

**AGENDA  
REGULAR MEETING**

**June 14, 2021  
7:00pm**

**AGENDA**  
**REGULAR MEETING – Town Council**  
**June 14, 2021 – 7:00pm – Council Chambers, Town of Twillingate**

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. DELEGATIONS**

- RCMP

**4. ADOPTION OF THE MINUTES**

- Minutes of May 26, 2021

**5. BUSINESS ARISING FROM THE MINUTES**

**6. Other Matters**

**Decision / Direction Notes**

- a. Snow Clearing Damages
- b. Public Hearing for new Municipal Plan and Regulations
- c. Tax Policy (Adjustment to accounts)
- d. Allowance for Doubtful Accounts

**7. COMMITTEE REPORTS**

- N/A

**8. DEVELOPEMNT / PLANNING / PERMITS**

**9. REQUISITIONS, PAYROLLS AND ACCOUNTS**

- Monthly update: May 31, 2021
- 

**10. NOTICES OF MOTION, RESOLUTIONS, QUESTIONS AND PETITIONS**

## **11. OTHER BUSINESS**

- Correspondence from Minister of Municipal and Provincial Affairs
- Decision Note: Municipal Election 2021

## **12. ADJOURNMENT**

**TOWN OF TWILLINGATE  
REGULAR MEETING OF COUNCIL  
MONDAY – MAY 10<sup>th</sup>, 2021  
7:00 PM**

**PRESENT:** Chairperson/Deputy Mayor Cyril Dalley  
Councillor Lloyd Blake  
Councillor Wayne Greenham  
Councillor Melissa Blackler  
Councillor Oliver Hynes  
Councillor Janice Barnes  
Town Clerk/Manager Marie Magnin

**REGRETS:** Mayor White was absent.

**CALL TO ORDER**

The meeting was called to order by Deputy Mayor Dalley at 7:08 pm.

**1. DELEGATIONS**

N/A

**2. APPROVAL OF AGENDA**

**Motion #21-76**

Approval of Agenda

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

In Favour: 6 Opposing: 0

Decision: Motion carried.

**3. MINUTES FOR APPROVAL**

**Motion #21-77**

Regular Meeting Minutes for Approval

It was moved by Councillor Barnes, seconded by Councillor Hynes, that the Minutes from the Regular Meeting of Council on April 12<sup>th</sup>, 2021 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

No reports for this meeting.

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. Emergency Planning

No reports for this meeting.

6. CORRESPONDENCE

**Motion #21-78**

It was moved by Councillor Greenham, seconded by Councillor Barnes, to approve in principle an application to operate 228 Durrell Street as a vacation rental, subject to all applicable regulations.

As this use qualifies as discretionary in a Residential zone, the proposal will need to be advertised for one week.

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

**Motion #21-79**

A request was received from Grow Twillingate for \$1,100+HST in support of an upcoming Heritage NL workshop (People, Places and Culture) being hosted in Twillingate. The requested funds are to fund 2 nights accommodation for 2 Heritage NL representatives, \$250 for a venue, \$140 for meals, and \$100 for refreshments. It was moved by Councillor Barnes, seconded by Councillor Greenham, to provide a total of \$500.75.

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

**Motion #21-80**

A request for approval in principle to occupy 54 Toulinquet Street as a Cannabis retail store was received. It was moved by Councillor Blake, seconded by Councillor Barnes, to approve in principle subject to all applicable regulations, included but not limited to a public notification period, NLC licensing and all other applicable regulations.

In Favour: 5 Opposing: 1 (Councillor Greenham)  
Decision: Motion carried.

**Motion #21-81**

In response to request from a resident for an adjustment to their account of the interest applied as a result of a late payment, it was moved by Councillor Hynes to make the adjustment. The motion was not seconded and therefore defeated. No adjustment to be provided.

In Favour: 1 Opposing: 5  
Decision: Motion defeated.

**Motion #21-82**

In response to a request to occupy a portion of 185 Main Street as a home-based virtual real estate brokerage (Outport Realty, Inc.), it was moved by Councillor Greenham, seconded by Councillor Blackler, to approve in principle subject to all applicable regulations. No public notification is required as 'office' is a permitted use in a Mixed Development zone.

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

**Minute #21-83**

In response to a petition regarding the derelict state of the old community stage in Gillesport, Councillor Blake (Chair of the Wharf Committee) expressed that he had been in contact with a committee representing this wharf and communicated that it was a priority and that, if funding becomes available, he would recommend to Council that steps be taken to address the state of the wharf. Councillor Blake noted that similar projects have been undertaken by Council using Provincially funded employment programs.

