

## **Regular Meeting #21 December 19, 2017**

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Mayor French, Councillors, Chief Administrative Officer, Brian Crawley, Director of Finance, Liz Davis, Director of Engineering and Public Works, Jennifer Norris, Director of Recreation and Leisure Services, Dave Tibbo, Director of Economic Development and Communications, Jennifer Lake, Fire Chief John Heffernan, Director of Planning and Development, Corrie Davis and Executive Secretary, Jody Fifield

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Mayor French passed along his condolences to the family and people of Labrador on the passing on John Hickey, Mayor of Happy Valley Goose Bay and asked for a moment of silence.

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

#### **a. Adoption of the Meeting Agenda for December 19, 2017**

**Resolution #17-492**

**Councillor Bent /Councillor Tilley**

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

- carried unanimously

#### **b. Adoption of the Meeting Minutes of December 5, 2017**

**Resolution #17-493**

**Councillor Hillier/Councillor Davis**

Be it so resolved that the minutes of the meeting of December 5, 2017 be adopted as presented.

- carried unanimously

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

Nil

### 3. VISITORS, PRESENTATIONS AND PETITIONS

Transferred from Committee of the Whole Meeting #28

#### a. Policy – Public and Privileged Meeting Minutes Policy

##### **Resolution #17-494**

##### **Councillor Youden/Councillor Hillier**

Be it so resolved that the Public and Privileged Meeting Minutes Policy be adopted as presented.

##### **PURPOSE:**

To define and set forth a procedure for the record keeping of the Public and Privileged Meetings of the Council for the Town of Conception Bay South.

##### **AUTHORITY:**

- Access to Information and Protection of Privacy Act
- Municipalities Act, 1999
- Records Retention Policy, Town of Conception Bay South

##### **PUBLIC MEETING PROCEDURE:**

The Public Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Public Meeting Minutes will be adopted at the next Public Meeting of Council. These minutes will be maintained permanently and available for public viewing as per Section 215 (1)(a) of the Municipalities Act, 1999 and the Records Retention Policy of the Town of Conception Bay South.

The Public Meeting Minutes will contain background information previously provided in the Meeting Agenda and any motions that may result from the agenda items. No general discussion need be recorded.

The Public Meeting will not be recorded electronically unless decided upon by a 2/3 vote of Council.

##### **PRIVILEGED MEETING PROCEDURE:**

The Privileged Meeting of Council will be recorded manually by the Town Clerk or his/her designate. The Privileged Meeting Minutes will be accepted at the next Privileged Meeting of Council. The Privileged Meeting Minutes

will remain strictly confidential as per Subsection 19 (1) of the Access to Information and Protection of Privacy Act.

As per Section 213 (3) of the Municipalities Act, 1999, decisions made at the Privileged Meeting of Council are not valid until ratified by a vote of Council at a Public Meeting. These decisions will be identified and voted upon individually under the appropriate section of the Public Meeting Agenda.

The Privileged Meeting of Council will not be recorded electronically.

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

- carried unanimously

**b. 2018 Budget Speech – Facebook Live**

**Resolution #17-495**  
**Councillor Youden/Councillor Bent**

Be it so resolved that the 2018 Budget Speech of December 19, 2017, be broadcast on Facebook Live.

- carried unanimously

**c. 2018 BUDGET PRESENTATION**

Councillor Youden presented the 2018 Budget.

Your Worship, fellow Councillors, ladies and gentlemen, and members of the media, it is my honour this evening to present, on behalf of Council, the Town of Conception Bay South Budget for 2018.

In September of 2017, a new Council was elected to represent the people of Conception Bay South. Your Council believes Conception Bay South is a town with a bright future; a mover and a shaker like no other municipality in Newfoundland and Labrador. Indeed, the new Council has a vision for continued growth, sound investments in strategic infrastructure, and a keen desire to support our business community. In 2017, we experienced a 10% increase in housing starts over the previous year, and we celebrated the opening of 64 new businesses (bringing the total number of commercial properties in the town to 620). Despite the downturn in the economy, Conception Bay South continues to be a desired location in which to live

and work. We will continue to collaborate with investors and developers to ensure our growth and development remains positive.

