

REGULAR MEETING #11

July 14, 2015

A Regular Meeting of Council convened in the Council Chambers at 7:14 p.m. in the presence of Mayor Ken McDonald, Councillors (with the exception of Councillor Youden), Director of Planning and Development, Elaine Mitchell, Director of Recreation and Leisure Services, Dave Tibbo, Director of Finance, Liz Davis, Director of Economic Development, Jennifer Lake and Executive Secretary, Jody Fifield.

1. ADOPTION OF AGENDA AND MINUTES

a. Adoption of meeting agenda of July 14, 2015

Resolution #15-255
Councillor Tilley /Councillor Murphy

Be it so resolved that the agenda of the meeting of July 14, 2015 be adopted as presented.

- carried unanimously

b. Adoption of minutes of meeting of June 16, 2015

Resolution #15-256
Councillor George /Councillor Connors

Be it so resolved that the minutes of the meeting of June 16, 2015 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Notice of Motion

Resolution 15-257
Councillor Murphy/Councillor Connors

Be it so resolved that off-site advertising be permitted on the digital sign located at 434 Conception Bay Highway.

- 1 yea
- 7 nays
- motion defeated

The Director of Planning and Development noted that this motion is contrary to the Towns Sign Regulations and the Highway Traffic Act.

3. VISITORS, PRESENTATIONS AND PETITIONS

- a. Deputy Mayor Tessier tabled a petition from residents in the neighbouring streets of the Walker Grove Development. This correspondence will be forwarded to the Planning and Development Committee for review.

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

Presentation of recommendations of meeting held July 8, 2015

1. Planning and Development Committee Meeting Report

**Resolution #15-258
Councillor Rowe/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of July 8, 2015, be accepted as presented.

- carried unanimously

The Planning and Development Committee Meeting Report of July 8, 2015, contains the following recommendations:

1. Replacement of deteriorated dwelling - 64-66 Peachytown Road, Foxtrap

Recommendation:

Be it so resolved that an application to replace an older, deteriorate dwelling located at 64-66 Peachytown Road, Foxtrap, be approved subject to the placement of the house to achieve maximum building line setback and compliance with the Town's Development Regulations.

2. Rescind order – 32-38 Rideouts Road

Recommendation:

Be it so resolved, that the order issued May 15, 2015 ordering that all site work be discontinued at 32-38 Rideouts Road, Long Pond be rescinded.

3. Crown Land – 51-55 Rocky Place, Foxtrap

Recommendation:

Be it so resolved, that the Town not support an application to acquire Crown Land to extend 51-55 Rocky Place and the property be maintained for future residential development.

4. On-Street Parking - Goodland Road

Recommendation:

Be it so resolved that “No Parking” signs be installed on Goodland Road.

**5. RECOMMENDATIONS OF ENGINEERING & PUBLIC WORKS COMMITTEE
(Chair, Councillor Richard Murphy)**

Presentation of recommendations of meeting held July 8, 2015

1. Review of Temporary Services Policy

Resolution #15-259
Councillor Murphy/Councillor George

Be it so resolved Policy #013 Temporary Services Policy be rescinded.

- carried unanimously

2. Long Shore Road – 2012 Street Upgrading & Paving

Resolution 15-260
Councillor Murphy/Councillor Tilley

Be it so resolved approval be given for additional work on Long Shore Road under 2012 Street Upgrading and Paving program to include curb, gutter, sidewalk, and associated works at an approximate cost of \$575,000.00 pending Municipal and Intergovernmental Affairs approval.

- carried unanimously

3. Engineering and Public Works Committee Meeting

Resolution 15-261
Councillor Murphy/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of July 8, 2015, be accepted as presented.

- carried unanimously

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

Presentation of recommendation of meeting held July 8, 2015

1. Ice Skating Protective Helmet Policy

Resolution #15-262
Councillor Connors/Deputy Mayor Tessier

Be it so resolved that approval be given to adopt the Ice Skating Protective Helmet Policy as presented.

- carried unanimously

2. Tender Call – Purchase of Tables, Chairs and Accessories for the New Stadium

Resolution #15-263
Councillor Connors/Councillor Tilley

Be it so resolved that the Town of Conception Bay South call tender for the purchase of tables, chairs and accessories for the new stadium.

- carried unanimously

3. Recreation and Leisure Services Committee

Resolution #15-264
Councillor Connors/Deputy Mayor Tessier

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of July 7, 2015 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held July 8, 2015

1. Accounts Payable Cheque Register

Resolution #15-265
Deputy Mayor Tessier/Councillor George

Be it so resolved that approval be given to pay cheques totaling \$370,337.00 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #15-266
Deputy Mayor Tessier/Councillor George

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$1,443,800.88 as per the attached report.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #15-267
Deputy Mayor Tessier/Councillor Connors

Be it so resolved that approval be given to ratify direct payments previously released totaling \$130,126.18 as per the attached report.

- carried unanimously

4. Capital Invoices

Resolution #15-268
Deputy Mayor Tessier/Councillor George

Be it so resolved that approval be given to pay capital cheques totaling \$498,996.03 as listed in the Financial Services Committee Minutes of July 8, 2015.

- carried unanimously

5. Manager of Stadium Operations and Events

Resolution 15-269
Deputy Mayor Tessier/Councillor Bent

Be it so resolved that approval be given to confirm Stephen Bishop in the position of Manager of Stadium Operations and Events as per the terms and conditions outlined in the contract letter of June 18, 2014.

