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

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

Regular Meeting with Council November 25, 2021

Members Present:	Mayor:	Mark Sheppard
	Deputy Mayor:	Lori Hiscock
	Councilors:	Zoe Doucet
		Andrew Green
		Gary Hiscock
		Charlie Reid
		David Reid
Also Present:	Town Clerk:	Suzanne Coates
	Special Projects Manager:	Lorraine LaFitte

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

Clerk proceeded to swear in newly acclaimed Councilor Andrew Green.

All Councilors welcomed Andrew to council.

Adopt Minutes: **Motion #21-0180 Z. Doucet/G. Hiscock**
Resolved to adopt the minutes of the Regular Meeting held November 4, 2021 and Special Meeting held on November 12, 2021.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

Adopt Agenda: **Motion #21-0181 Z. Doucet/L. Hiscock**
Resolved to adopt the agenda with the noted additions.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

BUSINESS ARISING:

Errors and Omissions: Motion 164 should read moved by Z. Doucet and seconded by L. Hiscock.

Business Arising from the Minutes:
Letter to resident in Tucker's Lane has been sent.
The Ambulance Committee has agreed to pay for the full cost upfront of the exhaust hookup for the Ambulance in the new building instead of financing it.

Action Report: The Action Report was presented and accepted.

RBC - Loan Consolidation

Motion #21-0182 L. Hiscock/G. Hiscock
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 3.40% from the Royal Bank of Canada.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		

Abstained: 0
Motion Carried.

Tree Lighting – The Annual Tree Lighting will be held in front of the current Town Hall building on December 4, 2021 at 7 pm. Clerk to advertise for children to be registered in order to determine how many loot bags to prepare.

Light up for Christmas – Residents will be encouraged to decorate for Christmas again this year.

Motion #21-0183 C. Reid/Z. Doucet
Resolved to encourage residents to decorate and light up their homes for Christmas, but no winners will be determined or prizes given out.

In favor:	6	Mayor	M. Sheppard
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	1	Deputy Mayor:	L. Hiscock
Abstained:	0		

Motion Carried.

Crown Lands Application #158157 – The application for Crown Land has been approved. The Grant consideration is $2,900 plus HST and an administration fee of $300 for the cost of preparing and registering the title documents.

Motion #21-0184 L. Hiscock/D. Reid
Resolved to approve the Crown Land Grant in consideration of $2,900 plus HST and an administration fee of $300 for the cost of preparing and registering the title documents.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

New Building Update

Councilor C. Reid left the meeting at 7:59 pm due to conflict of interest as he is an employee of a company doing work on the building.

Mini Split – The second original mini-split appears to have a poor bearing. As it is still operational, we will wait to see what happens.

Bar Opening – Get a price on Plexi Glass, as the price of $2,000 plus HST for a bi-fold door is a bit excessive.

Pharmacy – Change order from Borealis to replace the double door, remove windows, replace Gyproc and paint.

Motion #21-0185 L. Hiscock/Z. Doucet

Resolved to approve the change order in the amount of $4,032.30 plus HST to make the renovations to the pharmacy.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

Signage – Quote from Andrews Graphics and Signs to supply signs for the exterior and interior of the building. There are a couple of additional signs that still need to be priced.

Motion #21-0186 G. Hiscock/Z. Doucet
Resolved to approve the quote from Andrews Graphics and Signs in the amount of $3,650.00 plus HST.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			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 8:17 pm.

NEW BUSINESS:

Flag Design – Several submissions received from the art class of Baccalieu Collegiate and a submission from Andrews Graphics and Signs.

Motion #21-0187 Z. Doucet/C. Reid
Resolved to accept the design from Andrews Graphics and Signs.

In favor:	6	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
Opposed:	1		D. Reid
Abstained:	0		

Motion Carried.

Signing Authority on Town Accounts – Signatures need to be updated.

Motion #21-0188 Z. Doucet/G. Hiscock
Resolved to update the signing authority on the Town accounts.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

Municipal Come Home Year Application – Lorraine asked permission to apply for the funding for lighting for the War Memorial. She received a quote of approximately $5,000. This would exceed the amount of the grant. Councilor G. Hiscock felt that the Town could cover the difference in the cost. Councilor C. Reid says the War Memorial Committee could also look at getting lights donated in memory of loved ones.

Motion #21-0189 G. Hiscock/L. Hiscock
Resolved to apply for funding under the Municipal Come Home Year program to install new lighting at the War Memorial.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

War Memorial Committee – The newly formed War Memorial Committee consists of the following members: Rick Andrews, Roger Andrews, Jean Green, Rhoda Hedd and Charlie Reid.

Councilor Training Update – Both the Deputy Mayor and Councilor Doucet attended the Councilor Orientation Training and felt it was well worth it. They both relayed information that they felt the other councilors should be aware of. This training will be offered virtually on December 7th, 2021 if any of the other Councilors are interested.
Renovations to Town Hall Building – When the Town staff moves into the new building, there are a few renovations that need to be made to the existing building before the Ambulance leases the building.

Motion #21-0190 L. Hiscock/D. Reid
Resolved to get quotes on the necessary renovations to the Town Hall building.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		
Abstained:	0		

Motion Carried.

CORRESPONDENCE:

Letter from the Department of Fisheries and Oceans – The deadline for the Option Agreement has been extended to February 7, 2022. Clerk to check out permit guidelines for wharf construction.

