

Regular Meeting #06 April 7, 2020

A Regular Meeting of Council convened at 6:36 p.m. in the presence of Mayor French, Councillors, 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, Fire Chief, John Heffernan, Director of Planning and Development, Corrie Davis, Director of Economic Development, Jennifer Lake, and Communications Manager, Maggie Hynes.

1. ADOPTION OF AGENDAS AND MINUTES

a. Adoption of the Meeting Agenda for April 7, 2020

Resolution #20-079

Councillor Davis/Councillor Bent

Be it so resolved that the agenda of the meeting of April 7, 2020 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of March 3, 2020

Resolution #20-080

Councillor Bursey/Councillor Bent

Be it so resolved that the minutes of the meeting of March 3, 2020 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. NEW BUSINESS

Mayor French

provided an update on the Town operations during the COVID-19 Outbreak. He thanked the senior staff and managers who are devoting so

much time to make the Town's operations run smoothly.

He thanked the Premier, Minister of Health and the Chief Medical Officer. He thanked all staff and in particular the first responders. He requested that all residents stay at home.

Mayor French commented on the rainbows that are displayed throughout the Town and stated that if anyone knows who had started this in our community to please let the Town know. He stated that he would love to recognize the first person to put up a rainbow and start this trend.

Commented on a group of individuals, know as the Masked Bandits. He stated that they are making homemade masks to provide to those who need.

Stated that all Town facilities and that we even had to close Topsail Beach yesterday. He stated that it is too bad that it had come to this but that there were too many people visiting, parking and chatting etc.

Stated that recycling will continue to be cancelled for at least the next couple of weeks due to the current situation. He advised that this may be revisited in the future.

Implored all residents to follow the rules of the Chief Medical Officer and Department of Health.

Deputy Mayor Murphy

stated that based on what we know today, including the current projections on when restrictions in our society may ease, residents can maintain their confidence in the Town's fiscal position and capabilities at this time. Our focus remains on the provision of essential, civic services to meet the needs of our residents. From a fiscal position, we can, and will continue

to provide these services to our residents; our ability to do so is not in jeopardy.

The Town of Conception Bay South understands the difficulties that the COVID-19 Pandemic is placing on residents. For any resident or business who has signed up for our 2020 Equal Payment Plan, the town will defer payments upon request without penalty. Payments will restart in July and will be updated to reflect payment of the balance remaining by December 31. Additionally, the town will not be charging interest on any accounts until June. Please email finance@conceptionbaysouth.ca to make deferral requests.

Staff are set up to work from home and are responding to e-mails and phone messages. To reach financial services staff, you can call 834-6500, extension 201 and leave a message and someone will return your call. You can also email our staff at finance@conceptionbaysouth.ca Staff are also responding to messages left on the after-hours line, 834-6529.

Tax payments are accepted via online banking, via credit card through our 3rd party provider Plastiq which can be accessed on the town's website, or by cheque via regular mail or at the drop box located outside the town hall.

For services such as building permits, tax certificates and compliance letters, the town accepts credit card payments over the phone. Any requests for changes to existing pre-authorized payments should be made via email to finance@conceptionbaysouth.ca

Applications for Seniors Tax Reduction or Low Income Reduction should be made via regular mail, email to finance@conceptionbaysouth.ca or can be left at the drop box outside the Town Hall.

Tax information requests and tax certificates will continue, however, residents and lawyers should ensure sufficient time before sale closing.

Vendor invoices should be sent to accountspayable@conceptionbaysouth.ca and are being processed as received. To inquire about any other payments, please email accountspayable@conceptionbaysouth.ca

For any inquiries for financial services not listed, please email finance@conceptionbaysouth.ca. These are difficult times. I would ask residents to please be patient when making requests and inquiries, staff will respond as soon as possible. Please continue to follow the social distancing guidelines from the Chief Medical Officer. Remember that we are all in this together and to Stay Safe, Stay Home, Stay Healthy.

