

**Minutes**  
**Regular Meeting of Council**  
**September 07, 2022 @ 6:00 pm**  
**Town of Twillingate - Council Chambers**

**Present:**

<b>Justin Blackler</b>	<b>Mayor</b>
<b>Wayne Greenham</b>	<b>Deputy Mayor</b>
<b>Andrew Rowsell</b>	<b>Councillor</b>
<b>Janice Barnes</b>	<b>Councillor</b>
<b>Lloyd Blake</b>	<b>Councillor</b>
<b>Mike Johnson</b>	<b>Councillor</b>
<b>Mitchell Watkins</b>	<b>Councillor</b>
<b>Leanne Hann</b>	<b>CAO</b>
<b>Jeff Burt</b>	<b>Director of Public Works and Economic Development</b>

**1. CALL TO ORDER**

The meeting was called to order by Mayor Blackler at 6:01 pm.

**2. VISITORS/PRESENTATIONS**

**A. Town of Twillingate Recreation Director - Grant White**

Grant White presented to Council his high-level vision for the Recreation Centre (RC), Ball Field and Stadium.

Rec Centre: The RC requires new flooring, minor wall construction, accessibility upgrades, side building construction, and minor equipment upgrades at a minimum to become operational. Some of this work may be accomplished through a CEEP project this fall. The Green Team completed work in the RC this summer, including removing the old pool and general debris. Grant would like to see the RC operational in some capacity by Spring of 2023, however another meeting of Council would be required to determine the operating times and overall expectations. There was discussion if the RC should be operating year-round or seasonally. Grant has applied for several levels of funding for the RC, including the New Horizons fund for seniors. It was noted that the Town is paying a rental fee monthly for use of the United Church to support the Active Agers Program, the RC could be used for Active Agers moving forward to avoid this expenditure. Council noted the RC should have a fitness (gym) area, as this has been an on-going complaint from visiting/permanent medical professionals to our Town. Grant discussed a Vision-Based approach for fundraising, and suggested a four-year plan be considered. Council agreed this approach should be considered. Grant noted that major fund-raising efforts will be required to financially support the RC renovations. Grant requested a separate meeting with Council to better

understand Council's vision, timeline, and expectations for the RC moving forward.

**Stadium:** Grant noted that the Stadium is not at maxim utilization and requested Council review the utilization rates before the season starts. Grant suggested user rates should be increased this season. Through the Kraft Hockeyville program, the rink boards will now be well decorated, and a plan for the remaining rink boards / advertising can be advanced. Grant noted that Dave is an operational supervisor and is more hands on, and less on the management. Council should consider different staff scheduling overall for the Stadium and the ball field.

**Ball Field:** The ball field has had approximately \$50-60,000 of work completed over the last few years. Lawn care was completed on a biweekly basis by the Town this summer, however continual maintenance is required, and a plan for longer term maintenance is missing. Fee for usage was discussed. It was noted that softball NL did not pay for the ball field this summer. Grant requested that school-based sports be allowed to use the ball field with no charge and that an MOU stating this agreement should be considered by Council. Councillor Watkins suggested an increase in fee for usage but noted that an increase in ball field maintenance would be required by the Town. It was suggested that the Town's Public Works department should take a more active role in maintaining the ball field. Grant questioned who would maintain the ball field during the summer, and suggested Council consider a person paid on contract for this service, if not completed by the Town's Public Works department. Scheduling of the ball field was also discussed, and it was noted that a proper schedule and fee structure should be implemented for next season.

Grant requested a separate meeting of Council to discuss his perceived roles/job description, as it has become unclear over time as the position has developed.

Grant requested the Council move forward with establishing an Age Friendly Committee asap.

Regarding Rock Cut and equipment rentals, Grant clarified that no disposable assets are allowed at the end of any program that is funded by ACOA. Therefore, the Town must rent vehicles and equipment for Rock Cut field work with ACOA funds. Grant requested a special meeting of Council to present on Rock Cut.

