**Town of Winterton**
**P.O. Box 59**
**Winterton, NL**
**A0B 3M0**

**Phone: (709) 583 2010** **Fax: (709) 583 2099**

**Regular Meeting with Council November 4, 2021**

| | | |
|---|---|---|
| **Members Present:** | Mayor: | Mark Sheppard |
| | Deputy Mayor: | Lori Hiscock |
| | Councilors: | Zoe Doucet |
| | | Gary Hiscock |
| | | Charlie Reid |
| | | David Reid |
| **Also Present:** | Acting Town Clerk: | Lorraine LaFitte |
| **Absent:** | Town Clerk: | Suzanne Coates |

Mayor called the Meeting to order at 7:30 pm.

**Adopt Minutes:** **Motion #21-0159** **Z. Doucet/G. Hiscock**

Resolved to adopt the minutes of the Regular Meeting held October 14, 2021.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**Adopt Agenda:** **Motion #21-0160** **L. Hiscock/Z. Doucet**

Resolved to adopt the agenda with the noted additions.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**BUSINESS ARISING:**

**Errors and Omissions:** No errors or omissions.

**Business Arising from the Minutes:** Deputy Mayor asked if our part time maintenance man was still working. Acting Clerk replied that yes, there is still work for him to complete in the building.

**Action Report:** The Action Report was presented and accepted.

**RBC - Loan Consolidation**

**Motion #21-0161** **G. Hiscock/C. Reid**

Resolved to consolidate our two loans for building renovations into one for an amount of $468,000 for a 5 year term amortized over 20 years at a fixed rate of 4.17%.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**Nomination Day** – The next Nomination Day for by-election for Council will be held on Tuesday, November 16, 2021.

**Crown Lands and Recreation Centre Building** – Still waiting on approval.

**Budget** – Finance Committee will meet on Tuesday, November 9 at 7 pm.

**New Building Update**

**Councilor C. Reid left the meeting at 7:45 pm due to conflict of interest as he is an employee of a company doing work on the building.**

Cabinets **Motion #21-0162 G. Hiscock/L. Hiscock**

Resolved to approve quote from R & R Kitchens in the amount of $21,521.00 plus HST for the supply and install of all necessary cabinets and countertops and hardware.

| | | | |
|---|---|---|---|
| In favor: | 5 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Mini Split – One of the original units is not working. Repair cost would be around $2,000.00 A new unit would cost $4,000.00

**Motion #21-0163 L. Hiscock/D. Reid**

Resolved to get a second opinion regarding the cost of repair.

| | | | |
|---|---|---|---|
| In favor: | 5 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

The rest of the building update report was accepted as presented.

**Councilor C. Reid returned to the meeting at 8:04 pm.**

**Maintenance Man Report**: Accepted as presented.

Rocks on Tucker's Lane

**Motion #21-0164 Z. Doucet/L. Hiscock**

Resolved to write the resident located at 298 Main Road and tell him to put reflective markers along the site line of the rocks at a height of 4' along his property bordering Tucker's Lane to prevent possible damage to town equipment and resident's vehicles during the winter.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**NEW BUSINESS:**

Draft Financial Statements – Reviewed and questions answered.

**Motion #21-0165 L. Hiscock/G. Hiscock**

Resolved to approve the draft of the Consolidated Financial Statements from Byron D. Smith Professional Corporation for the Town of Winterton for the year ending December 31, 2020.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Quote from Byron D. Smith Professional Corporation for professional services of a Senior Accountant to make Sage Accounting improvements and Streamline processes.