Councillor Youden

stated that he appreciates the patience of residents and the excellent work of our essential workers. He commented on the users of the Town's recreational facilities and also thanked them for their patience.

Councillor Tilley

requested everyone to be safe, to take care of yourself and family and to heed the advice of officials.

Councillor Hillier

stated that he hopes everyone tries to stay upbeat. He stated that currently there are 23 people with COVID-19 people in Conception Bay South. He urged everyone to stay home and stay safe.

Councillor Bent

commented on the resiliency of young people. He stated that they are normally in school, with their friend and sports groups and are now home and separated from their normal lives. He

stated that many of them are staying connected virtually and that the local schools are celebrating spirit week and coming up with ideas such as green hearts, interactive challenges, etc. He noted that teachers are continuing to reach out to their student bodies.

thanked essential workers and requested everyone to do their part to thank them all.

Councillor Bursey

stated that the Town of Conception Bay South remains committed to public safety and continues to take measures to slow the transmission of COVID-19.

As a result we are focusing on the provision of essential services only but will reassess its ability to provide additional services on a daily basis

Essential services will include garbage collection following the existing schedule and necessary maintenance of town infrastructure such as water sampling and wastewater treatment plant.

Recycling is discontinued for now but is being assessed weekly to determine options while keeping in accordance with COVID19 Federal and Provincial government guidelines

We greatly appreciate the publics patience during this time and extend our greatest thanks to Town employees that allow us to keep some normalcy in our daily routines like having water in on our taps and being able to flush our toilets.

Councillor Butler

stated that the Community Garden Committee continue accepting leased bed applications for gateway garden for 2020. Anyone interested should review the Garden Committee Welcome Package on their Facebook page or email ecdev@conceptionbaysouth.ca

Online Workshops – The Committee will be hosting their second online workshop in the coming weeks. Please keep in the loop on their activities via their social channels.

reminded residents that the section of Trailway from Delaneys Road to Doyles Road remains closed until further notice due to the impacts of snowmagedon. While the section of the Trailway from Delaneys Road to Spruce Hill Road remains open, as well as the Chamberlains Park and Gateway trails, we ask that you employ all the physical distancing practices indicated by the provincial government and only go outside your property if you feel well.

During Covid-19, departmental staff have been working closely with various industry associations and have been reaching out to our valued business community. Please know that our economic development staff are resourceful and right there with you as you navigate through the next few weeks and months. You can reach them anytime at ecdev@conceptionbaysouth.ca

4. VISITORS, PRESENTATIONS AND PETITIONS

Nil

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

Presentation of recommendations of meeting held on March 10, 2020

**1. 1290 Conception Bay Highway, Upper Gullies (Ward 4)
Proposed Telecommunications Tower**

**Resolution #20-081
Councillor Hillier/Councillor Bent**

Be it so resolved that Application No. COM-19-076 received on December 18, 2019 seeking approval for construction of a 45.7m monopole tower with equipment shelter at its base at 1290 Conception Bay Highway, Upper Gullies be refused in accordance with Council's authority under Section 4.6 of the Town's Development regulations in consideration of the potential negative impacts of future commercial development and re-development of the property.

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

Councilor Youden declared a conflict of interest with this item. He vacated the meeting at 7:01 p.m. and returned at 7:06 p.m.

**2. 31-33 Greeley Gardens, Foxtrap (Ward 2)
Proposed Cabinetry manufacturing and finishing business**

**Resolution #20-082
Councillor Hillier/Councillor Bent**

Be it so resolved that Application No. COM 20-014 for the operation of a custom cabinetry manufacturing and sales business be approved as a change to the legal non-conforming use at 31-33 Greeley Gardens, Foxtrap in accordance with Council's discretionary authority at Section 5.19 of the Conception Bay South Development Regulations.

