

Regular Meeting #10 June 16, 2020

A Regular Meeting of Council convened at 6:03 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 June 16, 2020

Resolution #20-161

Councillor Butler/Councillor Youden

Be it so resolved that the agenda of the meeting of June 16, 2020 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of May 19, 2020

Resolution #20-162

Councillor Tilley/Councillor Bursey

Be it so resolved that the minutes of the meeting of May 19, 2020 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. Proclamation – National Indigenous Peoples Day

WHEREAS the Constitution of Canada recognizes the existing rights of the Indigenous Peoples of Canada;

WHEREAS in the Constitution of Canada **Indigenous Peoples of Canada** include the First Nations, Inuit and Métis people of Canada;

WHEREAS Prime Justin Trudeau has declared June 21st as National Indigenous Peoples Day in honor, recognition and celebration of the valuable contributions made by the Indigenous Peoples of Canada to Canadian Society;

AND WHEREAS many Indigenous Peoples celebrate the Summer Solstice, which has important symbolism to their cultures;

THEREFORE, I Mayor Terry French, of the Town of Conception Bay South, proclaim June 21, 2020 as National Indigenous Peoples Day, and urge my fellow citizens to recognize the contributions of Indigenous People in our community.

b. Age-Friendly Conception Bay South Resolution

WHEREAS Newfoundland and Labrador's population is aging and the Province of Newfoundland and Labrador has committed to work with individuals and families, municipalities, the private and nonprofit sectors, and communities to meet the changing needs of an aging population;

WHEREAS the aging of the population will have significant implications for society and the sustainability of Newfoundland and Labrador's communities;

WHEREAS Conception Bay South believes that all community residents, including older persons and persons with disabilities, deserve to fully and meaningfully participate in and contribute to the social and economic fabric of our town;

WHEREAS there are numerous social and economic benefits to building a community that is inclusive and meets the changing needs of residents as they age;

THEREFORE, I, Terry French, Mayor of the Town of Conception Bay South do hereby resolve that; The Town of Conception Bay South actively participates, supports, promotes and works to assess and improve accessibility and inclusion of older persons, persons with disabilities, and for the community as a whole.

c. Recreation Month

WHEREAS the Town of **Conception Bay South** recognizes that recreation enhances quality of life, active living and lifelong learning, helps people to live happier and longer, develops creativity, and builds healthy bodies and positive lifestyles; and;

WHEREAS recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities; and

WHEREAS our parks, open spaces, and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

WHEREAS recreation is an important contributor to community economic development, which creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work and play

THEREFORE, the Town of Conception Bay South does hereby proclaim the month of *JUNE* to be *RECREATION MONTH*.

d. Municipal Awareness Day

WHEREAS municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

WHEREAS dedicated mayors, councillors and staff are essential for the effective governance of their municipalities; and

WHEREAS citizen involvement is essential for an active community; and

WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities.

THEREFORE, Be It Proclaimed that June 24, 2020 be known as Municipal Awareness Day in municipalities of Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

4. NEW BUSINESS

Councillor Youden

stated that on Thursday, June 18, the Department of Recreation and Leisure Services will open registration for the Summer Day Camp Program. This year's camp program will operate at a reduced capacity in accordance with guidelines set up by the Department of Health and Community Services. This year's camp will take place at the Conception Bay South Arena. The Town will continue to monitor the COVID-19 alert levels, and look for alternate locations for the camp program throughout the summer.

Registration will open at 6:00 pm through our Online Registration system for Conception Bay South residents. Please ensure your account is set up completely to ensure an easier registration process. When registering, parents/guardians are encouraged to waitlist for programs that they may be unsuccessful in securing. As public health restrictions are reduced, our program offerings may increase, allowing us to accommodate waitlisted individuals.

Councillor Tilley

stated that work crews are currently on Legion Road and are expecting to have the project finished soon.

Councillor Bent

stated that he has received many complaints of noise, speed and other traffic issues on Topsail Beach Road. He stated that Council has met to discuss this. He stated that since the last meeting, the Town has installed an LED sign, contracted an engineering firm to review options, and increased staff for monitoring. He stated that this will continue throughout the summer. He also noted that the Town is working with the RNC as well. They are making more patrols.

stated that work is ongoing on Fowlers Road. He noted the work is moving rather quickly and recommended residents to use caution when in the area for the safety of the workers and residents.

