

**MINUTES OF THE REGULAR COUNCIL MEETING  
HELD ON MAY 21, 2019**

Present were: Mayor Sam Synard  
Councillor Mike Brennan  
Councillor Andy Edwards  
Councillor Keith Keating  
Councillor Loretta Lewis  
Councillor Nora Tremblett

Also present: Dennis Kelly, Chief Administrative Officer  
Melanie Kilfoy, Director of Finance & Administration  
Alje Mitchell, Director of Planning & Development Control  
Ben Letemplier, Director of Operations & Public Works  
Rob Warr, Director of Recreation & Community Services  
Leeanne Augot, Administrative Assistant

Also present: Paul Herridge, The Southern Gazette

**1. Call to Order**

Mayor Synard called the meeting to order at 7:03 p.m. and welcomed everyone present.

**2. Adoption of Agenda**

**Motion**

MMC 2019 05 21/001R

Moved by Councillor Tremblett, seconded by Councillor Lewis

“BE IT RESOLVED the agenda be adopted.”

Motion carried unanimously.

**3. Adoption of Minutes**

*Regular Council Meeting, May 7, 2019*

**Motion**

MMC 2019 05 21/002R

Moved by Councillor Keating, seconded by Councillor Lewis

“BE IT RESOLVED the minutes of the Regular Council Meeting held on May 7, 2019, be adopted.”

Motion carried unanimously.

*Special Council Meeting, May 7, 2019*

**Motion**

MMC 2019 05 21/003R

Moved by Councillor Keating, seconded by Councillor Tremblett

“BE IT RESOLVED the minutes of the Special Council Meeting held on May 7, 2019, be adopted.”

Motion carried unanimously.

**4. Business Arising from Regular/Special Meetings**

There was no Business Arising from the Regular Council Meeting of May 7, 2019, or the Special Council Meeting of May 7, 2019, to bring forward.

**5. Delegations**

There were no Delegations.

**6. Committee Reports**

Planning & Development Committee

Councillor Brennan reviewed the minutes of the Planning & Development Committee meeting held on May 16, 2019.

A letter was received from Youth Ventures requesting the Town waive permit fees for young entrepreneurs aged 12-29 for the 2019 season. Councillor Brennan commended the youth for opening businesses within our town and encouraged youth to get involved.

**Motion**

MMC 2019 05 21/004R

Moved by Councillor Brennan, seconded by Councillor Lewis

“BE IT RESOLVED approval be given to waive permit and license fees for any student between the age of 12 and 29 who is starting their own business through the Youth Ventures Program during the period of May 1, 2019, to September 4, 2019, as in previous years.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/005R

Moved by Councillor Brennan, seconded by Councillor Tremblett

“BE IT RESOLVED that an application received from Thomas Amusements Inc. to operate Thomas Amusements at the Peninsula Mall, Marystown be approved.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/006R

Moved by Councillor Brennan, seconded by Councillor Keating

“BE IT RESOLVED that an application received from a resident to operate a private psychology/Counselling practice at 119 Bayview Street be approved.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/007R

Moved by Councillor Brennan, seconded by Councillor Edwards

“BE IT RESOLVED that an application received from a resident to install a privacy fence measuring 12’ x 23’ at 8 Baker’s Cove Road be approved, subject to site inspection.”

Motion carried unanimously.

Councillor Brennan commended residents for taking the initiative to clean up the town through the Anti-Litter Campaign. RCSCC 121 Mary Rose Sea Cadets did a great job at cleaning the property at Marystown Central High School and surrounding area and there are many other residents doing their part to keep the town clean. Councillor Brennan advised that a young resident of the community is in the process of setting up a cleanup on June 1<sup>st</sup> starting at the Walmart Parking Lot. Smallwood Community Crescent completed a cleanup in the Atlantic Crescent area and had a great turnout for the event. Councillor Brennan offered congratulations and a big thank you to all that are participating in the cleanup.

Finance Committee

Councillor Edwards reviewed the minutes of the Finance Committee meeting held on May 15, 2019.

**Motion**

MMC 2019 05 21/008R

Moved by Councillor Edwards, seconded by Councillor Keating

“BE IT RESOLVED approval be given to pay Interim Invoice No. CINV0129506 as received from BDO Canada LLP dated April 30, 2019, in the amount of \$16,824.50 including HST for professional services regarding the Town’s Financial Audit for the year ended December 31, 2018.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/009R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED Council approve Accounts Payable Listing No. 8-1 as of May 31, 2019, in the amount of \$136,058.48 as per policy.”