The people of Conception Bay South have much to be proud of and we hope they share Council's optimism for a bright future for our municipality. However, we cannot be oblivious to the economic situation outside our boundaries. The Government of Newfoundland and Labrador is wrestling with a very serious economic situation. Unemployment is on the rise, interest rates are increasing, and many businesses and families have felt the impacts of a slowing economy. Residents of Conception Bay South have not been shielded from that.

But Council believes things will improve, and indeed there are already signs to that effect. We have the utmost confidence in the Province's ability to manage these challenging times. As leaders of the second largest municipality in the province, we are prepared to act as partners with the Provincial Government to ensure the people of the province, and the people of Conception Bay South in particular, have a more secure economic footing. Together, we will ensure there are many bright days ahead.

To do our part, Council needed to be prudent in making the decisions that resulted in Budget 2018. During the recent election campaign, we listened to the hopes and aspirations of many of our residents. A community park, improved road conditions, the need for sidewalks, property assessments, and the seniors discount were common issues expressed to all members of Council.

Over the course of our four-year mandate, it is our intent (through multi-year planning) to progress these wonderful initiatives to the best of our ability within our financial means. We have to recognize however, that there are variables outside the control of Council that may add volatility and a degree of uncertainty with regards to future revenues. 2018 is a reassessment year for the Municipal Assessment Agency and there are indications that this process may negatively impact the amount of money the town collects in property taxes. Should that occur, it will certainly impede our ability to provide services and amenities. Programs and services will continue to be reviewed on an annual basis, but may face closer scrutiny in light of difficult economic conditions.

Prudent investments and wise expenditures that allow us to live within our means must become our mantra. We may not be able to do all things for all people, but our commitment is certainly to do the best we can.

We are off to a good first step. We are pleased to report we are bringing forward a balanced budget using a balanced approach. Our focus is on long-term sustainability, provision of core services, collaboration and

cooperation, and better communication. I will address each of these four themes throughout my message.

Conception Bay South believes in the necessity of ensuring long-term community sustainability by balancing today's needs, trends, and limited resources against the potential impacts on future generations.

During our budget discussions, the theme of sustainability was at the forefront of each decision. Multi-year planning is something that this Council will focus on organization-wide as it will help ensure efficient operations and effective delivery of services.

Budget 2018 represents \$38,367,749, which reflects an increase of \$800,000 that can be attributed to a variety of costs that are incurred to provide core services to the residents and businesses within the Town. Our existing fixed costs include debt repayment, human resources, gasoline, municipal assessment services, street lighting, regional water, and waste disposal fees.

Streamlining processes and lean management are also models that this Council will work towards. We are proud to say that the 2018 budget balances fiscal responsibility, while ensuring we provide high-quality services and amenities for residents, businesses, and visitors to our town. Our Council recognizes that times are challenging for many in our community, with many people still feeling the effects of the declining revenues and escalating costs experienced at the provincial level. Council has worked extremely hard in its initial term to continue to provide and enhance service delivery within the restraints of its own budget.

Holding the line on spending and exercising restraint in 2018 has afforded us the ability to announce a status quo mil rate. We are happy to announce that the residential property tax mil rate will remain at 7.15.

To emphasize our commitment to growing our commercial sector, we are holding the line on commercial property taxes for 2018; the commercial property tax mil rate will remain at 11.5.

We will continue the 12-month interest-free monthly payment plan that was initiated in 2017. Over 2,600 households and businesses took advantage of this payment option last year, as it provided a welcome option for annual budgeting purposes.

In addition, we are pleased to confirm the continuance of our Low Income Tax Reduction of 10% on property taxes for low income families based on Statistics Canada income-based thresholds. We are also continuing with the

Senior Citizens Tax Reduction Program of 20% to homeowners who are in receipt of the Guaranteed Income Supplement.