- carried unanimously

6. Manager of Stadium Operations and Events

Resolution 15-270

Deputy Mayor Tessier/Councillor Connors

Be it so resolved that approval be given to appoint Peter Nugent as Manager of Stadium Operations and Events for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

7. Network Manager

Resolution 15-271

Deputy Mayor Tessier/Councillor Murphy

Be it so resolved that subject to required documentation, approval be given to appoint Michael Downey as Network Manager for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

8. Council and Management Travel Policy

Resolution 15-272

Deputy Mayor Tessier/Councillor Connors

Be it so resolved that the Council and Management Travel Policy be adopted as presented.

PURPOSE:

To define what expense items are to be reimbursed, in advance or upon return from travel that is required by a member of Council or Management to conduct business for the Town of Conception Bay South.

AUTHORITY:

- Section 205 of the *Municipalities Act, 1999*
- Section 7 of the *Municipal Councillor Remuneration and Reimbursement Regulations, 2001* under the *Municipalities Act, 1999*

PROCEDURE:

All requests for travel will be submitted to the Financial & Administrative Services Committee for consideration and approval. A list of travel by Council members will be tabled at a public Council meeting semi-annually and shall include purpose of travel, destination and costs.

EXPENSES:

When travel is required by a member of Council or Management, the Town of Conception Bay South will reimburse the following items of expense:

- **Registration Fees**
 - Receipt required. Spouse/Guest registration may be included.

- **Transportation**

The following transportation will be approved based on the most economical means available:

- Airfare: Receipt required. There will be no reimbursement for individuals utilizing travel points.
- Use of Vehicle: As per Government of Canada rate per km.
- Rental Car: Car rental expenses will be reimbursed if travel is required to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings). Receipt required.
- Taxi or Shuttle: Taxi or shuttle fare will be reimbursed if a car has not been rented. These expenses will only be for travel to and

from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings).

- **Accommodation**
 - Receipt required for commercial accommodation
 - Reasonable personal and business telephone calls as receipted
 - All other expenses incurred on the hotel invoice will be the responsibility of the individual traveling. (Pay Per View, alcohol, etc.)
 - A maximum of \$40 per day will be reimbursed for non-commercial accommodations. No receipt required.

- **Per Diem**
 - Per Diem funds may be paid in advance by providing a minimum of ten (10) working days notice prior to travel.
 - Per Diem will be paid for days traveling to and from destination.
 - No receipt required.
 - \$75 (Canadian Funds) Travel within Canada
 - \$75 (U.S. Funds) Travel to the U.S.
 - A per diem will be provided and is intended to include the following items of expense:
 - All meals including breakfast, lunch, dinner and snacks/refreshments
 - Other incidentals

The expenses listed above are to be submitted on the Town's Travel Expense Claim form within twenty-one (21) days upon return. Each member of Council or Management is responsible for submitting their own travel claim.

Consideration may be given to any other expense not included above with a detailed explanation and a receipt.

If the additional expense is for a meal, the names of those in attendance are required and will be reimbursed from the appropriate account. A receipt is also required.

Expenses incurred by the spouse of the member of Council or Management shall not be reimbursed by the Town of Conception Bay South.

Should these expenses be paid for on a Town owned credit card, the amount must be deducted on the Travel Expense Claim form.

Any expenses that had been prepaid to the member of Council or Management or paid for on a Town owned credit card that are not covered under this policy must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

Any expenses incurred by a member of Council or Management, either covered under this policy or otherwise, without the required receipt will not be reimbursed. If the expense was prepaid or charged to a Town owned credit card, it must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

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

- carried unanimously

9. Enforcement Manager

Resolution 15-273

Deputy Mayor Tessier/Councillor George

Be it so resolved that approval be given to appoint Ed Jarvis to the position of Enforcement Manager for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

10. Financial and Administrative Services Committee Report

Resolution 15-274

Deputy Mayor Tessier/Councillor Bent

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of July 8, 2015 be accepted as presented.

- carried unanimously

8. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (Chair, Councillor Darrin Bent)

Presentation of recommendations of meeting held July 7, 2015

1. Economic Development and Tourism Committee Report

**Resolution 15-275
Councillor Bent/Councillor Connors**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of July 7, 2015 be accepted as presented.

- carried unanimously

9. OTHER COMMITTEE REPORTS

10. NEW BUSINESS

Councillor Rowe

attended the public hearing on June 24, 2015 for the proposed development on Pocket Road. She stated that concerns raised by residents were taken seriously and the Director is working with the developer to address these concerns.

Councillor Bent

stated the he attended along with Mayor McDonald and Councillor Rowe attended the cheque presentation from TD bank for the development of story boards along the west section of the T'Railway. He thanked TD Bank – Friends of the Environment for the generous donation.

Councillor Connors

stated that there has been complaints of foul language and bullying at the skate park at Sgt Nugents Field. The Municipal Enforcement Officers will be keeping a presence in the area to try to build a relationship with the users.

Councillor George

stated that he attended the most recent Regional Water meeting. He advised that The Town of Portugal Cove St. Phillips will be starting a residential water metering pilot project which we can learn from. He stated that water consumption is on par with last year but wished to remind residents to conserve where possible.

Mayor McDonald

sent kudos to the Department of Recreation and all staff involved in another successful Kelligrews Soiree and Canada Day ceremonies.

Passed along condolences to Councillor Connors and his family on the passing on his mother in law, Theresa Tibbo.

11. ADJOURNMENT

The meeting adjourned at 7:46 p.m.

Resolution #15-276
Councillor /Councillor Rowe

Be it so resolved that the meeting adjourn.

- carried unanimously

Ken McDonald
Mayor

Liz Davis
Director of Finance