### 3. APPROVAL OF AGENDA

**Motion #22-104:** Moved by Deputy Mayor Greenham and seconded by Councillor Watkins that the Agenda for the Regular Meeting of Council on September 07, 2022, be adopted as presented. All in Favor (7/0). Motion carried.

### 4. MINUTES/MOTIONS FOR APPROVAL

**Motion #22-105:** Moved by Councillor Rowsell and seconded by Councillor Watkins that the

Minutes from the Regular Meeting of Council on August 10, 2022, be adopted as presented. All in favor (7/0). Motion carried.

**Motion #22-106:** Be it resolved that The Town of Twillingate wishes to engage "Allnorth Consultants Limited." to provide a Level of Effort price and breakdown for the scope of work required to complete the engineering design work associated with the project: "Stadium Upgrades - 17-CCR-22-00001". Formal Engagement of "Allnorth Consultants Limited." through a Prime Consultant Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by The Department. Council will provide documentation as require by PPA and have this available to PPA representatives if required in the future. Moved by Councillor Watkins, Seconded by Councillor Rowsell. All in Favor (7/0). Motion Carried.

**Motion #22-107:** It was moved by Councillor Roswell and seconded by Deputy Mayor Wayne Greenham to rescind previous *Motion #22-19* to "engage DMG Consulting to provide a level of Effort price & breakdown in regard to Stadium Upgrades project". All in favor (7/0). Motion carried.

**Motion #22-108:** It was moved by Mayor Blackler and seconded by Councillor Rowsell to provide a salary increase to the Recreation Director effective August 15, 2022. All in favor (7/0). Motion carried.

## 5. BUSINESS ARISING FROM PREVIOUS MINUTES

Durrell Museum: CAO requested permission to engage a lawyer to determine legal ownership of the Durrell Museum.

**Motion #22-109:** It was moved by Councillor Watkins and seconded by Councillor Johnson for the CAO to provide a lawyer with available information regarding the ownership of the museum, and request a quote to determine ownership based on the documents provided. All in favor (7/0). Motion carried.

Fish Fun and Folk Festival: A final year end meeting with the festival has been requested by Council. Mayor Blackler and CAO to arrange.

Physician Recruitment and Retention: Mayor Blackler met with the committee on August 28, 2022. Work life balance, housing, and lack of a fitness centre presented as main items of concern. In addition, young medical professionals have complained that Twillingate does not offer a nightlife during the winter months. Mayor Blacker noted other Towns offer free gym passes and snow clearing to medical professionals in effort to retain them. It was suggested the Town conduct exit surveys with medical professionals leaving Twillingate to better understand why they are leaving. The Physician Recruitment and Retention committee agreed the health care crisis should

be approached as a regional issue, with each neighboring Town supporting each other.

Bayview Firewood Letter: Residents who received the letter did not comply with removing firewood from the beach as requested by the Town. No further action to be taken at this time.

**6. REPORTS – STANDING COMMITTEES:**

**A. Community Services Committee / Recreation Committee**

No updates.

**B. Rock Cut Trail Liaison Update**

No updates.

**C. Public Works Committee**

The Public Works Committee report was presented by Mayor Blackler.

The Public Works Committee meeting was held on September 01, 2022. The meeting was chaired by Mayor Blackler and was attended by Councillor Johnson, Deputy Mayor Wayne Greenham, Leanne Hann and Jeff Burt.

The following items were discussed:

**10 Blandford's Lane – Sweeper Damage to Sign**

Resident has requested the Town pay for a sign that was damaged by the Town sweeper. Deputy Mayor Greenham has already spoke with the resident and requested he provide a quote for the sign for Council's consideration.

