

## **REGULAR MEETING #02**

### **February 2, 2016**

A Regular Meeting of Council convened in the Council Chambers at 7:03 p.m. in the presence of Mayor Steve Tessier, Councillors, Chief Administrative Officer, Dan Noseworthy, Deputy Clerk Gail Pomroy, Director of Planning and Development, Elaine Mitchell, Director of Finance, Liz Davis, Director of Recreation and Leisure Services, David Tibbo, Director of Engineering and Public Works, Jennifer Manuel, Director of Economic Development and Tourism, Jennifer Lake and Acting Fire Chief John Heffernan.

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

##### **a. Adoption of meeting agenda of February 2, 2016**

###### **Resolution #16-025** **Councillor Tilley/Councillor Rowe**

Be it so resolved that the agenda of the meeting of February 2, 2016 be adopted as presented.

- carried unanimously

##### **b. Adoption of minutes of meeting of January 19, 2016**

###### **Resolution #16-026** **Councillor Tilley/Councillor Murphy**

Be it so resolved that the minutes of the meeting of January 19, 2016 be adopted as presented.

- carried unanimously

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

**Nil**

**3. VISITORS, PRESENTATIONS AND PETITIONS**

**a. Heritage Day Proclamation**

Mayor Tessier proclaimed February 15, 2016 as Heritage Day in the Town of Conception Bay South.

Mayor Tessier welcomed MHA Paul Davis and MHA Barry Petten to the meeting.

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

Presentation of recommendations of meeting held January 25, 2016

**1. GIS Mapping Programme**

**Resolution #16-027  
Councillor Rowe/Councillor Tilley**

Be it so resolved that the Town extend the existing standing offer for Geo-Matics Services Ltd until December 31, 2016. Funds are available in account #01-501-1017-8055.

- carried unanimously

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

**Resolution #16-028  
Councillor Rowe/Councillor Bent**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of January 25, 2016, be accepted as presented.

- carried unanimously

**The Planning and Development Committee Meeting Report of January 25, 2016, contains the following recommendation:**

**1. Sale of Town Owned Land – Delaneys Road, Foxtrap**

**Recommendation:**

Be it so resolved that the Town offer for sale a parcel of land located at 47 Delaneys Road, Foxtrap.

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

No meeting held.

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

No meeting held.

**7. RECOMMENDATIONS OF FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE (Chair, Ken George)**

Presentation of recommendations of meeting held January 27, 2016

**1. Accounts Payable Cheque Register**

**Resolution #16-029**

**Deputy Mayor George/Councillor Rowe**

Be it so resolved that approval be given to pay cheques totaling \$1,449,159.32 as per the Accounts Payable Cheque Register Report.

- carried unanimously

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

**Resolution #16-030**

**Deputy Mayor George/Councillor Connors**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$90,976.44 as per the attached report.

- carried unanimously

**3. Capital Invoices**

**Resolution #16-031**

**Deputy Mayor George/Councillor Tilley**

Be it so resolved that approval be given to pay capital invoices totaling \$367,976.31 as per the Financial Services Committee Minutes of January 27, 2016.

- carried unanimously

**4. Prescription Safety Glasses Policy**

**Resolution #16-032**

**Deputy Mayor George/Councillor Murphy**

Be it so resolved that approval be given that the Prescription Safety Glasses Policy be adopted as presented.

**PURPOSE:**

To outline the Town's procedure for acquiring prescription safety glasses in order to ensure that proper eye protection is provided to all applicable employees.

**AUTHORITY:**

- Occupational Health and Safety Regulations
- CSA Standard Z94.3-07

## **STATEMENT OF POLICY:**

It is the policy to provide adequate eye protection to employees that wear prescription lenses and that may be exposed to the risk of eye injury while conducting work on behalf of the Town of Conception Bay South. This risk may include contact with a sharp or blunt object or moving particles, such as dust.

### **1.0 RESPONSIBILITIES**

#### **Management**

Management is responsible for ensuring that employees are made aware of potential eye hazards and provide clear instructions regarding the use of safety glasses. Management will approve requests for prescription safety glasses from the employee and forward a copy of the request on to the Occupational Health and Safety Coordinator.

