

REGULAR MEETING #07

April 19, 2016

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Mayor Steve Tessier, Councillors, Chief Administrative Officer, Dan Noseworthy, Town Clerk, Gail Pomroy, Director of Planning and Development, Elaine Mitchell, Director of Engineering and Public Works, Jennifer Norris, Director of Recreation and Leisure Services, Dave Tibbo, Director of Economic Development and Tourism, Jennifer Lake, Director of Finance, Liz Davis and Communications Coordinator, Kristina George.

1. ADOPTION OF AGENDA AND MINUTES

a. Adoption of meeting agenda of April 19, 2016

Resolution #16-131
Councillor Connors/Councillor Tilley

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

- carried unanimously

b. Adoption of minutes of meeting of April 5, 2016

Resolution #16-132
Councillor Bent/Deputy Mayor George

Be it so resolved that the minutes of the meeting of April 5, 2016 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. National Poetry Month

Lily Bertolo (To Travel is to Live), Emma Moores (The Dancer) and Laura Priddle (When I Get Older) students from Villanova Junior High and Melissa Smith (Our Beautiful Town) from St. Edwards Elementary read poems as part of National Poetry Month.

b. Child Abuse Prevention Month

Mayor Tessier proclaimed April as Child Abuse Prevention Month in the Town of Conception Bay South.

c. Parkinson's Awareness Month

Mayor Tessier proclaimed April as Parkinson's Awareness Month in the Town of Conception Bay South. Brendan and Sheila Mullally were in attendance for the signing of this proclamation.

d. North American Occupational Safety & Health Week

Mayor Tessier proclaimed May 1-7, 2016 as NAOSH Week in the Town of Conception Bay South.

e. Business Improvement Association

Ms. Rhonda Nugent was in attendance to launch the Main Street Business Improvement Associations Façade Improvement Program.

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

Presentation of recommendations of meeting held April 11, 2016

1. Outstanding Files – Occupied Without Permit

**Resolution #16-133
Councillor Rowe/Councillor Connors**

Be it so resolved that the matter related to residences occupied without permit be referred to the Town's solicitor for legal action.

AND FURTHER

Be it so resolved that the occupancy deposits as listed below be taken into general revenue.

Address	Permit Date	Receipt #	Amount
22 Buckingham Drive	June 7, 2013	144984	750.00
118 Chamberlains Road	September 6, 2012	123046	750.00

- carried unanimously

2. Crown Land Application – Twenty Acre Marsh

**Resolution #16-134
Councillor Rowe/Councillor Bursey**

Be it so resolved that the Town indicate no objection to the acquisition of approximately 20 hectares of land located off the Conception Bay Highway, at 20 Acre Marsh, Seal Cove to be utilized for agricultural use.

- carried unanimously

3. Planning and Development Committee Meeting Report

Resolution #16-135
Councillor Rowe/Deputy Mayor George

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of April 11, 2016, be accepted as presented.

- carried unanimously

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

Transferred from Committee of the Whole Meeting #8

1. Approval to Tender - CIP150 Funding

Resolution #16-136
Councillor Murphy/Councillor Connors

Be is so resolved approval to call tender for Sgt. Ned Nugents Complex – Paving. Funds available in the Open Space Recreation account.

- carried unanimously

Presentation of recommendations of meeting held April 12, 2016

1. Approval to Call Tender for Tandem Axel Dump Truck

Resolution #16-137
Councillor Murphy/Councillor Bursey

Be it so resolved that approval be given to call a tender for the purchase of One (1) 2016/2017 Tandem Axel Dump Truck with Plow.

- 7 yeas
- 2 nays (Youden,
Bent)
- motion carried

Councillor Youden stated he voted against this due to the downturn in the economy. He stated that the Town will need flexibility for the remainder of the year. Expenditures should be put on hold until decisions are made going forward. The Town needs to stretch our dollars like all of our residents.

Deputy Mayor George stated that we are calling the tender at this point only. The purchase decision will be made when the tender prices are submitted.

Councillor Bent stated this should be put on hold pending the budget review. He stated he will not support the purchase of this vehicle and therefore will not support the resolution to call the tender.

Connors stated that residents expect a level of service and fleet is required to meet this demand.

Councillor Bursey stated that he agrees that we need to be careful with all expenditures. This is only a call for a tender and in order to know what the cost of a vehicle is the tender call is necessary.

Councillor Murphy reminded members of Council that the Town had let the vehicle fleet decline in the past and excessive funds were expended to keep old vehicles on the road.

Councillor Youden stated that he reviewed the age of the fleet and we have invested significant funds in the fleet and are in good shape.

