

# 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 March 19<sup>th</sup>, 2019 @ 1 P.M

### Call meeting to order

### Adoption of the Agenda

### Business Arising from Minutes

#### Adoption of the Minutes

- Regular Monthly Meeting ~ February 12<sup>th</sup>, 2019
- Special Meeting ~ February 15<sup>th</sup>, 2019
- Special Meeting ~ March 11<sup>th</sup>, 2019

#### Delegation

- Parks Canada

#### Public Works

- Water & Sewer
- Garbage
- Roads
- Permits

#### Finance & Administration

#### Arm of Council Committee Reports

- Fire Department
- Recreation
- Heritage
- Trails

#### Correspondence

#### Regulations

#### New Business

#### Notice of Motion

#### Round Table

- Council
- Action Item List

#### Schedule of next meeting

#### Adjournment



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Minutes of the regular meeting held on Tuesday March 19<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
		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 1:09 PM

## Adoption of the Agenda

Resolution 19-055

G. Barnes/ N. Barnes

Motion to adopt the agenda.

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

**Opposed:** 0

**Abstaining:** 0

**Absent:** 0

## Business Arising from Minutes

- Corrections on Resolutions 19-044, 19-051 & 19-052
- No representative was present at a recent waste disposal meeting

## Adoption of the Minutes

Resolution 19-056

T. Crocker/R. Crocker

Motion to adopt minutes as presented, dated:

- Regular Monthly Meeting ~ February 12<sup>th</sup>, 2019
- Special Meeting ~ February 15<sup>th</sup>, 2019
- Special Meeting ~ March 11<sup>th</sup>, 2019

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

**Opposed:** 0

**Abstaining:** 0

**Absent:** 0

### Delegation

- Parks Canada could not make it; Invite them to the April monthly meeting.

### Public Works

#### Water/Sewer

- The office has received a high volume of complaints from residents concerning water/drainage on personal property. Remind residents that the homeowners are responsible for drainage and water removal from personal property.
- Arrange a meeting with Cyril McCarthy.

#### Garbage

- Tonnage has dropped a small amount; Remind residents that recycling and composting are efficient ways to lower tonnage and cut costs.

#### Roads

- A culvert located on Main Street/Hanns' Lane has sustained damages; Find exact location and have necessary repairs done if it is Municipal responsibility.
- Add resurfacing and new pavement to the agenda for the meeting with Cyril McCarthy.

#### Permits

- 232 Main Street ~ Request to change occupancy ~ Pending Approval

#### **Resolution 19-057**

#### **G. Barnes/ M. Crocker**

Motion to approve the permit **pending** approval from Service NL.

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

**Crocker, T. Crocker, M. Crocker**

**Opposed: Councillor, N. Barnes**

**Abstaining: 0**

**Absent: 0**

**Finance & Administration**

**Resolution 19-058**

**R. Crocker/M. Crocker**

Motion to pay Accounts Payables Ending February 2019 #1:

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

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
K. C. Reid Enterprises Limited	Supplies	\$1458.20	Chlorine
Staples	Supplies	\$218.62	Office Supplies
C & R Contractors	Services	\$4195.43	February Tipping Fees/Garbage Collection (10.12 Ton)
Phone Tech Voice Data Ltd.	Services	\$57.38	Alarm System (Office & Fire Bay)
Pikes Service Station	Services	\$75,061.34	Boardwalk Armor Stone/Culvert Extensions
Williams Building Supplies	Supplies	\$341.02	JCP Project Supplies
<b>TOTAL</b>		<b>\$81, 331.99</b>	
<b>HERITAGE COMMITTEE</b>			
Williams Building Supplies	Supplies	\$498.36	Game Supplies
<b>TOTAL</b>		<b>\$498.36</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>			
Pikes Service Station	Supplies	\$528.88	Power Saw/ Truck Battery
Hiller's Training & Consulting	Services	\$1000.00	Defensive Training
Hi-Tech	Supplies	\$50.00	Battery/Belt Clip/Pager
<b>TOTAL</b>		<b>\$1578.88</b>	

