

## **Regular Meeting #08 May 5, 2020**

A Regular Meeting of Council convened at 7:04 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.

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

#### **a. Adoption of the Meeting Agenda for May 5, 2020**

**Resolution #20-126**

**Councillor Tilley/Councillor Butler**

Be it so resolved that the agenda of the meeting of May 5, 2020 be adopted as presented.

- carried unanimously

#### **b. Adoption of the Meeting Minutes of April 21, 2020**

**Resolution #20-127**

**Councillor Bursey/Councillor Youden**

Be it so resolved that the minutes of the meeting of April 21, 2020 be adopted as presented.

- carried unanimously

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

Nil

**3. VISITORS, PRESENTATIONS AND PETITIONS**

**a. Proclamation - World Ovarian Cancer Day**

**Whereas** 2800 Canadian women will be newly diagnosed with Ovarian Cancer this year, and

**Whereas** Ovarian Cancer is the 5<sup>th</sup> most common cancer for women and the most serious women's cancer, and

**Whereas** Ovarian Cancer has no reliable screening test, and symptoms are often confused with other less severe illnesses, and

**Whereas** as many as 23 per cent of women with Ovarian Cancer have an inherited genetic mutation, and

**Whereas** genetic testing is a way to identify people at high risk before they develop Ovarian Cancer

**Now, Therefore,** be it resolved that I Terry French, Mayor of the Town of Conception Bay South do hereby proclaim Wednesday, May 8, 2020, **World Ovarian Cancer Day.**

I encourage all citizens of Conception Bay South, and the province to talk to their health providers about Ovarian Cancer and seek to learn more about the disease.

**b. Proclamation - 51st Annual Professional Municipal Clerks Week**

**Whereas,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas,** The Office of the Professional Municipal Clerk is the oldest among public servants, and

**Whereas,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas,** The Professional Municipal Clerk serves as the information center on functions of local government and community.

**Whereas**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**Whereas**, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**Now, Therefore, I**, Terry French, Mayor of Conception Bay South, do recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Gail Pomroy and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**c. Proclamation – Economic Development Week**

**WHEREAS**, the **International Economic Development Council** is the largest professional economic development organization of its kind and the **Economic Developers Association of Canada** is the national organization dedicated to serving economic developers; and

**WHEREAS**, the **Economic Developers Association of Newfoundland and Labrador** is the provincial organization of economic developers pursuing excellence in the field by striving to enhance the professional competence of Economic Development Officers; to advance economic development as a distinct, recognized, and self-governing profession; and to contribute to the province's economic well-being; and

**WHEREAS**, Economic Developer Associations provides leadership and support for communities, members, and partners through conferences, training courses, best practices, awards of excellence, and initiatives such as the Certified Economic Developer designation; and

**WHEREAS**, the field of Economic Development is diverse, with economic developers having a unique set of skillsets and engaged in a wide variety of settings, tailoring their approach based on the community's needs; and

**WHEREAS**, the Town of Conception Bay South recognizes and celebrates that economic developers promote economic well-being and quality of life for their communities through community development, attracting new investment, supporting and retaining local businesses, promoting job

growth, and encouraging a stable tax base; and that business support and development is critical to the vitality of our communities.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of Conception Bay South do hereby recognize May 4 – 9, 2020 as “Economic Development Week” in Conception Bay South and remind individuals of the importance of Economic Development in our communities.

#### 4. **NEW BUSINESS**

##### **Deputy Mayor Murphy**

stated that it is great that we are doing so well with low cases of COVID-19 and requested residents not to let their guard down. He recommended everyone to continue to heed the advice of the Chief Medical Officer.

stated that International Firefighters Day was yesterday. He recognized the Conception Bay South Firefighters, both career and volunteer, and urged them to stay safe.

##### **Councillor Youden**

stated that the Department of Recreation and Leisure Services has seen a great response to its Virtual Programming over the past couple of weeks.

- Thursday Night Trivia Games have been getting more popular each week and are now seeing over 45 participants per game.
- Foodie Friday’s program is continuing and will be part of a bigger, community initiative. This program will produce a community cookbook titled “Recipes from the Heart”, which will be available for purchase. All proceeds will go towards the CBS / Paradise Foodbank.
- Recreation staff have developed a Chair Fitness video, a guided workout for a variety of ages and abilities that uses equipment you have in your home!
- On May 11, we will host a free webinar on Nutrition for Mental Health. More

information, as well as how to register, can be found on the Town's website.