2. Engineering and Public Works Committee Meeting

Resolution #16-138

Councillor Murphy/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of April 12, 2016, be accepted as presented.

- carried unanimously

The Engineering and Public Works Committee Meeting of April 12, 2016, included the following recommendations:

1. Amendment to Municipal Engineering Residential Subdivision Standards – Rainfall Intensity

Recommendation:

Be it so resolved that approval be given to amend “Schedule 2 Subdivision Design Guidelines, Page 29, Section 4.5 Rainfall Intensity” of the Town’s Municipal Engineering Residential Subdivision Standards so that the section will now read as follows:

4.5 RAINFALL INTENSITY

The rainfall intensity shall be based on a one (1) in ten (10) year return period and a duration of ten (10) minutes for suburban residential areas. Trunk Sewers, bridges, and other critical structures as determined by the Town shall be on a one (1) in 100 year return period with a duration equal to the time of concentration. The design intensity must be obtained from the most up-to-date data available from Environment Canada for the St. John’s area with a minimum of 77.2 mm/hr.

2. Amendment to Municipal Engineering Residential Subdivision Standards – Storm Water Detention Requirements

Recommendation:

Be it so resolved that approval be given to amend “Schedule 2 Subdivision Design Guidelines, Page 33, Section 4.21 Storm Water Detention Requirements” of the Town’s Municipal Engineering Residential Subdivision Standards so that the section will now read as follows:

4.21 STORM WATER DETENTION REQUIREMENTS

For those areas not previously planned, prior to the Town’s requirements for storm water detention, shall be required to incorporate storm water detention into the development.

Storm water detention may also be required for new developments in planned areas as determined by the Town Engineer.

The Town recognizes two (2) major storm water detention systems; above and underground detention. For storm water detention the 1:100 year return rainfall event shall be used. The duration shall be the time of construction or the event which requires the greatest storage up to the 12-hour event.

3. Amendment to Municipal Engineering Residential Subdivision Standards – Design Criteria and Location

Recommendation:

Be it so resolved that approval be given to amend “Schedule 2 Subdivision Design Guidelines, Page 44, Section 6.2.7(vi) Hydrants” of the Town’s Municipal Engineering Residential Subdivision Standards so that the section will now read as follows:

6.2.7 Hydrants

- (vi) Hydrants shall be installed at all high points in profile. Where a low point in a watermain cannot be avoided, a hydrant shall be installed.

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

Presentation of recommendations of meeting held April 11, 2016

1. Summer Student Hiring

**Resolution #16-139
Councillor Connors/Councillor Tilley**

Be it so resolved that approval be given to hire the following students for the Department of Recreation and Leisure Services and the CBS Parks Commission pending completion of applicable recruitment requirements.

Recreation Assistants: Leah Davis
Ryan Lawlor

Special Events Assistant: Emily Lockyer
Andrew Davis

Adventure Camp
Head Day Camp Counsellor: Katie Baggs
Head Day Camp Counsellor: Matthew Lawrence

Camp Kaleidoscope
Head Day Camp Counsellor: Greg Hodder
Head Day Camp Counsellor: Hannah Morris

Inclusion Counsellors: Carissa Haines
Jessie Cole

Topsail Beach Rotary Park: Nicholas Noel
Jack Carter

AND FURTHER

That approval be given to select the remaining 14 positions that will work out of this year's Camp Kaleidoscope and Camp Adventure.

Female Full Time/Part Time	Male Full Time/Part Time
1. Adelaide Drake	1. Patrick Bell
2. Jessica Taylor	2. Evan Drake
3. Ashley Allan	3. Ryan Tobin
4. Rebecca Stone	4. Dylan Baird
5. Jodie Kendall	5. Johnathan Dyll
6. Olivia Connors	6. Jacob Deveaux
7. Kaitlyn Dawe	7. Brandon Gosling

- carried unanimously

2. Recreation and Leisure Services Committee

Resolution #16-140
Councillor Connors/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of April 11, 2016 be accepted as presented.

- carried unanimously

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

Transferred from Committee of the Whole meeting #8

1. Donation Request – Conception Bay South Boxing Club

Resolution #16-141
Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given for a \$200 donation to the Conception Bay South Boxing Club in support of the annual Dinner Show Event to be held on April 29, 2016. Funds are available in account #01-101-1000-7705.

- carried unanimously

2. Donation Request – Big Brothers Big Sisters

Resolution #16-142
Deputy Mayor George/Councillor Bent

Be it so resolved that approval be given for a \$200 donation to Big Brothers Big Sisters in support of the Wii Bowling Fundraiser held on April 16, 2016. Funds are available in account #01-101-1000-7705.