**Motion #21-84**

In response to a request to support the “Run the Rock” charity event, it was moved by Councillor Barnes, seconded by Councillor Blackler, not to proceed with a donation.

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

**Motion #21-85**

It was moved by Councillor Greenham, seconded by Councillor Blackler, to approve in principle for the construction of a new commercial building and operation of a massage clinic/salon at 160 Main Street. This approval is subject to all applicable regulations, including but not limited to the Town’s Development Regulations, Department of Highways’ approval, and Fire, Life and Safety (Service NL). As ‘medical professional or personal service’ is a permitted use in a Commercial zone, no public notification is required.

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

**Motion #21-86**

It was moved by Councillor Blackler, seconded by Councillor Barnes, to approve in principle for the Anchor Inn to serve alcohol on their two outdoor patios. This approval is subject to compliance with all applicable regulations.

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

**Motion #21-87**

There was discussion related to concerns expressed about the proposed patio (with liquor license and food cart) at the Artisan Market. The concerns were about public safety due to the high level of congestion in the area. The Artisan Market provided Council with a plan for how they will address impact to traffic as a result of the patio and outdoor food service. It was moved by Councillor Blake, seconded by Councillor Blackler, to approve in principle a request to serve alcohol on a patio at the Artisan Market at 96 Main Street. This approval is subject all applicable regulations.

Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #21-88**

It was moved by Councillor Hynes, seconded by Councillor Barnes, to approve in principle a request to serve food from a mobile food cart on a patio at the Artisan Market at 96 Main Street. This approval is subject all applicable regulations.

Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #21-89**

It was moved by Councillor Blake, seconded by Councillor Hynes, to accept Grant White's resignation from his position as Mayor of the Town of Twillingate. Deputy Mayor Dalley expressed his thanks for all of Grant's hard work and achievements as Mayor. It was agreed that he did an excellent job. As per Section 19(a) of the Municipalities Act, 1999, Deputy Mayor Dalley will assume the role of Mayor for the remainder of the term.

Favour: 6 Opposing: 0  
Decision: Motion carried.

**Motion #21-90**

It was moved by Councillor Barnes, seconded by Councillor Blackler, to accept the Durrell Museum's request for a Privileged Meeting of Council to be held at the Museum at 3:30 pm on Thursday, May 13<sup>th</sup>, 2021.

Favour: 6 Opposing: 0  
Decision: Motion carried.

**7. FINANCES**

**Motion #21-91**

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

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

**Motion #21-92**

It was moved by Councillor Barnes, seconded by Councillor Hynes, that the A/R adjustments for April, in the amount of \$3,315.65, be approved.

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



## 8. REGULATIONS AND POLICIES

N/A

## 9. GENERAL BUSINESS

### **Minute #21-93**

As outlined in Section 18 of the Municipalities Act, 1999, Mayor Dalley informed Council that Councillors must elect one Councillor to fill the position of Deputy Mayor for the remainder of the term. Councillor Greenham expressed interest in taking on the role of Deputy Mayor. Mayor Dalley made three calls for other Councillors to express interest. As no other Councillors expressed interest, Councillor Wayne Greenham will assume the role of Deputy Mayor for the remainder of the term.

### **Motion #21-94**

In accordance with Section 53 of the Municipalities Act, 1999, and as per a Privileged Meeting on April 28<sup>th</sup>, 2021, it was moved by Councillor Blake, seconded by Councillor Barnes, to appoint Jonathan Galgay as Chief Administrative Officer (CAO) for the Town of Twillingate, effective May 31<sup>st</sup>, 2021.

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

### **Motion #21-95**

As per a Privileged Meeting of Council on April 12<sup>th</sup>, 2021, it was moved by Councillor Greenham, seconded by Councillor Blackler, to increase the 2021 budget for administrative salaries by \$5,910.

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

### **Motion #21-96**

With regards to the Main Street Water Main Replacement Project, it was moved by Councillor Hynes, seconded by Councillor Blake, to place all new curb stops on property boundaries in situations in which lateral lines cross multiple properties. In other words, if a lateral line comes off the main and crosses a property in order to service a home on another property, the curb stop will be placed at the property boundary of the home it's servicing. The line from the curb stop to the main will be the Town's responsibility to maintain.

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

**Minute #21-97**

The Town Clerk/Manager reminded Council that the purchase of a new cube van for water and sewer was included in this year's budget. Public Works Foreman, Robbie Ings, has been in contact with dealers throughout NL for a few months and no vans are available. A 2014 GMC Savana Cargo Van with 105,000 kms happens to have come available in our community. The owner is asking \$18.5K, which does align with the blue book value. The Town Clerk/Manager advised that she has a call into the procurement agency to see what is required to purchase a vehicle that is for private sale.

