

# TOWN OF TROUT RIVER

P.O. Box 89

Trout River, NL A0K 5P0

Email: [townclerk@townoftroutriver.com](mailto:townclerk@townoftroutriver.com)

Telephone: (709) 451-5376 Facsimile: (709) 451-2127

**Meeting Tuesday January 8<sup>th</sup>, 2019 @ 1 P.M**

## **Call meeting to order**

## **Adoption of the Agenda**

## **Adoption of the Minutes**

- Regular Monthly Meeting ~ December 11<sup>th</sup>, 2018
- Special Meeting ~ December 18<sup>th</sup>, 2018 (8:00AM)
- Special Meeting ~ December 18<sup>th</sup>, 2019 (7:00PM)

## **Business Arising from Minutes**

## **Delegation**

## **Public Works**

- Water & Sewer
- Garbage
- Roads
- Permits

## **Finance & Administration**

## **Arm of Council Committee Reports**

- Fire Department
- Recreation
- Heritage
- Trails

## **Correspondence**

## **Regulations**

- Rules of Procedure

## **New Business**

## **Notice of Motion**

## **Round Table**

- Council
- Action Item List

## **Schedule of next meeting**

## **Adjournment**



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Telephone: (709) 451-5376 Facsimile: (709) 451-2127

Minutes of the regular meeting held on Tuesday January 8<sup>th</sup>, 2019

<b>Present:</b>	<b>Mayor:</b>	Horace Crocker
	<b>Deputy Mayor:</b>	Gloria Barnes
	<b>Councillors:</b>	Nelson Barnes
		Tom Sheppard
		Rosie Crocker
<b>Absent:</b>		Tina Crocker
		Marsha Crocker
<b>Also, Present:</b>	<b>Town Clerk/Manager:</b>	Lorraine Barnes-Gushue
	<b>Town Assistant:</b>	Sharrel Mclean

## Call meeting to order

Meeting called to order at 1:07 PM

## Adoption of the Agenda

### Resolution 19-001

G. Barnes/ N. Barnes

Motion to adopt the agenda as presented

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T.**

**Sheppard, R. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillors, T. Crocker, M. Crocker**

## Adoption of the Minutes

### Resolution 19-002

G. Barnes/ N. Barnes

Motion to adopt minutes as presented, dated:

- Regular Monthly Meeting ~ December 11<sup>th</sup>, 2018

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T.**

**Sheppard, R. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillors, T. Crocker, M. Crocker**

## Business Arising from Minutes

- Adjust wording under Arms of Council Committee Reports: Fire Department
- Landscaping permits ~ There are no policies in place for landscaping permits, although there is a stipulation in place

- Council inquired concerning any report being received back from Anthony Blanchard regarding the guard rail placement on the bottom of Trout River road in Woody Point

### Delegation

- No Delegates

### Public Works

#### Water/Sewer

- Council questioned when the water holding tank was cleaned and the costs associated with the cleaning and maintenance; bring information back to the next monthly meeting.
- A resident is still having issues with Department of Transportation and Works concerning the hook up of water and sewer; the office has contacted Anthony Blanchard on multiple occasions concerning this matter, to no avail.

### Garbage

- Our garbage tonnage is still extremely high, with approximately 10 tonnes collected in the month of December. Approximately one ton per week is being collected from the Town Office in the road and one ton being collected from the remainder of the community. If tonnage does not decrease Council will have to consider a solution to weigh garbage per household so they would be able to charge for disposal accordingly.

### Roads

- Residents should be aware that they can be ticketed by the RCMP if they continue to place snow in the road when removing it from their driveways. Also, it is illegal to park vehicles in a place where they are obstructing the snow plow and proper snow removal. Post notices on social media and around the community reminding residents of this.

### Permits

- No Permits

### Finance & Administration

**\*\*Finances will be postponed further in the meeting due to awaiting the arrival of another Councillor to make a quorum for voting; following Roundtable and prior to the scheduling of next meeting\*\***

### Arms of Council Committee Reports

#### Fire Department

- No meeting has occurred; Liaison is unaware of the scheduling of regular meetings; Contact the Fire Chief and inform him to ensure the liaison has at least 48 hours notice prior to monthly meetings.