Your Worship, many of our senior residents experience hardships associated with being on a fixed income and trying to meet their daily needs as the cost of healthy foods, heating oil, and other basic necessities continue to rise. I am very pleased to announce that for 2018 we are offering a 5% discount in property tax, to a maximum of \$100 per household, to any homeowner over the age of 65 that would not realize the benefit of other programs offered by the Town. The cost of this initiative is \$210,000 and it will be reviewed annually to determine its sustainability.

Finally, for a third consecutive year, there will be no increase in Council remuneration.

As previously noted, the Municipal Assessment Agency cycle of reassessments will take place in 2018, and as such, Council is anticipating a very different revenue stream for 2019. Municipalities across the entire Northeast Avalon region are expected to experience fluctuations in their property assessment values and all will be forced to examine their own spending on programs and services. This reassessment, coupled with our local workforce contract negotiations, may force us to analyze the mil rates in subsequent years in order to meet our multi-year operational and capital targets. However, it is Council's goal for 2018 to continue to work within our current revenue streams and current budget, with no increases to residents or businesses, while continuing to deliver quality core services.

Conception Bay South strives to be a Town dedicated to the provision of core services and is proud of the quality of its built environment.

The sustainability of our infrastructure is a key priority for the Town. We must ensure Conception Bay South remains a great place to live for our future generations.

With the completion of the Phase 47 water and sewer project in Seal Cove anticipated by mid-2018, approximately 95% of homes in Conception Bay South will have access to municipal water and sewer services. Our \$8 million investment in that project has opened up the west end of town for future residential and commercial development opportunities. We would like to express our gratitude to the residents of Seal Cove for their patience throughout 2017.

Applications have been submitted to the Department of Municipal Affairs and Environment for the 2017-2020 Multi-Year Capital Works Program. Pending approvals, we plan to invest \$4 million towards water and sewer

infrastructure and \$5.6 million for road maintenance and improvements over the next three years. In addition, we anticipate securing funding to complete the third and final phase of our Integrated Transportation Plan. This will provide valuable insight for long-term planning and allocation of resources to ensure coordinated and planned growth and development in the future.

We are very pleased to announce that Conception Bay South will commence an Automated Waste Collection Service in late 2018. This service is anticipated to be phased in over the next four years and is projected to provide long-term cost savings in tipping fees, improve the safety of our waste collection operators, and be a deterrent to rodents. It's a win-win for all. Information will be distributed in the new year so please stay tuned.

The safety of our youth, especially in school zones, is paramount. At present, we have an estimated 3,190 primary, elementary, and junior high students, and 1,540 high schoolers travelling to and from nine educational institutions within our town on a daily basis, in all weather conditions. These facilities are not only used during school hours, but are becoming busy focal points during evenings and weekends for a variety of events and activities. To promote safety around these community hubs, we have created a new Streets and Sidewalks Program valued at \$1 million, of which \$550,000 will be directed to sidewalks in school zones. This new program will supplement the \$1.2 million spent in 2017 to install pedestrian activated traffic lights. We remain committed to the safety of our residents and will focus on continued enhancement of this infrastructure as part of our multi-year planning.

As required by legislation, the Community Development Department will commence a Municipal Plan Review Process in early 2018. A comprehensive public consultation process will be initiated and we encourage all stakeholders to become involved. The timing of this review, coinciding with a new Council, provides an excellent opportunity to instill the current Council's vision and policies for the next four years, set strategic priorities for growth and development within the Town, and strengthen standards and guidelines based on best practices from the last five years.

To ensure the safety of our residents, businesses, and visitors, the Town remains committed to the availability of 24/7 fire protection services, as well as accident and medical response. By the end of 2017, our Fire Department will have responded to approximately 1,200 calls. In 2018, we are investing \$3.8 million to continue this valuable service for the safety of all our citizens. We will continue to strive to deliver a high standard of core services to residents. At present, we are snow clearing 480 linear kilometers of road and continue to see new streets added annually due to our continued growth and development. The maintenance of our existing infrastructure, the

provision of a safe transportation network, and access to clean drinking water is critical.

