

A regular meeting of the Botwood Town Council was held on Wednesday, July 10, 2019 at 7:00 p.m. in the Council Chamber.

Members present: Mayor S. Sceviour, presided  
Deputy Mayor D. Woolridge  
Councillors: B. Parsons  
B. Gill  
M. Roberts  
R. Byrne  
Absent: Councillor: T. White

Also present: S. Jerrett, Town Manager  
A. Rowsell, Town Clerk  
C. Yates, Secretary  
Anna Myers, Tract Consulting Inc.

Anna Myers made a presentation to Council re Municipal Plan Review. She noted the positive aspects of the Town's Website and Facebook. The Municipal Plan Review is presently in the information gathering phase. Upon completion of the revised plan and its adoption by Council the Municipal Plan will be a legal document.

MUNICIPAL PLAN  
REVIEW

Council discussed some changes and additions which may be considered for inclusion in the Municipal Plan Review. The Town will receive a draft copy of all changes and revisions for review. A public hearing will be held at a later date.

A. Myers left the meeting at 7:40 p.m.

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MINUTES

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-088 Byrne that Council adopt the minutes of regular meeting held June 12, 2019 as circulated.  
- Motion carried. Votes in favor - 6 Councillors.

MOTION - Moved by Councillor Roberts, seconded by Councillor Parsons 19-089 that Council adopt the minutes of special meeting held June 26, 2019 as circulated.  
- Motion carried. Votes in favor - 6 Councillors.

MOTION - Moved by Councillor Roberts, seconded by Councillor Byrne 19-090 that Council adopt the minutes of special meeting held July 4, 2019 as circulated.  
- Motion carried. Votes in favor - 6 Councillors.

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SPECIAL EVENTS COMMITTEE

Councillor Byrne informed Council the FBF Committee needs volunteers to work the bar at the Saturday night Bayside Bash and also to sell tickets on Monday, Botwood Day, in the Multi Purpose facility.

FBF IN NEED OF  
VOLUNTEERS

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HERITAGE, SENIORS AND COMMUNITY SERVICES COMMITTEE

Council members have looked at land extension for cemeteries. It was agreed to write the Jubilee Pentecostal Assembly re direction for extension to their cemetery.

EXTENSION FOR  
CEMETERIES

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RECREATION AND YOUTH COMMITTEE

Email from Connie Lidstone requesting the Town put a Bocca Court at the playground as well as picnic tables and garbage cans. This request is made on behalf of a social group called The Gathering Place/Friends and Social Time which is being sponsored by the Botwood Lions Club for people with disabilities.

C. LIDSTONE  
re Bocca Court

Agreed Council will meet with C. Lidstone to discuss the request.

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Email from Connie Lidstone regarding handicap parking on Water Street in front of the Botwood Lions Club. This request is also made on behalf of the Gathering Place social times.

C. LIDSTONE  
re Handicap Parking

Council will look at the previous wheelchair zone to see what curb access is there. This will also be discussed with C. Lidstone.

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PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

Councillor Gill informed Council he is trying to arrange a meeting with Coleman's to discuss future business development.

COLEMAN'S

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Mayor Sceviour attended a Noia Conference & Reception as Chair of the Port Corporation. The Port Corporation has engaged a consultant to seek opportunities for future development of the Port.

NOIA  
CONFERENCE &  
RECEPTION

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FINANCE AND HUMAN RESOURCES COMMITTEE

MOTION - Moved by Councillor Parsons, seconded by Deputy Mayor  
19-091 Woolridge that Council ratify payment of routine expenditures  
in accordance with the Town's Accounts Payable Policy and  
Procedure. The amount of \$55,209.29 was paid for  
June 12 - 25, 2019.  
- Motion carried. Votes in favor - 6 Councillors.

A/P POLICY &  
PROCEDURE

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MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne  
19-092 that Council approve the Accounts Payable Transaction Journal  
dated June 27 to July 9, 2019 in the amount of \$99,394.63.  
- Motion carried. Votes in favor - 6 Councillors.

A/P  
TRANSACTION  
JOURNAL

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MOTION - Moved by Councillor Parsons, seconded by Councillor  
19-093 Roberts that Council ratify payment of miscellaneous cheques  
issued April, May & June 2019.  
- Motion carried. Votes in favor - 6 Councillors.

RATIFY MISC  
CHEQUES

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A comparison of accounts receivables to June 30, 2019 was received.  
Councillor Parsons noted the totals are on par with the 2018 year to date  
totals.

COMPARISON OF  
ACCOUNT  
RECEIVABLES

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Budget expense totals to June 30, 2019 was given to Council. It was noted  
percentage total shows 49.04%.

BUDGET  
EXPENSE

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MOTION - Moved by Councillor Parsons, seconded by Deputy Mayor  
19-094 Woolridge that Council approve the Ultimate Recipient Gas Tax  
Amendment for the years 2019 - 2024, to be Signed by the  
Mayor, Town of Botwood. Total amount payable to the Town  
for the 5 year term is \$816,713.00.  
- Motion carried. Votes in favor - 6 Councillors.

