

REGULAR MEETING #01

January 20, 2015

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Mayor McDonald, Councillors, Chief Administrative Officer, Keith Arns, Deputy Clerk, Gail Pomroy, Director of Planning and Development, Elaine Mitchell, Senior Accountant/Office Manager, Liz Davis, Director of Engineering and Public Works, Jennifer Manuel, and Economic Development Coordinator, Jennifer Lake.

1. ADOPTION OF AGENDA AND MINUTES

a. Adoption of meeting agenda of January 20, 2015

Resolution #15-001
Councillor Youden/Councillor Rowe

Be it so resolved that the agenda of the meeting of January 20, 2015 be adopted as presented.

- carried unanimously

b. Adoption of minutes of meeting of December 16, 2014

Resolution #15-002
Deputy Mayor Tessier/Councillor Connors

Be it so resolved that the minutes of the meeting of December 16, 2014 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

Nil

**4. RECOMMENDATIONS OF PLANNING & DEVELOPMENT COMMITTEE
(Chair, Councillor Beverley Rowe)**

Presentation of recommendations of meeting held January 12, 2015

1. Residential Development - 18 Readers Hill Road, Long Pond

**Resolution #15-003
Councillor Rowe/Councillor Youden**

Be it so resolved that approval be given for a variance to the minimum frontage of 18 Readers Hill Road from 15 metres to 13.5 metres subject to compliance with Town regulations.

- carried unanimously

2. Planning and Development Committee Meeting Report

**Resolution #15-004
Councillor Rowe/Deputy Mayor Tessier**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of January 12, 2015, be accepted as presented, with the exception of item #1, 8 St. Edwards Road, which has been deferred.

- carried unanimously

**The Planning and Development Committee Meeting Report of
January 12, 2015, contains the following recommendations:**

1. Take into General Revenue – 8 St. Edwards Road, Kelligrews

Recommendation:

Be it so resolved that the matter of failure to comply with the Town's final occupancy requirements at 8 St. Edwards Road, Kelligrews be referred to the Town's solicitor for legal action.

AND FURTHER

Be it so resolved that an occupancy deposit in the amount of **\$750.00** be taken into general revenue as the owner has failed to comply with the Town's final occupancy requirements.

Location	Receipt #-date	Amount
8 St. Edwards Road, Kelligrews	R# 151036	\$750.00

2. Confirm Order – 2329 Topsail Road, Topsail

Recommendation:

Be it so resolved that an Order issued on January 9, 2015, under section 404 of the Municipalities Act, 1999 and the Town of Conception Bay South Occupancy and Maintenance Regulations under the Urban and Rural Planning Act, ordering the property owner to remove two dilapidated accessory buildings at 2329 Topsail Road, Topsail be confirmed.

**5. RECOMMENDATIONS OF ENGINEERING & PUBLIC WORKS COMMITTEE
(Chair, Councillor Ken George)**

Presentation of recommendations of meeting held January 13, 2015

1. Tender Call to Purchase Two (2) 2014/2015 Wheel Loaders

Resolution #15-005

Councillor George/Deputy Mayor Tessier

Be it so resolved that approval be given to call tender for the purchase of two (2) 2014/2015 wheel loaders with blade and wing attachments.

- carried unanimously

2. Engineering and Public Works Committee Meeting

Resolution #15-006

Councillor George/Councillor Youden

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of January 13, 2015, be accepted as presented.

- carried unanimously

The Engineering and Public Works Committee Meeting of January 13, 2015, included the following recommendation:

1. Ratification for PO # 2015-0084

Recommendation:

Be it so resolved that approval be given to ratify PO # 2015-0084 in the amount of \$15,009.17 for Afonso Group Limited. Funds to be taken from account #01-401-1013-7055.

6. RECOMMENDATIONS OF RECREATION & LEISURE SERVICES COMMITTEE (Chair, Councillor Paul Connors)

Presentation of recommendations of meeting held January 13, 2015

1. 2015 Recreation Newfoundland and Labrador Membership

Resolution #15-007

Councillor Connors/Councillor George

Be it so resolved that approval be given for the Town of Conception Bay South to renew its yearly membership for 2015 with Recreation Newfoundland and Labrador (RNL) at a cost of \$325 (HST exempt). Funds are available in account #01-606-1000-7850.