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

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

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

**\*\* Councillor, T. Crocker declared conflict and exited at 1:47 pm; Employer\*\***

**Resolution 19-059**

**R. Crocker/ M. Crocker**

Motion to pay Accounts Payables Ending February 2019 #2:

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

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Hann's Confectionary	Supplies	\$1012.18	Gas/ Project Supplies
<b>TOTAL</b>		<b>\$1012.18</b>	
<b>FIRE DEPARTMENT</b>			
Hann's Confectionary	Supplies	\$8.11	Cleaning Supplies
<b>TOTAL</b>		<b>\$8.11</b>	

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

**Opposed: 0**

**Abstaining: 0**

**Absent: Councillor, T. Crocker**

**\*\* Councillor, T. Crocker returned to Council Chambers at 1:48 pm\*\***

**Arms of Council Committee Reports**

**Fire Department**

- Liaison Report: Questions concerning the Councils yearly Fire Protection Budget; the yearly budget for the Fire Department rolls over each year. They are provided with \$2000.00 from Parks Canada, \$3000.00 from Council and a 300.00 yearly Fire Inspection from Council; The monthly expenses for hydro, phone, gas and alarm system fees are covered under the Council Fire Protection Budget; A request for the Town Clerk/Manager to provide the Fire Department with financials for the expenses incurred by the Fire Protection Budget; A request for Council to send a written request to Parks Canada for a porta tank to be placed in the park area as a precaution;

**\*\* Councillor, M. Crocker questioned conflict due to the discussion involving Parks Canada; Council agreed that she was not in conflict pertaining to the matter presented\*\***

- Liaison Report (Cont'd): Fire Department requested copies of the Emergency Plan; Fridge magnets are getting low; Signage with emergency numbers listed in Town

**Resolution 19-060**

**M. Crocker/ R. Crocker**

Motion to purchase two signs to place in the wayfinding stop and outside the town office with emergency contact numbers listed.

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

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

- Prepare Fire Department financials for monthly meetings
- Two Fire Department members are attending Basic Emergency Training.
- Council have requested a breakdown for the Fire Department tax claim form,

## **Recreation**

**\*\* Councillor, M. Crocker declared conflict and exited at 2:05pm; Executive member of the Recreation Committee\*\***

- Liaison Report: Election of Officers is complete; after the biannual meeting had come to an end, they had a discussion on the proposed recreation building and a past rink proposal; The liaison informed them to submit their past rink proposal to the new Council for consideration.

**\*\* Councillor, M. Crocker returned to Council Chambers at 2:10 pm\*\***

## **Heritage**

- Liaison Report: The St. Patrick's Day fundraisers had an income of approximately \$800.00; Heritage will help with some of the Canada Day festivities in conjunction with the Town; They made a request to close the Heritage Buildings on Canada Day and utilize the summer students for the Canada Day Celebrations; Council agreed that it would be ideal to delegate some of the Canada Day tasks to the other committees,

## **Trails**

- No Meeting
- A resident had informed a Councillor that the sign for the Old Man Trail was not taken down, upon further inquiry the sign was indeed taken down by Maintenance for the winter months in the fall.

## **Correspondence**

- #1. Greatario Services ~ Water Tank Cleaning.
- #2. Western Regional Waste Management ~ Information
- #3. Resident ~ The Poll Tax Discount ~ Reply
- #4. Municipal Assessment Agency ~ Information
- #5. Royal Canadian Mounted Police ~ Information
- #6. Municipal Affairs ~ Special Assistance Grant for Boardwalk damages.
- #7. Anthony Blanchard ~ Guardrail Request
- #8. Honeywell ~ Breathing Apparatus Return ~ Information
- #9. Colleen Kennedy ~ Park Project
- #10. Service NL+ Bluedrop ~ Information

#11. Municipal Assessment Agency ~ Collaborative Initiative Fund

#12. Municipal Affairs ~ Information

#13. Gudie Hutchings ~ River Dredging ~ Contact Jason Young again, if no response Council will proceed with the media.