**39 Main Street, and other locations in Town - Dirt in drinking water**

It was noted that the Town's water supply is very low due to a heavy tourism season combined with a very hot and dry summer. This has resulted in the Town drawing water from the bottom (muddy) areas of the ponds, which has contributed to more dirt noticed in the drinking water. The Town's drinking water is currently supplied by three ponds. Deputy Mayor Greenham suggested the Town consider taking water from another water source (Long Pond).

**91-97 Dock Road - Wash out, road covered with gravel**

An area of Dock Road was washed out, and the road was covered in gravel following a heavy rainfall. Public Works has addressed the issue and the area has been cleared.

**Peyton’s Woods RV Park – Sign Request**

**Motion #22-110:** It was moved by Deputy Mayor Greenham and seconded by Councillor Watkins to approve a request to attach a sign to the existing Peyton’s Road Sign indicating that the Peyton’s Woods RV Park is ahead. All in favor (7/0). Motion carried.

**Lateral Line Policy**

Mayor Blacker stated that additional discussion with the Public Works foreman regarding the policy is required. Further information on the policy will be presented at the next public meeting of Council.

**Fees and Permits Structure**

Mayor Blackler noted that lack of enforcement has resulted in many developments within Town are being completed without a permit. A discussion was held regarding the implementation of a fine structure for residents who do not have appropriate permits in place. The CAO suggested a by-law enforcement officer that is shared among the Towns be considered. Deputy Mayor Wayne Greenham noted that contractors should not be completing work without a permit in place. Leanne noted that the Town has the right to issue a stop work order. Jeff Burt to develop a draft fee structure for Council to consider.

Mayor Blackler requested the CAO to determine if Council is required to approve each development application, or only those that require a variance, etc. CAO noted that the Development Regulations state that each development must be approved by Council. CAO to confirm with Municipal Affairs if basic, non-variance permits must go to Council. This may speed up the process for development applications in Town.

**D. Protective Services Committee**

The Protective Services update was provided by Councillor Rowsell.

Councillor Rowsell noted that short staffing with nurses remains a huge challenge at the Hospital. However, new recruitment efforts are in place, with Twillingate identified as one of the main places for recruitment of nurses. Travel nurses are currently being utilized for staffing.

It was noted that the emergency room at the NDBMH has been closed for a total of 110 hours since June 2022, which is a first for this hospital.

Councillor Barnes asked if Central Health has addressed the issue with local nurses who aren’t going to stay local if they can make more as a travel nurse going to Gander or even close by. Councillor Barnes raised concerns over work life balance for nurses.

**E. Fisherman’s Committee (Councillor Blake)**

Jeff Burt presented on a meeting conducted with the Fisheries Committee and ACAP Humber Arm (HA). HA is looking for new areas to conduct work in. They bring their own funding and ask for contributions in kind from the Town. HA would like to know if Council would be interested in having them present on projects they could conduct in Twillingate. Deputy Mayor Greenham noted that he toured HA representatives around Twillingate and showed them some local erosion issues. Council requested Jeff invite HA to present to Council as a whole.

Deputy Mayor Wayne Greenham noted that several community wharves are still not finished. CAO to follow-up with Derek Bennett on this.

#### F. Planning and Development Committee

The Planning and Development Committee report was presented by Councillor Rowsell.

The Planning and Development Committee meeting was held on September 1, 2022. The meeting was attended by Councillor Blake, Councillor Johnson, Councillor Rowsell, Jeff Burt and Leanne Hann.

The following items were discussed:

#### **Development Application - 9 Whitehorn's Hill (Accessory Building)**

**Motion #22-111:** Moved by Councillor Watkins and seconded by Councillor Rowsell to approve in principle the request to construct an accessory building at 9 Whitehorn's Hill, subject to all applicable regulations. All in favor (7/0). Motion carried.

#### **Development Application – 2 Peyton's Lane (Water and Sewer)**

Request for water and sewer hookup at 2 Peyton's Lane. Owner rejected an offer to install these services when the work was initially completed in this area. Because of this, the infrastructure was not designed for and will not support the added demand. It is clearly documented in the Town's minutes that any future development would be at the owner's expense. The owner has been encouraged to have an engineer examine the situation before proceeding, this would also be at their expense.