- carried unanimously

Presentation of recommendations of meeting held April 13, 2016

1. Accounts Payable Cheque Register

Resolution #16-143
Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given to pay cheques totaling \$257,047.19 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #16-144
Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$1,345,835.04 as per the attached report.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #16-145
Deputy Mayor George/Councillor Bursey

Be it so resolved that approval be given to ratify direct payments previously released totaling \$214,032.94 as per the attached report.

- carried unanimously

4. Capital Invoices

Resolution #16-146
Deputy Mayor George/Councillor Tilley

Be it so resolved that approval be given to pay capital invoices totaling \$695,873.79 as listed in the Financial Services Committee Minutes of April 13, 2016.

- carried unanimously

5. Tax and Other Receivables Adjustments

Resolution #16-147

Deputy Mayor George/Councillor Bent

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

ADMIR002	\$358.20
GERAL004	\$2,584.46

- carried unanimously

6. Approval to Pay - Vigilant Management

Resolution #16-148

Deputy Mayor George/Councillor Bursey

Be it so resolved that approval be given to pay Vigilant Management for project management and consulting services in the amount of \$4,661.26 all taxes included.

- carried unanimously

7. Approval to Pay – Project Resolutions

Resolution #16-149

Deputy Mayor George/Councillor Murphy

Be it so resolved that approval be given to pay Project Resolutions for consulting services and associated costs for the Arena Project in the amount of \$43,844.06 all taxes included. Funds are to be taken from the arena project account.

- carried unanimously

8. Procurement Card Policy

Resolution #16-150

Deputy Mayor George/Councillor Connors

Be it so resolved that the Procurement Card Policy be adopted as presented.

PURPOSE:

The Town of Conception Bay South will use a purchasing card (also known as a procurement card) program is to provide an efficient, cost-effective method of purchasing and paying for small –dollar as well as high volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and cheques processed.

AUTHORITY:

Municipalities Act, 1999
Council Discretion

PROCEDURE:

Purchasing cards can be used whenever a purchase order, cheque request or petty cash would have been processed and with any vendor that accepts credit cards. There are numerous benefits to a purchasing card program. Benefits to the municipality include:

- Simplified purchasing and payment process
- Lower overall transaction processing costs per purchase
- Increased management information on purchasing histories
- Convenience of purchasing without a purchase order
- Expedited delivery of goods
- Better pricing on goods possibly
- Longer use of cash resources to invest
- Avoidance of late payment penalties
- Expanded list of merchants from whom purchases can be made
- Reduced paperwork
- Decentralized procurement function
- The ability to set and control purchasing dollar limits

- The ability to control purchases to specific merchant categories
- Receipt of rebates from the bank based upon dollar volumes

- carried unanimously

9. Financial and Administrative Services Committee Report

Resolution #16-151

Deputy Mayor George/Councillor Tilley

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of April 13, 2016 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held April 11, 2016

1. Main Street Business Improvement Association 2016 Budget

Resolution #16-152

Councillor Bent/Councillor Bursey

Be it so resolved that the 2016 Budget of the Main Street Business Improvement Association be accepted as presented.

- carried unanimously

2. Grand Concourse Authority 2016 Membership

Resolution #16-153

Councillor Bent/Councillor Murphy

Be it so resolved that the Town renew its annual membership with the Grand Concourse Authority at a cost of \$8,425.27. Funds are available in account 01-502-1000-7035.

- carried unanimously

3. Economic Development and Tourism Committee Report

Resolution #16-154
Councillor Bent/Councillor Burse

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of April 11, 2016 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held April 12, 2016

1. Fire, Enforcement and Public Safety Committee Report

Resolution #16-155
Councillor Youden/Deputy Mayor George

Be it so resolved that the recommendations/decisions made at the Fire, Enforcement and Public Safety Committee Meeting of April 12, 2016 be accepted as presented.

- carried unanimously

Councillor Youden advised that significant progress has been made on the dilapidated buildings within the Town. He stated that sometimes it's a matter of property ownership which at times can be very complicated. He stated that he was very pleased to see that the house located at 1 Cherry Lane has been demolished.

Councillor Youden stated that the Fire, Enforcement and Public Safety Committee continues to work with the RNC and schools to promote traffic safety in the school zones.

10. OTHER COMMITTEE REPORTS

a. NEAJC

Mayor Tessier advised that the next NEAJC meeting will be held here at the Conception Bay South Town Hall on April 20, 2016. He stated that Sean Martin of the Municipal Assessment Agency will be in attendance to discuss property assessments.