#14. Cynthia Nicolle ~ Mayors Forum

#15. Myrna Goosney ~ Garbage Drop Site Information

**\*\* Councillor, M. Crocker declared conflict and exited at 2:47pm; Executive member of the Harbour Authority\*\***

#16. Harbour Authority ~ Information ~ Reply

**\*\* Councillor, M. Crocker returned to Council Chambers at 3:00 pm\*\***

### **Regulations**

- No New Regulations

### **New Business**

- No New Business

### **Notice of Motion**

- No Notice of Motion

### **Roundtable**

**Councillor, M. Crocker** ~ Air B&B Policy: Revise the policy and bring back to Council for approval.

**Councillor, N. Barnes** ~ No Business

**Councillor, R. Crocker** ~ Correspondence Question: When does correspondence have to be submitted to the office for an upcoming meeting? All correspondence has to be submitted **one week** prior to the date of the next scheduled Monthly Meeting to be brought to Council; Meeting details being made public knowledge prior to minutes being adopted.

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

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

**Councillor, T. Sheppard** ~ The wood materials being placed in the pit on Route 431: The materials will all be removed from the pit, and the dredge material has been leveled off.

**Mayor, H. Crocker** ~ Intersection on Mountain Drive & Hillcrest: Add to the Agenda for meeting with Cyril McCarthy; School Bus Stop Signage: Add to the Agenda for meeting with Cyril McCarthy.



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

**Action Items from February 12<sup>th</sup>, 2019**

No.	Action	Dept.	In Progress, Ongoing or Done
1	Sign for Town Entry	Town Clerk/Manager & Town Assistant	Map is completed; the welcome sign needs more work; <b>Ongoing</b>
2	Christmas Tree	Deputy Mayor, Gloria Barnes	Order is placed; <b>Ongoing</b>
3	Streetlighting/ Solar Lighting	Town Assistant	<b>Ongoing</b>
4	River Dredging	Town Clerk/Manager	Applied through Capital Works; contacted Jason young and Gudie Hutchings for assistance as well. <b>Ongoing</b>
5	Rezoning	Town Clerk/Manager & Town Assistant	<b>Ongoing</b>
6	Policies (Updates)	Town Clerk/Manager	Two policies have been adopted; in the process of updating more. <b>Ongoing</b>
7	Western Health (Clinic)	Town Clerk/Manager	Formal request sent, awaiting reply. <b>Ongoing</b>
8	Linking of Office Computers	Town Clerk/Manager & Town Assistant	Waiting on Computers and Communications to complete this work. <b>Ongoing</b>
9	First Aid	Town Clerk/Manager	Scheduled for March 28 <sup>th</sup> , 2019 <b>Ongoing</b>
10	Guardrail on Trout River Road	Town Clerk/Manager Town Assistant	Emailed Anthony Blanchard, he has forwarded another request; waiting on reply. <b>Ongoing</b>
11	Fire Department	Town Assistant	Member Householder to update residents
12	Tommy's Lane	Town Clerk/Manager	Fill; <b>Ongoing</b>
13	Canada Day Celebrations	Town Assistant	Groups on board to host the Canada Day Celebrations; <b>Ongoing</b>
14	Composting Bins	Town Clerk/Manager Town Assistant	Norris Point is willing to go into an agreement to order together if we do not get enough interest to purchase 40 Bins. <b>Ongoing.</b>
15	Heritage Host	Town Clerk/Manager	Hiring of the Host for the 2019 Summer Season. <b>Ongoing</b>
16	Incoming Invoices	Town Assistant	Invoices from business has been an issue; Proper invoices should be required; they should also be required to be at the Town Office a minimum of one-week prior scheduled meetings to ensure prompt payment. <b>Ongoing</b>
17	Summer Students Town/Recreation/Heritage/Trails	Town Clerk/Manager Town Assistant	LAMPPS Application deadline is March 28 <sup>th</sup> , 2019 JCP Application deadline is July 31 <sup>st</sup> , 2019
18	Volunteer Week	Town Assistant	Annual Volunteer Appreciation Supper.
19	Park Passes	Town Manager/Clerk	Cynthia was wondering if Council would be interested in selling Park Passes at the Office.
20	Water Tank	Town Clerk/Manager Town Assistant	Inspection has been ordered; Application has been sent for Gas Tax Funding; <b>Ongoing</b>

#5. Re-Zoning ~ Prepare a letter to send to the Minister of Municipal Affairs

#15. Heritage Host ~ Post for the Job Position of a Heritage Host for the 2019 season.