- On May 13, the Town will be hosting its first Virtual Open Mic Night. Information on how to perform at this event are available on our website. Residents will be able to view the live performances as well through a YouTube link, similar to our Council meetings.

stated that on April 27 the Canadian Inclusivity Squash Program in Conception Bay South, NL held its 2nd Annual Closing Awards Ceremony but this year without all the balloons, pop, pizzas and hugs. The 2020 CISP handed out the twelve awards via ZOOM. CISP wasn't going to let the COVID-19 pandemic squash the spirit of the coaches, volunteers and players in CBS. Hats off to Coach Eric Hart and his Team

**Councillor Tilley**

challenged all members of Council to join in on the Trivia Night.

**Councillor Hillier**

stated that he is seeing more and more of the Town vehicles out working. He stated that it is great to see the activity of our employees. Recycling started back up today, pothole repairs are being done, street sweeping ongoing etc. He thanked all the employees for their support over the last 7 weeks.

**Councillor Bent**

stated that we are midway through one of the most important fundraisers held in our Town each year. We celebrate the memories of Alex and Riley Mercer on their birthday, May 9<sup>th</sup> and the way we do that is by giving back to the community in their memory through donations to the CBS/Paradise Food Bank. This year is different due to COVID 19 but still just as important. Instead of an in-person donation event, Alex and Riley's parents, Louise and Bernie Mercer, have gone online for donations

that will go directly to the Food Bank. All this week right through the 9<sup>th</sup> which is this Saturday, anyone can donate through the website [canadahelps.org](http://canadahelps.org) which is linked directly to our local food bank. Whether it's \$5, \$10 or \$100 or more, every single cent is important to sustain our food bank and you will be honouring the memories of Alex and Riley through your donations. With the food bank serving 320 families each month, the Mercer's have set a goal of \$20,000. I have said this before, but it bears worth repeating - if we were to put 4 tins of soup in basket, that's one tin of soup a week for a month, if that tin was \$1 it would cost \$1280 a month to just give the soup to each family. That's only 1 item per week so when you think about it all donations will make a big difference.

stated that this year as always, the Town of Conception Bay South is promoting this event so he encouraged everyone, no matter where you are, no matter how small a donation you can afford to give to this year's online Spirit of Alex and Riley food bank fundraiser. He state that we can't do it in person but this is one way we can make a big difference and not even leave our homes.

thanked Louise and Bernie for the selfless work they do to help our community in such a meaningful way and thanked everyone in advance for helping during this difficult time.

**Councillor Butler**

expressed condolences to the friends and family of those lost in Nova Scotia.

stated that the Town is currently seeking a business entity who may be interested in hosting and operating an RV Dumping Station within the Town. Interested entities should reach out to our economic development staff at [ecdev@conceptionbaysouth.ca](mailto:ecdev@conceptionbaysouth.ca)

**Mayor French**

stated that curbside recycling resumed again today and thanked residents for their patience.

Cautioned everyone to continue social distancing and to listen to the instructions given by the Chief Medical Officer.

**Councillor Bursey**

stated that curbside recycling resumed for Conception Bay South residents today, Tuesday, May 5, 2020, and will follow the regular collection schedule today began with Area 1A).

As a result of a much higher amount of recycling material and limited shipping capacity, as well as to alleviate pressure on the recycling facility in St. John's, for the month of May there will be recycling bag limit of 6 bags per collection day, which includes cardboard bundles. It is anticipated that the bag limit will be removed in the coming weeks.

residents are reminded that cardboard must be placed in a tied blue bag or bundled no more than 2 ft x 2 ft x 1 ft.

yard waste and bulk garbage collection remains suspended at this time but we are reviewing operations daily and will recommence as quickly as possible. All service changes are considered with the safety of the public and employees at the forefront and in consideration with our neighbouring municipalities.

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

Presentation of recommendations of meeting held on April 24, 28, and 30, 2020

**1. 7 Boggans Meadow, Topsail  
Home-Based Business – Home Bakery**

**Resolution #20-128  
Councillor Hillier/Councillor Bent**

Be it so resolved that Application No. 20-023 seeking approval to operate a cake, pastry & cookie baking and decorating business as a Home Based Business from 7 Boggans Meadow be approved subject to the conditions that no signage related to the business visible to the public is permitted on the property, the business provide deliveries only and that finished product pickup service from the property at 7 Boggans Meadow be prohibited.

