Minutes of a Regular Meeting of the Council of
The Town of St. George's held in
Town Hall, February 4, 2019

Members
Mayor D. Conway
Deputy Mayor T. Messervey
Councillors R. Blanchard
R. Williams
M. Fleming
C. White
A. Tobin

Also, present
Town Clerk J. Butt
Assistant Town Clerk T. Garnier

Public in Attendance
Two residents in attendance.

Call to Order
Mayor Conway called the meeting to order at 7:00 p.m.

Adoption of Agenda
Motion # 19 – 11 Williams/ White
Resolved to adopt the agenda. All in favor. Motion carried.

Delegations & Proclamations
N/A

Adoption of Minutes:
Reg. Mtg. Jan 7, 2018

Regular Meeting of January 7th, 2019
Motion # 19 – 12 Tobin/ Blanchard
Resolved that minutes of a Regular Meeting of January 7, 2018, be adopted as presented. All in favor. Motion carried.

Business Arising from Minutes
N/A

Committee Reports
Finance
a) 1) Motion # 19 – 13 White/ Williams
Resolved that general invoices of $31,751.71 be approved for payment. All in favor. Motion carried.

2) Motion # 19 – 14 White/ Fleming
Be it resolved to pay EFCO Enterprises Ltd. for Progress Report Billing #1 Fire Hall Extension Project 17-MCW-19-00043 in the amount of $36,328.50 from Projects Account Upon receipt of payment from DMAE. All in favor. Motion carried.

3) Motion # 19 – 15 Fleming/ Tobin
Be it resolved that we pay Atlantic Engineering Consultants Ltd. for Progress Billing #4 Fire Hall Extension Project 17-MCW-17-00018 in the amount of $1,595.63 from Projects
Account upon receipt of payment from DMAE. All in favor. Motion carried.

4) Motion # 19 – 16 Tobin/ Blanchard
Be it resolved that we pay On Grade Construction 2015 Inc. for Stadium Vestibule Construction in the amount of $7,417.50 from Gas Tax Account. All in favor. Motion carried.

5) Current Bank Balances were given.

6) Aged Receivables report shows as of February 1st, 2019 property taxes at 24.21% collected; water and sewer taxes at 20.76% and business tax 43.86%.

7) Expense report shows 6.56% of the budget has been used to date.

b) Projects

Fire Hall Extension/ Chlorination Building Upgrade
The Fire Hall Extension ran into some issues with the rafters, however, this was modified, and a change order was completed. The shingles are now completed.

The Chlorination Building Upgrades Project tender is ready to go however DMAE is waiting on a determination as to whether a shower is necessary in a pre-existing building. OH&S stated during an inspection in 2018 that appropriate eyewash stations and showers must be available to comply with MSDS.

c) Fire Department

Fire Dept.- January Reports
One incident took place on January 2nd, 2019 in Flat Bay Brook (Steel Mountain) River Road.

d) Stadium/ Recreation

Stadium account has a deficit of $10,125.07. The Town is getting about 15 bookings a week for Ice time.

The stadium has constant maintenance going on due to equipment being dated. An elevator company was out to look over the chair lift and it was determined that the electronics is obsolete, and an entire new electronic board is needed, pricing to follow.

Compressor #2 is currently down, the switch required has been ordered, the stadium is operating on Compressor #1 only, if compressor #1 fails prior to the part arriving and being installed, we will lose the ice. We anticipate a 2 week wait on the part.

e) Roads

The Town Manager stated that Public Works is doing an excellent job with snow clearing, ensuring snow is pushed back, salting & sanding is performed, and fire hydrants are cleared.
f) Divestiture Committee Report

**Update (Parking Lot- Crown Land)**

The process of the Marina is a head of schedule and a meeting will be taking place Wednesday, February 6th, 2019 with the Divestiture Committee, Councillors are invited to attend. There was an email sent to Western Regional Lands Office regarding the land we acquired through Crown Lands for a future Waste Water Treatment Facility, near the government wharf in St. George’s. Due to the government wharf being demolished and replaced with a launch way and floating docks through a divestiture, the Town is looking at using a part of the land acquired for the Waste Water Treatment Facility for a parking lot for the new Marina Facility. The Town is wondering once land was been acquired through Crown Land for a specific purpose, is the Town able to use this piece of land for another purpose.

The Town Manager explained that she received correspondence from Crown Lands stating the Grant to the Town of St. George's specifically states that the land is to be utilized for no other purpose than for a "Sewage Treatment Plant" (copy of Grant attached to email). If the Town would like to utilize the land for a different purpose then we may apply to Crown Lands to Amend the purpose of the Grant to include the use of "parking lot" as an additional purpose, or to remove the purpose of "sewage treatment plant" completely and replace with the purpose of "parking lot". It was noted that we must contact Service NL first to determine if we have enough land for both uses.