#### Recreation

- No Meeting; No liaison present

### Heritage

- No meeting; Meeting was cancelled due to weather

## Trails

- No Meeting

## Correspondence

#1. Municipal Affairs ~ Budget Acceptance

**\*\*Councillor T. Crocker attended the meeting at 1:37 PM\*\***

#2. 911 Policy Changes

#3. Municipal Assessment Agency ~ Changes to the Assessment Roll ~ Staff informed Council that at the last training session they had learned that Air B&B's can now be assessed by MAA and can be charged accordingly pertaining to the assessment.

#4. Town of Trout River ~ Serviced lots that are currently being invoiced as vacant land and has not been capped off need to be re-evaluated and invoiced accordingly. Evaluate each location with the help of Maintenance and invoice accordingly.

### **Resolution 19-003**

**N. Barnes/ T. Sheppard**

Motion to invoice the property owners that have existing unused serviced lots on their property.

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T.**

**Sheppard, R. Crocker, T. Crocker,**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillor, M. Crocker**

#5. Municipal Assessment Agency ~ Amendments to the Assessment Act

#6. Resident ~ Complaint ~ Reply

#7. FCM ~ Membership Opportunity

#8. Workplace NL ~ Assessment Rates

## Regulations

- Impairment in the Workplace Policy for Alcohol and Cannabis required to be developed in accordance with Workplace NL.
- Rules of Procedure ~ Adoption

### **Resolution 19-004**

**G. Barnes/ N. Barnes**

Motion to adopt the updated Rules of Procedure

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, T. Sheppard, N.**

**Barnes, T. Crocker, R. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillor, M. Crocker**

## New Business

- No New Business

**Notice of Motion**

➤ No Notice of Motion

**Roundtable**

**Councillor, M. Crocker** ~ Absent

**Councillor, N. Barnes** ~ Inquired concerning whether or not all snow clearing businesses were being charged the appropriate business tax

**Resolution 19-005**

**N. Barnes/ T. Sheppard**

Motion to invoice Newfoundland Big Game Adventures for business tax.

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, T. Sheppard, N. Barnes, T. Crocker, R. Crocker**

**Opposed: 0            Abstaining: 0            Absent: Councillor, M. Crocker**

**Councillor, R. Crocker** ~ Contact the Department of Transportation and Works Manager concerning the guardrail that was requested on the bottom of Trout River road.

**Councillor, T. Crocker** ~ Inquired concerning the snow clearing on bi-roads and the rate to which the contractor was to be compensated; Councillor Crocker also made a request for the office to inquire into more hours for the Trout River Medical Clinic.

**Deputy Mayor, G. Barnes** ~ No Business

**Councillor, T. Sheppard** ~ No Business

**Mayor, H. Crocker** ~ No Business

**Finance & Administration**

**\*\*As stated earlier, the financials will commence here\*\***

**Resolution 19-006**

**G. Barnes/ T. Crocker**

Motion to pay Accounts Payables Ending December 2018 #1; Excluding the Pikes Service Station Invoice, pay the Gas Tax Portion on the Pikes Invoice and send the remaining invoices for Pikes Service Station to Dwight Ball's Office, requesting their share of the funds allocated to the Boardwalk Disaster.

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #1**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
NL & Lab. Hydro	Services	Paid upon Receival	
Bell Aliant	Services	Paid upon Receival	
Pikes Service Station	Services	\$161,759.13	Boardwalk Armor Stone/Snow Clearing/Class A
Home Hardware	Supplies	\$42.54	Inverter
Municipal Assessment Agency	Services	\$3570.50	Staff Training/2019 Quarterly Assessment Fees
Brian Hillier	Services	\$1840.00	Chartered Accountant
<b>TOTAL</b>		<b>\$167,212.17</b>	
<b>HERITAGE COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>TRAILS COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>FIRE DEPARTMENT</b>			
<b>TOTAL</b>		<b>\$0.00</b>	

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T. Sheppard, R. Crocker, T. Crocker**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillor, M. Crocker**

**\*\* Councillor, T. Crocker declared conflict and exited at 2:49 PM; Employer/Husbands Employer\*\***

**Resolution 19-007**

**R. Crocker/ N. Barnes**

Motion to pay Accounts Payables Ending December 2018 #2:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #2**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Hann's Confectionary	Supplies	\$79.69	Christmas Social
<b>TOTAL</b>		<b>\$79.69</b>	

