

A regular meeting of the Botwood Town Council was held on Wednesday, March 13, 2019 at 7:00 p.m. in the Council Chamber.

Members present: Mayor S. Sceviour, presided
Deputy Mayor D. Woolridge
Councillors: B. Gill
M. Roberts
R. Byrne
Via teleconference call: B. Parsons left at 8:30 p.m.
Absent: T. White

Also present: S. Jerrett, Town Manager
A. Rowsell, Town Clerk
C. Yates, Secretary

MINUTES

MOTION - Moved by Councillor Roberts, seconded by Deputy Mayor 19-031 Woolridge that Council adopt the minutes of regular meeting held February 13, 2019 as circulated.
- Motion carried. Votes in favor - 6 Councillors.

MAYOR'S REPORT

February 21 - Mayor Sceviour and Deputy Mayor Woolridge attended a meeting with the Canadian Owners and Pilots Association (COPA) and Council members from Grand Falls-Windsor and Bishop's Falls. The association requests the Towns write a letter of support to their MHA for the Department of Works and Services to approve relocation of a fence at the Central Area Airport to enable a new hanger being built inside the fenced area.

COPA
re Relocation of a
Fence

February 22 - Mayor Sceviour, Deputy Mayor Woolridge and Councillor White attended the Special Olympics NL Winter Games Opening Ceremonies.

SPECIAL
OLYMPICS

February 24 - Mayor Sceviour presented Medals at the Special Olympics. A number of Botwood Athletes received medals.

March 1 - Mayor Sceviour attended Opening Ceremonies for the second weekend of the Special Olympics.

Mayor Sceviour invited the Botwood participants to the Town Hall for a photo shoot and each person was given a Town of Botwood Toque.

Mayor Sceviour suggested the Town write the Town of Grand Falls-Windsor acknowledging their success in hosting the 2019 Special Olympics NL Winter Games.

March 4 - Mayor Sceviour attend Opening Ceremonies for 2019 Provincial Education Week which was hosted at Memorial Academy.

EDUCATION
WEEK

March 5 - There was a Fire Smart presentation at the Town Hall.

Today, Mayor Sceviour and Deputy Mayor Woolridge attended a meeting at the Dr. Hugh Twomey Centre. It was a Central Health Collaborative Team Committee meeting. Today's topic was an aging community.

FINANCE AND HUMAN RESOURCES COMMITTEE

MOTION - Moved by Councillor Parsons, seconded by Deputy Mayor
19-032 Woolridge that Council approve the Accounts Payable
Transaction Journal dated February 13 - March 12, 2019 in the
amount of \$164,291.83.
- Motion carried. Votes in favor - 6 Councillors.

A/P
TRANSACTION
JOURNAL

MOTION - Moved by Councillor Parsons, seconded by Councillor Roberts
19-033 that Council approve the Accounts Payable Policy and
Procedure as presented with the addition of five vendors and
removal of 1 vendor.
- Motion carried. Votes in favor - 6 Councillors.

A/P POLICY &
PROCEDURE

Request from VOXM/K-ROCK for ads re the 2019 Midget Easter Hockey
Tournament.

EASTER HOCKEY
TOURNAMENT

Agreed Council will not do radio ads and continue as in recent years with a
full page ad in the Minor Hockey Tournament Booklet.

Mayor Sceviour informed Council he was contacted by Fred Humber concerning the Town laying a wreath on the gravesite of Cst. Hoey, who was killed on duty in Botwood. Mr. Donald Ledrew, a retired military personnel and a former resident of Botwood would place the wreath on the gravesite in Ontario.

WREATH LAYING
CST. HOEY

MOTION - Moved by Councillor Roberts, seconded by Councillor Parsons 19-034 the Town purchase a wreath to be laid on the gravesite of Cst. Hoey.
- Motion carried. Votes in favor - 6 Councillors.

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne 19-035 that Council approve payment of the Town's Municipal General Insurance Invoice received from Cal Legrow in the amount of \$127,113.06.
- Motion carried. Votes in favor - 6 Councillors.