**Motion #22-112:** Moved by Councillor Rowsell and seconded by Deputy Mayor Greenham to reject the request for the water and sewer hook-up to be conducted by the Town, and request the applicant pursue an engineer and contractor at their own expense. All plans for the water and sewer connection must be further approved by the Town Council based on engineered specifications provided by the applicant.

#### **20-22 Drong Hill – Culvert Installation**

**Motion #22-113:** Moved by Councillor Rowsell and seconded by Councillor Watkins to approve in principle the request to install a culvert at 20-22 Drong Hill, subject to all applicable regulations.

All in favor (7/0). Motion carried.

Councillor Rowsell further noted the culvert has already been installed without Council approval.

### **Marina Development**

The applicant has submitted a development application requesting to “fill in waterfront property” adjacent to the northly boundary of 130A Main Street. The application was submitted with a Section 48 permit and proof of ownership. Councillor Barnes raised potential concerns for the development, questioning if the development would impact anyone else, and how the development would be accessed. The CAO reported to Council the infilled area would be accessible through an access road agreement that is legally binding on both parties.

**Motion #22-114:** Moved by Deputy Mayor Greenham and seconded by Councillor Rowsell to approve in principle the request to infill waterfront property adjacent to the northerly boundary of 130A Main Street, subject to all applicable regulations. All in favor (7/0). Motion carried.

### **Upland Proposal – Amendments to Development Regulations**

Jeff Burt presented to Council a proposal from Upland Consulting to make changes to the Development Regulations. Jeff Burt noted that he has observed several discrepancies within our regulations that should first be addressed with Upland Consulting before moving forward with any new projects / revisions to the regulations. Jeff Burt to move forward on discussions with Upland Consulting and report back to Council.

### **Town of Gibson’s – Vacation rentals**

Councillor Mike Johnson connected with the Town Manager of Gibsons, BC. The Town of Gibsons has experienced similar issues surrounding Tourism and has taken a very proactive approach to managing vacation rentals in their Town. An email was read from the Town of Gibsons regarding their approach. It was re-iterated by Councillor Rowsell that the Town of Twillingate should continue to research incentivising long-term rentals over slowing down short-term rentals. Mayor Blackler noted the Town may want to consider tax breaks for developers or residents who offer long term rentals.

### **Resident Complaint – Poor Cell Service in Town**

Mayor Blackler noted the cell service in Town is declining, with some areas no longer receiving service / signal at all. CAO to follow-up with MHA Derek Bennet and report back to Council.

*(Deputy Mayor Greenham exited the meeting at 8:24 pm due to conflict of interest)*

### **Business Application – 45 Bayview Street (Vacation Rental)**

The applicant requests to operate a vacation rental home at 45 Bayview Street. As the area is

zoned Residential, and the proposed use is discretionary, public notice was conducted. No objections were received by the Town.

**Motion #22-115:** Moved by Councillor Rowsell and seconded by Councillor Johnson to approve in principle a vacation rental at 45 Bayview Street, subject to all applicable regulations and conditions. All in Favor (6/0). Motion Carried.

**Business Application – 198 Durrell Street (Vacation Rental)**

The applicant requests to operate a vacation rental home at 198 Durrell Street. As the area is zoned Mixed Use and the proposed use is discretionary, public notice was conducted. No objections were received by the Town.

**Motion #22-116:** Moved by Councillor Rowsell and seconded by Councillor Johnson to approve in principle a vacation rental at 198 Durrell Street, subject to all applicable regulations and conditions. All in Favor (6/0). Motion Carried.

*(Deputy Mayor Greenham returned to Council Chambers at 8:28 pm)*

**G. Finance Committee**

The Finance Committee report was presented by Councillor Watkins.