#### **Occupational Health and Safety Coordinator**

The Occupational Health and Safety Coordinator will monitor the prescription safety glasses program to determine its effectiveness and track employee purchases of the prescription safety glasses. The Occupational Health and Safety Coordinator will also periodically review this policy to ensure it meets the most current CSA Z94.3 Standard.

#### **Employees**

Employees are responsible for wearing appropriate eye protection as prescribed by their Supervisor and when the potential of eye hazards or an eye injury exists.

### **2.0 PROCEDURE**

2.1 The Town will provide prescription safety glasses to employees that are required to wear prescription eyewear and perform work where machines, equipment, tools or work activities present the potential of eye hazards.

- 2.2 If safety glasses are required for an employee and they wish to avail of prescription safety glasses, instead of over-the-glasses safety glasses, then the employee will complete the Town's Prescription Safety Glasses Form and submit it to their Supervisor/Manager along with a copy of their prescription from an optometrist.
- 2.3 Management will review and either approve or deny the request. The reasoning for denied requests will be explained to the employee and approved requests will be given to the employee. Management will forward all approved requests to the Occupational Health and Safety Coordinator who will complete the Vendor's Authorization Form.
- 2.4 Employees are to take the completed Authorization Form and prescription to the designated vendor in Conception Bay South to place an order. All prescription safety glasses will be required to meet the CSA Standard Z94.3-07.
- 2.5 Specified frames have been set up with the designated vendor in Conception Bay South and the employee may choose from the available options. The Town will cover the cost of the frames, polycarbonate lens with anti-scratch coating and UV Filter for single vision to progressive lenses. The Town will also cover \$50.00 towards the cost of transition lenses for outside workers. Any additional costs for options with the prescription safety glasses, other than what is stated in this policy, will be paid for by the employee.
- 2.6 Employees may request new safety glasses from the Town when their prescription has changed or due to normal wear and tear, using the Prescription Safety Glasses Form, as long as a time period of two years or greater has elapsed since the date of issue of the previous pair.
- 2.7 Employees can file a claim with WHSCC, as per section 58.7.4 of WHSCC's Health Care Devices & Supplies Procedure, to have the prescription safety glasses repaired or replaced if they have been broken or damaged due to a work-related accident or incident.
- 2.8 Employees are required to maintain and not alter their prescription safety glasses. Employees are responsible for

the cost of replacing any lost or stolen prescription safety glasses.

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

- carried unanimously

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

**Resolution #16-033**

**Deputy Mayor George/Councillor Connors**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of January 27, 2016 be accepted as presented.

- carried unanimously

**The Financial and Administrative Services Committee Report of January 27, 2016 contains the following recommendations:**

**1. Tender Call – Electric Lift Truck (Forklift)**

**Recommendation:**

Be it so resolved that approval be given to call tender for one Electric Lift Truck (Forklift).

**2. Tender Call – Self Propelled Scissors Lift**

**Recommendation:**

Be it so resolved that approval be given to call tender for one Self Propelled Scissors Lift.

**3. Borrowing Resolution – Operating Loan**

**Recommendation:**

Be it so resolved that approval be given for a Revolving Line of Credit to support the capital outlay relating to the 2012 – 2015

Multi-Year Capital Works program for the Town of Conception Bay South in the amount of \$2,850,000 at a rate of Royal Bank Prime less 37.5 basis points.

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

Presentation of recommendations of meeting held January 25, 2016

**1. Economic Development and Tourism Committee Report**

**Resolution #16-034**  
**Councillor Bent/Councillor Connors**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of January 25, 2016 be accepted as presented.

- carried unanimously

Councillor Bent advised the Town's mobile app is now available for free download.

Councillor Bent advised that a Japanese film crew will be filming within Conception Bay South this week for a television show which airs in Japan.