MUNICIPAL
GENERAL
INSURANCE

MUNICIPAL WORKS COMMITTEE

Request from Wayne and Andrea Newhook for a list of residents re snow clearing.

W. & A.
NEWHOOK
re Snow Clearing

Agreed Council respond to their request. A letter will be compiled and brought back to Council for approval, prior to sending.

The Town Manager presented some cost figures for purchase of new street signs. Total cost for all streets would be approximately \$15,000.00.

STREET SIGNS

The Town Manager will look into a project under the asset management and Town mapping funding.

Proper house numbers for the Town was mentioned during the Fire Smart meeting.

HOUSE NUMBERS

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-036 Byrne the Town look into the Collaborative Initiative Funding through the Municipal Assessment Agency for this project.
- Motion carried. Votes in favor - 6 Councillors.

Councillor Byrne left the meeting at 7:50 p.m. due to a possible conflict of interest.

Property owned by Margaret Hawkins at 58 Commonwealth Drive was discussed re flooding.

M. HAWKINS
re Flooding

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-037 Roberts that Council purchase culvert and have it installed on the property and also have approximately 100 ft of ditching done to alleviate the flooding problem.
- Motion carried. Votes in favor - 5 Councillors.

Councillor Byrne returned to the meeting at 7:55 p.m.

The Town Manager received a cost price of \$3,813.22 for purchase of six radios for Town equipment.

SIX RADIOS FOR
TOWN
EQUIPMENT

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-038 Byrne that Council purchase six radios from Hi Tech Communications for installation in town vehicles for the cost of \$3,812.22 including HST.
- Motion carried. Votes in favor - 6 Councillors.

Request from Ernest Elliott for repairs to his driveway at 65 Wireless Road. Damage occurred during a water break in that location. This will be corrected when pavement is available in the Spring.

E. ELLIOTT
re Repairs to
Driveway

Newfoundland Power - Envirofest 2019.
The Town Manager will apply for funding through Envirofest 2019 for re-usable shopping bags.

ENVIROFEST 2019

PUBLIC PROTECTION COMMITTEE

Councillor Roberts reported on the Fire Smart presentation at the Town Hall on March 5 given by Joe Russell. He presented a report and analysis of the Fire Smart Program for Botwood. A copy of the report will be forwarded to the Town. The Town can now move forward to apply for funding for wildfire preparedness community.

FIRE SMART
PRESENTATION

The date August 24 - 1:00 p.m. to 4:00 p.m. has been selected for a public engagement day.

Councillor Roberts noted if Botwood becomes a recognized Fire Smart Community, funding may be provided each year.

There was a fire safety concern expressed by a citizen re property located at 13 Pattison Avenue. The Mayor and Town Manager called the property owner. The property is now vacant and there are no wood fires being lit. The building will be demolished in the Spring.

FIRE SAFETY
CONCERN

SPECIAL EVENTS COMMITTEE

A meeting of the 2020 CHY Committee was held Monday night. There was a good turn out of people. Lots of planning and decisions to be made. Next meeting is scheduled for April 8th.

2020 CHY

Request from Botwood Mural Arts for use of the arena on August 3, 2019 for their Craft Show.

MURAL ARTS
CRAFT SHOW

MOTION - Moved by Councillor Byrne, seconded by Deputy Mayor 19-039 Woolridge that Council give approval for the Botwood Mural Arts Craft Fair at the arena on August 3, 2019.
- Motion carried. Votes in favor - 6 Councillors.

Agreed the Town look into finding a new Bear Suit. The present suit is too uncomfortable and has become a safety issue.

BEAR SUIT

Councillor Byrne commented on the recent Winter Blizzard Event. Most of the activities were well attended. There was an excellent turn out for the fire works.

WINTER
BLIZZARD EVENT

HERITAGE, SENIOR AND COMMUNITY SERVICES COMMITTEE

Letter from Hilary Humphries concerning an incorrect name on the Botwood Cenotaph in honour of her great-great-great Uncle, Pte. Alfred Humphries.

