

A regular meeting of the Botwood Town Council was held on Wednesday, October 14, 2020 at 7:45 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

MINUTES

MOTION - Moved by Councillor Parsons, seconded by Councillor Roberts
20-100 that Council adopt the minutes of regular meeting held
September 9, 2020 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne
20-101 that Council adopt the minutes of special meeting held
September 30, 2020 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

MAYOR'S REPORT

Mayor Sceviour informed Council he has recorded a number of videos regarding the changes re Central Newfoundland Waste Management collecting residential garbage as of October 19, 2020. This information has been placed on the Town's Website.

VIDEOS
re CNWM

Mayor Sceviour noted the Town of Botwood Still Standing TV Episode will be aired November 24, 2020.

STILL STANDING
EPISODE

SPECIAL EVENTS COMMITTEE

Councillor Byrne advised the Committee has decided the 2020 Bonfire event will not take place due to COVID-19 restrictions.

BONFIRE EVENT
CANCELLED

HERITAGE, SENIORS AND COMMUNITY SERVICES COMMITTEE

Councillor Gill noted the Heritage Building requires some maintenance to the foundation. The Town Manager will have a contractor look at the building to determine the work required.

HERITAGE
BUILDING
MAINTENANCE

RECREATION AND YOUTH COMMITTEE

Councillor White noted the arena has been booked by user groups for 40 hrs per week. Arena COVID-19 policy and regulations has been compiled for opening of the arena.

ARENA OPENING

Councillor White requested Council consider funding in the 2021 Municipal budget for installation of the Splash pad.

SPLASH PAD

Request from a citizen for additional benches and garbage cans at the skate park.

SKATE PARK
BENCHES

The Town has extra benches, however garbage cans will have to be ordered..

FINANCE AND HUMAN RESOURCES COMMITTEE

MOTION - 20-102 Moved by Councillor Parsons, seconded by Councillor Roberts that Council ratify payment of routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$27,413.07 was paid for September 9-24, 2020.
- Motion carried. Votes in favor - 7 Councillors.

A/P ROUTINE
EXPENDITURES

MOTION - 20-103 Moved by Councillor Parsons, seconded by Councillor White that Council approve the Accounts Payable Transaction Journal dated September 9 - October 9, 2020 in the amount of \$94,240.34.
- Motion carried. Votes in favor - 7 Councillors.

A/P
TRANSACTION
JOURNAL

MOTION - 20-104 Moved by Councillor Parsons, seconded by Deputy Mayor Woolridge that Council ratify payment of miscellaneous cheques issued July, August, and September 2020.
- Motion carried. Votes in favor - 7 Councillors.

RATIFY
PAYMENT OF
MISC CHEQUES

Councillor Parsons referred to the total budget expense to September 30, 2020. He noted when the Capital Expenditure amounts are categorized in the 2020 Audit process, total expenditures are on par for the 9 month period.

BUDGET
EXPENSE

Councillor Parsons also noted the revenue comparable total to September 30, 2020 is ahead of the 2019 total.

The 2019 Audit should be finished this week.

AUDIT

The finance committee recommends approval be given to the Town Manager to start the process for an Organizational and Operational review.

ORGAN/OPER
REVIEW

MOTION - Moved by Councillor Parsons, seconded by Councillor Roberts
20-105 that members of the Botwood Fire Department receive their
2020 - \$300.00 gratuity plus an extra \$100.00 each in lieu of the
Firemen's Annual Ball being cancelled due to COVID-19
restrictions.
- Motion carried. Votes in favor - 7 Councillors.

FIRE
DEPARTMENT
GRATUITY

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne
20-106 that Town Staff receive Christmas Gratuity amounts as given in
2019 plus an extra \$100.00 each in lieu of the Town's Christmas
Social being cancelled due to COVID-19 restrictions.
- Motion carried. Votes in favor - 7 Councillors.

TOWN STAFF
GRATUITY

The Landing Pub submitted a request for credit to their Business Tax and
W/S Rates for the period of shut down due to COVID-19.

LANDING PUB
CREDIT

MOTION - Moved by Councillor Parsons, seconded by Councillor Roberts
20-107 that Council approve a three month Business Tax Credit only.
- Motion carried. Votes in favor - 7 Councillors.

MUNICIPAL WORKS COMMITTEE

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 20-108 White that Council sign the Engineering/Client Agreement - 17-61-21-00060 Town of Botwood - Water Main Replacement & Associated Upgrades - Sacrey's Road in the amount of \$80,809.13 (HST included).
- Motion carried. Votes in favor - 7 Councillors.

WATER MAIN
REPLACEMENT
SACREY'S ROAD

Request from Town of Peterview for a committee to oversee the shared water system. Agreed Council follow-up this request to have a committee with representation from Botwood, Peterview and Northern Arm.

SHARED WATER
COMMITTEE

Deputy Mayor Woolridge noted Coronation Street paving is being completed today.