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T. Sheppard, R. Crocker,**

**Opposed: 0 Abstaining: 0 Absent: Councillors, M. Crocker, T. Crocker**

**\*\* Deputy Mayor, G. Barnes declared conflict and exited at 2:50 PM; Family Business/Husbands Family Business\*\***

**Resolution 19-008**

**R. Crocker/ N. Barnes**

Motion to pay Accounts Payables Ending December 2018 #3:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #3**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
C. Barnes Excavating	Services/Supplies	\$11,500.00	Armor Stone/Emanuel's Brook
<b>TOTAL</b>		<b>\$11,500.00</b>	

**In favor: Mayor H. Crocker, Councillors, N. Barnes, T. Sheppard, R. Crocker,**  
**Opposed: 0 Abstaining: 0 Absent: Deputy Mayor G. Barnes, Councillor, M. Crocker, T. Crocker**

**\*\*Councillor, T. Crocker returns to Council Chambers at 2:51 pm\*\***  
**\*\* Councillor, N. Barnes declared conflict and exited at 2:51 pm; Family Business/Executive Member of Lions\*\***



**Resolution 19-009**

**T. Crocker/ R. Crocker**

Motion to pay Accounts Payables Ending December 2018 #4 and #5:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #4**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Barnes Store	Supplies	\$100.18	Hardware/Christmas Supplies
<b>TOTAL</b>		<b>\$100.18</b>	

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #5**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
<b>TOTAL</b>		<b>\$0.00</b>	

  

<b>RECREATION</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Barnes Store	Supplies	\$23.25	Caroling Supplies
<b>TOTAL</b>		<b>\$23.25</b>	

In favor: Mayor H. Crocker, Councillors, T. Sheppard, R. Crocker, T. Crocker  
Opposed: 0 Abstaining: 0 Absent: Deputy Mayor G. Barnes, Councillor, M. Crocker, N. Barnes

**\*\*Deputy Mayor, G. Barnes returns to Council Chambers at 2:53 pm\*\***

**Resolution 19-010**

**T. Crocker/ T. Sheppard**

Motion to pay Accounts Payables Ending December 2018 #6:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #6**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Trout River Lions Club	Services	\$505.99	Christmas Social
<b>TOTAL</b>		<b>\$505.99</b>	

In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors, T. Sheppard, R. Crocker, T. Crocker  
Opposed: 0 Abstaining: 0 Absent: Councillor, M. Crocker, N. Barnes

**\*\*Councillor, N. Barnes returns to Council Chambers at 2:54 pm\*\***

**Resolution 19-011**

**T. Crocker/ N. Barnes**

Motion to pay Accounts Payables Ending December 2018 #7:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #7**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Atlantic Star Satellite Bingo Inc	Supplies	\$582.10	Bingo Supplies
<b>TOTAL</b>		<b>\$582.10</b>	

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes, Councillors, T. Sheppard, R. Crocker, T. Crocker, N. Barnes**

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillor, M. Crocker**

**Mayor, H. Crocker declared conflict; passed chair to Deputy Mayor, G. Barnes and exited Council Chambers at 2:55 pm; Brothers Business\*\***

**Resolution 19-012**

**R. Crocker/ T. Sheppard**

Motion to pay Accounts Payables Ending December 2018 #8:

**ACCOUNTS PAYABLE ENDING – DECEMBER 2018 #8**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
FJC Electrical	Services	\$476.05	Clinic Repairs
<b>TOTAL</b>		<b>\$476.05</b>	

**In favor: Deputy Mayor G. Barnes, Councillors, T. Sheppard, R. Crocker, T. Crocker, N. Barnes**

**Opposed: 0 Abstaining: 0**

**Absent: Mayor H. Crocker, Councillor, M. Crocker**

**\*\*Mayor, H. Crocker returns to Council Chambers at 2:56 pm and resumes chair\*\***

**Town Clerk/Manager ~ Action Item List:**

**Action Items from December 11<sup>th</sup>, 2018**

No.	Action	Dept.	In Progress, Ongoing or Done
1	Sign for Town Entry	Town Clerk/Manager & Town Assistant	Ongoing
2	Christmas Tree	Deputy Mayor Gloria Barnes	Place order in February for Spring plantation Ongoing
3	Streetlighting/ Solar Lighting	Town Assistant	Ongoing
4	Pasture	Town Clerk/Manager & Town Assistant	CEEP application sent. To date we only have two applicants for the CEEP Project, submitted to Jason Young. More response since the holidays. Ongoing
5	Policies for Animals	Town Clerk/Manager & Town Assistant	Ongoing
6	River Dredging	Town Clerk/Manager	Applied through Capital Works. Ongoing
7	Rezoning	Town Clerk/Manager & Town Assistant	Waiting on reply. Ongoing
8	Policies (Update)	Town Clerk/Manager	Started to update; Policy Committee will meet in the new year to review all policies Ongoing
9	Western Health (Clinic)	Town Clerk/Manager	Ongoing
10	Website Maintenance	Town Clerk/Manager & Town Assistant	Completed; Website Maintenance Ongoing
11	Linking of Office Computers	Town Clerk/Manager & Town Assistant	Have contacted Computers and Communications; work can be done remotely; approx. \$100.00 per hr; gave an estimated half to three quarters of a hr work. Ongoing