Conception Bay South strives to be a Town that celebrates its legacy as a friendly, family-orientated community with a focus on collaboration and a high quality of life.

We encourage healthy living through a variety of affordable recreation programs and activities.

We are investing \$1 million into the maintenance of existing outdoor recreation facilities which provide countless opportunities for leisure activities for residents of all ages. Currently the Town maintains 25 playgrounds, 13 green spaces, and 25 sports and leisure facilities. That's 63 locations right here within our Town! We have even developed an online Parks and Playgrounds Map to show residents where playgrounds and leisure spaces are located (and how to find them).

During the election campaign and through our social media channels, we heard many requests for a centralized community park. In 2018, we are allocating \$25,000 for the development of a concept plan that will incorporate an inclusive playground, potential splash pad, green space, non-motorized watercraft shoreline access, and parking to be located on town-owned land in Long Pond (behind Dominion). This project will be supported by existing monies within the Open Space Recreation Fund, the Harbour Contingency Fund, and we will apply for financial support from provincial and federal agencies as part of the ongoing Harbour Plaza Development Project. The Town will launch a campaign, in conjunction with our local service groups and business associations, to come together to make this a true community project.

We are very proud of our recreation programming and special events. There is always something to look forward to, whether it's a seniors bus outing, dressing up as a pirate, kicking up your heels at the Kelligrews Soiree, or cuddling up to watch a family movie on the big screen. We are pleased to announce we will continue these highly anticipated events in 2018, while adding new events and exploring the development of new programs. Announcements on these exciting new offerings will be forthcoming in the new year.

We have taken a hard look at the ATV Bypass Trail concept and have worked tirelessly toward the establishment of an alternate route over the last number of years. While our commitment to the project has been genuine, it is obvious that the current vision and approach is not turning out desired results. We would like to work in collaboration with local ATV enthusiasts and will commit \$15,000 to initiate and establish an association focused on

the interests of ATV riders in the town. Council would like to work in cooperation with a group of interested parties to move forward with the means to solidify tourism potential and develop an action plan for off-road trail tourism within the region.

In 2018, the Town will aim to complete the final section of the T'Railway from Doyles Road to Indian Pond, subject to funding approvals. This 18 kilometer linear park with connections to neighbourhoods and commercial areas throughout the Town is certainly an asset from both a recreation and tourism product development perspective. Partnerships throughout the region will result once our T'Railway is completed, highlighting the advantages of our coastline views and historically connected communities for the enjoyment and benefit of visitors and residents.

In 2018, there will be no increases on rates and fees for all recreation and facility admission and rentals. Providing opportunities for our residents to remain healthy and active is a high priority of Council. While the Town continues to promote our programs and events, we must tip our hats to the proactive volunteer groups in the Town with whom we have maintained excellent working relations. They dedicate their time, talent and resources to provide opportunities that contribute to a healthy lifestyle and an active mind.

We hold a high regard for all our valued not-for-profit organizations within the Town. There are not many places you can visit without seeing the efforts of these volunteer groups and their work towards the betterment of Conception Bay South. While all have their own dedicated projects throughout the Town, some collaborate as part of the Conception Bay South Parks Commission, with a common goal to organize and participate in projects designed to preserve, protect and beautify publicly held land within the Town. The Town is very proud of the efforts of all of these organizations, societies, and service clubs and will continue to foster these relationships and nurture established partnerships.

In addition, Council continues to maintain an excellent working relationship with the Royal Newfoundland Constabulary to keep our community safe and lawful. We will continue to invest in our traffic calming and education initiatives throughout the Town to encourage residents to be mindful of safety when using our roadways.

Your Worship, be assured that Council will also continue to work diligently with the Provincial Libraries Board and the Department of Education towards the establishment of a new library in the town.