CORONATION
STREET PAVING

The Works Crew is winterizing equipment and the depot yard.

WINTERIZING
EQUIPMENT

The residential garbage collection by Central Newfoundland Waste Management will start October 19th. Shawn Langdon will accompany the CNWM person for two weeks.

RESIDENTIAL
GARBAGE
COLLECTION
OCT. 19, 2020

Letter from Chad Horne and Samantha Walsh expressing concern regarding their building lot located at 16 Confederation Place. They feel their property has received extensive damage as a result of the recent construction project on Confederation Place.

C. HORNE &
S. WALSH
re Building Lot

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor 20-109 White to refer this matter to the Municipal Works Committee for review.
- Motion carried. Votes in favor - 7 Councillors.

The Town Manager informed Council the engineering design has been completed for the Water System Upgrades Project No.17-MCW-20-00039. It is ready for tender, however due to late in the season it is recommended the project be deferred until 2021.

WATER SYSTEM
UPGRADE
DEFERRED UNTIL
2021

Agreed Council send a letter to the Botwood Kinsmen Club thanking them for their donation of forty five stackable chairs to be used for town events.

THANK YOU
KINSMEN FOR
CHAIRS

Reference was made to the large pile of bagged grass accumulated at the designated site near the Works Depot. The Community Compost Site was also mentioned regarding relocation, improvements and collection of leaves.

COMPOST SITE

The old Town Hall was mentioned regarding heat during the winter months. As the RCMP are still renting space and the Town has a large number of items remaining in the building it will need to have heat.

OLD TOWN HALL
HEAT

The Town Clerk noted that all the Town's Minute records are stored in the basement vault of the old Town Hall Building. Council needs to have these documents protected.

MINUTE
RECORDS

PUBLIC PROTECTION COMMITTEE

The Town Manager and a NL Power representative looked at Confederation Place re location of street lights.

CONFEDERATION
PLACE AND
VALLEY ROAD
re Street Lights

Valley Road and the new Town Hall Site requires extra street lights. Location for these lights will be determined.

Councillor Roberts noted Council needs to move forward with the Fire Smart Initiative Program.

FIRE SMART

Councillor Roberts gave an update re events during Fire Prevention Week. Due to COVID-19 restrictions there was no interaction with the Fire Department. There were several videos posted on their Website for fire prevention. The videos were viewed at schools. There was also a Fire Truck parade in Town.

Request from Robert and Carol Tudrick to relocate a street light presently located on their property. The Municipal Works Committee will look at the site and bring a recommendation to Council.

R&C TUDRICK
re Street Light

Councillor Roberts has talked to RCMP re off road vehicles. There has been a difference noted due to increased RCMP presence.

RCMP PRESENCE

ADMINISTRATION

Joan Stoodley - re land for sale at 9A Pattison Avenue. She is requesting \$10,000.00 for the property with the Town paying cost of Survey & legal fees.

J. STOODLEY
re Property at 9A
Pattison Avenue

It was suggested Council check with Municipal Assessment Agency to determine if the land can be assessed of little value as it is unable to be developed due to a water service line running through the property.

Presley and Jodi Mitchell - offer to turn over land at 16C Vineham's Lane to the Town in exchange for taxes owed.

P&J MITCHELL
re Land

The Town Manager will get more information regarding the Town's benefit for this transaction.

MOTION - 20-110 Moved by Councillor Roberts, seconded by Councillor White that Council adopt the Return-To-Work-Policy dated October 14, 2020 in accordance with Workplace Health, Safety and Compensation Act.
- Motion carried. Votes in favor - 7 Councillors.

RETURN-TO-
WORK-POLICY

MOTION - 20-111 Moved by Deputy Mayor Woolridge, seconded by Councillor Parsons that Council adopt the Occupational Health and Safety (OH&S) Policy dated October 14, 2020.
- Motion carried. Votes in favor - 7 Councillors.

OH&S POLICY

Information from Stewart McKelvey re Municipal Business Taxes was given to Council for information.

MUNICIPAL
BUSINESS TAXES

A response was received from Brian Ball re demolition order issued for property located 15 Vineham's Lane. This matter is currently in the hands of the Insurance Company.

B. BALL
re Demolition Order

PERMITS

MOTION - Moved by Deputy Mayor Woolridge, seconded by Councillor
20-112 Parsons that Council ratify permits issued to October 7, 2020.
- Motion carried. Votes in favor - 7 Councillors.

RATIFY PERMITS

CORRESPONDENCE

1. Exploits Regional Chamber of Commerce - re Annual Business Awards.
2. Dept. of Health and Community Services - re CNRHC Lab Services.
3. MNL - 2020 Virtual Conference.

MOTION - Moved by Councillor Parsons, seconded by Councillor Byrne
20-113 the meeting adjourn at 8:50 p.m.
- Motion carried. Votes in favor - 7 Councillors.

 MAYOR  SECRETARY