Motion # 19 – 17 White/ Fleming
Be it resolved that we do submit an application to amend the original grant from Crown Lands from Sewer Treatment Plant to Parking Lot & Sewer Treatment Plant. All in favor. Motion carried.

g) Building Applications

1) **Business Application Approval**

Motion # 19 – 18 White/ Messervey
Resolved to approve a permit for Joe Blanchard to operate a business "TJB2 Construction LTD." All in favor. Motion carried.

2) **General Repair Permit Approval**

Motion # 19 – 19 Tobin/ Messervey
Resolved to accept General Permits issued for January 2019. All in favor. Motion carried.

Unfinished Business

a) **Update- St. George’s Medical Clinic**

It is evident that the town’s Medical Clinic has been undergoing a struggle to keep a doctor/ NP, putting a strain on Stephenville’s emergency room. An email was sent to the CEO of Western Health to find out some specific details regarding our Medical Clinic in the town, such as: salaries of NP’s, appointment availability, review of current job posting, and additional coverage in the
clinic through new NP residing in PAB or casual shifts with NP in Stephenville. We were contacted by email from the CEO of Western Health, answering the questions that had been asked.

b) Cost of Administration- Access to Information Requests
There was a total of 51 requests for access to information and the cost for December 2017- December 2018 was approximately $8,975.46.

New Business

a) Letter- Retirement Auditor
We received a letter from Keith Penney dated January 8th, 2019 stating that he retired effective December 31st, 2018, but that he had made arrangements with his associate Brian N. Hillier to perform the audit and Mr. Hillier has since confirmed that he will honor the price quoted by Keith Penney and provided a Letter of Engagement. With Council's approval we can go ahead and sign the letter of engagement as well as appoint Brian N, Hillier as our Auditor for fiscal year 2018. It was noted that the Public Procurement Office was contacted and all conditions were met.

Appointment of Auditor
Motion- # 19 – 20 Fleming/ White
Be it resolved that we do appoint Brian N. Hillier, CPA, CA as our Auditor for Fiscal Year 2018 in lieu of Keith A. Penney CPA, CA who retired effective December 31, 2018. All in favor. Motion carried.

Signing of Letter of Engagement
Motion # 19 – 21 White/ Tobin
Be it resolved that we do sign the Letter of Engagement to Audit Financial Statements year ended December 31, 2018 as provided by Brian N. Hillier Chartered Professional Accountant. All in favor. Motion carried.

Other Business
N/A

Incoming Correspondence

a) Email- Provincial GovernmentLaunches 2019 Pre-Budget Consultations
An email was received regarding the Provincial Government 2019 Pre-Budget Consultations. A schedule was provided with the date and times of sessions that can be attended, along with an external link to provide feedback as part of the budget process.

b) Email- Wildfire Community Preparedness Day
An email was received from FireSmart Canada regarding Wildfire preparedness day. Applications accepted between January 15- March 9 to apply for a $500 award to help community work towards becoming FireSmart.
c) Circular - Year-end Claims for Municipal Infrastructure Programs
A circular was received from Department of Municipal Affairs and Environment. The purpose of this circular was a reminder that the date for the receipt of claims for payment of federal and/or provincial share for all goods, works, and services performed up to March 31, 2019 is April 3, 2019. Contact information was provided for further questions or inquiries.

d) Donation Request - Eighth Annual Zackery St. Croix Midget Tournament Stephenville Dome-
A donation request letter was received regarding the Eighth Annual Zackery St. Croix Midget Tournament that the Stephenville Minor Hockey Association will be hosting the weekend of February 16th, 2019. We are asked to support in assisting them in having this memorial tournament. A tournament pamphlet will be created to advertise local business supporter in our community. A quarter page ad is $25, half page ad is $50, and a full-page ad is $100. There will also be a tournament booklet created in which will identify the businesses that will be distributed to patrons attending the tournament.

Motion # 19 – 22 White/ Fleming
Be it resolved that donate $50.00 to the eighth annual Zackery St. Croix Midget Tournament.

e) Donation Request - Kids Help Phone
Kids Help Phone reached out to us asking for a donation.

Outgoing Correspondence

N/A

Meeting moved into a privileged session

Adjournment

Motion # 19 – 23 Messervey/ Tobin
Resolved that the meeting does now adjourn. All in favor. Motion carried.

Meeting adjourned at 7:41 p.m.

Mayor

Clerk