- carried unanimously

2. HIGH FIVE® Certification

Resolution #15-008

Councillor Connors/Councillor Murphy

Be it so resolved that approval be given for the Town of Conception Bay South to renew its yearly registration for 2015 for HIGH FIVE® Certification with Recreation Newfoundland and Labrador (RNL) at a cost of \$200 (HST exempt). Funds are available in account #01-606-1000-7850.

- carried unanimously

3. Recreation and Leisure Services Committee

Resolution #15-009
Councillor Connors/Deputy Mayor Tessier

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of January 13, 2015 be accepted as presented.

- carried unanimously

7. RECOMMENDATIONS OF FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Steve Tessier)

Transferred from Privileged Meeting #01

1 2014 – 2017 Multi Year Capital Works Agreement

Resolution #15-010
Deputy Mayor Tessier/Councillor George

Be it so resolved that the Town of Conception Bay South accept the Multi Year Capital Works Funding in the amount of \$16,100,000 as per the Terms and Conditions outlined in the 2014-17 Multi Year Capital Works Agreement.

- carried unanimously

2. Protective Clothing Tender 2015

Resolution #15-011
Deputy Mayor Tessier/Councillor Connors

Be it so resolved that approval be given for ratification of the tender call for the supply of clothing for Town employees scheduled for clothing allowance as per the Collective Agreement. Funds are available in account #01-205-1000-4110.

- carried unanimously

Presentation of recommendations of meeting held January 12, 2015

1. Accounts Payable Cheque Register

Resolution #15-012

Deputy Mayor Tessier/Councillor Tilley

Be it so resolved that approval be given for the payment of cheques totaling \$520,297.54 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #15-013

Deputy Mayor Tessier/Councillor Murphy

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$1,612,644.80 as per the attached report.

- carried unanimously

3. Capital Invoices

Resolution #15-014

Deputy Mayor Tessier/Councillor Connors

Be it so resolved that approval be granted to pay capital invoices totaling \$1,342,419.64 as listed in the Financial Services Minutes of January 12, 2015.

- carried unanimously

4. Senior Citizen's Property Tax Reduction Policy

Resolution #15-015

Deputy Mayor Tessier/Councillor George

Be it so resolved that the Senior Citizen's Property Tax Reduction Policy be adopted as presented.

PURPOSE: To assist senior citizens who are on a fixed or low income who are not able to meet the payment terms required for the Seniors' Discount by providing a property tax reduction.

AUTHORITY: Section 111 of the *Municipalities Act, 1999*

PROCEDURE:

A property tax reduction as outlined in the annual Schedule of Rates and Fees is available to senior citizens who meet the following criteria:

- The individual is 65 years or older in the current calendar year (January 1 to December 31);
- The individual is the registered owner and occupies the property as their principal place of residence year round;
- The individual is in receipt of the Guaranteed Income Supplement provided under the Old Age Security Act
- The individual provides an entitlement letter indicating approval of the Guaranteed Income Supplement from Service Canada.

Residents who meet these criteria must make annual application for the reduction.

Retroactive adjustments will not be considered.

This tax reduction cannot be combined with the Seniors' Discount.

This policy rescinds all previous policies pertaining to this subject matter.

- carried unanimously

5. FCM – Federation of Canadian Municipalities

Resolution #15-016

Deputy Mayor Tessier/Councillor Connors

Be it so resolved that approval be given for payment of the 2015 membership fee of the Federation of Canadian Municipalities in the amount of \$3,801.27. Funds are available in account #01-101-1000-7035.

- carried unanimously

6. Communications Coordinator

Resolution #15-017

Deputy Mayor Tessier/Councillor Murphy

Be it so resolved that approval be given to appoint Pamela Sheppard as Communications Coordinator for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

7. Human Resources Coordinator

Resolution #15-018

Deputy Mayor Tessier/Councillor Tilley

Be it so resolved that pending receipt of acceptable documents, approval be given to appoint Ashley Blackmore as Human Resources Coordinator for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

8. Financial and Administrative Services Committee Report

Resolution #15-019

Deputy Mayor Tessier/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of January 12, 2015 be accepted as presented.

- carried unanimously

8. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (Chair, Councillor Gerard Tilley)

Presentation of recommendations of meeting held January 13, 2015

1. Conservation Corps Green Team Program

Resolution #15-020
Councillor Tilley/Councillor Rowe

Be it so resolved that approval be given for the Town to contribute \$6,000 for the purpose of hiring eight youth to comprise two Conception Bay South Parks Commission Green Teams for 2015, pending a partnership with Conservation Corps Newfoundland and Labrador. Funds are available in account number 01-503-1000-5099.