Motion carried unanimously.

*Town Council of Marystown  
Regular Council Meeting  
May 21, 2019*

**Motion**

MMC 2019 05 21/010R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED that in the absence of a policy, Council implement a condition that would require the owner of any business that is ceasing operations to provide written notice to the Town within sixty (60) days following the closure of the business for the purposes of tax adjustments, with the understanding that tax adjustments will not be granted until an inspection has been completed to confirm cessation of operations and with the further understanding that failure to notify the Town within the sixty (60) day time period will result in a maximum adjustment of sixty (60) days prior to the date notice was received; and

BE IT FURTHER RESOLVED approval be given to draft a formal policy regarding tax adjustments following the closure of a business.”

**Discussion**

Councillor Edwards advised that if a business does not notify the Town to allow an inspection to be completed, the Town is unaware of when the business actually ceased operations for the purpose of tax adjustments. New businesses starting operations in the Town will be notified of this condition when a business permit is obtained.

Motion carried unanimously.

**Motion**

MMC 2019 05 21/011R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED approval be given to amend Motion MMC 2019 05 07/012R adopted at the Regular Council Meeting of May 7, 2019, to read as follows:

BE IT RESOLVED approval be given to adjust the 2016 to 2019 Mobile Business Tax for Account No. MISSH001 in the amount of \$800.00 plus accrued interest as the business ceased operations in 2015.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/012R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED approval be given to adjust 2019 Water and Sewer taxes for Account No. GMMAL001 in the amount of \$588.00 plus interest as a business located on the property ceased operations on January 18, 2019.”

Motion carried unanimously.

**Motion**

MMC 2019 05 21/013R

Moved by Councillor Edwards, seconded by Councillor Brennan

“BE IT RESOLVED that the Town Council of Marystown authorize a change order in the amount of \$96,433.04 as per Section 15(2) of the Public Procurement Regulations within existing contract number MA11416 with Wally Drake’s Trucking Ltd. for Project No. 17-SCF-18-00076, with the understanding that Council will report the change order to the Chief Procurement Officer in the required form as given on the Public Procurement Agency website.”

**Discussion**

The Chief Administrative Officer advised that the change order is to extend the installation of the curb and gutter on all of Wilson Street as it was previously approved to only complete curb and gutter on a portion of the street.

Motion carried unanimously.

**Motion**

MMC 2019 05 21/014R

Moved by Councillor Edwards, seconded by Councillor Keating

“BE IT RESOLVED that the Town Council of Marystown authorize a change order in the amount of \$107,634.46 as per Section 15(2) of the Public Procurement Regulations within the existing contract number MA11416 with Wally Drake’s Trucking Ltd. for Project No. DMA 17-MYCW-18-00031, with the understanding that Council will report the change order to the Chief Procurement Officer in the required form as given on the Public Procurement Agency website.”

Motion carried unanimously.

**Public Works Committee**

Councillor Keating reviewed the minutes of the Public Works Committee meeting held on May 14, 2019, which took place at the Water Treatment Plant.

Councillor Keating advised that the Committee met with the owner of Pittman’s Electrical to discuss the pumps and controllers at the Water Treatment Plant and the Clam Pond pump house. Councillor Keating advised that parts will be ordered for the Variable Frequency Drives. There was discussion regarding the necessity of installing a land line at the Clam Pond Pump House. Councillor Keating advised that this was previously discussed and will be brought forward again. The Chief Administrative Officer advised that the Director of Finance & Administration and the Director of Operations & Public Works are in the process of creating a file on the request and will be reviewing it next week.

The Committee also discussed the chlorine station with Pittman’s Electrical. The chlorine station is currently not in operations however, in case of an emergency, would be used to supply clean water to the residents. A new MIOX System will be installed at the Water Treatment Plant this week.

Councillor Keating advised regular operations are going well. The Public Works Department is completing asphalt repairs around town and line painting will begin in mid-June. Provincial Paving has commenced operations at their asphalt plant again for the summer season. Councillor Keating advised that the existing capital works projects are running smoothly and installation of the curb and gutter on Wilson Street will be completed in the coming weeks. Councillor Tremblett questioned the addition of speed bumps on Wilson Street and Forest Road once the project is completed. As the Public Works snow clearing equipment is not equipped to navigate speed bumps, there is a possibility of installing temporary speed bumps that would be removed during the winter season.

Councillor Keating noted that the tennis courts project is coming along and the laydown area is looking great.

