

## **Regular Meeting #21 December 20, 2016**

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Mayor Steve Tessier, Councillors (with the exception of Councillor Youden), Chief Administrative Officer, Dan Noseworthy, Director of Engineering and Public Works, Jennifer Norris, Director of Community Development, Jennifer Lake, Fire Chief John Heffernan, Communications Coordinator, Kristina George and Administrative Assistant, Tracey Lambert.

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

#### **a. Adoption of the Meeting Agenda for December 20, 2016**

**Resolution #16-465**  
**Deputy Mayor George/Councillor Bent**

Be it so resolved that the agenda of the meeting of December 20, 2016 be adopted as presented.

- carried unanimously

#### **b. Adoption of the Meeting Minutes of December 6, 2016 and December 12, 2016**

**Resolution #16-466**  
**Councillor Connors/Councillor Bent**

Be it so resolved that the minutes of the meeting of December 6, 2016 and December 12, 2016 be adopted as presented.

- carried unanimously

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

Nil

**3. VISITORS, PRESENTATIONS AND PETITIONS**

**a. Youth Advisory Donation**

The Youth Advisory Committee sold tickets on a Christmas basket and were in attendance to present the proceeds to the Conception Bay South/Paradise Food Bank.

**4. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE  
(Chair, Councillor Darrin Bent)**

No meeting held.

**5. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE  
(Chair, Councillor Paul Connors)**

**Transferred from Committee of the Whole Meeting #29**

**1. Tender 16-21 Truck Storage Cap, Snowplow & Emergency Lighting**

**Resolution #16-467  
Councillor Connors/Deputy Mayor George**

Be it so resolved that Tender 16-21, Purchase of One New Truck Storage Cap, Snowplow & Emergency Lighting be awarded to Action Car & Truck Accessories in the amount of \$35,333.69, plus HST. Funds are available in Capital Out of Revenue – Account # 01-301-5000-8025.

- carried unanimously

Presentation of recommendations of meeting held on December 13, 2016

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

**Resolution #16-468  
Councillor Connors/Councillor Bent**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meetings of December 13, 2016, be accepted as presented.

- carried unanimously

**The Engineering and Public Works Committee Meeting of December 13, 2016, included the following recommendation:**

**1. Approval to Call Tender – Bishops Road Traffic Lights**

**Recommendation:**

Be it so resolved that approval be given to call tender for Bishops Road Traffic Lights.

**6. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Gerard Tilley)**

Presentation of recommendations of meeting held on December 12, 2016

**1. Recreation and Leisure Services Committee**

**Resolution #16-469  
Councillor Tilley/Councillor Burse**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of December 12, 2016 be accepted as presented.

- carried unanimously

Councillor Tilley took the opportunity to provide an update the following:

- New Year's Eve skating party will take place at the Conception Bay South Arena on December 31, 2016 from 5:00 p.m. to 6:45 p.m. Free refreshments provided for everyone compliments of Tim Hortons.
- New Year's Eve fireworks will take place 7:00 p.m. on December 31, 2016 at Sgt. Ned Nugent's Field (weather permitting).
- Pleased to report the construction of a display case at the Conception Bay South Arena to highlight memorabilia from the Conception Bay South Sports Hall of Fame. Items will be on display early in the new year.
- The annual Tree Mulching event will take place on January 10 and 11, 2017 at Robert French Memorial Stadium. Drop off location will be next to the gated

- storage depot located next to the Robert French Stadium parking lot. There is no charge to residents and the mulch will be given back to residents if desired.
- Seniors Social was held at Worlsey Park on December 8, 2016. It was the largest turnout ever with over 100 seniors in attendance.

**7. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor George)**

**Transferred from Committee of the Whole Meeting #29**

**1. Capital Invoices**

**Resolution #16-470**  
**Deputy Mayor George/Councillor Rowe**

Be it so resolved that approval be given to pay capital invoices totaling \$58,580.95 as listed in the Committee of the Whole Meeting of December 20, 2016.

- carried unanimously

Presentation of recommendations of meeting held on December 13, 2016

**1. Accounts Payable Cheque Register**

**Resolution #16-471**  
**Deputy Mayor George/Councillor Rowe**

Be it so resolved that approval be given to pay cheques totaling \$527,809.76 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

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

**Resolution #16-472**  
**Deputy Mayor George/Councillor Connors**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$227,296.60 as per the attached report.

- carried unanimously

**3. Capital Invoices**

**Resolution #16-473**  
**Deputy Mayor George/Councillor Bent**

Be it so resolved that approval be given to pay capital invoices totaling \$2,047,470.99 as listed in the Financial Services Committee Minutes of December 13, 2016.