Councillor Butler

thanked members of Council and staff for all of their efforts during the COVID-19 pandemic.

stated that if you are not already following Downtown Conception Bay South on social media be sure to start as they will be launching a digital marketing campaign running from June 19 – July 10. There will be some great opportunities to win prizes and support local. Your support has never been so important as the economy begins its rebound.

stated that the sidewalk installation from Tobins Road to Coffee Creek will be ongoing for the next two weeks. This is part of the ongoing Trailway Loop project to connect the Trailway to Route 60.

stated that the Community Garden is in full swing again this year and will host its communal gardening opportunities on Sundays from 2-4 pm and Wednesdays 6:00 – 8:00 pm. June 24th is the initial Plant Out which will officially kick start the growing season at the garden. Details will be circulated on social in the coming days. Community Gardening has been getting some great coverage in the media this past month with interviews with NTV, The Telegram, The Shoreline News and the CBC Morning Show tomorrow morning. Council are very proud of this initiative and extends congratulations to the committee for their continued success.

Councillor Davis

stated that in celebration of June being Seniors Month, the Department of Recreation and Leisure Services is initiating a Letters for

Seniors Program this month. The Town is looking for children and youth, ages 6-18, to write a letter to a senior in Conception Bay South. The letter will not be addressed to anyone in particular, and will be a simple greeting to a senior resident. This is meant simply for the enjoyment of connecting with someone through a letter and/or a picture. Letters can be submitted digitally by being scanned to email, or dropped off in person at the Town Hall's drop box. The letters will then be distributed to seniors in our community.

stated that the Town will be sending out a community wide mail out with important information for seniors, as well as emergency contact information for all residents. Please take the time to review the information and share it with anyone you may feel could benefit from it. It will be a small postcard size, so it will be easy to keep on your fridge for quick access to this information.

Mayor French

stated that the Town is receiving an influx of permit applications. He requested patience as staff through them all. He suggested applicants leave a message and someone will return their calls.

stated that the Town Hall is open to staff but closed to the public. We will open in accordance with the Chief Medical Officer.

stated that some facilities have opened with reduced capacity.

stated that the staffing models changed to assist with Topsail Beach (mentioned earlier by Councillor Bent) are also being utilized in other areas, such as Station Road.

Requested all residents and visitors to drive carefully on the roads. He noted that many

children are now outside playing and everyone must protect them.

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

Presentation of recommendations of meeting held on June 9, 2020

**1. 1641-1643 Conception Bay Highway, Seal Cove (Ward 4)
Variance Request**

**Resolution #20-163
Councillor Hillier/Councillor Bursey**

Be it so resolved that, in accordance with Section 3.12 of the Town's Development Regulations, variances requested to reduce the minimum frontage at 1641-1643 Conception Bay Highway be approved so that the frontage is reduced from 15 m to 13.5 m to accommodate the subdivision of the property into two single dwelling lots.

- carried unanimously

**2. 133-135 Dunns Hill Road, Foxtrap (Ward 2)
Accessory Building**

**Resolution #20-164
Councillor Hillier/Councillor Butler**

Be it so resolved that, in accordance with Section 5.3.2 of the Town's Development Regulations, the application seeking approval to construct an accessory building at 133-135 Dunns Hill Road be refused as the proposed accessory building would result in the cumulative lot coverage of all accessory buildings at the property to exceed the size of the house at the property.

- carried unanimously

**3. 62 Flats Road, Manuels (Ward 2)
Discretionary Use – Backyard Chickens**

**Resolution #20-165
Councillor Hillier/Councillor Youden**

Be it so resolved that, in accordance with Section 10.7 of the Town's Development Regulations and Council's Delegation of Planning Authority Policy, Council confirm approval of an accessory agricultural use (keeping a maximum of four chickens) at 62 Flats Road, Manuels.

- carried unanimously

**4. 67 Rocky Place, Foxtrap (Ward 2)
Discretionary Size – Accessory Building**

Recommendation:

Be it so resolved that, in accordance with Section 5.3.2 of the Town's Development Regulations, the application seeking approval for the construction of an accessory building (residential garage) at 67 Rocky Place be refused as the new garage would result in more than accessory building of the same type (garage) on the lot.

- DEFERRED

**5. 15 Lawrence Pond Road, Upper Gullies (Ward 4)
Easement Expropriation**

**Resolution #20-166
Councillor Hillier/Councillor Davis**

Be it so resolved that the Town seek approval from the Minister of Municipal Affairs and Environment to expropriate an interest in a portion of the land at 15 Lawrence Pond Road for an easement to accommodate relocation of utilities associated with Phase II of the Lawrence Pond Road upgrading project.

- carried unanimously

**6. 41 Kirkston Avenue, Topsail (Ward 1)
Request to Purchase Town Land**

**Resolution #20-167
Councillor Hillier/Councillor Butler**

Be it so resolved that, in accordance with Subsection 201.2 (8) of *Municipalities Act, 1999*, that Town provide public notice of, and seek approval from the Minister of Municipal Affairs and Environment to sell to the adjacent property owner, a portion of the Town land located at 41 Kirkston Avenue to the adjacent property owner, in consideration that portion of the land is considered surplus to the needs of the Town.