- carried unanimously

2. Arena Conversion Project

Resolution #15-021
Councillor Tilley/Councillor Murphy

Be it so resolved that approval be given to enter into the Contribution Agreement with the Department of Business, Tourism, Culture and Rural Development for a grant totaling \$200,000 to offset costs associated with arena conversion resources.

- 7 yeas
- 1 absention
(Youden)
- motion carried

Councillor Youden declared a conflict of interest with this matter as he is employed by the Department of Business, Tourism, Culture and Rural Development. He vacated the cahmber at 7:12 p.m. and returned at 7:13 p.m.

3. Economic Development and Tourism Committee Report

Resolution #15-022
Councillor Tilley/Councillor George

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of January 13, 2015 be accepted as presented.

- carried unanimously

The Economic Development and Tourism Committee Meeting of January 13, 2015 includes the following recommendations:

1. 2015 NLOWE Advisor Advertising

Recommendation:

Be it so resolved that the Town place an ad in the 2015 NLOWE Advisor at a cost of \$250 plus HST. Funds are available in account 01-502-1000-7005.

2. RNCA Community Guide Advertising Opportunity

Recommendation:

Be it so resolved that the Town place an ad in the 2015 Royal Newfoundland Constabulary Association at a cost of \$495. Funds are available in account 01-502-1000-7005.

3. Tax Incentive Program – My Happy Place

Be it so resolved that approval be given to My Happy Place to be included in the Town's Business Tax Incentive Program.

9. OTHER COMMITTEE REPORTS

Nil

10. NEW BUSINESS

Councillor Rowe

advised that the Chamberlains Park Action Committee will hold their Annual General Meeting on Monday, January 26 at 7:00 pm in the Boardroom of the Parks Commission Building, 24 Cherry Lane.

Deputy Mayor Tessier

advised that the Main Street Business Improvement Association Call for Nominations deadline is February 16, 2015.

Mayor McDonald

read the following statement:

I am pleased to address my fellow members of council, staff, residents, and advocates of animal welfare this evening in light of recent attention to the topic in the Town of Conception Bay South. My goal is to highlight the activities of the Town's Humane Services Unit and re-confirm the Town's continued commitment to the Animal Health and Protection Act which came into effect in May 2012.

Responsibility for the Humane Services Unit was transferred to the Planning and Development Department in March 2013 so that the Town could improve its service to residents by carrying out full investigations into animal-related complaints with the support of the Municipal Enforcement Unit. Since then, the Town has been an active participant in the training provided by the Provincial Government, and now has 5 inspectors under the Animal Health and Protection Act.

Many residents are now learning about, and paying increased attention to, the provincial requirements for dog houses, pens and standards of care. With increased attention, comes an increasing number of complaints. The Town's Humane Services Officers, as required under section 12 of the Animal Health and Protection Act, seek the cooperation of the animal's owner before taking any action once a complaint is received. Moving forward, the Town will impose tighter timelines for compliance. The Animal Health and Protection Act prescribes specific requirements for seizing an animal and the Town must abide by these standards.

In 2014, the Humane Services Unit generated 1,466 files which includes all calls for service. These calls ranged from dog and cat licenses, adoptions, complaints as well as reports related to animal health and protection. Over the past 12 months, 12 dogs were turned over to Beagle Paws, 12 dogs and 82 cats were

adopted, 69 dogs and 13 cats were claimed by their owners. The Town's Humane Services Unit issued 12 tickets under Animal Health and Protection Act for various offences. Of the 240 investigations conducted in 2014, 210 of those files have been closed.

In the first three weeks of 2015, 17 investigations have already been initiated, nine of which are still under active investigation.

The Town has strong working relations with other animal enforcement agencies and will continue to foster those relationships, working closely with these agencies, and others as necessary, to coordinate investigations.

Should anyone wish to contact the Humane Services Unit to file a complaint, adopt a cat or dog, or obtain a free license for their pet, I encourage you to call to speak to one of our officers at 834-6598.

Thank you for your attention, support and cooperation.

11. **ADJOURNMENT**

The meeting adjourned at 7:28 p.m.

Resolution #15-023 **Deputy Mayor Tessier/Councillor Youden**

Be it so resolved that the meeting adjourn.

- carried unanimously

Ken McDonald
Mayor

Keith Arns
Chief Administrative Officer