

**TOWN OF TWILLINGATE  
REGULAR MEETING OF COUNCIL  
THURSDAY JULY 16<sup>th</sup>, 2020  
7:00 PM**

**PRESENT:** Chairperson Mayor Grant White  
Deputy Mayor Cyril Dalley  
Councillor Janice Barnes (*Arrived at 8:11 pm.*)  
Councillor Lloyd Blake  
Councillor Wayne Greenham  
Councillor Melissa Blackler  
Councillor Oliver Hynes  
Town Clerk/Manager Marie Magnin

**REGRETS:** N/A

**CALL TO ORDER**

The meeting was called to order by Mayor White at 7:00 pm.

**1. DELEGATIONS**

N/A

**2. APPROVAL OF AGENDA**

**Motion #20-152**

Approval of Agenda

It was moved by Deputy Mayor Dalley, seconded by Councillor Hynes, that the Agenda for the Regular Meeting of Council be adopted.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**3. MINUTES FOR APPROVAL**

**Motion #20-153**

Regular Meeting Minutes for Approval

It was moved by Councillor Hynes, seconded by Councillor Blackler, that the Minutes from the Regular Meeting of Council on June 8<sup>th</sup>, 2020 be adopted as presented.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #20-154**

Special Meeting Minutes for Approval

It was moved by Councillor Greenham, seconded by Deputy Mayor Dalley, that the Minutes from the Special Meeting of Council on June 18<sup>th</sup>, 2020 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

There was no business arising from previous minutes.

**5. REPORTS - STANDING COMMITTEES:**

**A. Public Works**

No reports for this meeting.

**B. Tourism**

No reports for this meeting.

**C. Finance**

Deputy Mayor Dalley, Chair of the Finance Committee, referenced the Minutes from the Finance Committee Meeting on June 18<sup>th</sup>, 2020. Based on the Committee's recommendations, the following motions were made:

**Motion #20-155**

It was moved by Deputy Mayor Dalley, seconded by Councillor Hynes, to adjust business tax and commercial water and sewer in full for Hi Tides Hostel, 94 Main Street, as they will not operate at all in 2020.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**Motion #20-156**

It was moved by Deputy Mayor Dalley, seconded by Councillor Blackler, to adjust business tax and commercial water and sewer in full for Little Wild Cove Cottage, 240A Main Street, as they will not operate at all in 2020.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**Motion #20-157**

It was moved by Deputy Mayor Dalley, seconded by Councillor Greenham, to adjust business tax and commercial water and sewer in full for Orabelle Vacation Home, 103 Durrell Street, as they will not operate at all in 2020.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**Minute #20-158**

In response to correspondence expressing concern about a recent release of balloons in front of the high school, it was agreed that balloons can be detrimental to marine animals and the environment. It was further agreed that a Facebook post informing the community of the dangers of this type of debris in our community would be beneficial and that the Town Clerk/Manager will connect with the complainant about the content of the post.

**Motion #20-159**

It was moved by Councillor Blackler, seconded by Councillor Greenham, to adjust the full amount of business tax and commercial water & sewer for Skipper Jim Boat Tours as they will not be operating a business in 2020.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**Minute #20-160**

Correspondence regarding the recent hiring process led by the Twillingate Trails' Regional Committee (TTRC) for the hiring of crew was discussed. It was agreed that Council is supportive of the process that the TTRC followed in hiring the crew and asked the Town Clerk/Manager to respond to the concern accordingly.

D. Fisheries

No reports for this meeting.

E. Planning and Development

No reports for this meeting.

F. Fire Department

No reports for this meeting.

G. Regional Emergency Management Council Committee

No reports for this meeting.

**6. CORRESPONDENCE**

**Motion #20-161**

In response to a request from the owner of 19 Park Road requesting an extension to the previously granted extension to connect to the Town's water and sewer lines on Park Road, it was moved by Deputy Mayor Dalley, seconded by Councillor Hynes, to allow for an extension of no later than September 30<sup>th</sup>, 2020, and that if no action is taken by that date, Council will take further action as per their authority under Sections 156 and 159 of the Municipalities Act, 1999.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Minute #20-162**

Correspondence was read from the Canadian Coast Guard advising Council that a dedication service ceremony for the CCG Conception Bay and a Grand Opening of the Twillingate CCG SAR Station has been tentatively scheduled for Friday, September 11<sup>th</sup>, 2020. The situation with COVID-19 is being closely monitored and should the event proceed, the public health guidelines will be followed.