#17. LAMPPS Applications for Summer Students

**Resolution 10.061**

**R. Crocker/ M. Crocker**

Motion to complete the LAMPPS applications for the Town of Trout River, and the Recreation, Heritage and Trail Committees.

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

**Opposed: 0**

**Abstaining: 0**

**Absent: 0**

#19. Park Passes

**\*\* Councillor, M. Crocker and T. Crocker declared conflict and exited at 4:05 pm; Parks Canada Employee and Hann's Confectionary's Employee\*\***

**Resolution 19-062**

**G. Barnes/ T. Sheppard**

Motion to sell Residential Park Passes at the Town Office.

**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**

**\*\* Councillor, M. Crocker returned to Council Chambers at 4:10 pm\*\***

#22. Proposed Public Commercial Skidoo Route in the Gulch.

**Resolution 19-063**

**G. Barnes/ T. Sheppard**

Motion to accept the Proposed Public Commercial Skidoo Route in the Gulch.

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

**Opposed: 0                      Abstaining: 0                      Absent: 0**

**Schedule of next meeting**

**Next regular monthly meeting scheduled for April 9<sup>th</sup>, 2019 at 1:00 PM**

**Adjournment**

**Resolution 19-064**

**R. Crocker/ T. Crocker**

Motion to adjourn the meeting.

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

**Opposed: 0                      Abstaining: 0                      Absent: 0**

Approved On:

*April 9<sup>th</sup> 2019*

Signed:

*Horace Crocker*

Position:

*Mayor*

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

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

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Staples	Supplies	\$507.13	Colored Printer/Office Supplies
Great Humber Joint Council	Services	\$100.00	Membership Fees
Municipal Assessment Agency	Services	\$3490.50	Second Quarter Fees
C & R Contractors	Services	\$3819.87	March Tipping Fees/Garbage Collection (7.83 Ton)
Host Gator	Services	\$135.35	Email/website fees
First Aid Training	Services	\$270.00	Employee Training
Phone Tech Voice Data Ltd.	Services	\$57.38	Alarm System (Office & Fire Bay)
Department of Transportation	Services	\$5173.60	January & February Snow Clearing.
<b>TOTAL</b>		<b>\$13,553.83</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>			
First Aid Training	Services	\$810.00	Six Fire Department Members
<b>TOTAL</b>		<b>\$810.00</b>	

**ACCOUNTS PAYABLE ENDING – MARCH 2019 #2 (Gloria Leaves)**

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Long Range Construction	Services	\$1719.25	Ditching/Excavation
<b>TOTAL</b>		<b>\$1719.25</b>	

**ACCOUNTS PAYABLE ENDING – MARCH 2019 #3** (Gloria Gone/Nelson Leaves)

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Barnes Store Ltd.	Supplies	\$147.95	Hardware
<b>TOTAL</b>		<b>\$147.95</b>	
<b>HERITAGE COMMITTEE</b>			
Barnes Store Ltd.	Supplies	\$67.45	Breakfast Fundraiser Supplies
<b>TOTAL</b>		<b>\$67.45</b>	

**ACCOUNTS PAYABLE ENDING – MARCH 2019 #4** (Gloria Gone/Nelson Returns/Tina Leaves)

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
C. Barnes Excavating	Services	\$1138.50	Snow Removal (Wallace's Brook)
<b>TOTAL</b>		<b>\$1138.50</b>	

**ACCOUNTS PAYABLE ENDING – MARCH 2019 #5** (Tina Gone/Gloria Returns)

<b>TOWN</b>			
<b>SUPPLIER NAME</b>	<b>SERVICES PROVIDED</b>	<b>INVOICE AMOUNT</b>	<b>NOTES</b>
Hann's Confectionary	Supplies	\$178.55	Gas/Hardware
<b>TOTAL</b>		<b>\$178.55</b>	