayor Welsh advised that he attend the Kin and Friends Radio Thon this past weekend although he didn't get an opportunity to go on the air. It was noted that a lot of funds were raised for this great cause.

g. Pick a Daffodil

Deputy Mayor Welsh noted that he attend the annual event at Abbie's Garden this past weekend. Councillors Bennett and Burt were also in attendance.

h. Grand Bank/Fortune Highway

Deputy Mayor Welsh inquired about the work being completed on the highway. Mayor Matthews advised that Town Manager Bolt has requested the drawings and the details of the work but they haven't been supplied to date.

i. Clean up of Properties

Councillor Grikis noted now that the weather is getting warmer it will be great to see people and businesses getting out and cleaning up their properties.

j. Grand Bank Development Corporation

Councillor Burfitt noted that the Corporation is trying to revitalize the business association which will hopefully help with tourism to our community.

k. Saint Pierre

Councillor Burfitt noted that Saint Pierre is important to tourism for our community and region. He also noted that to his understanding someone from Saint Pierre recently purchased RONA.

l. Interview

Deputy Mayor Welsh noted that Mr. Allan Stoodley did a great job in a recent interview with Dale Jarvis.

m. Bell Aliant

Mayor Matthews noted that to his knowledge Bell Aliant is running a fiber optic cable from Fortune to Saint Pierre and the services aren't going to be available to Grand Bank or Fortune.

12. COMMUNICATIONS FROM TOWN OFFICIALS

Recreation Director Burton advised funding has been received for two (2) maintenance workers however we haven't received notification regarding any JCP positions.

13. PRESENTATION

Mayor Matthews presented Deputy Mayor Welsh with a 16 Year Certificate from the Department Municipal Affairs.

14. ADJOURNMENT

MOTION 2018-3005: S. BURT/G. BENNETT

Motioned that the meeting adjourn at 5:15 p.m.

ALL IN FAVOUR

MOTION CARRIED

Confirmed by: Rex C. Matthews

Cathy Follett
Town Clerk

Date: June 18, 2018