

Regular Meeting #16 October 3, 2017

A Regular Meeting of Council convened in the Council Chambers at 7:02 p.m. in the presence of Mayor French, Councillors, Chief Administrative Officer, Dan Noseworthy, Town Clerk, Gail Pomroy, Director of Finance, Liz Davis, Director of Recreation and Leisure Services, Dave Tibbo, and Director of Engineering and Public Works, Jennifer Norris.

1. ADOPTION OF AGENDAS AND MINUTES

a. Adoption of the Meeting Agenda for October 3, 2017

Resolution #17-395
Councillor Hillier/Councillor Tilley

Be it so resolved that the agenda of the meeting of October 3, 2017 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of September 19, 2017

Resolution #17-396
Councillor Tilley/Councillor Bursey

Be it so resolved that the minutes of the meeting of September 19, 2017 be adopted as presented.

- carried unanimously

Election of Deputy Mayor

Resolution #17-397
Mayor French/Councillor Youden

Be it so resolved that Councillor Richard Murphy has been duly elected Deputy Mayor of the Town of Conception Bay South having been elected to this position by members of Council.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

1. Fire Prevention Week Proclamation

Mayor French proclaimed the week of October 8 – 14, 2017 as Fire Prevention Week in the Town of Conception Bay South.

2. Proclamation – Church Lads Brigade

Captain Wayne Young and members of the Church Lads Brigade (CLB) were in attendance as Mayor French proclaimed the week of October 9 – 15, 2017 as CLB Week in the Town of Conception Bay South.

**4. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE
(Chair, Councillor Cheryl Davis)**

No meeting held.

Transferred from Committee of the Whole Meeting #19

1. Sale of Town Owned Land – 42-44 Pine Tree Road, Kelligrews

Resolution #17-398

Councillor Davis/Councillor Bent

Be it so resolved that Council sell land at 42-44 Pine Tree Road, more particularly described in the Legal Survey and Property Description prepared by Craig Nightingale Surveys Limited as Job No. 689916, dated October 17, 2016 to the highest qualified bidder for the sum of \$6,000 plus HST and costs incurred by the Town associated with the sale of the land.

- carried unanimously

**5. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE
(Chair, Councillor Gerard Tilley)**

No meeting held.

Councillor Tilley read the following statement:

Notice – Trailway Disruption

Please be advised that due to infrastructure upgrades on Heritage Road, it may be necessary at intermittent periods for vehicular traffic to access the trailway between Kennedys Road and Heritage Road.

This access will be limited to emergency vehicles, local residents of Heritage Road and necessary construction equipment and may occur during the month of October.

Bulk Waste Drop-Off Program

The Town will continue the 2017 Bulk Waste Drop-off Program open to ALL residents in the parking lot behind the Conception Bay South Recreation Complex, Long Pond, on the following Saturdays: October 14 & October 28

The bins will be open starting at 8:30 a.m. on each scheduled day and will continue until full or 4:30 p.m. In order to ensure the success of this service, residents are asked to co-operate and abide by conditions that can be viewed on the Town's website.

Traffic Disruption – Seal Cove Area

Please be advised that due to emergency safety concerns, there will be multiple road closures and traffic disruptions over the next several days. We ask the public to use alternate routes and avoid the following areas if possible; Indian Pond Road, Indian Pond

Drive, & Conception Bay Highway near Collage of the North Atlantic Campus

The Town are making all and any efforts to have roads restored as quickly as possible and apologizes for any inconvenience.

The safety of employees, our contractors and the public is the Town's highest priority.

Regular Waste & Recycling Collection – Thanksgiving Day

The Town of Conception Bay South wishes to advise all residents that there will be no change in the scheduled regular waste and recycling collection for the week of October 9 - 13, 2017.

Please refer to the Town's waste collection calendars for all upcoming scheduled changes due to holidays.

6. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Christine Butler)

No meeting held.

Councillor Butler read the following statement:

Your Worship, while there was no Recreation and Leisure Services Committee, I would like to highlight some of the events that have taken place over the last week or so.

