

## **Regular Meeting #03 February 18, 2020**

A Regular Meeting of Council convened at 7:00 p.m. in the presence of Mayor French, Councillors (with the exception of Deputy Mayor Murphy), Chief Administrative Officer, Brian Crawley, Town Clerk, Gail Pomroy, Director of Finance, Liz Davis, Director of Engineering and Public Works, Jennifer Norris, Director of Recreation and Leisure Services, Dave Tibbo, Director of Planning and Development, Corrie Davis, and Communications Manager, Maggie Hynes.

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

#### **a. Adoption of the Meeting Agenda for February 18, 2020**

**Resolution #20-041**

**Councillor Hillier/Councillor Bent**

Be it so resolved that the agenda of the meeting of February 18, 2020 be adopted as presented.

- carried unanimously

#### **b. Adoption of the Meeting Minutes of February 4, 2020**

**Resolution #20-042**

**Councillor Bent/Councillor Butler**

Be it so resolved that the minutes of the meeting of February 4, 2020 be adopted as presented.

- carried unanimously

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

Nil

**3. VISITORS, PRESENTATIONS AND PETITIONS**

**a. Proclamation – Kin Week**

Mayor French proclaimed the week of February 16-22, 2020 as Kin Canada Week in Conception Bay South.

**4. NEW BUSINESS**

**Councillor Youden**

on behalf of Deputy Mayor Murphy, reminded residents that the due date for payment of taxes is February 28, 2020.

**Councillor Tilley**

encouraged all to get out and enjoy activities at Winterfest.

**Councillor Bent**

expressed congratulations to the organizers of Winterfest. He stated that it is going very well so far. He stated that he had attended a dinner at St. John The Evangelist. He stated that it was a great community dinner with good entertainment and food.

**Councillor Butler**

stated that she had brought greetings at the Akita Shield hockey game. The Ravens won the first game 3-2.

stated that she had attended Swim for Hope on February 14. \$11,476 dollars raised.

stated that the First Annual Canadian Inclusivity Squash Challenge was held on Monday, February 17th at the Conception Bay South Recreation Complex in conjunction with Winterfest. Ten players competed in the challenge. At the end of the evening the Hazel Maud Hart trophy was presented to the Challenge winner Matthew McCarthy.

**Councillor Davis**

stated that this past weekend the 2<sup>nd</sup> Annual Soccerfest as part of Winterfest was held at Queen Elizabeth HS and Frank Roberts Junior High. The event was organized by the CBS Soccer Association and saw 14 teams playing in 4 divisions. There was a total of 27 games over 3 days. There were more than 170 players and coaches. She expressed congratulations to everyone involved.

Winterfest in CBS is well underway with this weekend marking the start of this year's events. We had a pancake breakfast where about 1300 people enjoyed a hearty meal of pancakes, eggs, bologna, and fresh fruit. At the Outdoor Family Fun day at Parsons Field, there was sliding, snowshoeing and tasty treats around the fire. We had many people come out to enjoy the Snowball at the Legion and had an outstanding number of Youth attend this year's Preteen Dance. At our arena, this year's Hockey Tournaments got underway and will continue all this week. There were also activities such as Storytime with the CBS Library Board, free skates, sports tournaments and so much more.

There are still lots of opportunities to check out great events as part of this year's Winterfest. Visit [conceptionbaysouth.ca/winterfest](http://conceptionbaysouth.ca/winterfest) to see a full listing. This festival is a true community effort, as a team of community groups, Committee members, volunteers, staff and local organizations work so well together in planning events and giving their time to make sure they are enjoyed by all.

**Mayor French**

thanked Winterfest Committee, Volunteers and sponsors. He stated that he had attended the soccer and had a great time.

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

Presentation of recommendations of meeting held on February 11, 2020

**1. 24-42 Hops Street, Chamberlains (Ward 1)  
Proposed Drill Fluid Processing Plant**

**Resolution #20-043  
Councillor Hillier/Councillor Tilley**

Be it so resolved that the public release of the February 3, 2020 Stantec Consulting Ltd. report titled "Proposed Drilling Mud Processing & Storage Facility" be ratified.

- carried unanimously

**2. Perrins Road, Long Pond (Ward 2)  
Crown Land Referral (Wharf Application)**

**Resolution #20-044  
Councillor Hillier/Councillor Bursey**

Be it so resolved that Application No. 2018-309 seeking approval to develop a wharf at Perrins Road, Long Pond be refused as the proposed wharf exacerbates traffic congestion on Perrins Road, that there is no parking provided for the proposed wharf, and that there is no adequate turn around at the end of Perrins Road.

**AND FURTHER:**

Be it so resolved that The Town of Conception Bay South recommend that the Department of Fisheries and Land Resources refuse Crown land Application No. 154724 which seeks a crown land title for a wharf at Perrins Road for the reasons described above.

