



Special Public Meeting of Council
May 27, 2021

Minutes

Attending: Mayor Derm Moran, Councillor David Ryan, Councillor Vince Swain, Councillor Fraser Paul, Councillor Dale O'Driscoll, Councillor Colleen Hanrahan

Also attending: Geraldine Caul, Town Clerk
Pat Curran, CAO

1. Mayor Derm Moran called the meeting to order at 7:41 p.m.
2. Adoption of Agenda of May 27, 2021

2021-193 Councillor Fraser Paul/Councillor Vince Swain
Move that council adopt the agenda of May 27, 2021.
Motion carried.

3. Asset Management Plan - Contract award for AMP proposal/plan development

Background information on Asset Management Plan:

Council deferred awarding a sole-source contract to Tract Consulting for the completion of a proposal to the FCM's Municipal Asset Management Plan (MAMP) and if successful, the preparation of the Town Asset Management Plan (AMP). The CAO was asked to clarify considerations around sole-source contracting. The CAO reached out to the PPA and was directed toward Policy 7.2 of the Policy concerning sole-sourced contracting. Tract is proposing to undertake 2 activities. The first is completion of a proposal to the FCM, followed by preparation of the AMP if our proposal is successful. In addition, Tract has an exclusive arrangement with AIM to provide back-end support and a fixed methodology. The Policy provides 2 areas of justification for sole-sourced contracting in this instance. First, there is provision with the sole source policy for recognition of exclusive rights including licensing or to maintain specialized products from a supplier.

The second is the procurement of a prototype or a first good or service to be developed in the course of a particular contract for research, experiment, study, etc. The two-staged proposal by TRACT, beginning with proposal development and followed by actual AMP development would align with this policy.

2021-194 Councillor Fraser Paul/Councillor Vince Swain

Move the following:

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for development of an Asset Management Program with a Preliminary 5-year Capital Program and 20-year Capital Requirement Projections.

Be it further resolved that the Town of Witless Bay commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

Activity 1: Prepare an Asset Management Policy. A 2-3-year Roadmap for Asset Management and a Level of Service Analysis.

Activity 2: Prepare an inventory of major assets including water distribution, sewer, roads, storm, sidewalks, municipal-owned buildings and structures, trails and fleet in spreadsheets and GIS.

Activity 3: Prepare State of Infrastructure Reports and a Preliminary Capital Program.

Be it further resolved that the Town commits up to \$12,500 from its budget toward the costs of this initiative.

Be it further resolved that the Town contract with TRACT Consulting and the AIM Network to a maximum of \$62,500.00 HST inclusive to, a) prepare the Municipal Asset Management Program application and, b) and if approved, complete the Asset Management Program as outlined above.

Motion carried.

4. Coastal Erosion Project - Contract award for professional services

2021-195 Councillor Fraser Paul/Councillor Vince Swain

Move that Council accept the proposal from ADC Engineering for \$33,454.30 for professional engineering services for the Coastal Erosion Shoreline Protection Project. Motion carried.

Mayor Moran noted that items 5, 6, and 7 would be deferred to the last portion of the meeting.

Councillor David Ryan left the meeting at this point to attend to family duties. He would be absent for the duration of this meeting.

8. 46-64 Dunn's Lane - single family dwelling (deferred from May 11, 2021 meeting)

2021-196 Councillor Fraser Paul/Councillor Vince Swain

Move that Council approve the application to construct a single family dwelling a 46-64 Dunn's Lane consistent with Town's regulations and requirements of other departments and agencies.

Motion carried.

5. Standing Offer - Quotation 1

2021-197 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the quotation from O'Brien's Trucking for \$2,507.00, HST inclusive for various public works under standing offer.

Discussion: Councillor Hanrahan asked that Council provide details of this work for the public's benefit.

The maintenance roadwork areas are Bear's Cove Road turnaround, Harbour Road just past the store, Lundrigan's Road, beach front where the old chalet used to be, and Harbour Road/New Line Road.

Motion carried.

Standing Offer - Quotation 2

2021-198 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the quotation from O'Brien's Trucking for \$5,635.00, HST inclusive for various public works under standing offer.

Discussion: Councillor Hanrahan asked for details of this work for public's benefit.

The maintenance work includes landscaping in front of the town hall, excavation at the side of the municipal depot, and a change order which included ditching, and road improvements.

Motion carried.

Standing Offer - Quotation 3

2021-199 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the quotation from O'Brien's Trucking for \$2,369.00 HST inclusive for various public works under standing offer.

Discussion: Councillor Hanrahan asked for details of this work for public's benefit.

The maintenance work includes pothole repairs to Crocker's Road, swale on Lower Loop, work at the dog park on Southside Track, excavation at Lower Pond for flagpole, clean-out of drain by the store.

Motion carried.

Standing Offer - Quotation 4

2021-200 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the quotation from O'Brien's Trucking for \$7,820.00, HST inclusive for additional work at the Fire Department Training grounds under standing offer.

Discussion: Councillor Hanrahan asked for details of the work.

The work includes placement of Class A, filling hole where seacans were removed, and moving salt and sand.

Motion carried.

Standing Offer - Quotation 5

2021-201 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the quotation from O'Brien's Trucking for \$1,210.40, HST inclusive for various public works under standing offer.

Discussion: Councillor Hanrahan asked for details of the work for public's benefit.

The maintenance work includes replacement of guardrails on Gallows Cove Road, Northside Track and Lower Pond Bridge.

Motion carried.

7. Change order - Fire Training Grounds

2021-202 Councillor Vince Swain/Councillor Fraser Paul

Move that Council accept the change order quotation from O'Briens Trucking for \$4,600.00.

Discussion: Councillor Hanrahan asked for details of the work for public's benefit.

The change order includes additional work required for concrete pad at the Fire Department Training ground (cutdown 3/4 washed stone & stockpile on site, supply, deliver, and spread 4 inch coating of Class A on top of 3/4 wash; put on grade and compact.)

Motion carried.

9. Other Business

2021-203 Councillor Dale O'Driscoll/Councillor Colleen Hanrahan

Move that Council pay invoice for NL Association of Fire Chiefs for \$365.72.

Motion carried.

10. **2021-204** Councillor Fraser Paul/Councillor Dale O'Driscoll
Move that Council adjourn the meeting at 8:03 p.m.
Motion carried.