- carried unanimously

**3. 67 Monument Road, Topsail (Ward 1)
Proposed Commercial Use and Parking of Commercial Vehicle(s)**

**Resolution #20-083
Councillor Hillier/Councillor Davis**

Be it so resolved that Application No. COM-20-007 submitted on January 20, 2020 seeking approval of a Contractor's Storage Yard at 67 Monument Road, Topsail, be refused as the proposed commercial use is not listed as a permitted or discretionary use within the Residential Medium Density (R-2) use zone of the Town's Development Regulations in which the property is located.

- carried unanimously

4. Planning and Development Committee Meeting Report

**Resolution #20-084
Councillor Hillier/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of March 10, 2020, be accepted as presented.

- 8 yeas
- 1 abstention (Bent)
- motion carried

Councillor Bent declared a conflict of interest with this item as it pertains to LED signs. He vacated the meeting at 7:09 p.m. and returned at 7:11 p.m.

Presentation of recommendations of Committee of the Whole meeting held on March 31, 2020

1. Two 10 Unit Row Dwellings - 1643 Conception Bay Highway, Seal Cove (Ward 4)

Resolution #20-085
Councillor Hillier/Councillor Youden

Be it so resolved that Application No. 20-018 received on March 5, 2020 seeking approval of two ten unit row dwellings at 1641-1643 Conception Bay Highway, Seal Cove be refused as the property is deficient by approximately 90m of the 120m frontage required for the proposed development as set out by Section 10.11.3 of the Town's Development Regulations.

- carried unanimously

6. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE (Chair, Councillor Junior Bursey)

Presentation of recommendations of meeting held on March 10, 2020

1. Take into General Revenue – Water and Sewer Security Deposits

Resolution #20-086
Councillor Bursey/Councillor Davis

Be it so resolved that water and sewer security deposits in the amount of \$8,425.00 be taken into general revenue as the owners of the properties have failed to comply with the Street Excavation and Reinstatement Policy and Permit.

- carried unanimously

2. Engineering and Public Works Committee Meeting

Resolution #20-087
Councillor Bursey/Councillor Davis

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of March 10, 2020, be accepted as presented.

- carried unanimously

Presentation of recommendations of Committee of the Whole meeting held on March 31, 2020

1. Ratification of PO #2020-0363

Resolution #20-088
Councillor Bursey/Councillor Davis

Be it so resolved, that approval be given to Black and McDonald Limited to ratify PO #2020-0363 in the amount of \$21,718.50, plus HST. Funds to be taken from account 01-302-1000-5510.

- carried unanimously

Transferred from Committee of the Whole meeting #7 - April 7, 2020:

1. 2020 Street Upgrading and Paving - Approval to Award Engineering Services

Resolution #20-089
Councillor Bursey/Councillor Davis

Be it so resolved that approval be given to enter into a Prime Consultant Agreement with Harbourside Transportation Consultants for the 2020 Street Upgrading and Paving, including sidewalks, at the approximate cost of \$107,991, plus HST. Scope of work includes design, tendering, contract administration and inspection for minor upgrades, paving and sidewalks in school zones. Work is tentatively scheduled for 2020, pending pandemic guidelines. Funds are available in the project account.

- carried unanimously

7. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Kirk Youden)

Presentation of recommendations of meeting held on March 10, 2020

1. RFP 20-01-Request for Proposals on Comprehensive Building Energy Audit

**Resolution #20-090
Councillor Youden/Councillor Butler**

Be it so resolved that RFP 20-01 Requests for Proposals on Comprehensive Building Energy Audit be awarded to Core Engineering Inc. at a cost of \$29,500 plus HST. Funds are available in account 01-109-1000-5020.

- carried unanimously

2. Recreation and Leisure Services Committee

**Resolution #20-091
Councillor Youden/Councillor Butler**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of March 10, 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 March 10, 2020

1. Accounts Payable Cheque Register

Resolution #20-092
Deputy Mayor Murphy/Councillor Tilley

Be it so resolved that approval be given to pay Accounts Payable Cheques totaling \$345,861.98.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #20-093
Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$379,252.89.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #20-094
Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that approval be given to ratify direct payments previously released totaling \$454,701.63.