- carried unanimously

**3. 67 Monument Road, Topsail (Ward 1)**

**Resolution #20-045**  
**Councillor Hillier/Councillor Tilley**

Be it so resolved that the Commercial Vehicle Permit Application for the parking of a 7500kg tractor trailer truck at 67 Monument Road, Topsail be approved subject to a condition that no commercial activity is permitted at the property unless otherwise approved by Council.

- carried unanimously

**4. Planning and Development Committee Meeting Report**

**Resolution #20-046**  
**Councillor Hillier/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of February 11, 2020, be accepted as presented.

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

Councillor Youden declared a conflict of interest as a proposed tower is very close to his residence. He vacated the Chambers at 7:22 p.m. and returned at 7:23 p.m.

**6. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE**  
**(Chair, Councillor Gerard Tilley)**

Presentation of recommendations of meeting held on February 11, 2020

**1. Wastewater Treatment Plant Study**

**Resolution #20-047**  
**Councillor Tilley/Councillor Youden**

Be it so resolved that approval be given to accept the quote from SNC Lavalin CO#2 for additional engineering services in the amount of

\$19,317.50 plus HST which includes the design, contract administration and commissioning of a new ventilation system in the collection manhole.

- carried unanimously

**2. Engineering and Public Works Committee Meeting**

**Resolution #20-048**  
**Councillor Bent/Councillor Butler**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of February 11, 2020, be accepted as presented.

- 7 yeas  
- 1 abstention (Tilley)  
- motion carried

Councillor Tilley declared a conflict of interest with the discussion contained pertaining to Cronins Place. He vacated the Chambers at 7:24 p.m. and returned at 7:25 p.m.

**7. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Cheryl Davis)**

Transferred from Committee of the Whole Meeting #3

**1. Tender 19-19-Fully Inclusive Service Agreement on the Mechanical Equipment for the Conception Bay South Recreation Complex**

**Resolution #20-049**  
**Councillor Davis/Councillor Bursey**

Be it so resolved that Resolution #20-009 be rescinded, and that approval be given to award Tender 19-19 for the Fully Inclusive Service Agreement on the Mechanical Equipment for Conception Bay South Recreation Complex (Pool) to Carmichael Engineering at a cost of \$11,296.67 plus HST, for a 3-year period, totaling \$33,890.00 plus HST. This also includes the potential for an additional 2-year optional extension at \$12,600.00 plus HST per year for a total of \$25,200.00 plus HST upon completion of the 3-

year contract. This will be determined after year three (3). Funds are available in account 01-603-1000-7015.

- carried unanimously

Presentation of recommendations of meeting held on February 11, 2020

**1. Recreation and Leisure Services Committee**

**Resolution #20-050**  
**Councillor Davis/Councillor Youden**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of February 11, 2020 be accepted as presented.

- carried unanimously

**8. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Richard Murphy)**

Presentation of recommendations of meeting held on February 11, 2020

**1. Accounts Payable Cheque Register**

**Resolution #20-051**  
**Councillor Youden/Councillor Davis**

Be it so resolved that approval be given to pay Accounts Payable cheques totaling \$230,751.75.

- carried unanimously

**2. Ratification of Manual Cheques Previously Released**

**Resolution #20-052**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$562,425.50.

- carried unanimously

**3. Capital Invoices**

**Resolution #20-053**  
**Councillor Youden/Councillor Hillier**

Be it so resolved that approval be given to pay capital cheques totaling \$337,760.23 as follows:

| <b>Project</b>                   | <b>Vendor</b>       | <b>Details</b>          | <b>Amount</b>       |
|----------------------------------|---------------------|-------------------------|---------------------|
| Heritage Road Sanitary Upgrades  | Englobe             | Invoice #3007           | \$181.13            |
| Heritage Road Sanitary Upgrades  | PEC                 | Invoice #2017-018-6     | \$1,741.10          |
| Wastewater Treatment Plant Study | SNC Lavalin         | Invoice #1471093        | \$12,402.52         |
| Inner Harbour Barachois Repair   | R.J.G. Construction | Invoice #CBS20-001-PC01 | \$306,528.47        |
| Lawrence Pond Road Upgrades      | PEC                 | Invoice #2017-040-8     | \$1,437.21          |
| Phase 47                         | PEC                 | Invoice #2017-011-16    | \$439.30            |
| Ledrews Road Drainage – Cronin’s | PEC                 | Invoice #2019-041-1     | \$15,030.50         |
| <b>Total Capital Invoices:</b>   |                     |                         | <b>\$337,760.23</b> |

- 7 yeas
- 1 abstention (Tilley)
- motion carried

Councillor Tilley declared a conflict of interest with this item as it pertains to Cronins Place. He vacated the Chambers at 7:29 p.m. and returned at 7:30 p.m.