**Motion #21-0166 D. Reid/G. Hiscock**

Resolved to accept the quote from Byron D. Smith Professional Corporation in the amount of $3,363.75 based on 3 days to make the necessary improvements to the Sage Accounting System and to help streamline accounting processes.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Shed Permit – Exemption Request 5 Pitcher's Hill

**Motion #21-0167 L. Hiscock/Z. Doucet**

Resolved to write the resident located at 5 Pitcher's Hill and inform him that they would consider allowing him to build 20' from the center of the road providing he agrees that Council will not, now or in the future, be responsible for snow accumulation in front of said shed during snow clearing operations.

| | | | |
|---|---|---|---|
| In favor: | 5 | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 1 | Mayor: | M. Sheppard |
| Abstained: | 0 | | |

Motion Carried.

Name of New Building – Several suggested names were received.

**Motion #21-0168 Z. Doucet/L. Hiscock**
Resolved to call the new building, the "Town of Winterton Municipal Complex".

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**CORRESPONDENCE:**

Letter from Joint Mayors regarding continued membership in the organization.

**Motion #21-0169 L. Hiscock/G. Hiscock**
Resolved to write the Joint Mayors and advise them that we are still in agreement with being a member of the organization and will continue to attend on a regular basis.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Letter from the Royal Canadian Legion – Seeking donation to annual poppy campaign.

**Motion #21-0170 L. Hiscock/Z. Doucet**
Resolved to donate $100 to the Annual Poppy Campaign as in other years.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Letter from Harold and Daphne Pitcher regarding erosion on the shoulder of Old Road.
Letter from Emerson Pitcher regarding erosion on the shoulder of Old Road.

Both letters were read and discussed. The Roads and Lights Committee, along with the Maintenance Man will try to rectify the situation.

Letter from Perry Blundon regarding an application for a Personal Bandsaw Mill to be located on his property on Main Road.

**Motion #21-0171 Z. Doucet/L. Hiscock**
Resolved to approve his request for a personal bandsaw mill on his property located at Main Road.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Letter from Municipal and Provincial Affairs – Congratulatory letter on being elected to serve on Council.

Letter from Municipal Assessment Agency - Ballot for position of Avalon Director for the Municipal Assessment Agency's Board of Directors. Two individuals nominated – Betty Moore and Eric A. Snow.

**Motion #21-0172 Z. Doucet/C. Reid**
Resolved to vote for Betty Moore as Avalon Director on the Municipal Assessment Agency's Board of Directors.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Letter from Eastern Regional Service Board – Voting form for Director for Sub-Region/Ward 9. Two individuals nominated – Glenn Clarke, Town of Victoria and Don Coombs, Town of Harbour Grace.

**Motion #21-0173 Z. Doucet/L. Hisocck**
Resolved to vote for Don Coombs for Director for Sub-Region/Ward 9 on the Board of Directors for the Eastern Regional Service Board.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

Baccalieu Collegiate – Request for donation to Awards Night.

**Motion #21-0174 L. Hiscock/Z. Doucet**
Resolved to donate $100 to Baccalieu Collegiate Awards Night as in previous years.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**BILLS:** **Motion #21-0175 D Reid/L. Hiscock**
Resolved to pay the bills as presented.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**Motion #21-0176 L. Hiscock/Z. Doucet**
Resolved to pay the Park Manager $200 for the use of her personal computer equipment over the summer.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |

Motion Carried.

**OTHER BUSINESS:**

Councilor C. Reid relayed that he had heard concerns from residents regarding the Ambulance going into the new building without an adequate exhaust hookup. He was very concerned about the effects this would have on both workers and patrons of the building. The Town does not spend taxpayer dollars on the Ambulance and the cost of the exhaust at $14, 911.00 plus HST is prohibitive. Discussion ensued.