**Motion #21-98**

It was moved by Councillor Barnes, seconded by Councillor Hynes, that the Town of Twillingate request the permission from the Minister of Municipal and Provincial Affairs to exercise the option under Section 54 of the Municipal Elections Act to authorize residents to vote by mail in the 2021 Municipal Election.

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

**Motion #21-99**

It was moved by Councillor Barnes, seconded by Councillor Blackler, that under authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Twillingate adopts the Town of Twillingate Municipal Plan, 2021 and the Town of Twillingate Development Regulations, 2021.

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

**Motion #21-100**

It was moved by Councillor Hynes, seconded by Councillor Blake, that under authority of Section 18 of the Urban and Rural Planning Act, 2000, the Town Council of Twillingate appoints Mary Bishop, FCIP, as Commissioner and sets Tuesday, June 22<sup>nd</sup>, 2021, 7:00 pm for the holding of a Public Hearing to consider objections and representation to the Town of Twillingate Municipal Plan and Development Regulations, 2021.

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

**Motion #21-101**

It was moved by Councillor Greenham, seconded by Councillor Barnes, to approve the artwork (whale) submitted by TITA to be displayed on the exterior of the Town Hall building, between the Town Hall door and the VIC door.

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

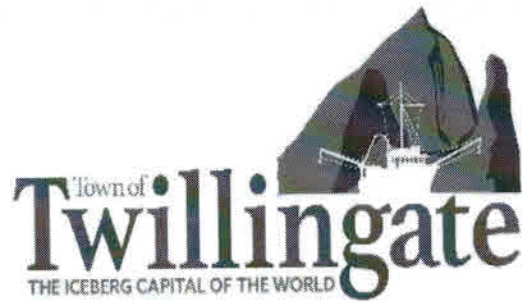
There being no further business at this time, it was moved by Councillor Barnes, seconded by Councillor Hynes, to adjourn the meeting. Meeting adjourned at 8:45 pm. Carried.

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Cyril Dalley-Deputy Mayor

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## DECISION / DIRECTION NOTE

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Title: Snow Clearing Damages (Private Property)

Date Prepared: June 1<sup>st</sup>, 2021

Report to: His Worship the Mayor and Members of Council

Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required:** That council approve the following request from property owners pertaining snow clearing damages for the 2020/2021 season totaling \$870.12. Properties which submitted claims; 81 Main Street, 5 Haywards Lane, St. Peter's Church.

Furthermore; it is recommended that council undertake a full & comprehensive review of snow clearing damage policy and prepare and updated policy for the upcoming 2021/2022 winter season.

**Discussion – Background and Current Status:** The town has received three complaints related to snow clearing damages to private property with supporting documents; including photographs, letters, and cost estimates. Upon receipt of information, Town staff assessed each complaint to determine a recommendation to council.

**Recommendation:** It is recommended that council approve \$870.12 in expenditures for property damages and undertake a review, and develop an updated snow clearing damage policy for the 2021/2022 winter season.



## DECISION / DIRECTION NOTE

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Title: Public Hearing for New Municipal Plan and Development Regulations

Date Prepared: June 1<sup>st</sup>, 2021

Report to: His Worship the Mayor and Members of Council

Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required:** That the town approve a new date for written submissions in place of a public hearing as required under the *Urban and Rural Planning Act, 2000*.

**Discussion – Background and Current Status:** Council set June 22, 2021 as the date for a Public Hearing for the new Municipal Plan and Development Regulations. However, since the town / region is under Alert Level 4, the restriction for in person meetings will impact this date. This means the town will need to move the Public Hearing to being write-in submissions only. The advertising requirement for write-in submissions is 30 days notice rather than the standard two weeks. It is recommended that council

**Recommendation:** It is recommended that council approve the following resolution:

BE IT RESOLVED that under authority of Section 18 of the *Urban and Rural Planning Act, 2000*, and under the direction of the Circular to Municipalities & Planning Consultants regarding Public Hearings, Registrations and Appeals the Town Council of Twillingate rescind Tuesday, June 22nd, 2021 as the date for holding of a public hearing and set Monday, July 19, 2021 at 4:00pm as the deadline for written submissions regarding the Town of Twillingate Municipal Plan and Development Regulations, 2021.