- carried unanimously

**4. Tax and Other Receivables Adjustments**

**Resolution #16-474**  
**Deputy Mayor George/Councillor Rowe**

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

11023001	Request Denied
SIGNA001	Request Denied
HENNE014	\$31.68
LORIK001	\$29.76
BUTLJ013	Request Denied

- carried unanimously

**5. Approval to Pay – Councillor Remuneration – 2017 Fiscal Year**

**Resolution #16-475**  
**Deputy Mayor George/Councillor Bursey**

Be it so resolved that approval is given for the disbursement of Councillor Remuneration as per the Municipalities Act for the 2017 fiscal year as per the following schedule:

April 7, 2017	1 <sup>st</sup> Quarter Remuneration
July 14, 2017	2 <sup>nd</sup> Quarter Remuneration
October 6, 2017	3 <sup>rd</sup> Quarter Remuneration
December 15, 2017	4 <sup>th</sup> Quarter Remuneration

The Remuneration for the 2017 fiscal year is as follows:

Mayor	\$40,608.00
Deputy Mayor	\$28,538.00
Councillors	\$26,806.00

- carried unanimously

**6. Approval to Release Cheques and Make Payments during Holiday Period**

**Resolution #16-476**  
**Deputy Mayor George/Councillor Connors**

Be it so resolved that approval be granted to issue cheques and make payments from December 21, 2016 to January 17, 2017. Cheques released during this period will be ratified at the Council meeting of January 17, 2017.

- carried unanimously

**7. Non-Union Compensation**

**Resolution #16-477**  
**Deputy Mayor George/Councillor Connors**

Be it so resolved that approval be given for a 4% increase to the non-union salary grid effective January 1, 2017.

- carried unanimously

**8. Policy Amendment – Delegation of Planning Authority**

**Resolution #16-478**  
**Deputy Mayor George/Councillor Rowe**

Be it so resolved that the Delegation of Planning Authority be adopted as presented.

**Delegation of Planning Authority Policy**

**PURPOSE**

To outline authority delegated to Town employees as it pertains to Planning and Development.

**AUTHORITY**

- Section 39.4 and 109 of the *Urban and Rural Planning Act*
- Section 404 (6) and 421.4 of the *Municipalities Act, 1999*
- Council Resolution #12-332

**PROCEDURE**

Council retains the authority to refuse an application.

All written representations submitted in response to a public notice shall be considered by Council.

An Order issued by an employee shall be confirmed by Council at the next meeting of Council after the Order is made.

Council appoints the following Town employees to fulfil planning responsibilities:

<b>Planning Authority</b>	<b>Designated Employee</b>
Orders	Chief Administrative Officer Director of Planning and Development Town Clerk
Development Approval (Approval in Principle)	Chief Administrative Officer Director of Planning and Development Development Control Coordinator

Building Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
Discretionary Uses (provided no written objections received)	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
Variances (provided no written objections received)	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
Permit to Operate	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
General Repair Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator Planning Clerk
Sign Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator Building Inspector Planning Clerk
Accessory Building Permits (including swimming pools)	Chief Administrative Officer Director of Planning and Development Building Inspector Development Control Coordinator
Occupancy Permits	Chief Administrative Officer Director of Planning and Development Building Inspector
Fence Permits	Chief Administrative Officer Director of Planning and Development Building Inspector Planning Clerk
Deck Permits	Chief Administrative Officer Director of Planning and Development Building Inspector
Demolition Permits	Chief Administrative Officer Director of Planning and Development Building Inspector
Site Clearing/Filling/Grading/Grubbing Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator Building Inspector
Commercial Motor Vehicle Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator



Mobile Canteen Licenses	Chief Administrative Officer Director of Planning and Development Development Control Coordinator Building Inspector
Roadside Vendor Permits	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
Referrals from Adjacent Municipalities (except for those that may impact the Town)	Chief Administrative Officer Director of Planning and Development Development Control Coordinator
Violation Notice	Chief Administrative Officer Director of Planning and Development Town Clerk Municipal Enforcement Officer Humane Services Officer
Summons	Chief Administrative Officer Town Clerk Municipal Enforcement Officer Humane Services Officer

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

- carried unanimously

**9. Policy – Low Income Property Tax Reduction Policy**

**Resolution #16-479**

**Deputy Mayor George/Councillor Bursey**

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

**Low Income Property Tax Reduction Policy**

**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 following formula:
  - Households with four or more people with an income below \$47,482;
  - Households with three or more people with an income below \$39,569;
  - Households with two or more people with an income below \$31,655;
  - A person living alone with an income of below \$23,741.
3. These amounts either directly reflect or are extrapolated from the Statistics Canada income based thresholds for Low Income and will be adjusted as those guidelines are adjusted.
4. Persons meeting these thresholds are eligible for a property tax reduction of 10% of the Property Tax bill only.
5. To be eligible for relief of property tax, a person must provide certain evidence of income as determined by the Town.
6. No account shall be made of the applicant's assets or liabilities.
7. A Property Tax reduction approved under this policy will not be approved in addition to a tax reduction approved under any other Town policy.
8. 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

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

**Resolution #16-480**  
**Deputy Mayor George/Councillor Rowe**

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

- carried unanimously

**8. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (Chair, Councillor Kirk Youden)**

No meeting held.

