

## **Regular Council Meeting Minutes**

Meeting #: 11  
Date: July 11, 2023  
Time: 7:00 p.m. - 8:39 p.m.  
Location: Council Chambers

**Members Present**

- Mayor Bent**
- Deputy Mayor Gosse**
- Councillor Tilley**
- Councillor Moores**
- Councillor Connors**
- Councillor Butler**
- Councillor Hillier**
- Councillor Hardy**
- Councillor Barrett**

**Staff Present**

- Gail Pomroy, Town Clerk**
- Liz Davis, Director of Financial Services**
- Brian Crawley, Chief Administrative Officer**
- Corrie Davis, Director of Planning and Development**
- Nick Miller, Director of Recreation and Leisure Services**
- John Heffernan, Fire Chief**
- Maggie Hynes, Communications Manager**
- Mike Downey, Network Manager**

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### **1. Land Acknowledgement**

The Town of Conception Bay South would like to respectfully acknowledge the territory in which we gather, as the ancestral home-lands of the Beothuk and the island of Newfoundland as the ancestral homelands of the Mi'kmaq and Beothuk.

We also respectfully acknowledge Labrador as the traditional and ancestral homelands of the Innu of Nitassinan, the Inuit of Nunatsiavut, and the Inuit of NunatuKavut.

We strive for respectful partnerships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

## **2. ADOPTION OF AGENDAS AND MINUTES**

### **2.a Adoption of the Meeting Agenda for July 11, 2023**

**Resolution #23-243**

**Moved By** Councillor Hardy

**Seconded By** Councillor Hillier

Be it so resolved that the agenda of the meeting of July 11, 2023 be adopted as presented.

*Carried Unanimously*

### **2.b Adoption of the Meeting Minutes of June 13, 2023**

**Resolution #23-244**

**Moved By** Councillor Tilley

**Seconded By** Councillor Butler

Be it so resolved that the minutes of the meeting of June 13, 2023 be adopted as presented.

*Carried Unanimously*

## **3. BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 4. VISITORS, PRESENTATIONS AND PETITIONS

##### 4.a Council Travel

Name	Reason for Travel	Date of Travel	Total Approved	Registration Amount	Total Amount
Gerard Tilley	OTC - Houston	April 29- May 4	\$3,500.00	\$805.00	\$3,586.81
Darrin Bent	OTC - Houston	April 29- May 4	\$3,500.00	\$805.00	\$4,205.66
Melissa Hardy	FCM - Toronto	May 25-28	\$3,500.00	\$1,133.40	\$3,642.86
Andrea Gosse	FCM - Toronto	May 25-28	\$3,500.00	\$1,133.40	\$3,872.28
Andrea Gosse	MNL Symposium - Gander	May 3-6	\$1,500.00	\$350.00	\$1,546.87

##### 4.b Provincial Easter Seals Ambassador

Brandon Bowen, Provincial Easter Seals Ambassador was in attendance to be recognized for his selection as a Youth Ambassador as part of Canada's Delegation to the 16th session of the Conference of States Parties (COSP16) He attended the United Nations Convention on the Rights of Persons with Disabilities held in New York City on June 13-15, 2023.

#### 5. NEW BUSINESS

Deputy Mayor Gosse commented on the 50th Anniversary Celebration of the CBS Fire Department held on June 23, 2023. She congratulated Fire Captains, Fire Lieutenants and Fire Fighters for the awards they received.

Councillor Tilley also commented on the 50th Anniversary Celebration. He congratulated guest, Brandon Bowen. He expressed appreciation to former Councillors Kirk Youden and Cheryl Davis who played an integral part of the Community Park, and former Director, Dave Tibbo. He also commented on the lights at Foxtrap Access Road. He stated that these traffic lights are owned and operated by the provincial government and we are trying to contact them to have it re-programmed.

Councillor Hillier commented on the grand opening of the Community Park. He stated that staff had done such a fantastic job on pulling this park together in the last couple of years. A fantastic asset to the Town.

Councillor Butler also commented on the Community Park and noted that it is well used. She expressed thanks to all involved with the Soiree and the 50th anniversary Committee. She stated that there are so many great volunteers in the Town as well as Council and staff.

Councillor Connors commented on the recently held Sam Jam. He stated that the event was an astounding successful event and thanked everyone for their outpouring of support and love.