## DECISION / DIRECTION NOTE

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Title: Tax Policy – Request for 50% adjustment (6-month vacancy)

Date Prepared: June 1<sup>st</sup>, 2021

Report to: His Worship the Mayor and Members of Council

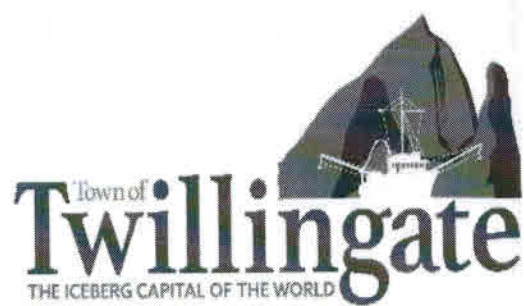
Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required: It is recommended:** That council approve tax relief for the following properties based on the vacancy of 50%; totaling \$1103.20. Properties requesting relief include; Postage Stamp House & Twilly House.

**Discussion – Background and Current Status:** As per the Town's existing tax policy "If in operation 6 months or less, businesses are eligible for a 50% adjustment to their business tax. Eligible businesses can apply for this adjustment at the Town Office".

**Recommendation:** It is recommended that council approve the request from the above noted property owners as per the existing town tax policy.



## DECISION / DIRECTION NOTE

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Title: Tax Policy – Request for 100% adjustment (12-month vacancy)

Date Prepared: June 2<sup>st</sup>, 2021

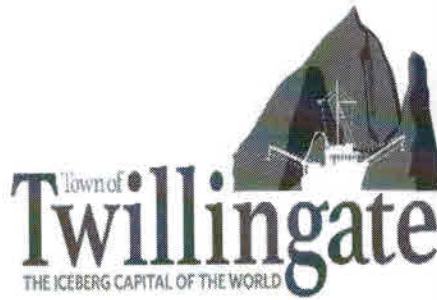
Report to: His Worship the Mayor and Members of Council

Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required: It is recommended:** That council approve tax relief for the following property based on the vacancy of 100%; totaling \$996.71 Property requesting relief include; All Season Bed & Breakfast.

**Recommendation:** It is recommended that council approve the request from the above noted property owners.



## DECISION / DIRECTION NOTE

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Title: Allowance for Doubtful Accounts

Date Prepared: June 3<sup>rd</sup>, 2021

Report to: His Worship the Mayor and Members of Council

Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required:** It is recommended That council Write off uncollectable amount of \$92,237.30.

**Discussion – Background and Current Status:** Efforts have been made to collect outstanding amounts however due to reasons such as no forwarding address, change in phone numbers and, collections have not been successful.

Currently, the amounts outstanding that are uncollectable total \$92,237.30 The effect of this will be minimal as they have been included in previous years provisions for uncollectable amounts. Every year, there is an allowance for doubtful accounts and because most of these amounts are old, they have already been accounted for. Therefore, the impact for 2021 will be minimal.

**Recommendation:** That Council write off the uncollectable amount of \$92,237.30 This will have minimal budgetary impact as these amounts have been included in previous years provisions for uncollectable amounts.



JUN 03 2021

COR/2021/01312-01

Cyril Dalley, Deputy Mayor  
Town of Twillingate  
P.O. Box 220  
Twillingate, NL A0G 4M0

[Townoftwillingate@bellaliant.com](mailto:Townoftwillingate@bellaliant.com)

Dear Mr. Dalley:

**Re: Authorization to Vote by Mail**

Thank you for your correspondence dated May 12, 2021 in which you request approval to authorize voters to vote by mail for the Town of Twillingate.

This letter serves as approval, in accordance with section 54(1) of the *Municipal Elections Act*, for the Town of Twillingate to authorize voters to vote by mail in the upcoming general election, scheduled for September of 2021.

Please note that council is responsible for all conditions and timelines set out in sections 54 and 97 of the *Municipal Elections Act*, as well as all other applicable provisions. A complete copy of the legislation is available at:

<https://www.assembly.nl.ca/Legislation/sr/statutes/m20-2.htm>

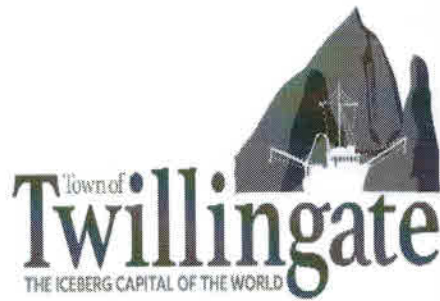
If you have any questions or require further information please contact the Central Regional Office at 256-1050.