ULTIMATE  
RECIPIENT GAS  
TAX

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Councillor Parsons updated Council on Tax Collections to date. He will  
meet with the Town Manager and the Accounts Receivable Clerk next week  
to discuss the collection process.

TAX COLLECTION

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Councillor Parsons noted that Council should support the local dollar store where possible. The owner advised some items can be ordered in bulk for a reduced cost.

LOCAL DOLLAR  
STORE

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Council discussed the increasing number of Air B&B's now operating in town. The Town Manager informed Council the establishment of Air B&B's will be included in the Town Plan Review.

AIR B&B'S

Agreed Council write the identified Air B&B's operating within the Town, informing the owners that a permit to operate is required from Council which must comply with all Town regulations and approval from Services NL. A permit application form will be included with the letter.

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MUNICIPAL WORKS COMMITTEE

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-095 Roberts that Council approve the revised Town of Botwood - Culvert Replacement Policy as presented to Council and includes 'Secondary Access to Property'.  
- Motion carried. Votes in favor - 6 Councillors.

CULVERT  
REPLACEMENT  
POLICY

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MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-096 Byrne that Council approve purchase of a bench for \$275.00 as requested by Terry Dwyer. A plaque to be installed on the bench will be purchased by Mr. Dwyer.  
- Motion carried. Votes in favor - 6 Councillors.

T. DWYER  
re Bench

Council will determine proper location on Killick Island.

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Councillor Byrne left the meeting at 8:25 p.m. due to a possible conflict of interest.

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-097 Parsons that Council accept the tender bid for supply of Winter Sand as submitted by D. Byrne and Sons Ltd. for the amount of \$9000.00 + HST.  
- Motion carried. Votes in favor - 5 Councillors.

WINTER SAND

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MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor  
19-098 Roberts that Council give approval for D. Byrne and Sons Ltd.  
to install culvert pipe on Valley Road under the Gas Tax Project  
No. 25-2019-6773 and as per their quoted price in the amount of  
\$17,000.00 + HST, dated June 11, 2019.  
- Motion carried. Votes in favor - 5 Councillors.

CULVERT PIPE

Councillor Byrne returned to the meeting at 8:34 p.m.

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Copy of letter from Service NL re unapproved septic disposal at Shanadithit  
Campground and RV Park. Council does not need to act on this matter.

SEPTIC DISPOSAL

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Deputy Mayor Woolridge noted the implementation of issuing town work orders  
is working. This policy will continue.

WORK ORDERS

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A request was made for Council to widen the wheelchair access to the Killick  
Island Road. This will be done.

KILLICK ISLAND  
ROAD

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Agreed to send a clean-up order for property located at 39 Commonwealth  
Drive, Botwood.

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PUBLIC PROTECTION COMMITTEE

Locations for speed bumps have been discussed and the units will be put in  
place soon.

SPEED BUMPS

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Agreed Council write the local RCMP detachment expressing concern re the  
following:

RCMP  
re Concerns

- RCMP presence in the town
- RCMP members moving out of staff houses
- Vehicle speeding
- ATV and Dirt Bikes on Town Streets and Walking Trails
- Regular RCMP meeting with Council and policing reports

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Councillor Roberts briefed Council on the Fire Smart Community Champion Seminar held June 27. It was a good seminar with Community interest shown.

FIRE SMART

August 24 is the date for Wildfire Community Preparedness Day. Agreed contact be made with community groups prior to the August 24 meeting.

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne 19-099 that Council appoint Councillor Roberts as Fire Smart Champion.  
- Motion carried. Votes in favor - 6 Councillors.

A Fire Smart Community Board is the next step in the process.

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ADMINISTRATION

MOTION - Moved by Councillor Roberts, seconded by Deputy Mayor 19-100 Woolridge that Council adopt the Occupational Health and Safety (OH&S) Policy dated July 10, 2019.  
- Motion carried. Votes in favor - 6 Councillors.

OH&S POLICY

MOTION - Moved by Councillor Gill, seconded by Councillor Byrne that 19-101 Council adopt the Return-to-Work Policy dated July 10, 2019 in accordance with Workplace Health, Safety and Compensation Act.  
- Motion carried. Votes in favor - 6 Councillors.

RETURN-TO-WORK POLICY

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Smoke Free Policy - Information was received from ACT. Agreed to table this matter.

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PERMITS

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-102 Parsons that Council ratify permits issued to July 3, 2019.  
- Motion carried. Votes in favor - 6 Councillors.

RATIFY PERMITS

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CORRESPONDENCE

1. Municipal Assessment Agency - re update.
2. Boys and Girls Club of Botwood - thank you for funding grant.
3. Dept of Fisheries and Land Resources - re meet with Gerry Byrne at the Salmonid Interpretation Centre on July 11<sup>th</sup>.

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MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor  
19-103 Byrne the meeting adjourn at 8:55 p.m.  
- Motion carried. Votes in favor - 6 Councillors.

 MAYOR  SECRETARY