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

No meeting held.

**10. OTHER COMMITTEE REPORTS**

Nil

**11. NEW BUSINESS**

**Councillor Rowe** wished everyone a Merry Christmas along with a safe and happy holiday.

**Councillor Tilley** wished everyone a Merry Christmas and sent out a special thank you to those who have an obligation to spend time away from their family this holiday season.

**Councillor Bent** attended the 3<sup>rd</sup> annual Riley Mercer Toy Drive. He advised that it was a fantastic showing and

organizers were very pleased. He thanked Louise and Bern Mercer for allowing the event to grow in capacity. Deputy Mayor George and Councilor Youden attended the event as well.

congratulated Ian Chaytor with the Conception Bay South Soccer Association on being named Executive of the year with the Newfoundland and Labrador Soccer Association (NLSA).

wished everyone a Merry Christmas.

### **Councillor Connors**

advised that tender documents have been prepared for Bishops Road traffic light upgrade and will be advertised over the next several weeks. The upgrades are expected to be completed late spring or early summer. He advised that the Town operates and maintains the traffic lights along Route 60 at Cherry Lane, Dawsons Run, Bishops Road and Terminal Road. The Province operates and maintains the traffic lights along Route 60 at Manuels Arterial, Minerals Road, Foxtrap Access Road and Legion Road.

Advised that the contractor has been continuing with the underground installation of new traffic lights along Route 60. He advised that poles have arrived for some locations and are ready for connection. Installing traffic lights at this time of year can be difficult and safety is a priority for the Town. Work is continuing and the Town will continue to provide updates as the work progresses.

advised that the Town is currently undertaking a transportation review. Phase 1 included a high level review and ranking of all traffic lights, and the results were also provided to the Province for lights under their ownership. Phase 2, which is ongoing, includes the detailed scope of work for each traffic light upgrade and estimates. Based on priority, the Town will then move forward with budgeting and upgrading of lights.

Those results will also be forwarded to the province.

Advised that waste collection calendars for January and February 2017 will be posted on the Town's website within the next few days. Notices of changes will be mailed to residents. There was a delay in the release of the calendars this year as they needed to be modified to include new roads.

wished everyone a merry Christmas and Happy New Year.

**Councillor Bursey**

reminded everyone to slow down this holiday season and drive slowly in adverse weather conditions.

reminded everyone to use a designated driver this holiday season or call a cab to ensure you and others stay safe.

wished everyone a very merry Christmas.

**Councillor Murphy**

reminded everyone the winter parking ban is in effect from December 1, 2016 to April 30, 2017. He explained the importance of keeping the roadways clear of vehicles for effective snow clearing.

stressed the importance of our children's safety this time of year. He asked that parents be vigilant in talking with their children about snow safety, particularly with building snow tunnels and playing in snow banks near roadways. Further information regarding snow safety can be viewed on the Town's website.

spoke about the importance watering real trees, not blocking exits in your home, ensuring that lights are in good condition, and minimizing the amount of extension cords used. Further information regarding Christmas tree safety and

winter holiday safety can be viewed on the Town's website.

advised that the Royal Newfoundland Constabulary had checked over 200 vehicles in recent days and found zero infractions. He reminded everyone to be safe and don't spoil the holiday by drinking and driving.

wished everyone a Merry Christmas and thanked his wife for hand making his Christmas tie.

**Deputy Mayor George**

advised that the New Year is off to a good start for those who will benefit from our 10% Low Income Tax Reduction, 20% Seniors Citizens Tax Reductions for those who are in receipt of the Guaranteed Income supplement, and expansion of the equal payment plan for up to 12 months.

wished a very Merry Christmas to all.

**Mayor Tessier**

congratulated the Town on being awarded the Snowbirds inaugural Best Show award. He advised that during 2016, the team flew at 36 different show sites (including Fort Lauderdale, Canadian National Exhibition in Toronto and the Abbotsford International Air Show) and performed displays or flybys over 60 times. He noted that because the team works so closely with communities and the Air Show industry, they felt it important to recognize outstanding support based on a listing of award criteria. The Snowbirds sat as a committee and concluded that the first time, grassroots, Canadian Owners and Pilots Association Flight 97 (especially Minette LeDrew) and community support of the Conception Bay South Show met or exceeded the award criteria and exemplified the best attributes of hosting a show. He went on to say that the Snowbirds congratulated the Town

Council, Staff and many volunteers on their tireless work who made the show such as success.

thanked residents and staff for the support given to Council this year.

thanked Deputy Mayor George for his all his hard work on the budget.

reminded everyone not to drink and drive this holiday season and have a safe Christmas.

provided an opportunity for all staff and residents who were in attendance to bring holiday greetings.

## 12. ADJOURNMENT

The meeting adjourned at 7:36 p.m.

**Resolution #16-481**  
**Councillor Rowe/Councillor Tilley**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Steve Tessier  
Mayor

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Tracey Lambert  
Administrative Assistant