The NL Agrifoods & Garden Show was held at the Conception Bay South Arena from September 29 – October 1. This show was held inside the new building with our state of the art ice covering used for the duration of the show. Prior to the show on Oct 28, many of the local schools took part.

This was our first time hosting an Agrifood & Garden Show at the Conception Bay South Arena. Included with this show were on-site farmers markets, food demonstrations, giant petting farm, fresh local food, & Moo-nica the milking cow. The organizers from this event said that they were very pleased with the number of people (Approx. 4200-4500; children included) that showed up during the weekend. They were pleased with the arena set-up and there was a lot of positive feedback on the arena from the vendors. The organizers have already acknowledged that they would love to bring the show back to Conception Bay South again in the future.

Reminder that the deadline for applications for the 2017–2018 Youth Advisory Council is this Friday, October 6, 2017 at 4:00 p.m. The Town encourages students from ages 13 to 21 to participate and sign up for this program.

This past weekend the CBS Soccer Association hosted the first ever Under 13 Girls Atlantic Club Championship at the Topsail Turf Facility. After winning the Provincial Championship a month earlier the home team CBS Strikers came away with the Silver medal. CBS Soccer hosted six teams - 2 from Nova Scotia, 2 from Prince Edward Island and 2 from this province. Congratulations to Head Coach

Robin Brown and all the girls on the CBS Strikers team on their medal performance.

Week 5 of the Walking for Wellness Fall Program will take place tomorrow taking walkers on a 3.47km walk around Lawrence Pond. The program has been very successful over its first 4 weeks, seeing an average of 35 walkers each week, and we have received great feedback on the routes that have been selected.

Be sure to follow the Town on Facebook and Twitter for all information on upcoming Town Events and Programs and download our mobile app.

7. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Councillor Kirk Youden)

No meeting held.

Transferred from Committee of the Whole Meeting #19

1. Policy - Human Resources Recruitment

Resolution #17-399

Councillor Youden/Councillor Hillier

Be it so resolved that approval be given to adopt the Human Resources Recruitment Policy as presented.

PURPOSE:

To set forth the procedure for hiring.

AUTHORITY:

- Sections 53, 59, 63 and 64 of the Municipalities Act, 1999
- Council discretion.

POLICY STATEMENT:

The Town of Conception Bay South is an equal opportunity employer and as such believes that every person has the right to equal treatment and opportunity. Equality will be exercised in all aspects of recruitment, including hiring, compensation, promotion, training and development.

The Town will not discriminate with respect to any individual in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sexual or marital status, sexual orientation, family relationship, or place of residence.

PROCEDURE:

Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk:

As per Section 53 and/or 59 of the Municipalities Act, 1999.

Interview and recommendation for the recruitment of a Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk may be conducted by a professional Human Resource Consultant. The consultant shall review the applications and present a short list of candidates to the Town for the review of a selection committee. The consultant, Mayor and Chief Administrative Officer, or other person as directed by Council, shall sit on this committee. The committee will recommend the preferred candidate for Council approval.

Otherwise, if no professional Human Resource Consultant is engaged, the Chief Administrative Officer, Town Manager, Town Clerk or Deputy Clerk shall be interviewed and recommended by a selection committee of three. This committee shall consist of the Mayor, one elected official and the Chief Administrative Officer, or other person as directed by Council. The Committee will recommend the preferred candidate for Council approval.

Department Heads:

As per Section 63 and 64 of the Municipalities Act, 1999.

All Directors shall be interviewed and recommended by a selection committee of three. This committee shall consist of the Town Manager/Clerk and two senior managers. The Town Manager/Clerk will recommend the preferred candidate for Council approval.

Other Management:

Management positions require an interview and recommendation to the Town Manager/Clerk by the Director of the applicable department and one

other member of management. The Town Manager/Clerk will present this recommendation to Council for approval. All recommendations for management positions must be approved by a public resolution of Council.

Unionized Positions:

All unionized positions require an interview and recommendation to the Town Manager/Clerk by the Director of the applicable department and one other member of management. The Town Manager/Clerk will approve the recruitment.