**Schedule of next meeting**

Next regular monthly meeting scheduled for February 12<sup>th</sup>, 2019 at 1:00 PM

**Adjournment**

**Resolution 19-013**

**T. Crocker/ R. Crocker**

Motion to adjourn meeting.

**In favor: Mayor H. Crocker, Deputy Mayor G. Barnes Councillors, N. Barnes, T. Sheppard, R. Crocker, T. Crocker**

**Opposed: 0      Abstaining: 0      Absent: Councillor, M. Crocker**

Approved On:

*Feb 12 / 2019*

Signed:

*Heave Crocker*

Position:

*Mayor*



**ALL ACCOUNTS PAYABLE ENDING JANUARY 31<sup>ST</sup>, 2019 (FEBRUARY MEETING)**

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #1**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
NL & Lab. Hydro	Services	Paid upon Receival	Monthly Service Charges
Bell Aliant	Services	Paid upon Receival	Monthly Service Charges
Colemans	Supplies	\$76.43	Christmas Social Supplies
Cal Legrow	Services	\$405.00	Travel & Accident Policy
Crown Lands	Services	\$1.15	Occupy License
Municipalities NL & LAB	Services	\$934.38	Annual MNL & PMA Membership Fees
K. C. Reid Enterprises Limited	Supplies	\$2879.09	Chlorine/Salt/Garbage Bags
Staples	Supplies	\$639.57	2 Ink Toners /3 Boxes Paper/Office Supplies
C & R Contractors	Services	\$4228.23	December Tipping Fees/Garbage Collection (10.32 Ton)
C & R Contractors	Services	\$4044.55	January Tipping Fees/Garbage Collection (9.2 Ton)
Phone Tech Voice Data Ltd.	Services	\$114.76	Alarm System
Pikes Service Station	Services	\$75,061.34	Boardwalk Armor Stone/Culvert Extensions
Williams Building Supplies	Supplies	\$16,165.80	JCP Project Supplies
Western Hydraulics Ltd	Supplies	\$50.20	DS Light Housing
<b>TOTAL</b>		<b>\$104,543</b>	
<b>HERITAGE COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>TRAILS COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION COMMITTEE</b>			
<b>TOTAL</b>		<b>\$0.00</b>	
<b>FIRE DEPARTMENT</b>			
<b>TOTAL</b>		<b>\$0.00</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #2**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Hann's Confectionary	Supplies	\$246.64	Tree Lighting/Boardwalk Disaster/JCP Supplies
<b>TOTAL</b>		<b>\$246.64</b>	
<b>FIRE DEPARTMENT</b>			
Hann's Confectionary	Supplies	\$36.08	Christmas Ticket Basket Supplies
<b>TOTAL</b>		<b>\$36.08</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #3**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
<b>TOTAL</b>		<b>\$0.00</b>	
<b>RECREATION</b>			
Hann's Confectionary	Supplies	\$83.32	School Christmas Party Supplies
<b>TOTAL</b>		<b>\$83.32</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #4**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
C. Barnes Excavating	Services	\$1023.50	Emergency Snow Clearing
<b>TOTAL</b>		<b>\$1023.50</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #5**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
<b>TOTAL</b>		<b>\$0.00</b>	
<b>HERITAGE</b>			
Viola Parsons	Supplies	\$6.33	St. Patrick's Day Ticket Basket Supplies
<b>TOTAL</b>		<b>\$6.33</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #6**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Barnes Store Ltd.	Supplies	\$123.24	Hardware/Cleaning Supplies
<b>TOTAL</b>		<b>\$123.24</b>	

**ACCOUNTS PAYABLE ENDING – JANUARY 2019 #7**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Tablelands Transportation	Services	\$725.50	Snow Clearing/Ditching
<b>TOTAL</b>		<b>\$725.50</b>	