H. HUMPHRIES
re Cenotaph

This concern has been passed to Law Power, President of the Royal Canadian Legion Branch 5 in Botwood to investigate.

Councillor Gill noted there was a small crowd at the Library Botwood Trivia Night Event during the Bayside Blizzard. However the Boys and Girls Club Family Fun Day was well attended.

LIBRARY TRIVIA
NIGHT

Councillor Gill mentioned the Pentecostal Church is providing free lunch the first Wednesday of each month. Everyone is welcome and he was asked to pass the invitation to Council.

PENTECOSTAL
CHURCH FREE
LUNCH

RECREATION AND YOUTH COMMITTEE

A Risk Observation Summary was prepared for an Arena Insurance Inspection.

ARENA
INSURANCE
INSPECTION

Agreed Council comply with recommendations that can be completed at this time. Some items may have to be corrected in the spring when the arena has shut down for the Winter Season.

The Town Manager informed Council there are OH&S policies and procedures presently in place for the arena. They will be presented to Council at the next meeting.

The Town Manager informed Council there are no Carbon Monoxide Detectors installed at the arena.

Councillor Parsons left the meeting at 8:30 p.m.

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

Mayor Sceviour briefed Council re HSL Sawmill and the papershed. Mr. Roberts is now in the process of upgrading the electrical service. NL Power has visited the site and recommended upgrade requirements.

HSL SAWMILL
ELECTRICAL
SERVICE

Mr. Derek Sceviour says the new store on Water Street should be ready to open Mid April.

D. SCEVIOUR
re Opening of Store

ADMINISTRATION

Council's OH&S Committee met yesterday. The committee consists of the Town Manager, S. Jerrett, C. Yates, D. Butler & H. Baker. The committee will hold monthly meetings.

OH&S
COMMITTEE

Mr. Tony Sceviour, TBS Consulting Inc. should begin his service contract with Council on March 18, 2019. Council was given a copy of items to be dealt with by TBS Consulting Inc.

T. SCEVIOUR
re Service Contract

MOTION - Moved by Councillor Roberts, seconded by Councillor Byrne 19-040 that Council purchase a 1 year subscription for Human Resources Policy Pro from First Reference for the amount of \$845.00.
- Motion carried. Votes in favor - 5 Councillors.

SUBSCRIPTION
FOR HUMAN
RESOURCES
POLICY PRO

Notification of intent to negotiate was received from the Canadian Union of Public Employees, Local 1349. Proposed amendments will be forwarded to Council.

CANADIAN
UNION OF PUBLIC
EMPLOYEES

MOTION - Moved by Councillor Roberts, seconded by Councillor Byrne 19-041 that Council place an ad in the 2019 Downhome Explore Travel Guide for the amount of \$1250.00 plus HST.
- Motion carried. Votes in favor - 5 Councillors.

DOWNHOME
EXPLORE
TRAVEL GUIDE

Agreed some changes will be made to the 2019 ad.

Council agreed the Town Manager order new decals for trucks and equipment using the new town branding logo.

NEW DECALS

The Town Manager informed Council he was talking to Wilford Maloney, Eng. Department of Municipal Affairs and Environment re the Town's applications for Capital Works. Approval for the projects should be received soon.

APPLICATION
FOR CAPITAL
WORKS

PERMITS

Agreed Council issue a building permit to Jeff Butler to build a residence at 1 King's Ridge Road, Botwood. The permit is subject to all Town Building Regulations.

CORRESPONDENCE

1. Municipal Assessment Agency re Collaborative Initiative Fund.
2. Municipal Assessment Agency re breakfast meeting.
3. Town of Northern Arm re new firefighter.
4. Warren Broderick re snow clearing letter.
5. Juvenile Diabetes Foundation re fund raising.

The Town Manager informed Council he is looking into an alternate provider for Waste Water monitoring equipment. This will be a cost savings to the present Annual Cost for this service.

WASTE WATER
MONITORING
EQUIPMENT

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 19-042 Byrne the meeting adjourn at 8:50 p.m.
- Motion carried. Votes in favor - 5 Councillors.

 MAYOR  SECRETARY