

Regular Meeting #03 February 20, 2018

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, Brian Crawley, Town Clerk, Gail Pomroy, Director of Finance, Liz Davis, Director of Recreation and Leisure Services, Dave Tibbo, Director of Engineering and Public Works, Jennifer Norris, Fire Chief John Heffernan, Director of Economic Development and Communications, Jennifer Lake, Director of Planning and Development, Corrie Davis, and Economic Development Coordinator, Krista Perry.

1. ADOPTION OF AGENDAS AND MINUTES

a. Adoption of the Meeting Agenda for February 20, 2018

Resolution #18-045

Councillor Hillier/Councillor Bursey

Be it so resolved that the agenda of the meeting of February 20, 2018 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of February 6, 2018

Resolution #18-046

Councillor Hillier/Councillor Youden

Be it so resolved that the minutes of the meeting of February 6, 2018 be adopted as amended.

- carried unanimously

Councillor Bent noted an omission from the Minutes of February 6, 2018. At the meeting he had made comments to an item as contained in the Engineering and Public Works Committee meeting minutes of January 30, 2018 pertaining to Metcalfes Lane. He had advised that there had been a petition to make this road one-way and also a petition to keep the road two-way. He advised that residents had been provided options, make the road one way, make the road one way between certain hours or to leaving it two-way. He commented that the response from residents was mixed and it was the decision of the Committee to keep it a two-way road. Councillor Bent stated that this matter would likely

be reviewed again in a couple of years following expected road upgrades and new development for the street.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. Proclamation – Kin Canada

Representatives were in attendance as Mayor French proclaimed February 20, 2018 as Kinsmen and Kinettes Day and the week of February 18 – 24, 2018 as Kinsmen and Kinettes Week. In attendance was President Dave Stone, Vice President Don Butler, Diane Butler, Gloria Evans, Gerry Hogan, Wayne Fitzpatrick, Neta Kelloway, Deputy Governor Mary Butler, Lily Moyles, Bryce Moyles and Deputy Governor Roger.

b. Proclamation – Dietitians of Canada Nutrition Month

Mayor French proclaimed the month of March 2018 as Nutrition Month in the Town of Conception Bay South. In attendance was Adrianna Smallwood and Kristen Hedges.

c. Proclamation - Heritage Day

Mayor French advised that he had previously claimed February 19, 2018 as Heritage Day in the Town of Heritage Day.

d. Food Bank Presentation

Mary Butler, CBS/Paradise Community Food Bank was in attendance to accept the proceeds from the Christmas Turkey Drive and Gift Basket Fundraiser. The donated amount is \$1,034.00. Carissa Haines and Adam Hillier from the Youth Advisory Group presented the donation.

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

Presentation of recommendations of meeting held on February 12, 2018

1. Correspondence – Valley Brook Estates, Seal Cove Phase 2 – Building Line Adjustment

**Resolution #18-047
Councillor Davis/Councillor Bursey**

Be it so resolved that the building line setback for Phase II, Valley Brook Estates, Seal Cove, be set at 11m from the street line.

- carried unanimously

2. Town Land – 2192-2202 Topsail Road, Topsail

**Resolution #18-048
Councillor Davis/Councillor Bent**

Be it so resolved that the request to sell land at 2192-2202 Topsail Road, Topsail, be refused as the Town does not consider the land to be surplus to the Town's future needs and further, that Crown Lands advised that they believe that the land is Crown Land and the Town therefore may not have clear title to convey.

- carried unanimously

3. Street Name – Villas at Riverdale Phase 2

**Resolution #18-049
Councillor Davis/Councillor Butler**

Be it so resolved that "Villas Way" be adopted as the new street name for "Street B" in Phase 2 of the residential subdivision located off MacMar Lane, Kelligrews.

- carried unanimously

4. Crown Land Application – Conception Bay Highway, Seal Cove

Resolution #18-050
Councillor Davis/Councillor Bursey

Be it so resolved that application to develop Crown Land located south of the Conception Bay Highway, Seal Cove, for general industrial use be refused on the grounds that portions of the proposed Crown Land acquisition and proposed development encroaches into a wetland area and loss of wetland may increase runoff and impact properties downstream.

- carried unanimously

5. Planning and Development Committee Meeting Report

Resolution #18-051
Councillor Davis/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of February 12, 2018, 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 February 13, 2018

1. Jacobs Creek Lift Station – Pump Repair Estimate

Resolution #18-052
Councillor Tilley/Councillor Butler

Be it so resolved that approval be given to repair the Jacobs Creek lift station from Xylem in the amount of \$6,923.00 plus HST. Funds to be taken from account #01-401-6202-7405.

