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

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

Regular Meeting with Council March 24, 2022

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

Adopt Minutes: **Motion #22-030** **G. Hiscock/D. Reid**

Resolved to adopt the minutes of the Regular Meeting held March 3, 2022 and the Special Meeting held on March 9, 2022.

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 #22-031** **Z. Doucet/A. Green**
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: There were no errors. There was one omission – at the meeting held on March 9, 2022, the stop sign at the entrance to Harnum's Lane was discussed.

Business arising from Minutes:

The Stop Sign next to Bob Green's needs to be put back in place.

Action Report: The report was reviewed and accepted.

File Storage Racks – There is a need for File Storage racks for the Filing Room. Clerk presented three quotes.

Motion #22-032 **G. Hiscock/A. Green**
Resolved to order the racks from Uline at a cost of $992.00 plus HST and freight.

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.

Tenders for Fire Garage – There were 5 quotes received for the insulation and finish work on the Fire Garage. They were as follows: RJD Coates Construction Ltd. - $7,383.00 HST included,: Tricon Homes Ltd. - $13,685.00 HST included; Borealis Consulting Inc. - $17,434 HST included; R & B Construction Inc. - $21, 850.00 HST included; Rising Tide Contracting Ltd. - $23,000 HST included.

Motion #22-033 G. Hiscock/L. Hiscock

Resolved to accept the quote from RJD Coates Construction Ltd in the amount of $7,383.00 HST included for the studding of walls, insulation and wall finishes on the Fire Garage .

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 Building Committee will meet with the Contractor on Monday morning at 10 am to review the work plan and decide on materials, and will make a decision of the existing window.

NEW BUSINESS:

Logan Boulet Effect – Green Shirt Day – Letter received from Jonathan Hickman regarding proclaiming April 7, 2022 as Green Shirt Day in the Town of Winterton in honour of Logan Boulet, a victim of the Humbolt Broncos bus crash, who was an organ donor, and saved 6 lives as a result.

Motion #22-034 L. Hiscock/Z. Doucet

Resolved to proclaim April 7, 2022 as Green Shirt Day in the Town of Winterton.

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 Mayor read the Proclamation for Green Shirt Day.

National Organ & Tissue Donation Awareness Week – April 24-30, 2022.

Motion #22-035 L. Hiscock/Z. Doucet

Resolved to proclaim April 24 – 30, 2022 as National Organ and Tissue Donor Awareness week in the Town of Winterton.

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 Mayor read the proclamation for National Organ and Tissue Donor Awareness week.

MNL Symposium- Gander, May 5-7, 2022. Councilors will advise Clerk if they wish to register for virtual or in person attendance at this symposium.

Ditch Committee – Councilor C. Reid suggested that a committee needs to be set up to deal with the ditches in the Town. He presented a list to Council of all the ditches he could think of. Clerk will check with the Department of Municipal Affairs to see how to proceed with clearing ditches on private land.

Motion #22-036 G. Hiscock/A. Green

Resolved that Councilors C. Reid, G. Hiscock and A. Green comprise the Ditch Committee, with Councilor D. Reid being the alternate. The Committee will have an expenditure budget of $5,000 for culverts, before having to come back to Council for approval.

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.

Joint Mayors: Deputy Mayor Hiscock and Councilor Doucet attended the meeting in Heart's Content and brought back a report, which Councilor Doucet presented to Council.

Rescue Van: Councilor Hiscock spoke with several Fire Department members regarding the rescue vans. All agreed we need a new rescue van for liability reasons to protect our members and residents. Clerk advised we have an application ready to be sent to Fire and Emergency Services for a new walk in Rescue Unit on a 90/10 cost shared basis. Councilor Hiscock suggested Lorraine call TriStar and inquire as to the cost of a used unit.

Motion #22-037 **G. Hiscock/L. Hiscock**
Resolved to apply for funding for a new walk in Rescue unit on a 90/10 cost shared basis.

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.

Provincial Student Jobs:

Motion #22-038 **Z. Doucet/C. Reid**
Resolved to apply for provincial student job positions.

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.

Park Attendant:

The Park Committee met to go over the resumes received for the position of Park Attendant and out of the 5 resumes received, they recommended Martin Hindy.

Motion #22-039 L. Hiscock/G. Hiscock

Resolved to hire Martin Hindy for the position of Park Attendant as advertised.

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.

Maintenance Assistant:

The Human Resources Committee met to review the applications for Maintenance Assistant. There were 2 resumes received. The HR Committee recommended Edgar Green for the position.

Motion #22-040 L. Hiscock/ C. Reid

Resolved to hire Edgar Green for the position of Maintenance Assistant as advertised.

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 Town of Heart's Delight/Islington – The Town of Heart's Delight/Islington will be celebrating 50 years of incorporation on July 29, 2022. The Town of Winterton will present a plague and the Mayor will attend.

Letter from Eastern Regional Service Board – For information purposes.

Letter from Municipal Assessment Agency – Complimentary breakfast being held on April 13, 2022 if anyone wishes to attend.

Letter from Roger Coates – Mr. Coates is applying for a domestic sawmill permit and was seeking approval from the Council.

Motion #22-041 L. Hiscock/G. Hiscock
Resolved to support Mr. Roger Coates' application for a Domestic Sawmill permit on his property located at 10-12 Downey's Lane.

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.

Councilor Z. Doucet left the meeting at 8:58 pm.

Letter from Steve Thomas – Letter was received from Steve Thomas asking if he could relocate the existing culvert and if Council could supply the culvert. Council discussed the issue.

Councilor Z. Doucet rejoined the meeting at 9:01 pm.

