



# THE TOWN OF ROSE BLANCHE - HARBOUR LE COU

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## THE TOWN OF ROSE BLANCHE-HARBOUR LE COU REGULAR MEETING OF COUNCIL ON MONDAY, SEPTEMBER 20<sup>TH</sup>, 2021 @ 6:30 p.m.

Members Present	Mayor -----	Clayton Durnford
	Deputy Mayor -----	Jennifer Keeping
	Councillors -----	Fred Billard
		Henry Lawrence
		Ruby Porter
		Frank Touchings

Also Present	Town Clerk -----	Tammy Farrell
	Maintenance -----	Barry Spicer

Councillor Gary Bateman was unable to attend.

Adoption of Minutes

Mayor Durnford called the meeting to order and asked if there were any errors or omissions to the minutes. Prayer read.  
**MOTION 75-2021 H.LAWRENCE/F.BILLARD**  
Resolved the minutes be adopted as circulated.  
**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Adoption of Agenda

**MOTION 76-2021 R.PORTER/J.KEEPING**  
Resolved the agenda be adopted as prepared.  
**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Maintenance

Barry advised plumber called and will be in town Wednesday to fix the chlorine leak.

- Parts are ordered to fix the blade on the loader
- Loader needs inspection, Barry to arrange
- Was unable to find supplier for cutting edge. Will contact some vendors to determine if we can get on this year.
- If the waste management truck is unable to take blue bags, town will collect them every two weeks.

BWA Program Meeting – Titia Praamsma of Wood Company meet with, Mayor Clayton Durnford, Deputy Mayor Jennifer Keeping, Councillor Ruby Porter, Town Clerk Tammy Farrell, and Maintenance Barry Spicer, on September 15<sup>th</sup> regarding the town's Boil Water Advisory. Meeting discussed the town's water system

- current chlorination and filtration measures the town is using.
- Titia visited the pumphouse, reservoir and Rose Blanche Brook to get an idea of our water system.
  - Barry and Titia came up with a plan to test chlorine at the reservoir and other areas of the system for a 2 week period. Will be monitoring during this time to determine what solution will work best for the town.
  - She did advise, bleeds can be turned on in the summer if need be to help the chlorine flow through the system.
  - The coloring of the water in the summer months will not change unless we constructs a treatment plant that will cost millions of dollars.
  - If town needs to apply for Capital Works, Titia will help in that process as well.
  - Town will also check with Carla with Water Divisions regarding the storing of sand/salt in the area.
  - Titia also recommended a sign be installed at “Flats” at the Brook to stop the ATV’s from driving in the mud and digging the mud. When it rains all the mud goes in the water supply area. Council requested the sign have the Town’s logo on it as well.

Clerk advised both beavers that was reported at the intake has been captured.

Back Up Generator – Clerk spoke to Carla from Water Division and she sent email for the fee for the permit. \$230.00 total as been sent. Once the payment as been processed, permit will be issued. She did caution the town, not to begin any work until the permit is received.

Pumphouse Filter/Chlorine Leak – Chlorine Leak was discussed above. Barry has been talking to representative from KD Pratt and they are working on the pumphouse filters.

Old Building Brook – Clerk received email from Environmental Protection Office for this area. He sent regulations regarding proper handing of asbestos waste and disposal. A form must be completed prior to any demolishing of this building. A proper contractor with asbestos licensing must remove this building. The closest landfill site in the Western Region area is Wild cove C&D Landfill. Suggested to contact Town of Port aux Basques as they have dealt with asbestos in the past.

Clerk to determine procedure to ensure all the land is issued to the town as well.

Business Arising from Minutes

Election Day - Procedures/Cleaner – Clerk gave copy of procedures she felt is required for election day. No more than 4 people at one time in the polling station, must wear mask, must practice social distancing, must use hand sanitizer, no regular council work to be completed on election day, returning officer and poll clerk pay will remain the same as previous years.

Clerk received 2 names for Door Guard/Cleaner. It was decided to put both names in a bag and draw. Diane Munden was the name drawn and will be hired for that day. If she is unable to make it, then other name will be called. Minimum wage will be paid for this position.

Quarry/Pit Closure – Clerk advised council must complete a closure application form. Clerk advised some things needs to be completed prior to the completion of the form. Road has to be completed so there is no access, all garbage and debris must be removed from the site as well. Maintenance to complete this and advise clerk when done. Clerk to contact Land Division to find out if there are any signage available to advise quarry is closed.

Capital Works - Roadwork – Motion was made at last meeting to accept the funding, however needs signed and send to proper department. Once the signed document is received, Municipal Affairs will reach out to the town for a meeting. Will also help in the tendering document for an engineer. Project will not start until Spring/Summer 2022.

Rules of Procedure – Clerk gave copy of rules of procedure to all council members for review with changes added. Will advise clerk if anything needs to be added, removed or changed before the next meeting at which time the Rules of Procedure will be adopted..

Waste Management Meeting – Councillor Frank Touchings attended the meeting on September 16, 2021.