- carried unanimously

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

**Resolution #20-129  
Councillor Hillier/Councillor Youden**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meetings of April 24, 28 and 30, 2020, be accepted as presented.

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

Deputy Mayor Murphy declared a conflict of interest on an item as contained within the April 28, 2020 Minutes – Sale of Town Owned Land on Kennedys Road – as he resides on that street. He vacated the meeting at 7:28 p.m. and returned at 7:29 p.m.

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

Presentation of recommendations of meeting held on April 28, 2020

**1. Flooding – 764-766 Conception Bay Highway – Update**

**Resolution #20-130  
Councillor Bursey/Councillor Davis**

Be it so resolved that approval was given to adopt “Ledrews Road – Cronins Place Drainage Issue” report prepared by Progressive Engineering Consultants as presented.

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

Councillor Tilley declared a conflict of interest on this item as it is near his residence. He vacated at 7:30 p.m. and returned at 7:32 p.m.

Mayor French requested staff to send a copy of this report to an area resident.

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

**Resolution #20-131  
Councillor Bursey/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of April 28, 2020, be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on April 27, 2020

**1. Tender Call – Bussing for Summer Day Camp**

**Resolution #20-132**  
**Councillor Youden/Councillor Tilley**

Be it so resolved that approval be given to call tender for Bussing Services for Camp Kaleidoscope and Camp Adventure for the summer program of 2020.

- carried unanimously

**2. Request for Proposals RFP 20-03 – Audio Visual Services Agreement for Special Events**

**Resolution #20-133**  
**Councillor Youden/Councillor Butler**

Be it so resolved that approval be given to award the Request for Proposals for the Audio-Visual Services Agreement for Special Events to Eastern Audio Limited. The cost of the two-year contract is \$31,100 plus HST. Funds are available in account # 01-606-1000-4215.

- carried unanimously

**3. Recreation and Leisure Services Committee**

**Resolution #20-134**  
**Councillor Youden/Councillor Bursey**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of April 27, 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 April 28, 2020

**1. Accounts Payable Cheque Register**

**Resolution #20-135**  
**Deputy Mayor Murphy/Councillor Tilley**

Be it so resolved that approval be given to pay accounts payable cheques totaling \$509,804.37.

- carried unanimously

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

**Resolution #20-136**  
**Deputy Mayor Murphy/Councillor Bursey**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$116,382.57.

- carried unanimously

**3. Capital Invoices**

**Resolution #20-137**  
**Deputy Mayor Murphy/Councillor Tilley**

Be it so resolved that approval be given to pay capital invoices totaling \$17,772.71 as follows:

<b>Project</b>	<b>Vendor</b>	<b>Invoice Details</b>	<b>Amount</b>
Library	SNC Lavalin	Invoice #1483463	\$16,966.10
Tilley's Rd South Phase 3	Wood Environment	Invoice #G410456	\$806.61
<b>Total Invoices:</b>			<b>\$17,772.71</b>

- carried unanimously

**4. Tax and Other Receivables Adjustments**

**Resolution #20-138**

**Deputy Mayor Murphy/Councillor Butler**

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

EARTH001	\$249.59
CHILD004	Request Denied

- carried unanimously

**5. Change in Meeting Schedule**

**Resolution #20-139**

**Deputy Mayor Murphy/Councillor Butler**

Be it so resolved that the Public Meetings for the summer months will be held on June 16<sup>th</sup>, July 14<sup>th</sup> and August 11<sup>th</sup> at 6:00 p.m. The regular Public Meeting schedule will resume for the month of September.

- carried unanimously

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

**Resolution #20-140**

**Deputy Mayor Murphy/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of April 28, 2020 be accepted as presented.

- carried unanimously

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

Councillor Butler stated that the Community Garden Committee held their second virtual workshop of 2020 on April 23 with over 100 attendees joining in to hear about preparing Healthy Soil. The next workshop is scheduled to take place on May 13 and will focus on Planning Your Garden. Please visit them on facebook to sign up.

Councillor Butler reminded residents that the T'Railway from Delaneys Road to Doyles Road remains closed to the public. The reopening of this section of coastline trail remains a priority for the Town but only when it is deemed safe to do so.

Presentation of recommendations of meeting held on April 28, 2020

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

**Resolution #20-141  
Councillor Butler/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of April 28, 2020 be accepted as presented.

- carried unanimously

**10. OTHER COMMITTEE REPORTS**

Nil

**11. ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

**Resolution #20-142**  
**Councillor Tilley/Councillor Bursey**

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