- 8 yeas
- 1 nay (Hillier)
- motion carried

**7. 376-378 Conception Bay Highway, Long Pond (Ward 2)
Proposed Business**

**Resolution #20-168
Councillor Hillier/Councillor Youden**

Be it so resolved that, in accordance with Council's discretionary authority at Section 10.7 of the Town's Development Regulations, approval be granted to allow a professional and personal service use with ancillary retail uses at 376-378 Conception Bay Highway, Long Pond.

- carried unanimously

8. Planning and Development Committee Meeting Report

**Resolution #20-169
Councillor Hillier/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meetings of June 9, 2020, be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on June 9, 2020

1. Tender 20-03 – Approval to Award

**Resolution #20-170
Councillor Bursey/Councillor Butler**

Be it so resolved that approval be given to award tender for the Purchase of One 2020 or Newer Municipal Street Sweeper to Saunders Equipment for the bid price of \$380,851.25 including HST. Funds to be taken from the capital fleet account.

- carried unanimously

2. 2020 Street Rehabilitation – Approval to Tender

**Resolution #20-171
Councillor Bursey/Councillor Davis**

Be it so resolved approval be given to call tender for the 2020 Street Rehabilitation project.

- carried unanimously

Transferred from Committee of the Whole meeting of June 16, 2020

1. Gateway Erosion Control

**Resolution #20-172
Councillor Bursey/Councillor Davis**

Be it so resolved that approval is given to procure construction services for Gateway erosion control at an approximate cost of \$100,000.

- carried unanimously

Return to Regular Agenda

Councillor Bursey advised that the Engineering and Public Works Department continues to increase services as COVID19 directives evolve. Street marking (line painting), bulk waste collection and water and sewer connections have all recommenced. All services are evaluated regularly and will continue to adjust to match COVID19 directives. He also advised that several construction projects have begun and others will start in the coming weeks. Please visit the Town website for the latest traffic and construction updates and service disruptions.

3. Engineering and Public Works Committee Meeting

Resolution #20-173

Councillor Bursey/Councillor Hillier

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of June 9, 2020, be accepted as presented.

- carried unanimously

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

Councillor Youden stated that the Town's virtual programming continues to be popular with residents in our Town. On Tuesday, June 23, the Town will be holding it's first Virtual Bingo Game. Pre-registration is required to play. To register, please email recreation@conceptionbaysouth.ca. Also, this weeks Virtual Trivia Night will be postponed until next Thursday, June 25.

The Town is looking at holding a modified version of it's annual 3 Hour Challenge. The event would potentially be our community wide clean up, without the community rally at the Conception Bay South Arena. More information will be made available in the coming weeks for residents who are interested in participating.

Transferred from the Committee of the Whole meeting of June 16, 2020:

1. Approval to Award - Request for Proposals RFP 20- 05– Building Envelope Retrofit – Robert French Memorial Stadium

Resolution #20-174
Councillor Youden/Councillor Hillier

Be it so resolved that approval be given to award Request for Proposals RFP 20-05 – Building Envelope Retrofit – Robert French Memorial Stadium, to Northbrook Construction Ltd. in the amount of \$364,980, plus HST. Funds are available in account #02-000-0100-1610.

- carried unanimously

Presentation of recommendations of meeting held on June 9, 2020

1. Recreation and Leisure Services Committee

Resolution #20-175
Councillor Youden/Councillor Hillier

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of June 8, 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 May 12, 2020

1. Accounts Payable Cheque Register

Resolution #20-176
Councillor Hillier/Councillor Bursey

Be it so resolved that approval be given to approve payment of Accounts Payable cheques totaling \$310,371.87.

- 8 yeas

- 1 abstention
(Murphy)
- motion carried

Deputy Mayor Murphy declared a conflict of interest with this item. He vacated the Meeting at 6:36 pm. and returned at 6:37 p.m.

2. Ratification of Manual Cheques Previously Released

Resolution #20-177
Deputy Mayor Murphy/Councillor Butler

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$207,799.34.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #20-178
Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that approval be given to ratify direct payments previously released totaling \$870,538.42.

- carried unanimously

4. Capital Invoices

Resolution #20-179
Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that approval be given to pay capital invoices totaling \$146,405.38 as follows:

Project	Vendor	Details	Amount
Library	SNC Lavalin	Invoice #1487784	\$11,345.90
Legion Road Upgrades	PEC	Invoice #2017-039-10	\$1,293.75
Tilley's Road South Phase 3	SNC Lavalin	Invoice #1489442	\$7,031.96
Wastewater Treatment Plant	SNC Lavalin	Invoice #1489820	\$1,651.69
Storm Damage Repair	PEC	Invoice #2020-002-3	\$8,041.38
Storm Damage Repair	RJG Construction	Invoice #LPD20-018- PC02	\$51,232.50
Sanitary Sewer Study	SNC Lavalin	Invoice #1489444	\$17,113.15
Lift Station Upgrades	Stantec	Invoice #1489457	\$8,708.36
Lawrence Pond Road Phase 2	PEC	Invoice #2020-006-1	\$9,383.38
2020 Streets	Harbourside (HTL)	Invoice #1770	\$30,603.31
Total Capital Invoices:			\$146,405.38