Sincerely,



**HON. KRISTA LYNN HOWELL, MHA**  
District of St. Barbe - L'Anse aux Meadows  
Minister

cc: Mr. Derek Bennett, MHA  
cc: Mr. Sandy Hounsell, Director of Municipal Support  
cc: Mr. Edison Goodyear, Regional Manager



## DECISION / DIRECTION NOTE

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Title: Authorization for Vote by Mail – 2021 Municipal Election

Date Prepared: June 7<sup>th</sup>, 2021

Report to: His Worship the Mayor and Members of Council

Prepared by: Jonathan P. Galgay, Chief Administrative Officer

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**Decision / Direction Required:** Council must decide whether or not to proceed with vote by mail or continue in person voting for the upcoming municipal election.

**Discussion** – Background and Current Status: Council requested approval for vote by mail to the Department of Municipal and Provincial Affairs on May 12, 2021. As required by Section 54(1) of the Municipal Elections Act; the Town was required to seek approval by the Minister in order to proceed with the option of conduct elections by mail in voting.

In a letter dated June 3, 2021, (attached); the Minister approved council's request. It is the understanding that this option was considered as an option considering changes in Alert levels during the pandemic. While sudden changes can be made by the Chief Medical Officer of Health, the provincial government has released an "opening up" plan for the province which is guided by increased vaccinations and other measures. I do not foresee any significant challenges that would impact in person voting at the town hall.

**Recommendation:** Council must decide whether or not to conduct the 2021 Municipal Elections by mail in ballot or in person voting (as per all other elections).

**Option A:** The Town of Twillingate conduct the 2021 Municipal Election by in person voting.

**Option B:** The Town of Twillingate conduct the 2021 Municipal Election with vote by mail.

TOWN OF TWILLINGATE  
Sort by Receipt Number (Consolidated)  
From 2021-05-01 to 2021-05-31

Receipt List

Printed: 4:59:54PM 05/31/2021

Page 1 of 1

Receipt	Date	Customer	Payment	Adjustment	Reverse Receipt	Clerk
2021155066	05/03/2021	SIMML001	0.00	251.50		KD01
2021155075	05/03/2021	WHITM001	0.00	251.50		KD01
2021155078	05/03/2021	MARTR001	0.00	290.00		KR01
2021155116	05/05/2021	THOMR004	0.00	201.14		KR01
2021155117	05/05/2021	THOMR004	0.00	-201.14	2021155116	KR01
2021155118	05/05/2021	THOMR004	0.00	276.14		KR01
2021155136	05/06/2021	BAGGM013	0.00	1,046.90		KD01
2021155142	05/06/2021	WHITA007	0.00	145.00		KD01
2021155160	05/07/2021	JENKJ007	0.00	264.50		KD01
2021155242	05/13/2021	STRAY001	0.00	592.56		KD01
2021155278	05/17/2021	NOTRE001	0.00	3,029.28		KD01
2021155301	05/18/2021	BUDGW001	0.00	98.25		KD01
2021155302	05/18/2021	ROBES002	0.00	11.28		MM01
2021155303	05/18/2021	PELLA001	0.00	290.00		KD01
2021155308	05/19/2021	SHARB001	0.00	290.00		MM01
2021155309	05/19/2021	HOLLT001	0.00	290.00		KD01
2021155321	05/20/2021	RALPE001	0.00	251.50		KD01
2021155518	05/31/2021	ROBEF001	0.00	251.50		KD01
<b>Totals:</b>			<u>0.00</u>	<u>0.00</u>	<u>7,629.91</u>	

**Breakdown of Invoice Types**

	Principal	Interest	Adjustment
TM01	ALL PROPERTIES	0.00	370.21
TM21	WASTE MANAGEMENT FEE	0.00	208.40
TM22	WASTE MANAGEMENT FEE X 2	0.00	131.30
TMC3	RS,R/B,CS,CF,SS,BT,BS,PCS,ART,CTR,TS,HBA,DNT,MS	0.00	3,621.84
TPOL	Poll Tax	0.00	1,581.14
TWO1	RESIDENTIAL-WATER ONLY	0.00	2.92
TWS1	RESIDENTIAL-S,DD,AP,CH,HA,LO,	0.00	1,050.00
TWX2	RESIDENTIAL X 2	0.00	664.10
<b>Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>7,629.91</u>

**Breakdown of Payments Types**

Total
<b>Totals:</b>
<u>0.00</u>

**Breakdown of Adjustments Types**

	Principal	Interest
ADJ1	Re-Assessment	3,127.53
ADJ2	Exemption	870.00
ADJ7	Miscellaneous	3,422.64
POL1	Out of Town	145.00
<b>Totals:</b>	<u>7,565.17</u>	<u>64.74</u>

NOTE: Transfer Receipts are indicated with an \*