**4. Gas Tax Funding – Capital Investment Plan**

**Resolution #20-054**  
**Councillor Youden/Councillor Bent**

Be it so resolved that approval be given to submit the following Capital Investment Plan (CIP) for the 2019-2024 Gas Tax Funding to the Gas Tax Secretariat – Department of Municipal Affairs and Environment:

| <b>Project Description</b>        | <b>Estimated Cost</b> |
|-----------------------------------|-----------------------|
| Lawrence Pond Road                | \$2,000,000           |
| Street Upgrading & Paving         | \$2,000,000           |
| Recreation & Cultural Master Plan | \$100,000             |
| <b>Total Cost</b>                 | <b>\$4,100,000</b>    |

- carried unanimously

**5. Tax and Other Receivables Adjustments**

**Resolution #20-055**  
**Councillor Youden/Councillor Bursey**

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

|           |          |
|-----------|----------|
| C&CECO001 | \$715.28 |
| COFFE004  | \$901.40 |
| CONDU001  | \$350.00 |
| REDSE001  | \$700.00 |
| RIDEW006  | \$286.41 |
| LYNCG002  | \$585.32 |

- carried unanimously

**6. Award of Tender 20-01 - Chamber Camera Integration**

**Resolution #20-056**  
**Councillor Youden/Councillor Tilley**

Be it so resolved that approval be given to award Tender 20-01 for Chamber Camera Integration to Tucker Electronics Ltd in the amount of \$41,176.52 all taxes included.

- carried unanimously

Councillor Bent stated made reference to recommendations that include items that are not posted with the agenda. He stated that he would like items listed "as presented" to be attached.

**7. Donation Request – 2020 Paddle in Paradise**

**Resolution #20-057**  
**Councillor Youden/Councillor Davis**

Be it so resolved that approval be given for the Town of Conception Bay South sponsor a team in the 2020 Paddle in Paradise Festival at a cost of \$200. Funds are available in account #01-101-1000-7705.

- carried unanimously

**8. Policy – Public and Privileged Meeting Minutes**

**Resolution #20-058**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that Policy #33 – Public and Privileged Meeting Minutes be adopted as presented.

**PURPOSE:**

To define and set forth a procedure for the record keeping of the Public and Privileged Meetings of the Council for the Town of Conception Bay South.

**AUTHORITY:**

- Access to Information and Protection of Privacy Act
- Municipalities Act, 1999
- Records Retention Policy, Town of Conception Bay South

**PUBLIC MEETING PROCEDURE:**

The Public Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Public Meeting Minutes will be adopted at the next Public Meeting of Council. These minutes will be maintained permanently and available for public viewing as per Section 215 (1)(a) of the Municipalities Act, 1999 and the Records Retention Policy of the Town of Conception Bay South.

The Public Meeting Minutes will contain background information previously provided in the Meeting Agenda and any motions that may result from the agenda items. No general discussion need be recorded.

Audio recordings of Public Meetings will be for internal record purposes only.

Broadcasting of or video recordings of a Public Meeting is permitted.

**PRIVILEGED MEETING PROCEDURE:**

The Privileged Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Privileged Meeting Minutes will be accepted at the next Privileged Meeting of Council. The Privileged Meeting Minutes will remain strictly confidential as per Subsection 19 (1) of the Access to Information and Protection of Privacy Act.

As per Section 213 (3) of the Municipalities Act, 1999, decisions made at the Privileged Meeting of Council are not valid until ratified by a vote of Council at a Public Meeting. These decisions will be identified and voted upon individually under the appropriate section of the Public Meeting Agenda.

The Privileged Meeting of Council will not be recorded electronically.

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

- carried unanimously

**9. Financial and Administrative Services Committee Report**

**Resolution #20-059**

**Councillor Youden/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of February 11, 2020 be accepted as presented.

- carried unanimously

**9. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM  
(Chair, Councillor Darrin Bent)**

Presentation of recommendations of meeting held on February 11, 2020

**1. Downtown Business Improvement Area**

As per the Business Improvement Area Regulations, the annual budget of the Board of Management must be approved and endorsed by the Town Council. As such, the Economic Development and Tourism Committee tables the following:

**Resolution #20-060**

**Councillor Bent/Councillor Tilley**

Be it so resolved that the Downtown Business Improvement Area Budget for 2020 be approved as presented.

- carried unanimously

**2. Economic Development and Tourism Committee Meeting Report**

**Resolution #20-061**  
**Councillor Bent/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of February 11, 2020 be accepted as presented.

- carried unanimously

Councillor Bent advised that the Community Garden Committee has launched an online survey. They want to hear from residents regarding a potential 2<sup>nd</sup> location. He also noted that a public consultation will be held on February 27<sup>th</sup>. Anyone interested is asked to attend.

Councillor Bent stated that the BIA has a Call for Nominations to their Board of Management. He encouraged as many members to come forward as possible.

Councillor Bent stated that the Community Arts Initiative has launched. Information may be found on the Town's website.

Councillor Bent advised that there are sections of the T'Railway to remain closed. The Town is assessing damage west of Delaneys Road. He noted that Delaneys Road east to Spruce Hill Road is open.

**10. OTHER COMMITTEE REPORTS**

Nil

**11. ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

**Resolution #20-062**  
**Councillor Tilley/Councillor Davis**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Terry French  
Mayor

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Gail Pomroy  
Town Clerk