**Motion #20-163**

In response to a request from the Lions Club to purchase a culvert from the Town for use at the children's playground, it was moved by Councillor Greenham, seconded by Councillor Blackler, to sell the culvert to the Lions Club at cost.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Minute #20-164**

A concern about the proposed variance to the Development Regulations for the construction of an accessory building at 16 Dock Road was discussed. The Town Clerk/Manager advised that the individual with the concern confirmed that they had the wrong property in mind when they wrote the email but that they would like it on record that they have a general concern about too much development in Back Harbour and the resulting traffic and impact on local wildlife.

**Motion #20-165**

Having heard the concern referenced above in Minute #20-164, it was moved by Councillor Hynes, seconded by Councillor Blackler, to approve in principle a variance from our Development Regulations for the size of an accessory building at 16 Dock Road from 55m<sup>2</sup> to 87m<sup>2</sup>.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #20-166**

It was moved by Deputy Mayor Dalley, seconded by Councillor Greenham, to adjust business tax and commercial water and sewer in full for Atlantic Edge Vacation Home, 48 Main Street, as they will not operate at all in 2020.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #20-167**

It was moved by Deputy Mayor Dalley, seconded by Councillor Greenham, to adjust business tax and commercial water and sewer in full for The Magistrate, 19 Back Harbour Road, as they will not operate at all in 2020.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Minute #20-168**

Correspondence regarding concern over a longliner parked at 2 Long Lane in Durrell was discussed. It was agreed that the issue would be deferred to the next meeting to allow time for Councillors to view the concern.

*<Councillor Greenham stated that he has a conflict of interest with the next item on the agenda due to the fact that the applicant is a family member. He left the room at 7:57 pm.>*

**Motion #20-169**

It was moved by Councillor Blackler, seconded by Deputy Mayor Dalley, to approve in principle a request for a variance to the size of an accessory building at 395 Main Street to 768 square feet, subject to all applicable regulations including a public notification period.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

*<Councillor Greenham returned to the room at 7:59 pm.>*

**7. FINANCES**

**Motion #20-170**

It was moved by Deputy Mayor Dalley, seconded by Councillor Hynes, that the attached accounts be passed for payment.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #20-171**

It was moved by Councillor Hynes, seconded by Councillor Blackler, that the A/R adjustments for June, in the amount of \$10,359.78, be approved.

In Favour: 6 Opposing: 0  
Decision: Motion carried.

**8. REGULATIONS AND POLICIES**

**Motion #20-172**

It was moved by Councillor Blackler, seconded by Councillor Hynes, to adopt the Lateral Water and Sewer Lines Policy as drafted.

In Favour: 6 Opposing: 0

Decision: Motion carried.

*<Councillor Barnes arrived at 8:11 pm.>*

**Minute #20-173**

A draft policy for Driveway Culvert Installation and Replacement was tabled for discussion. It was agreed the Town Clerk/Manager would send the policy to Council by email for their review and further discussion at the next meeting of Council.

**9. GENERAL BUSINESS****Motion #20-174**

It was moved by Deputy Mayor Dalley, seconded by Councillor Greenham, to engage Core Engineering Inc. to provide a Level of Effort price and breakdown for the scope of work required to complete engineering design work associated with the project "New Chiller for Twillingate Stadium – #17-CCR-21-00003". Formal Engagement of "Core Engineering Inc." through a Prime Consulting Agreement will only occur if the pricing obtained for this service is considered fair and reasonable by the Department of Municipal Affairs and Environment. Council will provide documentation as required by PPA and have this available to PPA representatives if required in the future.

In Favour: 7 Opposing: 0

Decision: Motion carried.

**Minute #20-175**

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Inventory and Capital Projections.

Be it therefore resolved that the Town of Twillingate commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our Asset Management Program:

**Activity 1:** Workshop: Introduction to Asset Management and Prepare an AM Policy

**Activity 2:** Prepare an inventory of major assets including water distribution, sewer, roads, municipal-owned buildings and structures, trails, parks and fleet in spreadsheet and GIS

**Activity 3:** Prepare State of Infrastructure Reports and a Preliminary Capital Program

Be it further resolved that the Town of Twillingate commits **\$5,538** from its budget toward the costs of this initiative.