Documentation Required:

Each individual considered for a position with the Town of Conception Bay South must, prior to being hired, submit the following documents:

- Personal résumé
- 3 references
- Any certificates required to demonstrate qualifications
- Drivers Abstract (if position requires the applicant to use a motor vehicle)
- Certificate of Conduct (dated within the 3 months of completion of recruitment process)
- Vulnerable Sector Check (if the position requires the applicant to be in contact with children, dated within the 3 months of completion of recruitment process)

Probationary Period:

All employees must complete a probationary period prior to being confirmed into a position. The probationary period for unionized employees is per the Collective Agreement. The probationary period for management staff is per the employment contract.

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

- carried unanimously

2. Accounts Payable Cheque Register

Resolution #17-400

Councillor Youden/Councillor Bursey

Be it so resolved that approval be given to pay cheques totaling \$149,133.64 as per the Accounts Payable Cheque Register.

- carried unanimously

3. Ratification of Manual Cheques Previously Released

Resolution #17-401

Councillor Youden/Councillor Hillier

Be it so resolved that approval be given to pay cheques totaling \$261,536.44 as per the Manual Cheque Register.

- carried unanimously

4. CAPITAL INVOICES

Resolution #17-402

Councillor Youden/Councillor Bent

Be it so resolved that approval be given to pay capital invoices totaling \$420,004.08 as listed in the Committee of the Whole meeting of October 3, 2017.

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

Mayor French declared a Conflict of Interest with this item as he has a business interest with one of the companies listed. He vacated the Chambers at 7:25 p.m. Deputy Mayor Murphy took the Chair. Mayor French returned to the Chambers and Chair at 7:26 p.m.

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

No meeting held.

Councillor Bent noted the creation of the Communications and Economic Development Committee. He stated the new Committee highlights the importance this Council is putting on communications and the efforts to expand the commercial tax base.

9. OTHER COMMITTEE REPORTS

Nil

10. NEW BUSINESS

Deputy Mayor Murphy

publically thanked the residents of Ward 4 for voting for him and stated that it was an honour to get out and talk to people in the Ward. He is looking forward to the next four years. He also said thank you to his colleagues in Chambers for electing him as Deputy Mayor.

Councillor Youden

commented on the construction going on in Seal Cove. He requested that the manner in which we manage traffic delays during rush hour be discussed at the next Engineering and Public Works Committee meeting.

Councillor Tilley

thanked the residents of Ward 3 for voting for him and requested the change in Ward boundaries be discussed at the next Administrative Services Committee.

Councillor Hillier

thanked residents for voting and stated that it was a very interesting process.

Councillor Bent

expressed congratulations to all members of Council on successful campaigns. He also expressed his appreciation to former Councillor Paul Connors for his service.

Councillor Butler

expressed congratulations to all members and stated that she is looking forward to working with them all during the next four years. She also stated that she is looking forward to acting as Chair for the Recreation and Leisure Services Committee.

Councillor Davis

expressed appreciation to the residents for voting for her and thanked staff for their patience with the new members.

Councillor Bursey

expressed congratulations to all members and appreciation to the residents and his family.

Mayor French

stated that seeing 21 candidates step forward for the election is great for our community and expressed congratulations to them all. He expressed appreciation to the residents and his family for their support. He also expressed appreciation to his employer in supporting his efforts and allowing him the ability to sit as Mayor.

Stated that he had heard many great ideas while talking with residents and noted that he agrees with many residents on the things the Town needs. He added however, the Town has a budget of approximately 37 million dollars and to implement all of these great ideas would cost around 57 million. It will be the responsibility of the new Council to set priorities and to budget responsibly.

11. ADJOURNMENT

The meeting adjourned at 7:43 p.m.

Resolution #17-403
Councillor Bent/Councillor Tilley

Be it so resolved that the meeting adjourn.

- carried unanimously

Terry French
Mayor

Richard Murphy
Deputy Mayor

Gail Pomroy
Town Clerk