Councillor Moores congratulated Councillor Connors on the successful event. She thanked all residents for the ParticipAction and noted that we were the top community in NL. She stated that the Town now has to submit a report now to demonstrate why the Town of Conception ay South should win. She also stated that the Ball Hockey Nationals Tournament will be held July 26 - 29th. There will be 30 teams from across the country participate. She stated that there are still lots of remaining events for the Kelligrews Soiree. Finally she congratulated Nick Miller for winning the Joe Byrne Development Award from Hockey NL.

Councillor Hardy stated that tonight is movie night for the Soiree. She noted that there is a Friday night bingo fundraiser for the Field of Dreams. She expressed congratulations and thank you to the staff of the Recreation and Leisure Services Department and also noted that Sam Jam was such an amazing event.

Councillor Barrett commented on the Kelligrews Soiree and 50th anniversary celebrations. He stated that staff have done such a fantastic job.

Mayor Bent stated that in June had attended CBA Chamber of Commerce on Regional collaboration. He congratulated Paul Edwards on retirement from St. George's Elementary. He commented on the Raven Kastor PodKast and stated that he had joined some of the group at the library to participate in their PodKast. He stated that he had the honour of laying a wreath at the Memorial Day Service. He commented on the great Canada Day celebration and the opening of the

Community Park. He stated it was a great event to watch so many people enjoying the park. He stated that the Clara Nolans BBQ was held today and commented on the dedicated volunteers, Finally he stated that the MAA assessments were sent out a month ago. He stated that he had heard from a few residents and recommended anyone with a concern with the assessment to appeal prior to the July 31, 2023 deadline.

**6. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE  
(Chair, Councillor Hillier)**

**6.a 1483-1485 Conception Bay Highway**

Deputy Mayor Gosse declared a conflict on this item as her family business is involved in the project. She vacated the meeting at 7:45 p.m. and returned at 7:46 p.m.

**Resolution #23-245**

**Moved By** Councillor Hillier

**Seconded By** Councillor Butler

Be it so resolved that, in accordance with Section 3.12 of the Town's Development Regulations, Application No. 2818 received on May 24, 2023, requesting a variance to reduce the lot frontage from 21m to 18.9m for a new lot at a portion of 1483-1485 Conception Bay Highway, be approved.

*Carried*

**6.b 39 Spruce Hill Road**

**Resolution #23-246**

**Moved By** Councillor Hillier

**Seconded By** Councillor Hardy

Be it so resolved that, in accordance with Section 6.7.1(l) of the Town's Development Regulations, Application No. 2815 received on May 19, 2023, seeking approval of a Home Based Occupation (yoga classes & counselling) at 39 Spruce Hill Road, be refused in consideration that the property cannot accommodate the parking requirements for the dwelling

and the proposed business within the lot.

*Carried Unanimously*

**6.c 28 Fagans Road**

**Resolution #23-247**

**Moved By** Councillor Hillier

**Seconded By** Councillor Connors

Be it so resolved, that in accordance with Council's discretionary authority at Section 5.3(1) and 3.12 of the Town's Development Regulations, Application No. 2863 received May 31, 2023 for a 66.9m<sup>2</sup> accessory building (garage) at 28 Fagans Road, be approved on condition that no further infilling of land occur within 15m of the nearby waterway.

*Carried Unanimously*

**6.d 511 Conception Bay Highway**

**Resolution #23-248**

**Moved By** Councillor Hillier

**Seconded By** Councillor Barrett

Be it so resolved, that in accordance with Section 10.11.2, and Council's discretionary authority of section 10.7 of the Town's Development Regulations, Application No. 2755 received May 5, 2023 for a pet grooming home based business at 511 Conception Bay Highway, be approved.

*Carried Unanimously*

**6.e 14 Dove Place**

**Resolution #23-249**

**Moved By** Councillor Hillier

**Seconded By** Councillor Tilley

Be it so resolved, that, in accordance with Sections 4.11 and 5.15 of the Town's Development Regulations, the approval of a single dwelling at 14-18 Dove Place be renewed and extended to November 4, 2025.