The Finance Committee meeting was held on September 7, 2022. The meeting was chaired by Councillor Watkins and was attended by Councillor Barnes, Kathy Roberts and Leanne Hann.

The Bank Reconciliation was signed and approved by the Committee on September 7, 2022.

The following items were discussed:

**Canada Community Building Fund – Approval for Bottom Arm**

Councillor Watkins presented to Council the approval for Bottom Arm Lift Station upgrade. The project will be funded through the Canada Community Building Fund (CCBF) in the amount of \$154,620.00. The Remaining funds in this account is \$550,265.29.

**Quote from Jim Hull for Garbage Collection on Trails**

A quote from Jim Hull to collect garbage from the Trail Heads was presented to Council.

**Motion #22-117:** Moved by Councillor Watkins and seconded by Councillor Rowsell to accept a quote from Jim Hull for garbage collection at the Trail Heads from the beginning of May to mid November with the option to modify the weeks of pick-ups in the future. All in Favor (7/0). Motion Carried.



### Infotech Services

Several quotes from Infotech for IT services were presented to Council and discussed. Councillor Watkins explained what each quote entailed including purchasing of solid-state drives verses new computers, fire wall protection, anti-virus protection, internal / external monitoring and management, cloud back-up, and time blocks for IT services.

**Motion #22-118:** Moved by Councillor Watkins and seconded by Councillor Johnson to approve the purchase of two new 500GB solid-state drives for \$199.98. All in Favor (7/0). Motion Carried.

**Motion #22-119:** Moved by Councillor Watkins and seconded by Councillor Rowsell to approve the purchase of an Infotech 50 Hour Time Block for \$4,750.00. All in Favor (7/0). Motion Carried.

**Motion #22-120:** Moved by Councillor Watkins and seconded by Councillor Barnes to approve the purchase a fire wall service with 2-year subscription for \$1,810.99. All in Favor (7/0). Motion Carried.

**Motion #22-121:** Moved by Councillor Rowsell and seconded by Deputy Mayor Greenham to approve purchase of the "Silver" package for Infotech Management and Monitoring services at \$65.99 / month.

5 in favor

2 opposed (Councillor Barnes and Councillor Watkins)

Motion carried.

**Motion #22-122:** Moved by Councillor Watkins and seconded by Councillor Rowsell to approve purchasing a Cloud Back-up Service administered by Infotech at \$740 / year. All in favor (7/0). Motion carried.

### Main Street Water Main Replacement (17-GI-20-00029)

Councillor Watkins presented to Council the financial updates on the water line replacement project including Change Order 05, Progress Claim 06, Hold Back Release Request, and final invoice from Meridian Engineering.

Change Order 05 reflects a Petroleum Cost Adjustment of \$(14,256.99) for the 2022 construction season. This adjustment reduces the final contract amount to \$2,978,916.56.

**Motion #22-123:** Moved by Councillor Watkins and seconded by Deputy Mayor Greenham to approve Change Order 05 for fuel adjustments in the 2022 construction season for \$(14,256.99). All in favor (7/0). Motion carried.

Councillor Watkins presented the hold back release request from Southern Construction for

\$297,891.66. He noted that the Town should not release the hold back until we are certain the project is completed to the Town's satisfaction. The hold back release request was therefore not table for approval at this meeting.

Progress Claim 06 reflects payment to Southern Construction for work completed in the 2022 construction season. The total contact value is \$189,504.06.

**Motion #22-124:** Moved by Deputy Mayor Greenham and seconded by Councillor Johnson to approve Progress Claim 06 for work completed in the 2022 construction season for \$189,504.06. All in favor (7/0). Motion carried.

**Motion #22-125:** Moved by Councillor Watkins and seconded by Councillor Rowsell to approve Meridian Engineering Invoice #106835 for work completed in the 2022 construction season for \$5,179.74. All in favor (7/0). Motion carried.

