

A regular meeting of the Botwood Town Council was held on Tuesday, November 10, 2020 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  
T. White  
R. Byrne

Also attending: S. Jerrett, Town Manager  
A. Rowsell, Town Clerk  
C. Yates, Office Administrator  
Blair Jewer. CPA - Town's Auditor

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B. Jewer presented and reviewed with Council the Town's 2019 Audit and Financial Statement.

B. JEWER  
AUDIT AND  
FINANCIAL  
STATEMENT

B. Jewer left the meeting at 7:30 p.m.

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MINUTES

MOTION- 20-114 Moved by Councillor Roberts, seconded by Councillor White that Council adopt the minutes of regular meeting held October 14, 2020 as circulated.  
- Motion carried. Votes in favor - 7 Councillors.

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MAYOR'S REPORT

Mayor Sceviour will lay a wreath at the Memorial Day Service tomorrow. He noted there would be only five wreaths laid with little public participation.

MEMORIAL DAY  
SERVICE

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HERITAGE, SENIORS AND COMMUNITY SERVICES COMMITTEE

Councillor Gill has not been successful in contacting the contractor re the Heritage Building.

CONTRACTOR  
FOR HERITAGE  
BUILDING

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RECREATION AND YOUTH COMMITTEE

The Arena has opened. Staff and users all working through COVID-19 policy and regulations. The Town Manager noted Lisa Hemeon is supervising cleaning methods with the arena staff.

ARENA OPENED  
WITH COVID-19  
RESTRICTIONS

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FINANCE AND HUMAN RESOURCES COMMITTEE

MOTION - Moved by Councillor Parsons, seconded by Councillor Gill that  
20-115 Council ratify payment of routine expenditures in accordance  
with the Town's Accounts Payable Policy and Procedure. The  
amount of \$51,232.81 has been paid for October 14-23, 2020.  
- Motion carried. Votes in favor - 7 Councillors.

A/P ROUTINE  
EXPENDITURES

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MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne  
20-116 that Council approve the Accounts Payable Transaction Journal  
dated October 14 to November 9, 2020 in the amount of  
\$85,405.40.  
- Motion carried. Votes in favor - 7 Councillors.

A/P  
TRANSACTION  
JOURNAL

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MOTION - Moved by Councillor Parsons, seconded by Councillor Roberts  
20-117 that Council adopt the 2019 Audit and Financial Statement as  
presented by the Town's Auditor Blair Jewer, CPA.  
- Motion carried. Votes in favor - 7 Councillors.

ADOPT 2019  
AUDIT AND  
FINANCIAL  
STATEMENT

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2021 Budget preparation. This process has started.

2021 BUDGET  
STARTED

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Jason and Karen Jones - re property at 12A King's Ridge Road. The Town  
Manager will get a legal opinion regarding this matter.

J&K JONES  
re Property

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MOTION - Moved by Councillor Parsons, seconded by Councillor White  
20-118 that Council set up an operating Line of Credit in the amount of  
\$350,000.00 with the Bank of Montreal for the year 2021.  
- Motion carried. Votes in favor - 7 Councillors.

OPERATING LINE  
OF CREDIT

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Mayor Sceviour vacated the Chair and left the room at 7:45 p.m. due to a  
possible conflict of interest. Deputy Mayor Woolridge took the Chair.

A request was received from the Botwood Heritage Society for the Town to  
advance the amount of \$7,000.00 to the Heritage Society as a loan. The  
funds are to be used to complete printing of their new History of a Seaport  
Book.

BOTWOOD  
HERITAGE  
SOCIETY LOAN

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne  
20-119 that Council set up a loan agreement for the amount of  
\$7,000.00 to be advanced to the Botwood Heritage Society and  
to be repaid in full to the Town by December 31, 2021.  
- Motion carried. Votes in favor - 6 Councillors.

Mayor Sceviour returned to the meeting and resumed the Chair at 7:50 p.m.