*Carried Unanimously*

**6.f 17-19 Lincoln Place**

**Resolution #23-250**

**Moved By** Councillor Hillier

**Seconded By** Councillor Connors

Be it so resolved that, in accordance with Section 2(c) of the Town's Commercial Motor Vehicle Regulations, Application 2754 dated May 4, 2023 seeking to park a commercial vehicle (transport truck trailer) at 17-19 Lincoln Road, be refused in consideration that the trailer is not maintained or primarily used for transportation of property.

*Carried Unanimously*

**6.g 4 Green Way**

**Resolution #23-251**

**Moved By** Councillor Hillier

**Seconded By** Councillor Moores

Be it so resolved that, in accordance with Council's discretion at Section 4.6 of the Town's Development Regulations, Application No. 2911 received on June 8, 2023 proposing to re-grade the rear yard at 4 Green Way, be refused in consideration that the proposed work may alter the approved stormwater drainage for the subdivision.

*Carried Unanimously*

**6.h 186 Swansea Street**

Councillor Hillier declared a conflict on this item as he resides in the neighbourhood. He vacated the meeting at 7:51 p.m. and returned at 7:52 p.m.

**Resolution #23-252**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Butler

Be it so resolved that, in accordance with Section 6 of the Town's Commercial Motor Vehicle Regulations, Application No. 2976 dated June 22, 2023 seeking approval to park a 4,800kg commercial vehicle (truck tractor) at 186 Swansea Street, be approved.

*Carried*

**6.i 16-18 Michael Place**

**Resolution #23-253**

**Moved By** Councillor Hillier

**Seconded By** Deputy Mayor Gosse

Be it so resolved, that in accordance with Council's authority of Section 5.3.1(2) of the Town's Development Regulations, Application No. 2956 received June 19, 2023 for an accessory building with 49.1m<sup>2</sup> lot coverage at 16-18 Michael Place, be approved on condition that it meet the minimum 10m building line setback.

*Carried Unanimously*

**6.j 165-167 Conception Highway**

**Resolution #23-254**

**Moved By** Councillor Hillier

**Seconded By** Councillor Barrett

Be it so resolved that, in accordance with section 4.10 of the Town's Development Regulations, Application No. 2020-255 to develop a residential subdivision with approximately 31-lots at 163-167, 177A



Conception Bay Highway and 35-39 Talcville Road, be approved in principle.

**AND FURTHER**

Be it so resolved that hybrid front yard wired utility system with aerial distribution and underground service lines be approved for electrical servicing of the subdivision.

**AND FURTHER**

Be it so resolved that the applicant be required to convey to the Town any portion of land between the proposed road right-of-way and civic numbers 161, 169 and 171 Conception Bay Highway.

*Carried Unanimously*

**6.k 34 Greeleytown Road**

**Resolution #23-255**

**Moved By** Councillor Hillier

**Seconded By** Councillor Connors

Be it so resolved, that Application No. 2780 received May 12, 2023 for a front yard fence along an adjoining driveway at 34 Greeleytown Road be approved to a maximum height of 0.9m.

*Carried Unanimously*

**6.l 21 Barnes Lane**

**Resolution #23-256**

**Moved By** Councillor Hillier

**Seconded By** Councillor Hardy

Be it so resolved that in accordance with section 5.3(2) of the Town's Development Regulations, Application No. 2783 received on May 15, 2023 for a 111.5m<sup>2</sup> accessory building at 21 Barnes Lane, be approved on condition that the existing accessory buildings (barn and cellar) be reduced so that the cumulative lot coverage of all accessory buildings does not exceed 181.8m<sup>2</sup>.

*Carried Unanimously*

## **6.m Committee Report**

### **Resolution #23-257**

**Moved By** Councillor Hillier

**Seconded By** Councillor Butler

Be it so resolved that the decisions and recommendations made at the Planning and Development Committee meeting on July 4, 2023 be accepted as presented. Topics discussed were:

- 464 Dunns Hill Road
- 239 Conception Bay Highway
- 14 Dove Place
- 512 Conception Bay Highway
- 73 Cherry Lane
- White Hill Pond
- Lawrence Pond Estates Subdivision
- Walker Grove Subdivision, Phase 2
- 135-137 Seal Cove Road & 7-17 Aprils Lane
- 240-258 Anchorage Road
- Department Update