- carried unanimously

4. Capital Invoices

Resolution #20-095
Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that approval be given to pay capital invoices totaling \$179,209.91 as follows:

Project	Vendor	Details	Amount
Emergency Shoreline Repair – Barachois	R.J.G. Construction	Invoice #CBS20-001-PC02	\$166,932.94
Wastewater Treatment Plant Option Study	SNC Lavalin	Invoice #1475048	\$12,276.97
Total Capital Invoices:			\$179,209.91

- carried unanimously

5. Tax and Other Receivables Adjustments

Resolution #20-096
Deputy Mayor Murphy/Councillor Bent

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

KELLI006	\$8,822.97
THOMK003	\$1,651.84
ALIUM001	\$1,018.28
HISCA007	\$976.29

- carried unanimously

6. Policy Amendment – Low Income Interest Relief Policy

Resolution #20-097
Deputy Mayor Murphy/Councillor Davis

Be it so resolved that the Low Income Relief Policy amendment be adopted as presented.

PURPOSE:

To define the conditions under which any person will be considered for interest relief.

AUTHORITY:

- Section 111 of the *Municipalities Act*, 1999

PROCEDURE:

1. It is the policy of the Town to provide for the relief of interest for persons in hardship conditions, regardless of their age, marital status or physical condition.
2. To become eligible for interest relief a person must own property within the Town boundary and must provide certain evidence of income.
3. Any person applying for previous year's interest relief shall provide sufficient evidence of the previous year's gross income for the family unit by way of Revenue Canada's Notice of Assessment.
4. To qualify for 100% interest relief the gross income for the family unit must be in accordance with the Statistics Canada income based thresholds for Low Income and will be adjusted as those guidelines are adjusted.
5. Where the gross income for the family unit exceeds the amount computed from the table in subsection 4 but not by more than \$1,000 then the maximum interest relief shall be 75%.
6. Where the gross income for the family unit exceeds the amount computed from the table in subsection 4 between \$1,000.01 and \$2,000.00 then the maximum interest relief shall be 50%.
7. Where the gross income for the family unit exceeds the amount computed from the table in subsection 4 by \$2,000.01 or more there shall be no interest relief.

8. No account shall be made of the applicant's assets or liabilities.
9. The only property eligible for interest relief shall be the prime residence owned by the applicant. No vacant, commercial or rental properties shall be eligible for interest relief.

This policy rescinds all previous policies pertaining to this subject matter

- carried unanimously

7. Policy Amendment – Low Income Property Tax Reduction Policy

Resolution #20-098

Deputy Mayor Murphy/Councillor Davis

Be it so resolved that the Low Income Property Tax Reduction Policy amendment be adopted as presented.

PURPOSE:

To define the conditions under which any person will be considered for a reduction of property tax on the basis of household income.

AUTHORITY:

- Section 111 of the *Municipalities Act*, 1999

PROCEDURE:

1. It is the policy of the Town to provide for the reduction of property tax for persons in hardship conditions, regardless of their age, marital status or physical condition.
2. To qualify for the property tax reduction the gross income for the family unit must be in accordance with the Statistics Canada income based thresholds for Low Income and will be adjusted as those guidelines are adjusted.
3. Persons meeting these thresholds are eligible for a property tax reduction of 10% of the Property Tax bill only.

4. To be eligible for relief of property tax, a person must provide certain evidence of income as determined by the Town.
5. No account shall be made of the applicant's assets or liabilities.
6. A Property Tax reduction approved under this policy will not be approved in addition to a tax reduction approved under any other Town policy.
7. The only property eligible for tax reduction shall be the prime residence owned by the applicant. No vacant, commercial or rental properties shall be eligible for tax reduction.

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

- carried unanimously

8. Order – 18 Emerald Creek Drive

Resolution #20-099

Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that the file relating to 18 Emerald Creek Drive, Conception Bay South be referred to the Town lawyers for legal action.