**Motion #20-176**

It was moved by Councillor Blackler, seconded by Councillor Barnes, to approve in principle a request from the new Coast Guard SAR Station to put a crosswalk across Main Street between the SAR Station and the boat dock, subject to all applicable regulations.

In Favour: 7 Opposing: 0

Decision: Motion carried.

**Motion #20-177**

It was moved by Councillor Blackler, seconded by Councillor Blake, to approve in principle an application to develop a back lot with no frontage on a main road, 276A Main Street. The Town Clerk/Manager confirmed that our current Town Plan does not allow for back lot development. That said, the Town's Planning Consultants advised that if there is sufficient documentation to prove that this lot existed as a building lot prior to 1995, Council has the authority under Section 11 and 42 of the Development Regulations (1995-2005) to approve the building lot in principle subject to all applicable regulations including, but not limited to, a public notification period and adequate emergency access.

In Favour: 7 Opposing: 0

Decision: Motion carried.

**Minute #20-178**

The Town Clerk/Manager raised the issue of a lack of enforcement in the community. She expressed that it continually comes up as an issue and puts significant strain on staff and residents. She further explained that some communities comparable to Twillingate have what they refer to as "soft enforcement". This is perhaps something we should look at but it will need to be well defined and adequate resourcing would be required to assume the work load.

**Minute #20-179**

The Town Clerk/Manager reminded Council that they set aside funds in the 2020 budget to work with a consulting firm to review the Town's organizational structure. This initiative was included in the budget due to the work load on certain Town employees being unsustainable. In recently speaking with similar size towns and learning about their structures, she expressed that her recommendation is that Council proceed with an organizational review to ensure the Town is structured in the right way to ensure the best outcomes for the employees and residents/businesses in the community. It was agreed that the Town Clerk/Manager would email Councillors the proposal received from a Consultant outlining what's involved in an Organizational Review and the Planning and Development Committee will review and make a recommendation to Council.

**Minute #20-180**

The Town Clerk/Manager informed Council that the tender for a new dump truck was completed and posted to the Town's website last week. An estimate of \$325K was included in the Town's 2020 budget for this purchase. The tenders are due on July 31<sup>st</sup>, 2020 at 2:00 pm and there will be a public opening held via zoom.

**Minute #20-181**

The Town Clerk/Manager informed Council that the Gillesport lift station failed completely last week and that all steps are being taken to get it up and running again as quickly as possible. This lift station is scheduled for a full retrofit but unfortunately it won't happen until the Fall. The Town Clerk/Manager explained that she is awaiting direction from Municipal Affairs as to whether or not we should apply for Emergency Funding for the expenses being incurred to get the lift station up and running or whether they can be included within the scope of the retrofit project.

**Minute #20-182**

The Town Clerk/Manager informed Council that more concerns/complaints about the state of 61 Back Harbour have been received due to the immediate concern that debris will fly off the house and damage nearby property. It was agreed that the Town Clerk/Manager would explore Council's authority to deal with the risk of flying debris.

**Minute #20-183**

It was agreed that the Town Clerk/Manager would apply for a CEEP Project for the following activities: demolish Lower Jenkins Cove stage and wharf and build wharves to tie up boats, office administration, build a storage shed for the ballfield, clearing of alders by the water tank, and cleaning at the Stadium, Depot and Fire Hall.

**Minute #20-184**

The Town Clerk/Manager provided an update on the Main Street Water Main Replacement Project notifying Council that the engineering drawings are now complete and are with Municipal Affairs for approval. Meridian, the engineering firm, is planning for a project start date of early Fall.

**Minute #20-185**

Councillor Blake raised a concern about ditches on Department of Highways roads. It was agreed that the Town Clerk/Manager would request that the ditches be cleared where necessary.

**Minute #20-186**

Mayor White raised concerns about the state of Dock Road and the need for grading. The Town Clerk/Manager explained that the top portion of Dock Road is not maintained by the Town but that she would talk to Public Works about the need for grading on the lower section.

There being no further business at this time, it was moved by Deputy Mayor Dalley, seconded by Councillor Greenham, to adjourn the meeting. Meeting adjourned at 9:53 pm. Carried.

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Grant White-Mayor

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Marie B. Magnin-Town Clerk/Manager