- Currently the truck is in for repairs that is covered under warranty however unsure when the part will be available
- New truck will not be here until this November due to COVID
- Due to truck issues, town employees collected garbage and blue bags and took to the waste site. Town of Port aux Basques is currently renting a truck from Stephenville and collection will resume to normal this Friday with both garbage and blue bags.
- Fees look to increase for 2022 tax year.

- There was discussion that some communities may take their own garbage if it is going to save money. There was a lot of discussion around this issue, however the town would have to have 2 days for garbage pick up, blue and clear bags; 2 maintenance for garbage and then another worker for winter; repairs and maintenance; etc.

**MOTION 77-2021 F.BILLARD/R.PORTER**

Resolved the Town of Rose Blanche-Harbour Le Cou will remain a part of the Western Regional Waste Management Committee, and continue with curb side pick up as is currently.

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Meeting with RCMP – Councillor Billard attended the meeting on September 8<sup>th</sup> at Bruce II Complex.

- Discussion around Policing in the area as there are cuts. Southwest Coast to Codroy Valley there are 6 position however only 4 filled at the moment. Sargent is now stationed in Stephenville.
- Main concern is speeding for most areas
- If no calls are coming in from the area, then they will not visit so often.
- If any issues call and report it and they will visit the area

New Business

Asset Management Project – Clerk presented planned project from AIM network for Asset Management for the town

- this plan will obtain data, capture and verify linear assets and will be set up in Excel spreadsheet format.

- if town agrees, will qualify for grant for 90% of the funding from FCM (Federation of Canadian Municipalities), the town will only have to pay 10% which would be \$4,888.00.

- Council had some questions and concerns regarding this as we did completed Tangible Capital Assets in the past.

- Clerk to send representative following concerns:

- What is the overall benefit to the town?
- What will happen once the project is completed, who keeps track of the assets?
- What happens if the FCM grant isn't approved for the town?

Clerk will advised at next meeting.

Town's Insurance – Clerk presented council with list of town's properties from our insurance company. Currently there are some buildings that are under insured. Councillor Frank Touchings and Clerk will prepare the proper figures and submit to the insurance company.

Auditor's Quotes – Clerk presented 3 quotes that were received from bid request as below:

- Grant Thornhill \$17,655.00
- BDO Canada \$14,150.00 plus extra 8% for administration and technology fee
- Kung & Roberts \$3,800.00

Town's current auditor is \$10,000 plus for 2020 financial statements.

**MOTION 78-2021 H.LAWRENCE/J.KEEPING**

Resolved to accept Kung & Roberts tender of \$3,800.00 for the 2021 Financial Audit.

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Clerk to contact Municipal Affairs for next step in this process.

Minium Wage Increase – Clerk advised minium wage will increase \$0.25 as of October 1<sup>st</sup>. All payroll will reflect this increase as previously motioned.

Remote Meeting Policy Amendment – Clerk brought forth due to COVID-19, the town's remote meeting policy will need to be amended. Will need the following changes will be added:

- Add Zoom to technology that can be used
- Change one councillor at a time to three councillors at a time can attend meeting remotely.
- Remove last bullet and add to attend remotely you must be in a quiet, uninterrupted area.

**MOTION 79-2021 F.BILLARD/R..PORTER**

Resolved to amend Motion 10-2018 made on February 26, 2018 by Councillor Fred Billard and Seconded by Councillor Gary Bateman to include the above additions to the Remote Meeting Policy and to adopt the amended Remote Meeting Policy as prepared.

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Other Concerns – Clerk requested to pay remuneration early this month.

**MOTION 80-2021 J.KEEPING/F.TOUCHINGS**

Resolved to pay remuneration prior to end of the month

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

– Councillor Frank Touchings gave run down on accounts receivables Finances are doing good however keep eye on those still owing for this year. Some accounts are already sent to lawyer for collection, 2 more on still on payment plans and doing well.

– Clerk advised Town will need to look at investing in a debit machine for the new year. A lot of residents do not keep cash on hand. Clerk to check out prices prior to budget meeting.

– Clerk to contact owner of delapidate properties in Crow Cove, Power meter fell off last week. This is getting dangerous and safety concern for other area residents.

– Town is officially the owners of the Bait Depot

– Clerk to get years of Service Awards for current councillors

Correspondence

**FROM:** Concerned resident of Harbour Le Cou **REGARDING:** Right of Way - Neighbors blocking driveway **ACTION:** Mayor Durnford and Maintenance visited the area prior to the meeting as the resident contact Mayor by phone. There is room to drive to the home however it is not much room but still can't get there. Suggested to write both residents letter advising right of way cannot be blocked, and hoping they can resolved any issues peacefully.

**FROM:** Municipal Assessment Agency **REGARDING:** New Board of Directors **ACTION:** Acknowledged.

Finances

**MOTION 81-2021 F.BILLARD/J.KEEPING**

Resolved the list of accounts payable on the agenda be approved for payment.

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

Adjournment

**MOTION 82-2021 J.KEEPING/R.PORTER**

Resolved the meeting be adjourned at 9:20 p.m.

**IN FAVOR 6; OPP 0; ABST 0; CARRIED**

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**Mayor**

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**Town Clerk**