- carried unanimously

5. Tax and Other Receivables Adjustments

Resolution #20-180
Deputy Mayor Murphy/Councillor Butler

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

CHILD004	Request denied
AVALO005	Request denied
MVXSH001	\$339.56
KNIGH001	Request denied
ANTHF001	\$1,877.35
RIDED021	\$1,829.31

- 7 yeas
- 1 nay (Youden - #2)
- 1 abstention (Bent)
- motion carried

Councillor Bent declared a conflict of interest with this item. He vacated the meeting at 6:38 p.m. and returned at 6:39 p.m.

6. Tax Certificate Payments

Resolution #20-181
Deputy Mayor Murphy/Councillor Butler

Be it so resolved that the 2020 Schedule of Rates and Fees be amended as follows:

TAX INFORMATION AND TAX CERTIFICATES

Authority – Section 136 of the Municipalities Act, 1999

Tax Information Request including Tax Certificate \$150 (to be paid in advance)

- carried unanimously

7. Federation of Canadian Municipalities Asset Management Program

Resolution #20-182

Deputy Mayor Murphy/Councillor Tilley

Be it so resolved that approval be given to apply for a grant from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program for Asset Management Advancement and if successful, the town commits to conducting the following activities in its proposed project to advance asset management:

- Asset Management Policy Creation
- Asset Management Plan Update, and,
- Capital Planning Software

AND FURTHER:

Be it so resolved that the Town of Conception Bay South commits \$12,500 toward the total cost of this initiative of \$75,000.

- carried unanimously

8. Personnel – Public Works Supervisor

Resolution #20-183

Deputy Mayor Murphy/Councillor Tilley

Be it so resolved that approval be given to confirm Adam Gear in the position of Public Works Supervisor as per the terms and conditions outlined in the employment contract of March 11, 2019.

- carried unanimously

9. Landscaping Concept Plan – Remembrance Square

Resolution #20-184

Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that approval be given to award the Landscaping Concept Plan project to SNC Lavalin at a cost of \$9,556.50, tax included. Funds are available in the project account.

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

10. Correspondence – St. John’s International Airport Authority

Resolution #20-185

Deputy Mayor Murphy/Councillor Davis

Be it so resolved that approval be given to nominate Ms. Holly Hicks as the Town of Conception Bay South’s representative on the Board of the St. John’s International Airport Authority.

- carried unanimously

11. Financial and Administrative Services Committee Report

Resolution #20-186

Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of June 9, 2020 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on June 9, 2020

1. Heritage Grant Program 2020

**Resolution #20-187
Councillor Butler/Councillor Tilley**

Be it so resolved that approval be given to provide grants totalling \$12,000 to twelve municipally designated heritage properties within the Town as follows:

- St. Peter's Anglican Cemetery (1219 Conception Bay Highway, Upper Gullies)- \$1,000
- The Miller House (2342 Topsail Road, Topsail) - \$1,000
- Oakes Lane Pioneer Cemetery (Oakes Lane, Foxtrap) - \$1,000
- Star of Bethlehem LOL #181 (5 Lodge Road, Kelligrews) - \$1,000
- Geehan Building (2297 Topsail Road, Topsail) - \$1,000
- Topsail United Church Cemetery (2426 Topsail Road, Topsail) - \$1,000
- The Herder Property (140 Cherry Lane, Manuels) - \$1,000
- Kiwanis Club of Kelligrews (925 Conception Bay Highway, Kelligrews) - \$1,000
- St. John the Evangelist Cemetery (Rectory Road, Topsail) - \$1,000
- St. John the Evangelist Church (Rectory Road, Topsail) - \$1,000
- St. Edwards Parish Cemetery (St. Edwards Road, Kelligrews) - \$1,000
- Prince of Orange LOL#23 (12 Middle Bight Rd, Kelligrews) - \$1,000

Funds are available in Account # 01-502-1000-5099.

- carried unanimously

2. Economic Development and Tourism Committee Meeting Report

**Resolution #20-188
Councillor Butler /Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of June 9, 2020 be accepted as presented.

- carried unanimously

10. OTHER COMMITTEE REPORTS

Nil

11. ADJOURNMENT

The meeting adjourned at 6:51 p.m.

Resolution #20-189
Councillor Tilley/Councillor Hillier

Be it so resolved that the meeting adjourn.

- carried unanimously

Terry French
Mayor

Gail Pomroy
Town Clerk