*Carried Unanimously*

**7. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE (Chair, Councillor Hardy)**

**7.a Ratification of Invoice AW-24324 - Unit 314**

**Resolution #23-258**

**Moved By** Councillor Hardy

**Seconded By** Councillor Moores

Be it so resolved that invoice AW24324 from Cummins Sale and Service be ratified in the amount of \$20,919.00 for repairs to Unit 314, Pierce Fire Truck Pumper #1. Funds were taken from 01-301-8118-5415

*Carried Unanimously*

**7.b Dunns Hill Road Pilot Project**

**Resolution #23-259**

**Moved By** Councillor Hardy

**Seconded By** Councillor Moores

Be it so resolved that intersection changes at Dunns Hill Road and Conception Bay Highway, as a result of the pilot project, traffic consultant assessments and public consultation, be implemented permanently within a future project work scope. The temporary measures will remain in place until such time.

*Carried Unanimously*

### **7.c Engineering and Public Works Committee Meeting**

Water Conservation Policy

Frog Pond Update

**Resolution #23-260**

**Moved By** Councillor Hardy

**Seconded By** Councillor Moores

Be it so resolved that the recommendations and decisions of the Engineering and Public Works Committee held on July 5 2023 be accepted as presented;

- 7 Topsail View Park
- Eastern Regional Service Board - Clear Bag Program
- Regional Water Authority - Water Service Agreement
- Curbside yard Waste Statistics - June
- Capital Projects
- Water Statistics
- Department Report
- 16 Flats Road Service Connections
- Name a Waste Truck Contest

*Carried Unanimously*

## **8. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Moores)**

### **8.a Recreation and Leisure Services Committee Report**

Councillor Moores stated that with the new collective agreement, we saw quite a significant amount of staff movement within our organization. Our recreation and leisure services labour pool is operating at ¼ of its normal capacity. With that being said, job hiring has begun and is nearing completion, and we hope to have staff in place very soon. This is unionized work so we are limited to who can do it. Our current unionized

staff has agreed to alternate working schedules to accommodate our current needs. We thank them for that. We are anticipating that by Tuesday July 17<sup>th</sup> we will have all playgrounds and green spaces completed. We understand your frustrations. This is an anomaly and many things led to us being at a 25% work force within the rec department. We thank you so much for your patience.

**Resolution #23-261**

**Moved By** Councillor Moores

**Seconded By** Councillor Butler

Be it so resolved that the recommendations and decisions of the Recreation and Leisure Services Committee meeting of July 5th 2023 be accepted as presented. Community Park Grand Opening National Ball Hockey Championships Family Swim Issues at Recreation Complex Community Park Splash Pad Tv Show Request to use Recreation Complex Community Challenge Update Kelligrews Soiree Letter from CBS Junior B Renegades Recreation and Leisure Services Labourer Shortage Important Dates Thomas Amusements 50th Promotional Items

*Carried Unanimously*

**9. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Gosse)**

**9.a Accounts Payable Cheques**

**Resolution #23-262**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Hillier

Be it so resolved that approval be given to accounts payable cheques totaling \$428,301.90 as per the attached report.

*Carried Unanimously*

**9.b Manual Cheques**

**Resolution #23-263**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Barrett

Be it so resolved that approval be given to ratify the payment of manual cheques totaling \$115,153.79.

*Carried Unanimously*

**9.c Direct Payments**

**Resolution #23-264**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Hardy

Be it so resolved that approval be given to ratify direct payments totaling \$387,984.44.

*Carried Unanimously*

**9.d Tax and Other Receivables Adjustments**

**Resolution #23-265**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Moores

Be it so resolved that approval be given to adjust tax and other receivables accounts as follows:

CLICK001 \$374.09

HDIGI001 \$453.66

INSTY001 \$4,998.63

MERCE007 \$3,359.51

CATHY001 \$366.40

COLLM005 \$366.40

KKSLE001 \$366.40  
LEWIS008 \$366.40  
SEALC004 \$65,740.59  
LITTL003 \$366.40  
YOUNG001 \$366.40

*Carried Unanimously*

**9.e 2022 Audited Financial Statements**

**Resolution #23-266**

**Moved By** Deputy Mayor Gosse  
**Seconded By** Councillor Connors

Be it so resolved that the Town accept and present the Audit Report as completed by Grant Thornton, Chartered Accountants. This document is hereby tabled for public review and a copy shall be forwarded to the Minister of the Department of Municipal and Provincial Affairs indicating the completion of our audited statement for the fiscal year 2022.