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Council agreed the Town Manager and Councillor Parsons compile a terms  
of reference to advertise for a organizational/operational review.

ORGAN/OPER  
REVIEW

The committee also recommends training for staff and council members.

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MUNICIPAL WORKS COMMITTEE

D. Stone re garbage collection. Agreed Council respond to D. Stone's  
concern giving her some suggestions to help her situation.

D. STONE  
re Garbage

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Cassandra Sharron re water issues with their driveway at 32 King's Ridge  
Road. The Works Committee will look at the curb near the driveway and  
have the problem corrected.

C. SHARRON  
re Driveway

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Samantha Walsh and Chad Horne re property at 16 Confederation Place.  
Council is meeting with Ms. Walsh next Wednesday, Nov. 18, to discuss the  
matter.

S. WALSH/  
C. HORNE  
re Property

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MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor  
20-120 Parsons that Council apply for 2021 Municipal Capital Works  
(MCW) Funding for Church Road Infrastructure and Road  
Upgrades. This project has an estimated cost of \$1,070,275.00  
as set out in the estimate prepared by Progressive Engineering  
and Consulting Inc.  
- Motion carried. Votes in favor - 7 Councillors.

2021 MUNICIPAL  
CAPITAL WORKS  
FUNDING FOR  
CHURCH ROAD

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Deputy Mayor Woolridge noted the Bulk Garbage Collection Program is  
working well. Council agrees to continue with this service.

BULK GARBAGE  
COLLECTION

Agreed Council dispose of two garbage trucks, the Volvo Truck, old Backhoe and Ford Pickup by tender.

VEHICLE  
DISPOSAL

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PUBLIC PROTECTION COMMITTEE

Robert Tudrick re street light. The committee looked at the area. This is a town street light positioned for the residents in that location.

R. TUDRICK  
re Street Light

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The committee recommends Council request NL Power to install 6 new street lights, 4 on Valley Road, 1 on Pumphouse Road and 1 on the New Town Hall Parking lot. The Town Manager will contact Travis Curtis of NL Power concerning this request.

NEW STREET  
LIGHTS

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Volunteer of the Year Award for 2020. Council will check re any nominations filed in March. A decision regarding recognition will be made later.

VOLUNTEER OF  
THE YEAR 2020

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SPECIAL EVENTS COMMITTEE

Santa Claus Parade - The Lions Club are in charge of the parade this year. They will meet to discuss plans for a 2020 event.

SANTA CLAUS  
PARADE

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Agreed the Town Christmas Tree be lit up the first week in December. There will not be any gathering for the light-up.

CHRISTMAS TREE  
LIGHT-UP

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Christmas Light-Up Contest. Agreed Council have three categories this year, Residential, Commercial and Community organizations.

CHRISTMAS  
LIGHT-UP

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ADMINISTRATION

Presley Mitchell - request to exchange land.

Joan Stoodley - re land sale.

Agreed Council respond to both requests stating the Town is not interested in acquiring the land.

TOWN NOT  
INTERESTED IN  
ACQUIRING LAND

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PERMITS

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor  
20-121 Byrne that Council ratify permits issued to November 9, 2020.  
- Motion carried. Votes in favor - 7 Councillors.

RATIFY PERMITS

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Referral letter from Department Natural Resources re a Quarry Permit at  
Northern Brook Access Road, Northern Arm for Bests Trucking Ltd.

QUARRY PERMIT  
FOR BESTS  
TRUCKING LTD

MOTION - Moved by Councillor Roberts, seconded by Councillor Parsons  
20-122 that Council approve a Quarry Permit for Bests Trucking Ltd. to  
operate a quarry at Northern Brook Access Road.



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CORRESPONDENCE

1. Municipal Assessment Agency Ltd - re update.
2. CNWM - re 2021 Budget.

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MOTION - Moved by Councillor Byrne. Seconded by Councillor Gill the  
20-123 meeting adjourn at 8:35 p.m.  
- Motion carried. Votes in favor - 7 Councillors.

 MAYOR  SECRETARY