Conception Bay South strives to be a Town that is focused on community development and citizen engagement.

“Let’s Make It Work” is the mandate of our recently streamlined Community Development Department. Investors, entrepreneurs, developers and builders, businesses, and residents can now come to one location to avail of economic development and planning and development services. We have made in-house adjustments to be more responsive to stakeholder needs by placing a strong emphasis on customer service and a focus on proactive growth and development. The Town of Conception Bay South is open for business with dedicated staff to help guide you from concept, to permitting, to ribbon cutting. Staff and Council will be there every step of the way.

The Town has realized increased growth and development as compared to last year. We are seeing new developments in residential multi-units focused on our maturing population, affordable housing offerings for new homeowners, long-term care facility development, as well as commercial ventures focused on youth and retail.

The Town has recently adopted a revised Business Tax Incentive Policy that provides incentives for commercial development and we encourage investors to look toward Conception Bay South as a place to do business. We are pleased to announce the continued incentive of \$100 business tax reduction to members of the Conception Bay Area Chamber of Commerce and applaud them for their revitalization efforts that are paying dividends. One of the Town’s major investment attraction tools is our Integrated Mapping System. We now have in-house expertise established and are realizing annual savings of \$35,000. Transitioning this technology in-house was not only smart, but necessary to ensure the reliability, security, access, efficiency, support, aesthetics, and functionality of our highly regarded mapping system.

The Main Street Business Improvement Association is an excellent example of a group that epitomizes collaboration. They are an association of business owners and operators within a 3 km area along Route 60 from Manuels River to Terminal Road who have come together to support business activity. They are currently working towards creating a safer Main Street for pedestrians with their investment in the T’Railway Loop on the south side of Route 60, and have plans to continue westward. We are excited to continue to work with this group especially as a key partner on the development of Harbour Plaza.

The Long Pond Harbour Authority have been working tirelessly to increase the economic activity at the Port of Long Pond and are realizing successes in the execution of their Development Plan.

We look forward to celebrating and sharing in the success of these groups that are contributing to the economic engine within the Town.

Council believes that Conception Bay South has all the tools to become a focal point in the tourism industry and will work collaboratively with industry experts on the development of a strategy to capitalize on our current assets. From sunsets on the beach to environmental education, the historic significance of the T'Railway, coastline views and strong heritage values, the tourism potential of the Town is waiting to be realized.

Throughout the 2018 operating budget, investments have been made to improve communication with stakeholders and encourage citizen engagement. The Communications Audit completed in 2017 recommended a number of improvements. While some of those recommendations have been implemented, we will continue to focus on improved communication with our stakeholders.

Your Worship, I am pleased to advise that in early 2018 we will launch our Resident Alert Program, which is a valuable tool to issue notifications to residents related to unplanned disruptions to waste collection, disruption to water services, traffic safety alerts, and emergency notices.

We are also in the process of launching a new service-based website which will be more user friendly so that information can be found more efficiently. We have initiated [info@conceptionbaysouth.ca](mailto:info@conceptionbaysouth.ca) which is a centralized point of contact for residents who have questions but are not really sure who to contact, and we will continue to use our Town App and social media platforms as a means to communicate with the public.

In conclusion, balancing fiscal responsibility while also providing high-quality services is important for any municipality. I think you will agree with me that there is a lot to do in Conception Bay South and it is one of the best places to live in this province. While our budget is just over \$38,367,749, we would love to have three times that amount to do all the things you, the residents, want, need and deserve. We are holding the line on spending and are very proud of all that our dedicated staff, both management and those representing CUPE Local 3034, are able to accomplish with the resources we have allocated.

On behalf of Council, I would like to express my appreciation to all the residents who choose to make Conception Bay South their home. I would

like to express my gratitude to all the businesses who choose to invest here. You, collectively, are what make our town what it is - a family oriented community with a vibrant commercial sector, which values its assets, encourages healthy living, and honors its deeply rooted traditions.