**9. RECOMMENDATIONS OF FIRE, ENFORCEMENT AND PUBLIC SAFETY COMMITTEE (Chair, Councillor Kirk Youden)**

**Transferred from Privileged Meeting #02**

**1. 19 Pine Tree Road, Conception Bay South**

**Resolution #16-035**  
**Councillor Youden/Councillor Murphy**

Be it so resolved that the Order issued January 22, 2016 under the Municipalities Act, 1999 and The Town of Conception Bay South Waste Disposal and Property Regulations ordering the removal of all scrapped vehicles, garbage and other miscellaneous debris situated from a property located at 19 Pine Tree Road, Conception Bay South be confirmed.

- carried unanimously



Presentation of recommendations of meeting held January 21, 2016

**1. Fire, Enforcement and Public Safety Committee Report**

**Resolution #16-036**  
**Councillor Youden/Deputy Mayor George**

Be it so resolved that the recommendations/decisions made at the Fire, Enforcement and Public Safety Committee Meeting of January 21, 2016 be accepted as presented.

- carried unanimously

**10. OTHER COMMITTEE REPORTS**

**1. NEAJC**

Mayor Tessier attended the most recent meeting of the NEAJC. He stated requests will be sent to the Department of Transportation and Works to request lighting and improved shoulders on regional roads such as the Manuels Bypass Road, Peacekeepers Way and the Outer Ring Road.

**11. NEW BUSINESS**

**Councillor Rowe**

stated that the Chamberlains Park Action Committee AGM is generally held on the last Monday in each month. She noted if anyone is interested in attending they can email her and she will confirm the date for February.

**Councillor Tilley**

noted that Winterfest is this weekend and highlighted events.

**Counillor Bent**

commented on the clearing of snow off of sidewalks in town and especially in school zones. He requested the Engineering and Public Works Committee review the procedure for clearing sidewalks to determine if the Town can clear the sidewalks of provincial roads.

noted that the new stadium is open to the public. He stated that the CBC Morning Show

will be broadcasting from the stadium on Friday morning.

stated that he had attended the junior squash championships this past weekend. Congrats to organizers, volunteers and athletes.

**Councillor Connors**

stated that on February 8<sup>th</sup> at Jungle Jims, Conception Bay South, 50% of all sales will be donated to McKayla Puddicombe who is being treated for an aggressive brain tumor. He encouraged everyone to visit Jungle Jims on February 8, 2016 to support this fundraiser.

thanked all involved with the Stadium project. He stated that the user groups and residents are happy to have such a facility. He noted that thus far the walking track is averaging 150 people per day.

noted that residents may view the schedule of events for Winterfest on the Town's website, the mobile app and in the local newspaper.

congratulated Michael Murphy for scoring the first goal in the Conception Bay South stadium.

**Councillor Murphy**

noted that the Town will be reviewing departmental operating budgets line by line. He stated that the Engineering and Public Works is the largest department and stated that he and the Committee will review for possible cost savings.

noted a problem experienced at the Holyrood Generating Station. He stated that was a problem with a blower and that an investigation into this matter is ongoing.

**Councillor Youden**

stated that he attended the latest board meeting of Visions Employment. He advised that he will provide further information to staff.

reviewed accomplishments of the Town in the past 10 years. He states that all members and while Council are paid, there are no perks and the contributions greatly outweighs the cost.

**Deputy Mayor George**

noted that Council and staff are hard at work already preparing for the 2017 budget.

**Mayor Tessier**

noted the media tour scheduled for Friday, February 5, 2016.

noted the recent media coverage of the City of St. John's and the Grand Concourse Authority He stated that the Town supports the GCA as they do great work for us, on time and on or under budget.

stated that the Town is participating in a Regional Demographics Program. He advised that a telephone survey will be conducted and encouraged residents to participate in the survey if they receive a call.

stated that he will attend the upcoming UMC meetings to be held in Deer Lake this weekend.

**12. ADJOURNMENT**

The meeting adjourned at 7:56 p.m.

**Resolution #16-037**  
**Councillor Youden/Councillor Murphy**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Steve Tessier  
Mayor

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Gail Pomroy  
Town Clerk