- carried unanimously

2. Conways Brook Lift Station - Pump Repair Estimate

Resolution #18-053
Councillor Tilley/Councillor Hillier

Be it so resolved that approval be given to repair the Conways Brook lift station from Xylem in the amount of \$7,132.90 plus HST. Funds to be taken from account #01-401-6215-7405.

- carried unanimously

3. Engineering and Public Works Committee Meeting

Resolution #18-054
Councillor Tilley/Councillor Bent

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of February 13, 2018, be accepted as presented.

- carried unanimously

Councillor Hillier referenced the petition he had tabled at the last meeting from a grade three class at St. Edward's Elementary School. He advised that the petition was on the Engineering and Public Works Committee agenda for review. The Committee decided to include the petition as part of the ongoing traffic study review.

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

Councillor Butler read the following statement:

Winterfest 2018 kicked off this past weekend and has been a great success thus far.

Saturday morning saw 700 residents in attendance at our Pancake Breakfast served by council and members of both the Lions Club and Youth Advisory Council. The afternoon saw great turnouts at our Community Bowling and Paul Nippard Volleyball Tournament.

Sunday's fantastic weather conditions brought out more than 150 people to our Outdoor Family Fun Day for sliding with hot chocolate, marshmallows and hot dogs to roast served by our Youth Advisory Council and Winterfest Committee. Sunday evening was highlighted by the opening game of the Akita Equipment Junior High Shield won by Frank Roberts Junior High, and the high school alumni game won this year by the Holy Spirit alumni.

Last night saw a great night of Hockey in the opening night of our Annie Parsons and Fred Squires Shield. Holy Spirit won the girls contest in overtime and Queen Elizabeth turned the tides in the boy's hockey by defeating Holy Spirit with approx. 900 people in attendance. The rest of the week will provide much more activities with boil ups, our sold out comedy nights and dinner show, along with much more!

In closing, tickets are currently on sale for the Montreal Canadiens Alumni game on March the 15th at 7 pm which will see the Canadiens Alumni play against a team comprised of Conception Bay South residents. Tickets are \$23 HST included and can be purchased on the town's website at www.conceptionbaysouth.ca

Presentation of recommendations of meeting held on February 14, 2018.

1. Tender 18-01 Supply and Delivery of Playground Equipment

Resolution #18-055
Councillor Butler/Councillor Bursey

Be it so resolved that approval be given to award Tender 18-01 Supply and Delivery of Playground Equipment to Coastline Specialties Limited at a cost of \$86,729.50 plus HST. Monies are available for this expense in the Funds for Trust for Open Space Development.

- carried unanimously

2. Recreation and Leisure Services Committee

Resolution #18-056
Councillor Butler/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of February 14, 2018 be accepted as presented.

- carried unanimously

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

Transferred from Committee of the Whole meeting #3

1. Order – 104 Red Bridge Road

Resolution #18-057
Councillor Youden/Councillor Hillier

Be it so resolved that the Order issued on February 20, 2018 under the Waste Disposal and Property Regulations and Development Regulations ordering the removal of the storage container/truck trailer from the property located at 104 Red Bridge Road be confirmed.

- carried unanimously

Presentation of recommendations of meeting held on February 13, 2018

1. Accounts Payable Cheque Register

Resolution #18-058
Councillor Youden/Councillor Bursey

Be it so resolved that approval be given to pay cheques totaling \$70,227.07 as per the Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #18-059
Councillor Youden/Councillor Bent

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$464,851.98.

- carried unanimously

3. Capital Invoices

Resolution #18-060
Councillor Youden/Councillor Hillier

Be it so resolved that approval be given to pay capital invoices totaling \$868,730.49 as listed in the Financial Services Minutes of February 13, 2018.

- carried unanimously

4. Policy #038 – Animal Intake Policy

Resolution #18-061
Councillor Youden/Councillor Bursey

Be it so resolved that Policy #038 – Animal Intake Policy – be rescinded.

- carried unanimously

5. Policy #07 – Pet Adoption Policy

Resolution #18-062
Councillor Youden/Councillor Davis

Be it so resolved that Policy #7 – Pet Adoption Policy be adopted as presented.

PURPOSE:

To outline the procedure for pet adoptions.

AUTHORITY:

- Council Discretion

PROCEDURE:

1. The rate(s) charged for the adoption of dogs and cats are as contained in the Town of Conception Bay South Schedule of Rates and Fees.

2. The Town of Conception Bay South cannot guarantee the health of the animal(s) and make no warranties or representations with respect to the health, fitness or temperament of the animal(s).
3. The Town cannot guarantee that an animal has received any training or is housebroken.
4. Any animal adopted from the Town of Conception Bay South is to be cared for as a house pet.
5. If the adopted animal is sold or given to another owner the Town should be notified of the change in ownership if the animal is licensed with the Town.
6. The Town of Conception Bay South reserves the **right to deny any application without debriefing.**
7. Any dog or cat under the age of eight (8) weeks old will not be available for adoption.