I would like to express special thanks to the staff and my Council colleagues who worked collaboratively to table this balanced budget while ensuring high standards of excellence with no increases in taxes.

We ask all stakeholders throughout the Town to have faith in us, your elected officials, to provide you the most dedicated service possible and to work in partnership with us over the next four years to continue to make Conception Bay South all it can be, and more.

Thank you.

I respectfully make the following recommendation:

**Resolution #17-496**  
**Councillor Youden/Councillor Davis**

Be it so resolved that the Town of Conception Bay South accept the balanced budget hereby tabled for the fiscal year 2018 in the amount of \$38,367,749 and that this budget be submitted to the Minister of Municipal Affairs and Environment for review and acceptance.

- carried unanimously

Deputy Mayor Murphy thanked Councillor Youden for the great job bringing down the budget. He stated that with 2018 being a reassessment year and the real estate market in a downward trend, our preparation of the 2019 budget will have to be a very mindful one. He stated that he watched it on Facebook Live as well and noted the great number of people that watched.

Councillor Hillier congratulated Councillor Youden on bringing down the budget tonight. He stated that he welcomed the reduction in taxes for the less fortunate residents and the inclusion of sidewalks. The movement on the centralized park is great news for residents.

Councillor Tilley congratulated senior staff on the budget. He stated that priorities of sidewalks, the formation of the association of users for the ATV bypass trail and the completion of the Community Park were all great initiatives. With the decrease in revenue we will have to be prudent in the coming year with spending. The seniors spoke about the deletion of the discount, we hope they appreciate we were able to bring it back this year.

Councillor Bent stated he was pleased with the decisions made by his colleagues for the installation of sidewalks in the school zones. He stated that the Topsail school zone and Upper Gullies Elementary need to be priority and then we can build on it. The 1.6 km bussing regulation will need to be addressed by the school district but we will be doing our part by giving students sidewalks to make it to school safely. He stated that he is happy to see funds included for a street upgrading program. He noted that developers in the Town are pleased that we are open for business and we welcome new businesses in Conception Bay South. The only way to get the burden off the residents is to get businesses in town.

Councillor Youden thanked Directors for their input and recommendations through the budget process. He stated the automated garbage collection will be a great addition and would like to put residents on notice that wooden garbage boxes will be a thing of the past. With the addition of the new Councillors around the table this budget process has brought some great ideas.

Mayor French stated staff had put in a lot of work after hours and thanked them for all they do. With Council being new we came to a common ground with the ideas that residents had put forward during the election. We have the Streets Maintenance program, and the sidewalks program to enable the children to get to school safely. He asked residents for their patience with the new garbage initiative coming on board, we will work through these programs together. This budget shows we listened and are working to help the residents that need it most, we have brought forward four initiatives, the seniors discount, seniors tax reduction, low income tax reduction and the 12 month equal payment plan.

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

Presentation of recommendations of meeting held on December 11, 2017

**1. Town Land – 42-44 Pine Tree Road, Kelligrews**

**Resolution #17-497**

**Councillor Davis /Councillor Hillier**

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, notwithstanding that the bid is less than the estimated value of the property.

- carried unanimously

**2. General Revenue – Occupancy Deposits**

**Resolution #17-498**

**Councillor Davis/Councillor Butler**

Be it so resolved that approval be given to take forfeited occupancy deposits received between 1991 and 2009 totaling \$25,035.00 as listed in the Planning and Development Committee Minutes of December 11, 2017.

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

Councillor Bursey declared a conflict with this item as his property was included. He vacated the Chamber at 7:45 p.m. and returned at 7:46 p.m.

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

**Resolution #17-499**

**Councillor Davis /Councillor Bent**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of December 11, 2017, be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on December 12, 2017

**1. Phase 3 Integrated Transportation Plan**

**Resolution #17-500**

**Councillor Tilley/Councillor Hillier**

Be it so resolved approval be given to award Phase 3 of the Integrated Transportation Plan to Harbourside Transportation Consultants for \$300,000.00, HST included, pending Government approvals. Funds are available in the capital account.