Motion #22-042 G. Hiscock/C. Reid

Resolved that the Town will supply 2 lengths of Culvert and the culvert will have to be installed in the exact same location. Once the culvert is installed, the approval will be given for the building extension. However, Council will not be accepting any responsibility for any infrastructure under the ground under the extension. Prior to be being covered up, it will have to inspected by the Maintenance Man and the Clerk will write a letter to this effect.

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.

BILLS:

Motion #22-043 C. Reid/A. Green

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 Z. Doucet asked about the possible leaks in the building. This issue has been addressed. She asked if the Maintenance Man could put reflective stickers coming off the parking lot. She also asked if Byron Smith's office had been over to do the improvements on the Accounting system. Clerk said no not as yet.

Councilor G. Hiscock asked if the HVAC system was completed. Mechano will be out again in the morning and next week the lines will be balanced. Going forward, we will get prices for supplies other than from EMCO,

Councilor D. Reid noted that we need to extend the eavestrough over the Pharmacy Doors. Clerk will speak to Cyril in the morning,

Lorraine asked about the Grand Opening for the building. We would like to have an Open House on June 17, 2022 and a dance with a live band on June 18, 2022. Lorraine will meet with the Recreation to start planning.

There being no further business, meeting adjourned at 9:34 pm.

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Mark Sheppard, Mayor

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Suzanne Coates, Town Clerk

Town of Winterton			
Vendor Aged Summary As at 03/22/2022			
Account #	**Name**		**Current**
Approved Vendor	First Aid Plus	First Aid Kits	$ 323.97
Approved Vendor	Bell Aliant	583-2010/0752/2782/2099/2777 & Internet	$ 1,036.30
Approved Vendor	Irving Energy	Furnace Oil March	$ 526.10
Approved Vendor	Orkin	Pest Control	$ 178.25
Approved Vendor	NL Power	Town Office ($403.74), Rec. Centre Furnace ($22.80), Rec. Centre ($25.88), Maintenance Garage ($27.84), Chlorine House ($171.55), War Memorial ($22.80), Fire Hall ($729.31) & New Building ($2,315.42)	$ 3,719.34
Approved Vendor	Mikes' Auto Repair	Inspection and repairs on new fire truck, repairs to exhaust on old fire truck, tire for town truck	$ 2,628.18
Approved Vendor	Penney's Transport and Courier	Courier changes	$ 124.89
Approved Vendor	Modern Business Equipment Ltd.	Contract Invoice	$ 162.89
Approved Vendor	Carbonear Home Hardware	Maintenance Supplies and supplies for new building	$ 1,485.00
Approved Vendor	Hindy's General Store	Fuel ($963.00) Supplies ($45.39)	$ 1,008.39
Approved Vendor	BMS Extinguishers Ltd	Annual Fire Extinguisher Inspection	$ 584.95
Approved Vendor	Andrews Graphics and Signs	Signs for Rec Centre	$ 189.75
Approved Vendor	Workplace NL	Payroll Assessment	$ 4,985.18
Approved Vendor	Coish's Trucking	Garbage to Dump	$ 143.75
Approved Vendor	Safety Source	Detergent for Gear Wash	$ 103.50
Approved Vendor	Mark Sheppard	Remuneration	$ 250.00
Approved Vendor	Lori Hiscock	Remuneration	$ 250.00
Approved Vendor	Zoe Doucet	Remuneration	$ 250.00
Approved Vendor	Andrew Green	Remuneration	$ 250.00
Approved Vendor	Gary Hiscock	Remuneration	$ 250.00
Approved Vendor	Charlie Reid	Remuneration	$ 250.00
Approved Vendor	David Reid	Remuneration	$ 250.00
Total Outstanding			**$ 18,950.44**
Invoices for the New Building Project			
Account #	**Name**		**Amount**
Approved Vendor	NFLD & Lab Breathing Air Inc.	Moving of Air Fill Station to new building	$ 619.85
Approved Vendor	The Carpet Factory Superstore	Installation and Supply of Flooring	$ 19,747.74
Approved Vendor	RollerUp	Shutter for Rec Centre	$ 1,837.38
Approved Vendor	Teletronics	Installation of new phone system	$ 8,207.55
Approved Vendor	P. Kelly Electrical Limited	Electrical at new building	$ 25,412.13
Approved Vendor	Wilson's Security	Security System materials and labour	$ 2,594.46
Total Outstanding			**$ 58,419.11**

Paid Invoices Not Tabled at Council Meeting			
Account #	**Name**		**Amount**
Approved Vendor	Stacy Harris	Registration Fees - Mental Health First Aid Training	$ 875.00
Total			**$ 875.00**

Outside Pond Park			
Vendor Aged Summary As at 03/22/2022			
Code	**Name**		**Current**
Approved Vendor	NL Power	Heat and Light	$ 205.20
Total Outstanding			**$ 205.20**
Paid Invoices Not Tabled at Council Meeting			
Account #	Name		Amount
Total			

Winterton Ambulance			
Vendor Aged Summary As at 03/22/2022			
Code	**Name**	**Description**	**Amount**
Approved Vendor	Eastern Medical Supplies	Medical Supplies	$ 1,416.33
Approved Vendor	Bell Aliant	583-2040	$ 314.31
Approved Vendor	Hindy's General Store	Fuel $591.17, Supplies $39.59	$ 630.76
Approved Vendor	Bell Mobility	Network Access	$ 11.50
Approved Vendor	Robert G Andrews	Heat/Light at Rental	$ 399.43
Approved Vendor	Mike's Auto Repair	Repair Door Locks on Ambulance	$ 164.28
Approved Vendor	Workplace NL	Assessment	$ 5,927.72
Approved Vendor	Carbonear Home Hardware	Cleaning Supplies	$ 40.23
Approved Vendor	HiTech Communications	Trouble with control head	$ 481.56
	Total		**$ 9,386.12**

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

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