Letter from Municipal Assessment Agency – File for information purposes.

Letter from PMA – File for Information purposes.

BILLS: Ask for explanation of the cost of inspecting the Heat Pump.

Motion #21-0191 Z. Doucet/L. Hiscock
Resolved to pay the bills as presented.

In favor:	7	Mayor	M. Sheppard
		Deputy Mayor	L. Hiscock
		Councilors:	Z. Doucet
			A. Green
			G. Hiscock
			C. Reid
			D. Reid
Opposed:	0		

Abstained: 0
Motion Carried.

OTHER BUSINESS:

Councilor Doucet asked if the budget will be presented at the next meeting. Clerk said yes it will be ready to be presented at the next meeting. Councilor Doucet also would like to organize Carolers to go around during the Christmas Season. She will also try to organize music. She believes we should participate in the Santa Claus parade. Clerk to ask on our facebook page as to whether or not anyone would like to be mummers for the parade.

Councilor Green asked about the different committees, and said he will wait to join a committee when he becomes more familiar with council.

Councilor G. Hiscock asked the Clerk to remind the maintenance man to submit a report. He also asked if the Roads and Lights committee was up to look at the issue on the Old Road. The Mayor reported he had visited the site and Kevin is looking into the issue as well. Councilor G. Hiscock believes the ditch work can be done now and all culverts should be checked prior to forecasted heavy rainfall.

Councilor C. Reid said the truck is being kept clean. He noted Hant's Harbour is doing water work and has a grader on site. Kevin asked if Council would consider having them grade the fire exit road by the park. They charge $125 per hour. Council may look at it in the spring.

The next council meeting will be held on December 9th, 2021 at 7:30 pm.

Lorraine welcomed Andrew to the council and noted she will be starting her annual vacation on December 13, 2021 and will be returning to work on January 10, 2022.

There being no further business, meeting adjourned at 9:35 pm.

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Mark Sheppard, Mayor

_____

Suzanne Coates, Town Clerk

Town of Winterton			
Vendor Aged Summary As at 11/23/2021			
Account #	**Name**		**Current**
Approved Vendor	Toromont Cat	Supplies for Backhoe	$ 373.27
Approved Vendor	Carbonear Home Hardware	Maintenance Supplies ($869.54) Windows for Offices ($1557.19)	$ 2,426.73
Approved Vendor	Hindy's General Store	Fuel ($641.62) Supplies ($46.64)	$ 688.26
Approved Vendor	Modern Business Equipment	Copier Fees	$ 129.89
Approved Vendor	Penney's Transport & Courier	Courier Charges	$ 123.51
Approved Vendor	Mike's Auto Repair Ltd.	Seat Covers & Shop Supplies ($442.44) Wiring for Lights and Brake Controller on New Truck ($636.23) Shop Supplies ($17.77)	$ 1,096.44
Approved Vendor	Coish's Trucking & Excavating Ltd.	Garbage to Dump	$ 143.75
Approved Vendor	Byron D Smith Professional Corporation	2020 Audit Fees	$ 16,387.50
Approved Vendor	Eastern Regional Service Board	4th Quarter Payment	$ 13,275.00
Approved Vendor	Bell Aliant	583-2010/0752/2782/2099/2777 & Internet	$ 527.48
Approved Vendor	Avalon Industrial & Marine Supply Ltd.	Maintenance Supplies	$ 179.04
Approved Vendor	Orkin	Pest Control	$ 178.25
Approved Vendor	Dick's & Company	Office Supplies	$ 163.28
Approved Vendor	NL Power	Town Office ($256.17), Rec. Centre Furnace ($22.84), Rec. Centre ($29.28), Maintenance Garage ($29.98), Chlorine House ($136.14), War Memorial ($22.84), Fire Hall ($443.83) & New Building ($825.78)	$ 1,766.86
Total Outstanding			**$ 37,459.26**
Invoices for the New Building Project			
Account #	**Name**		**Amount**
Approved Vendor	Superior Refrigeration Ltd.	Troubleshooting problem with Heat Pump ($776.25) Supply and Install new mini split ($5175.00)	$ 5,951.25
Total Outstanding			**$ 5,951.25**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor			
Total			**$ -**

Outside Pond Park			
Vendor Aged Summary As at 11/23/2021			
Code	**Name**		**Current**
Approved Vendor	NL Power	Heat and Light	$ 205.56
Approved Vendor	Chandler	Bathroom Supplies and Garbage Bags for Season	$ 2,106.08
Total Outstanding			**$ 2,311.64**
Paid Invoices Not Tabled at Council Meeting			
Account #	Name		Amount
Total			

Winterton Ambulance			
Vendor Aged Summary As at 11/23/2021			
Code	**Name**	**Description**	**Amount**
Approved Vendor	Oates Neil Pharmacy Ltd.	Medical Supplies	$ 195.91
Approved Vendor	Hindy's General Store	Fuel	$ 346.60
Approved Vendor	Robert Andrews	Heat and Light Rental	$ 198.38
Approved Vendor	Mike's Auto Repair	Tires ($1630.54) Inspection and Maintenance ($335.33)	$ 1,965.87
Approved Vendor	Bell Mobility	Network Access Fee	$ 11.50
	Total		**$ 2,718.26**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor			
Approved Vendor			
Total			**$ -**

Paid Invoices from Fundraising Account Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor	Stryker Canada	Medical Equipment - Lucas	$ 16,959.63
Total			**$ 16,959.63**