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

- carried unanimously

6. Policy – Employee Safety Incentive Policy

Resolution #18-063
Councillor Youden/Councillor Butler

Be it so resolved that the Employee Safety Incentive Policy be adopted as presented.

PURPOSE:

This policy is designed to motivate and recognize those employees that are reporting incidents and hazards in the workplace. By reporting Report Only (Near Misses) and health and safety hazards, employees are helping in eliminating or reducing the risk for injuries, property damage and equipment damage.

PROCEDURE:

1. The safety incentive award will apply to all union and non-union employees with the Town of Conception Bay South.
2. The safety incentive award will be drawn on a quarterly basis on the first Wednesday after the end of each quarter. All eligible employees during the applicable quarter will have their names placed into the draw.
 - a. First Quarter: January 1 to March 31
 - b. Second Quarter: April 1 to June 30
 - c. July 1 to September 30
 - d. October 1 to December 31
3. In order to be eligible for the safety incentive award the employees will have to submit a hazard report form to their Supervisor regarding a workplace health and safety hazard that beyond the control of an employee to correct or submit a Report Only (Near Miss) report for an incident that occurred to them during their work activities. First aid, medical aid and lost time incidents are not included in eligibility for the safety incentive award.
4. All reports are to be submitted by Management to the OHS Coordinator for review and the OHS Coordinator and a member of the OHS Committee will draw a name as the winner for the applicable quarter.
5. Awards will consist of a certificate and a piece of logoed merchandise or gift card(s).

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

- carried unanimously

7. 2611 Topsail Road

Resolution #18-064

Councillor Youden/Councillor Davis

Be it so resolved that the Order issued August 25, 2017, under the Municipalities Act, 1999, the Urban and Rural Planning Act 2000, the Occupancy and Maintenance Regulations and the Waste Disposal and Property Regulations ordering the repairs or replacement of the exterior

cladding, sign, floodlights and door located at 2611 Topsail Road, Conception Bay South be rescinded as compliance has been achieved.

- carried unanimously

8. Conception Bay South Fire Department - Protective Clothing Tender 2018

Resolution #18-065
Councillor Youden/Councillor Bent

Be it so resolved that approval be given to call a one (1) year tender for the supply of clothing for Town employees scheduled for clothing allowance as per the Collective Agreement. Funds are available in account #01-205-1000-4115.

- carried unanimously

9. Donation – Self Contained Breathing Apparatus (SCBA) MSA Frame & Harness and 2216 psi MSA Aluminum Air Cylinders

Resolution #18-066
Councillor Youden/Councillor Bursey

Be it so resolved that approval be given to donate surplus Self Contained Breathing Apparatus (SCBA) MSA Frame & Harness and 2216 psi MSA Aluminum Air Cylinders to the St. Shott's Volunteer Fire Department.

- carried unanimously

10. Personnel – Communications Manager

Resolution #18-067
Councillor Youden/Councillor Bent

Be it so resolved that approval be given to appoint Maggie Hynes, subject to receipt of acceptable documents, to the position of Communications Manager as per the terms and conditions as outlined in the employment contract.

- carried unanimously

11. Financial and Administrative Services Committee Report

Resolution #18-068
Councillor Youden/Councillor Davis

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of February 13, 2018 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held on February 12, 2018.

1. Manuels River Natural Heritage Society Memorandum of Understanding

Resolution #18-069
Councillor Bent/Councillor Butler

Be it so resolved that the Town of Conception Bay South enter into a Memorandum of Understanding with the Manuels River Natural Heritage Society to provide an Operating Grant for the Manuels River Hibernia Interpretation Centre of up to \$120,000 annually for the next four years (2018-2021) as per the guidelines and criteria outlined in the document. Funds are available in Account # 01-502-1000-7705.

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

Councillor Tilley declared a conflict of interest with this item as his brother-in-law is employed by the organization. He vacated the Chamber at 7:36 p.m. and returned at 7:37 p.m.

2. Desk-Based Heritage Assessment

Resolution #18-070
Councillor Bent/Deputy Mayor Murphy

Be it so resolved that Gerald Penney Associates Limited be appointed to undertake a desk-based heritage assessment for the Town of Conception Bay South at a total project cost of \$11,068.75. Funds are available in Account 01-502-1000-5099.

- carried unanimously

3. Canadian Home Builders Association Home Show

Resolution #18-071
Councillor Bent/Councillor Davis

Be it so resolved that the Town sponsor the Canadian Home Builders Association Home Show 2018 being held at The Glacier in Mount Pearl on April 27-29 at a cost of \$750. Funds are available in account 01-502-1000-5055.