**Motion #21-0177 G. Hiscock/D. Reid**

Resolved to meet with the Ambulance Committee and if they cannot afford to pay for the cost of the exhaust hookup upfront, Council would be willing to finance it and recover the cost by increasing the rent for the current Town Hall building from $450 to $600 per month, until the total cost of the exhaust is recovered.

| | | | |
|---|---|---|---|
| In favor: | 6 | Mayor | M. Sheppard |
| | | Deputy Mayor | L. Hiscock |
| | | Councilors: | Z. Doucet |
| | | | G. Hiscock |
| | | | C. Reid |
| | | | D. Reid |
| Opposed: | 0 | | |
| Abstained: | 0 | | |
| Motion Carried. | | | |

**There being no further business, meeting adjourned at 10:28 pm.**

_____

**Mark Sheppard, Mayor**

_____

**Suzanne Coates, Town Clerk**

| Town of Winterton | | | |
|---|---|---|---|
| **Vendor Aged Summary As at 11/02/2021** | | | |
| **Account #** | **Name** | | **Current** |
| Approved Vendor | Western Hydraulic 2000 Ltd. | Light Bar, Light Bar Supplies and Light Bar Mount | $ 743.52 |
| Approved Vendor | Irving | Furnace Oil | $ 97.23 |
| Approved Vendor | Professional Municipal Administrators | Regional Meeting and Public Procurement Act Training Registration Fees | $ 575.00 |
| Approved Vendor | Saltwire | Advertising Charges for the Nomination Day for the By-Election | $ 370.30 |
| Approved Vendor | Orkin | Pest Control | $ 224.25 |
| Approved Vendor | Dick's & Company | Office Supplies | $ 360.65 |
| Approved Vendor | NL Power | Street Lighting | $ 2,026.17 |
| **Total Outstanding** | | | **$ 4,397.12** |
| | | | |
| **Invoices for the New Building Project** | | | |
| **Account #** | **Name** | | **Amount** |
| | | | |
| | | | |
| | | | |
| **Total Outstanding** | | | **$ -** |

| Paid Invoices Not Tabled at Council Meeting | | | |
|---|---|---|---|
| **Account #** | **Name** | | **Amount** |
| Approved Vendor | VISA | Supplies (Meeting & Frame to Honor John Pinhorn 100th Birthday) | $ 97.48 |
| | | | |
| **Total** | | | **$ 97.48** |

| Outside Pond Park | | | |
|---|---|---|---|
| **Vendor Aged Summary As at 11/02/2021** | | | |
| **Code** | **Name** | | **Current** |
| Approved Vendor | Audrey Piercey | Supplies for Season Events, Parts for Park Equipment and Travel to Pick up the Parts | $ 3,519.54 |
| Approved Vendor | T2 Ventures | 2 Weeks of Garbage Collection (September) | $ 402.50 |
| **Total Outstanding** | | | **$ 3,922.04** |
| | | | |
| **Paid Invoices Not Tabled at Council Meeting** | | | |
| Account # | Name | | Amount |
| **Total** | | | |

| Winterton Ambulance | | | |
|---|---|---|---|
| **Vendor Aged Summary As at 11/02/2021** | | | |
| **Code** | **Name** | **Description** | **Amount** |
| Approved Vendor | Jennifer Hiscock | Velcro Strips | $ 18.87 |
| Approved Vendor | Bell Aliant | Telephone & Internet | $ 190.64 |
| Approved Vendor | Bell Mobility | Cell Phone | $ 64.11 |
| Approved Vendor | Bell Mobility | Network Access Fee | $ 11.50 |
| Approved Vendor | Eastern Medical Supplies Ltd. | Medical Supplies | $ 1,267.30 |
| | **Total** | | **$ 1,552.42** |

| Paid Invoices Not Tabled at Council Meeting | | | |
|---|---|---|---|
| **Account #** | **Name** | | **Amount** |
| Approved Vendor | Robert G Andrews | Heat & Light at Rental | $ 84.21 |
| Approved Vendor | VISA | Cleaning Supplies | $ 131.62 |
| **Total** | | | **$ 215.83** |

| Paid Invoices from Fundraising Account Not Tabled at Council Meeting | | | |
|---|---|---|---|
| **Account #** | **Name** | | **Amount** |
| | | | |
| **Total** | | | **$ -** |