- carried unanimously

9. Approval to call RFP - Agency of Record

Resolution #20-100

Deputy Mayor Murphy/Councillor Butler

Be it so resolved that approval be given to call a Request for Proposals for an Agency of Record for marketing services.

- carried unanimously

10. Financial and Administrative Services Committee Report

Resolution #20-101

Deputy Mayor Murphy/Councillor Davis

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of March 10, 2020 be accepted as presented.

- carried unanimously

Presentation of recommendations of Committee of the Whole meeting held on March 31, 2020

1 Accounts Payable Cheque Register

Resolution #20-102

Deputy Mayor Murphy/Councillor Bent

Be it so resolved that approval be given to pay Accounts Payable Cheques totaling \$833,566.16.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #20-103

Deputy Mayor Murphy/Councillor Butler

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$439,355.04.

- carried unanimously

3. CAPITAL INVOICES

Resolution #20-104
Councillor Tilley/Councillor Davis

Be it so resolved that approval be given to pay capital invoices totaling \$165,003.94 as follows:

Project	Vendor	Invoice Number	Amount
Phase 47	SNC Lavalin	1479587	10,809.71
Steadybrook Culvert Upgrade	SNC Lavalin	1479789	2,160.52
Tilleys Road South Phase 3	SNC Lavalin	1478715	32,877.35
Wastewater Treatment Plant Study	SNC Lavalin	1478647	7,700.69
Wastewater Treatment Plant Study	SNC Lavalin	1481004	4,762.27
Sanitary Sewer Study	SNC Lavalin	1479785	17,113.15
District Water Meters	SNC Lavalin	1481013	4,257.76
Library	SNC Lavalin	1478138	25,844.81
Storm Damage Repair	ETL	8523	44,643.51
Barachois Repair	PEC	2020-002-2	13,029.50
2018 Streets	Exp Services	539929	1,804.67
Total Invoices:			\$165,003.94

- 8 yeas
- 1 abstention (Murphy)
- motion carried

Deputy Mayor Murphy declared a conflict of interest with this item in regard to Eric Taylor Limited (ETL) as it is owned and operated by family members. He vacated the meeting at 7:27 p.m. and returned at 7:29 p.m.

**9. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM
(Chair, Councillor Christine Butler)**

Presentation of recommendations of meeting held on March 10, 2020

1. CanExport Community Investment Fund 2020

**Resolution #20-105
Councillor Butler/Councillor Youden**

Be it so resolved that approval be given to enter into a contribution agreement with Global Affairs Canada for funding totaling \$13,150 for use in foreign investment attraction initiatives. Matching funds are available within the Economic Development operating budget.

- carried unanimously

2. Economic Development and Tourism Committee Meeting Report

**Resolution #20-106
Councillor Butler/Councillor Youden**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of March 10, 2020 be accepted as presented.

- carried unanimously

Presentation of recommendations of Committee of the Whole meeting held on March 31, 2020

1. Conception Bay Area Chamber of Commerce

**Resolution #20-107
Councillor Butler/Councillor Youden**

Be it so resolved that approval be given to provide a \$5,000 grant to the Conception Bay Area Chamber of Commerce to support its efforts to provide services to the business community during the COVID-19 pandemic. Funds are available in the Economic Development operating budget.

- carried unanimously

10. OTHER COMMITTEE REPORTS

Nil

Councillor Davis thanked management and staff for all their work in the current COVID - 19 Outbreak. She expressed condolences to all with friends and family who have lost their lives with this terrible virus. She stated that this is a very hard time for all and that she wishes she could be with her father today on his 85th birthday. She wished him, and Mayor French as well, a very happy birthday.

11. ADJOURNMENT

The meeting adjourned at 7:34 p.m.

Resolution #108
Councillor Hillier/Councillor Youden

Be it so resolved that the meeting adjourn.

- carried unanimously

Terry French
Mayor

Gail Pomroy
Town Clerk