- carried unanimously

4. Business Improvement Association Budget

Resolution #18-072
Councillor Bent/Councillor Davis

Be it so resolved that Council approve the Main Street Business Improvement Association's 2018 Budget as presented.

- carried unanimously

5. Communications and Economic Development Committee Meeting Report

**Resolution #18-073
Councillor Bent/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Communications and Economic Development Committee Meeting of February 12, 2018, be accepted as presented.

- carried unanimously

9. OTHER COMMITTEE REPORTS

Nil

10. NEW BUSINESS

Deputy Mayor Murphy

expressed condolences to the Coates family on the passing of Bertha Coates, wife of former Mayor Fred Coates.

expressed condolences to the family of Marcia Lewis on her passing. Marcia Lewis, was the operator of Hickeys Funeral home.

Councillor Youden

congrats to Councillor Tilley and Queen Elizabeth Regional High on their win at the Alumni Challenge.

Councillor Tilley

reminded residents Winterfest activities ongoing in the Town.

Councillor Bent

commented on the loss of the Village Store which was recently destroyed by fire. He

expressed appreciation to the Conception Bay South Fire Department for their efforts.

Councillor Butler

expressed congratulations to the Winterfest Committee. She noted that there were many wonderful events.

Mayor French

commented on the changes to the Town's Humane Services.

1. The Town is **NOT** stopping our highly successful adoption program. We plan to continue to take all measures to ensure animals are re-united or re-homed.
2. The Town will continue to provide high quality care to animals providing food, water and shelter in our holding facility.
3. The Town will continue to provide coverage to residents of Conception Bay South 7 days a week. Our staff will care for the animals and we have additional staff that could attend to them if need be. It is actually in the job description of the maintenance custodian at the depot to assist "with the care and control of impounded animals by cleaning the pound and feeding the animals".
4. The Town will continue to provide free licensing of pets and complimentary identification tags as a drop in same day service
5. The Town will continue to treat animals in our care for fleas or worms in order to maintain the health and safety of the facility.
6. The Town will continue to investigate complaints in breach of the Town's Animal Control Regulations and the Animal Health and Protection Act.
7. The Town will continue to provide basic care essentials including food, water and shelter while taking all efforts necessary to reunite pets with their owners.

8. The Town will continue to build on our excellent track record of reuniting lost pets with their owners, and work with local rescue groups and organizations to transfer animals for rehoming.
 - We have had ongoing meetings and cooperated on many initiatives over the past number of years with animal interest groups and will continue to strengthen these relationships helping them achieve their mandates.
 - There are many resources and options available within well networked organizations throughout the region that the Town can connect pet owners with.
 - The Town has a tremendous success rate via social media and strong regional partnerships with organizations more equipped with volunteer resources and networks who we will continue to work closely with.

The recent realignment of service provision was never about cost reduction, but ensuring the appropriate level of service that a municipality should provide.

The Town of Conception Bay South will no longer:

1. Pay for services typically paid for by the animal owner, such as spaying, neutering, and vaccinating animals that are picked up.
2. Provide a level of humane services that is well beyond what the Town can afford, or beyond what is provided by other municipalities of similar size;
3. Be open to the public 7 evenings a week (we will now be open 3 evenings a week);

4. Replace the important role of animal rescue organizations when it comes to accepting surrendered animals.

Costs in 2017 – Spaying, Neutering, Vet Services, Facility Supplies - \$58,568

1. Spaying and Neutering
 - 80 animals were spayed or neutered
 - Range of cost from \$180 - \$330 (depending on cat/dog and its size)
 - \$18,690
2. Vet Services
 - Vaccinations, etc. - \$18,697
 - Euthanasia and disposal - \$7,517
3. Facility Supplies
 - Deworming and flea treatment, other vet supplies - \$11,244
 - Food - \$2,420

To continue with the level of service the Town was providing, we would have needed a new shelter estimated to cost upwards of \$1 Million to build.

Residents can reach Humane Services or Municipal Enforcement by telephone at 709-834-6598 or email at enforcement@conceptionbaysouth.ca.

Councillor Hillier

commented on a proposed change to the Town's Development Regulations for changeable message signs. Deadline for submission is this week. Concerns with this change is that . Opposed. To the proposed amendment.

Councillor Bent declared a conflict of interest on the topic of changeable message signs as there is one located at his place of employment. He vacated the Chamber at 8:00 p.m. for the remainder of the meeting.

11. ADJOURNMENT

The meeting adjourned at 8:02 p.m.

Resolution #18-074

Councillor Davis/Councillor Butler

Be it so resolved that the meeting adjourn.

- carried unanimously

Terry French
Mayor

Gail Pomroy
Town Clerk