A study was completed on the Waste Disposal Site on behalf of Government NL which will be brought forward to the Burin Peninsula Waste Management Board once completed. Councillor Edwards questioned if testing is continuing on the flows and streams in the vicinity of the Waste Disposal Site. Councillor Keating advised that samples are being tested on a regular basis and all is within standards. Councillor Keating advised that testing will be completed in the Garnish River area next week. The results being calculated presently are in comparison to the results in the past.

#### Recreation Committee

Councillor Lewis reviewed the minutes of the Recreation Committee meeting held on May 15, 2019.

The Director of Recreation & Community Services is in the process of obtaining a list of seniors programs being offered by the Marystown YMCA and the Marystown Lions Club to post online. Grants are available for seniors programs which the Director of Recreation & Community Services is in the process of reviewing.

An inspection was completed at the Kaetlyn Osmond Arena by Service NL and carbon monoxide detectors will be installed along with a vent in the area of the Zamboni. The report was very good and the Town was informed that the Kaetlyn Osmond Arena is ranked one of the best kept in the province.

Nominations are being accepted for the Duke of Edinburgh's International Award for Volunteerism. Deadline for nominations is May 31, 2019, and information will be posted to the Town's Facebook Page.

Councillor Lewis advised June 1<sup>st</sup>, 2019, will be a busy day as the community cleanup will be taking place that morning. As well, Councillor Lewis and Recreation Committee Member Colbran will be attending the RCSCC 121 Mary Rose Annual Ceremonial Review that afternoon and Councillor Lewis will be attending the Marystown Lions Club Charter later that evening.

The Arena continues to be busy hosting birthday parties and other activities.

The Town's JCP workers will be starting on June 3<sup>rd</sup>.

As noted at the last meeting, there will be a circus in July – no captive wild animals.

An inspection was completed on all the playgrounds by the Director of Recreation & Community Services and a Recreation employee to determine the age and safety of the equipment and their usage. Councillor Lewis advised that there are some playgrounds that are well maintained by families in the area and the Recreation Department has decided to consider potentially decommissioning those that are not being used.

### **Motion**

MMC 2019 05 21/015R

Moved by Councillor Lewis, seconded by Councillor Keating

“BE IT RESOLVED approval be given for the Director of Recreation & Community Services to request Council’s permission to decommission playground equipment located at several playgrounds that may be deemed a safety hazard and pose a liability, with the understanding that the Town will focus on reducing the number of playgrounds to eliminate those that have been abandoned or are unused and concentrate on improving and enhancing selected playgrounds.”

### *Discussion*

Councillor Keating advised that, in some areas where children reside, there may be interest from residents in striking a committee to revive their playground. Councillor Lewis advised there are twelve playgrounds in town and if a family would like to revive a playground in their area, they can contact the Town to discuss the playground they would be interested in reviving. Some equipment is in poor condition and will be removed for the public’s safety. The Town will focus on enhancing certain playgrounds, including the one located at the Track & Field Complex, to make the playground more inclusive by providing equipment such as accessible swings.

Motion carried unanimously.

Some repairs were completed on the boardwalks of the Jane’s Pond Walking Trail and the Landing Place Pond Walking Trail.

Renovations at the Summer Games Building are ongoing and repairs were completed on a sink hole that was located on the soccer field.

The Special Olympics are taking place in June.

The tennis courts are almost ready for paving.

The Director of Recreation & Community Services has received a grant of \$500.00 for the Community Garden. Students will be asked again to get involve with planting vegetables.

There was a Pride Committee meeting this afternoon which the Director of Recreation & Community Services attended. The public will be advised of the date for the Pride Walk once set.

Councillor Lewis advised that a Recreation Committee Member brought forward information regarding a wellness program focusing on chronic pain and depression. More information will be brought forward when received and it’s hoped that a six week session program can be hosted

in Marystown in the future. The next program is scheduled to take place in Baine Harbour on May 30, 2019. Information will be posted to the Town's Facebook Page.

Safe Talk and ASSIST Training scheduled to take place May 27-29, 2019 with space still available.

June is Recreation Month – the Recreation Committee will be posting info on their Facebook Page regarding recreational activities.

Councillor Tremblett reference correspondence received from Sean McCann regarding a concert focusing on sexual abuse and addiction. Councillor Lewis advised that the information was forwarded to community partners who may be interested in bringing the event to Marystown. Councillor Tremblett also advised that she is in the process of checking for grants that may cover the costs to host the event.

#### Tourism & Special Events Committee

Councillor Keating advised that there has not been a Tourism & Special Events Committee Meeting since the last Regular Council Meeting of May 7, 2019. As Deputy Mayor Myles is unavailable, there may be a meeting scheduled in the coming weeks.