*Carried Unanimously*

**9.f Personnel - Manager of Stadium Operations and Events**

**Resolution #23-267**

**Moved By** Deputy Mayor Gosse  
**Seconded By** Councillor Butler

Be it so resolved that approval be given to appoint Chad Brinson to the position of Manager of Stadium Operations and Events per the terms and conditions of the employment contract.

*Carried Unanimously*

**9.g Policy - Management Benefits Policy Update**

**Resolution #23-268**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Barrett

Be it so resolved that the Management Benefits Policy be amended as presented.

*Carried Unanimously*

**9.h 2023 Disaster Mitigation and Adaptation Fund Application – Long Pond Breakwater Erosion Mitigation**

**Resolution #23-269**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Barrett

Be it so resolved that approval is given to make application under the 2023 Disaster Mitigation and Adaptation Fund for the Long Pond Breakwater Erosion Mitigation project. The total project cost is \$15,500,000, cost shared 40% federal, 60% municipal. This funding program allows 9 years to complete the project, with a funding expiry date of December 31, 2032.

*Carried Unanimously*

**9.i Financial and Administrative Services Departmental Report**

**Resolution #23-270**

**Moved By** Deputy Mayor Gosse

**Seconded By** Councillor Hillier

Be it so resolved that the decisions/recommendations of the Financial Services Committee Meeting of July 5, 2023 and the Administrative Services Committee Meeting of July 4, 2023 be accepted as presented.

The following items were discussed:

- capital change orders
- capital project update
- assessments



- Municipal Assessment Agency quarterly update
- investments
- Foxtrap Harbour Authority
- Taxation and Senior Citizens
- Confidentiality
- LPHA operational plans
- Mayor's meeting with the Premier

*Carried Unanimously*

**10. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM  
(Chair, Councillor Connors)**

**10.a Downtown CBS Budget 2023**

**Resolution #23-271**

**Moved By** Councillor Connors

**Seconded By** Councillor Moores

Be it so resolved that approval be given to accept the Downtown Conception Bay South Business Improvement Association budget for 2023 totaling \$162,745.

*Carried Unanimously*

**10.b Downtown CBS Board Appointment**

**Resolution #23-272**

**Moved By** Councillor Connors

**Seconded By** Councillor Butler

Be it so resolved that approval be given to appoint Dafna Ziv, representing the Newfoundland and Labrador Credit Union, as a Director to the Downtown Conception Bay South Board of Management.

*Carried Unanimously*

## **10.c Food Cycle Science**

### **Resolution #23-273**

**Moved By** Councillor Connors

**Seconded By** Councillor Barrett

Be it so resolved that approval be given to enter into an agreement with Food Cycle Science's Municipal Food Waste Diversion Pilot Program to acquire 100 foodcycler units at a cost to the Town of approximately \$15,000. Funds available in account number 01-502-1000-5099.

*Carried Unanimously*

## **10.d Economic Development and Tourism Committee Report**

Councillor Connors commented on the T'Railway Phase 4, work has commenced in the area of the trestle. He thanked residents who assisted with the marking of a subsurface boulder in the channel and noted that further updates will be provided as construction commences.

### **Resolution #23-274**

**Moved By** Councillor Connors

**Seconded By** Councillor Moores

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of July 5, 2023 be accepted as presented:

- Downtown CBS
- Savour CBS
- CBS Parks Commission
- Departmental Report

*Carried Unanimously*

## **11. OTHER COMMITTEE REPORTS**

Councillor Hillier stated that he had recently attended the final meeting of the season for NEAJC.

Councillor Tilley provided an Eastern Regional Services Board update.

Deputy Mayor Gosse stated that the MAA Assessments are out. She advised that if any property owner hasn't received theirs to reach out to them as they are a separate entity. She noted that the deadline for appeal is July 31, 2023.

**12. ADJOURNMENT**

The meeting adjourned at 8:39 p.m.

**Resolution #23-275**

**Moved By** Councillor Tilley

**Seconded By** Councillor Barrett

Be it so resolved that the meeting adjourn.

*Carried Unanimously*

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Darrin Bent, Mayor

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Gail Pomroy, Town Clerk