- carried unanimously

**2. Cronins Head Sewage Treatment Plant – Gas Detection System  
Emergency Purchase**

**Resolution #17-501**

**Councillor Tilley/Councillor Davis**

Be it so resolved that approval is given to ratify P.O. 2017-2773 in the amount of \$19,205.00, HST included, to EnviroMed Detection Services. Funds will be taken from account # 01-402-1000-7025.

- carried unanimously

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

**Resolution #17-502**

**Councillor Tilley/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of December 12, 2017, be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on December 12, 2017.

**1. Sports Tourism Event Partnership (STEP St. Johns) – Renewal of Membership**

**Resolution #17-503**

**Councillor Butler/Councillor Bursey**

Be it so resolved that approval be given for the Town to renew its partnership with STEP St. Johns (Sports Tourism Event Partnership) for 2018 at a cost of \$3,000. Funds are available in account #01-601-1000-7035.

- carried unanimously

**2. Ratification of Invoice NL-1579332 – Carmichael Engineering**

**Resolution #17-504**

**Councillor Butler/Councillor Bent**

Be it so resolved that approval be given to ratify payment for invoice NL-1579332 for Carmichael Engineering in the amount of \$11,732 plus HST for emergency repairs to the dehumidification system at the Recreation Complex. Funds are available in account #01-603-1000-7015.

- carried unanimously

**3. Recreation and Leisure Services Committee**

**Resolution #17-505**

**Councillor Butler/Councillor Davis**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of December 12, 2017 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on December 12, 2017.

**1. Accounts Payable Cheque Register**

**Resolution #17-506**

**Councillor Youden/Councillor Hillier**

Be it so resolved that approval be given to pay cheques totaling \$147,645.74 as per the Accounts Payable Cheque Register Report.

- carried unanimously

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

**Resolution #17-507**

**Councillor Youden/Councillor Bent**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$183,332.25.

- carried unanimously

**3. Capital Invoices**

**Resolution #17-508**

**Councillor Youden/Councillor Hillier**

Be it so resolved that approval be given to pay capital invoices totaling \$359,056.60 as listed in the Financial Services Committee Minutes of December 12, 2017.

- carried unanimously

**4. Tax and Other Receivables Adjustments**

**Resolution #17-509**

**Councillor Youden/Councillor Tilley**

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

BREAT001	\$31.68
DARLE001	\$30.18
ONSITE001	\$431.49
FOLEP001	\$559.30

- carried unanimously

**5. Approval to Pay – Councillor Remuneration – 2018 Fiscal Year**

**Resolution #17-510**

**Councillor Youden/Councillor Davis**

Be it so resolved that approval be given for the disbursement of Councillor Remuneration for the the 2018 fiscal year as follows:

April 6, 2018	1 <sup>st</sup> Quarter Remuneration
July 13, 2018	2 <sup>nd</sup> Quarter Remuneration
October 5, 2018	3 <sup>rd</sup> Quarter Remuneration
December 14, 2018	4 <sup>th</sup> Quarter Remuneration

- carried unanimously

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

**Resolution #17-511**

**Councillor Youden/Councillor Butler**

Be it so resolved that approval be granted to issue cheques and make payments from December 20, 2017 to January 16, 2018. Cheques released during this period will be ratified at the Council meeting of January 16, 2018.

- carried unanimously

**7. Senior's Discount Policy**

**Resolution #17-512**

**Councillor Youden/Councillor Davis**

Be it so resolved that approval be given to adopt the Senior's Discount Policy as presented.

**PURPOSE:**

To apply the Senior's Discount, if applicable, to the current year property tax.