#### **Donation Request – Kids Eat Smart**

Councillor Watkins presented to Council a request from Kids Eat Smart radiothon program. Council agreed they would rather donate directly to the local school breakfast program. Mayor Blackler noted that the Kids Eats Smart program has donated back to the schools, however a direct donation to the local schools would be beneficial. Council agreed not to proceed with a donation to the Kids Eat Smart radiothon.

#### **Hodge Lands Donation**

Councillor Watkins presented to Council a land donation from the Hodge Family in Twillingate. The family would like to donate a portion of land at 158 Main Street to the Town. In return the family has requested the Town pay the legal fees for the transaction and place a monument bench and sign on the property indicating the land was donated.

**Motion #22-126:** Moved by Councillor Watkins and seconded by Councillor Johnson to accept a donation of land at 158 Main Street to the Town of Twillingate, and in return pay the legal fees associated with the transaction of the property, and the cost of purchasing and placing a monument bench on the property in honor of the Hodge Family donation. All in favor (7/0). Motion carried.

#### **2022 (August) Income and Expenses Report**

**Motion #22-127:** Moved by Councillor Watkins and seconded by Councillor Rowsell to approve the 2022 (August) Income and Expenses Report as presented. All in favor (7/0). Motion carried.

**Motion #22-128:** Moved by Councillor Barnes and seconded by Councillor Watkins to approve payment of Town bills as presented during the committee meeting on September 7, 2022. All in Favor (7/0). Motion Carried.

## 7. ADMINISTRATION

### **Municipal Code of Conduct**

CAO presented to Council the Municipal Code of Conduct Circular released by Municipal and Provincial Affairs. Council requested to divert the discussion on the Code of Conduct to next meeting.

### **Christmas Office Closure – Christmas Closure December 26, 27th.**

CAO presented to Council office hours for the 2022 Christmas holiday season. Council expressed the office should remain open during the holidays, except for statutory holidays. The office will therefore be closed on December 26 (Boxing Day), December 27 (in lieu of December 25), and January 2 (in lieu of January 1), 2022.

### **Emergency Plan Update**

Jeff Burt provided an updated on the Emergency Plan. Additional information is required from one party before the plan can be submitted. This information should be forthcoming in the next few weeks. Jeff Burt noted that an operation binder that can easily be updated will be prepared for inhouse emergencies, to accompany the Emergency Plan.

### **Dementia Friendly Committee**

Mayor Blackler, Councillor Rowsell and Grant White attended a meeting with Central Health to discuss a Dementia Friendly Committee in the Town of Twillingate. Mayor Blackler noted that Central Health has designated Twillingate as a community that should consider becoming “Dementia Friendly”. Council agrees that Twillingate would be a good fit for this new initiative as it compliments other Town programs such as the age-friendly committee and Active Agers. Council agreed to proceed with the committee.

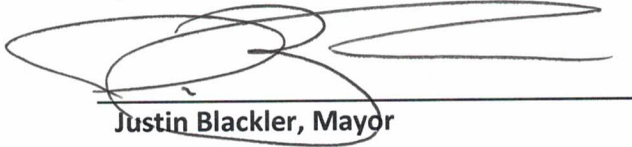
### **299 Bayview Street – Crown Lands**

Deputy Mayor Greenham presented a concern from a resident regarding obtaining Crown Land at 299 Bayview Street. The resident has applied to Crown Lands but was declined due to lack of road access to the property. The CAO advised Council that the Town was already in consultation with Crown Lands on the matter.

## 8. ADJOURNMENT

**Motion #22-129:** Being there no further business, it was moved by Councillor Watkins and seconded by Councillor Blake that the meeting be adjourned. All in Favor (7/0). Motion Carried.

The meeting adjourned at 9:35 p.m.



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**Justin Blackler, Mayor**

*Leanne Hann*

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**Leanne Hann, CAO**