11. NEW BUSINESS

Councillor Rowe

on behalf of Chamberlains Park Action Committee thanked Town staff for their assistance on the construction of the path extension.

stated that it is great to see the school signs installed in the school zones but noted she would like to see the speed limit signs installed as well.

Councillor Tilley

Don Johnson Cup being hosted at the Arena next week. He stated that these are the best junior hockey players in Atlantic Canada and encouraged all to attend.

Councillor Bent

expressed his appreciation to the thanks to the Public Works staff for getting the school zone line painting done. He also reminded residents of traffic safety within the school zones.

stated that he attended a soccer clinic conducted by Olympic medalist Karina LeBlanc on Thursday, April 14, 2016 in support of Makayla Puddicombe.

thanked all volunteers in Town. He stated that he was pleased to attend the recent Youth Volunteer of the Year event.

Councillors Connors

congratulated Carissa Haines as being named the 2015 Youth Volunteer of the year.

noted that the Department of Recreation and Leisure Services has been offering free recreation events during the month of April as part of the Find Your Fit campaign offered through Recreation NL. We've had a great amount of participation in these events, particularly the Log Your Lap Program. In the last 10 days, 7060 laps have been walked at the Conception Bay South Arena Walking Track which accounts for 1412 km. Prizes will be offered at the end of the month for people who participate in this program. Hats off to all residents who are participating and staying active! The Youth Action night scheduled as part of this challenge will be rescheduled until the end of May in an effort to accommodate a larger number of youth. Exact dates will be advertised by the end of the week.

advised that the annual Jr. High Tournament has drawn a great crowd at the Conception Bay South Arena over the past week. The tournament features 13 junior high teams. The championship game for this tournament will take place on Thursday at 6:00 p.m.

stated that there are a number of events going on within our community over the next few weeks. The Town is proud to be hosting the Don Johnson Memorial Cup Junior B Championships starting on April 26th at the Conception Bay South Arena. This will feature the top junior B teams in Atlantic Canada! Following this tournament, the Town will be offering a Curling Program at the Arena from May 4th-7th. All residents are invited to come and try curling.

also noted that the Kiwanis Club of Kelligrews will be hosting a free one hour skating session for all ages at the Conception Bay South Arena on Sunday, April 24th starting at 11 am. Enjoy a free hot dog and drink complements of the

Kiwanis Club as they celebrate their 60th year of community service in CBS and surrounding area.

stated that The Department has nearly finalized the acts for the 2016 Kelligrews Soiree. He advised that we have confirmed Signal Hill and Bic and the Ballpoints to headline the Outdoor Concert on July 2nd and the Masterless Men and the Phantom 4 will be headlining the Folk Festival, Sunday Night July 3rd.

Councillor Bursey

stated that he is very pleased to see the increased RNC presence within the Town.

Councillor Murphy

provided an update on capital projects. He noted that the Seal Cove bridge tender was advertised and closes today, Phase 45 water and sewer closes April 26 as does the tender for the Traffic Lights project.

stated that the Waste Collection Regulations are being reviewed and will include mandatory covering of garbage. He encouraged residents to use roll out plastic bins for garbage.

noted that line painting and street sweeping has started within Town and stated that we will move along as quickly as the weather permits. He also cautioned residents to be aware of our workers when they are working in our streets.

noted that as part of the 2016 Provincial Budget, changes have been made to the snow clearing of provincial highways. He noted that all provincially owned and maintained roads within the Town of Conception Bay South, including the Manuels Access Road, Route 2 (Peacekeepers Way) Foxtrap Access Road and Route 60 will only be cleared during the hours of 5:00 a.m. and 9:30 p.m.

Councillor Youden

stated that he would like to see more inclusive employees hired for the Town of Conception Bay South.

stated that seniors are a vulnerable section of residents and would like to find ways to assist. Mayor Tessier requested that Councillor Connors and the Director of Recreation and Leisure Services set up a Seniors' Advisory Committee.

Deputy Mayor George

stated that Council are continuing efforts to look at budget 2017. He noted that all expenditures are being reviewed.

Mayor Tessier

stated that Council is very concerned with the budget and spending going forward.

welcomed the mother of employee Krista Perry to the meeting.

12. ADJOURNMENT

The meeting adjourned at 8:18 p.m.

Resolution #16-156
Councillor Youden/Councillor Tilley

Be it so resolved that the meeting adjourn.

- carried unanimously

Steve Tessier
Mayor

Gail Pomroy
Town Clerk