**PROCEDURE:**

A Senior's Discount as outlined in the annual Schedule of Rates and Fees is available to senior citizens who meet the following criteria:

- All prior year's taxes must be paid to qualify;
- The individual is 65 years or older in the current year (January 1 to December 31);
- The individual is the registered owner and occupies the property as their principal place of residence year round;
- All taxes are paid on or before the due date or arrangements have been made under the Equal Payment Program.

Residents who meet these criteria must request the Senior's Discount and present proof of age.

Retroactive discounts will not be considered.

This discount cannot be combined with the Senior Citizen's Property Tax Reduction or the Low Income Reduction.

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

- carried unanimously

**8. Non-Union Compensation**

**Resolution #17-513**

**Councillor Youden/Councillor Bursey**

Be it so resolved that approval be given for a 4% increase to the non-union salary grid effective January 1, 2018.

- carried unanimously

**9. FIREHOUSE Software Upgrade**

**Resolution #17-514**

**Councillor Youden/Councillor Butler**

Be it so resolved that approval be given to purchase Firehouse Enterprise Edition at a cost of \$4,885 US Dollars. Funds are available in the account 01-201-1000-7050.

- carried unanimously

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

**Resolution #17-515**

**Councillor Youden/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of December 12, 2017 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on December 11, 2017.

**1. Long Pond Harbour Authority Inc. Representatives**

**Resolution #17-516**

**Councillor Bent/Councillor Butler**

Be it so resolved that approval be given to appoint Rick Stanley as the Town's Recreational Representative of Long Pond Harbour Authority Inc for a two year term as per the Authority's Bylaw.

**AND FURTHER**

Be it so resolved that the two Staff Appointees from the Town to the Long Pond Harbour Authority Inc. are the Chief Administrative Officer and the Director of Economic Development and Communications.

- carried unanimously

**2. Main Street BIA Board of Management Nominations**

**Resolution #17-517**

**Councillor Bent/Councillor Davis**

Be it so resolved that Matthew Lawrence (Tutor NL), Ciaran Grealis (Newfoundland and Labrador Credit Union), Keith Bailey (Shoppers Drug Mart), Jacqui Morgan (Villa Nova Plaza), and Darin Steeves (Dawe's Plumbing and Heating) be appointed to the Main Street BIA Board of Management for a two year term as per the Main Street Business Improvement Association Regulations.

- carried unanimously

**3. Communications and Economic Development Committee Meeting Report**

**Resolution #17-518**

**Councillor Bent/Councillor Bursey**

Be it so resolved that the recommendations/decisions made at the Communications and Economic Development Committee Meeting of December 11, 2017, be accepted as presented.

- carried unanimously

**9. OTHER COMMITTEE REPORTS**

**10. NEW BUSINESS**

**Councillor Butler**

thanked everyone, especially staff, through the budget process, it was an eye opener sitting on this side of the table.

wished staff and residents a Merry Christmas.

**Councillor Tilley**

wished everyone a very Merry Christmas and asked residents to use caution and to not drink and drive.

**Deputy Mayor Murphy**

thanked the residents of Seal Cove who have been through a lot as we worked through Phase 46 and 47. He stated that 97%, with the exception of one household, has taken out permits to connect to the Town's water and sewer.

wished a very Merry Christmas to residents and staff as we look forward to 2018.

**Councillor Hillier**

tomorrow is the 20<sup>th</sup> of December, the shortest day of the year, and we have just come out of

the third power outage and it is only the first day of winter. He noted that during that outage Town staff were required to hook up a generator to pump the station. He would like to have a letter sent to NL power to state our displeasure.

**Councillor Youden**

passed along Christmas greetings to everyone.

**Councillor Hillier**

welcomed the new Chief Administrative Officer, Brian Crawley, to the group as this is his first meeting.

**Mayor French**

wished a Merry Christmas and Happy new year to all staff and residents.

## 11. ADJOURNMENT

The meeting adjourned at 8:08 p.m.

**Resolution #17-519**  
**Councillor Tilley/Deputy Mayor Murphy**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Terry French  
Mayor

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Jody Fifield  
Executive Secretary