#### Protection to Persons & Property Committee

Councillor Tremblett reviewed the minutes of the Protection to Persons & Property Committee meeting held on May 16, 2019.

All is running smoothly in the Fire Department with no issues to report.

Cleanup Week is scheduled for June 1-8, 2019, and five dumpsters will be strategically placed in town to facilitate the clean-up. Councillor Tremblett thanked those groups and organizations who have decided to initiate early clean-ups as it has really made a difference to the appearance of those areas. Letters have been sent to businesses and organizations to advise of the cleanup and encourage participation. Two additional businesses, Canadian Tire and MacBeath Law, have committed to the purchase of anti-litter signage for the town. Councillor Brennan advised that the anti-litter signs will be erected the first week of June. Councillor Tremblett advised the clean-up incentive program is a great fundraiser opportunity for local organization; registration is required.

There are no major issues with animal control.

Mayor Synard advised that it would be a good idea to promote anti-littering in town by placing logos and signage on the Town's vehicles as they can be seen around town on a daily basis. Council was in agreement with this idea. Councillor Brennan advised that he is seeing pride from the local residents and hopes that residents will be more proactive in preventing and reporting littering. Councillor Brennan advised that encouraging residents to adopt the area in front of their property and keep it clean would keep ditches litter-free with minimal effort involved.

## **7. Correspondence**

- Invitation to the RCSCC 121 Mary Rose 66<sup>th</sup> Annual Ceremonial Review taking place June 1, 2019.

This item was brought forward with Councillor Lewis advising that she will be attending the event.

## **8. Approvals to Purchase**

### **Motion**

MMC 2019 05 21/016R

Moved by Councillor Edwards, seconded by Councillor Keating

“BE IT RESOLVED approval be given for the Administration Department to purchase Anti-Litter Signs from M & M Quick Copy at a cost of \$3,507.50 including HST with funds to come from the \$500.00 per sign Sponsorship Donation received from local sponsors for each sign.”

Motion carried unanimously.

### **Motion**

MMC 2019 05 21/017R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED approval be given for the Administration Department to purchase building materials from Aylwards Home Hardware to erect the Anti-Litter signs at a cost of \$1,674.06 including HST with funds to come from the \$500.00 per sign Sponsorship Donation received from local sponsors for each sign.”

Motion carried unanimously.

### **Motion**

MMC 2019 05 21/018R

Moved by Councillor Edwards, seconded by Councillor Tremblett

“BE IT RESOLVED approval be given for the Fire Department to expend funds for nine firefighters to attend the annual Fire School taking place in Clarendville, NL, from May 24-31/19 at a cost of \$11,634.31 including HST.”

Motion carried unanimously.

## **9. Regulations**

There were no Regulations to bring forward.

## **10. Other Business**

Councillor Keating, on behalf of Council, extended congratulations to the new MHA of Placentia West - Bellevue, Mr. Jeffrey Dwyer. Council is looking forward to meeting with MHA Dwyer and working with him in the future. Mayor Synard, on behalf of Council, also thanked previous

*Town Council of Marystown  
Regular Council Meeting  
May 21, 2019*

MHA Mark Browne for his service to the area over the past four years. Council was in agreement that letters will be written to both parties.

**Motion**

MMC 2019 05 21/019R

Moved by Councillor Keating, seconded by Councillor Tremblett

“BE IT RESOLVED approval be given to write a congratulatory letter to newly elected MHA Jeffrey Dwyer and a letter of appreciation to past MHA Mark Browne, Placentia West – Bellevue district.”

Motion carried unanimously.

Councillor Edwards congratulated the Recreation Department and the Public Works Department on their hard work and dedication to the Kaetlyn Osmond Arena. During the inspection that was completed by Service NL, it was advised that the Kaetlyn Osmond Arena was the best kept arena in all of Newfoundland outside of St. John’s. The Director of Recreation & Community Services advised that both departments have a great relationship and work very well together. The Director of Recreation & Community Services also thanked Council for their continued support in approved funding for upgrades that were made to the Kaetlyn Osmond Arena.

**11. Notices of Motion**

There were no Notice of Motions during the meeting.

**12. Adjournment**

**Motion**

MMC 2019 05 21/020R

Moved by Councillor Keating, seconded by Councillor Tremblett

“BE IT RESOLVED the meeting was adjourned at 7:46 p.m.”

Motion carried unanimously.

---

Sam Synard  
Mayor

---

Dennis Kelly  
Chief Administrative Officer