

## **Regular Meeting #19 December 10, 2018**

A Regular Meeting of Council convened in the Council Chambers at 6:00 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 Planning and Development, Corrie Davis, Director of Engineering and Public Works, Jennifer Norris, Director of Recreation and Leisure Services, Dave Tibbo, Fire Chief John Heffernan, Director of Economic Development and Communications, Jennifer Lake and Communications Manager, Maggie Hynes.

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

#### **a. Adoption of the Meeting Agenda for December 10, 2018**

**Resolution #18-425**  
**Councillor Youden/Councillor Hillier**

Be it so resolved that the agenda of the meeting of December 10, 2018 be adopted as presented.

- carried unanimously

#### **b. Adoption of the Meeting Minutes of November 20, 2018**

**Resolution #18-426**  
**Councillor Tilley/Councillor Butler**

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

- carried unanimously

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

Nil

### **3. VISITORS, PRESENTATIONS AND PETITIONS**

#### **a. 2019 Budget Presentation**

Deputy Mayor Murphy will present the 2019 Budget.

Your Worship, fellow Councillors, ladies and gentlemen, including all our online viewers:

It is my honour to present the Town of Conception Bay South budget for 2019.

With a population of more than 26,000 people, we are proud to say that our Town is the second largest municipality in Newfoundland and Labrador. Our vision is to be the community of choice, not just for our residents, but for prospective residents and new businesses as well. Focusing on becoming the community of choice is what guided us through this budget process and the decisions made for Budget 2019 were made in a conscious effort to be strategic for the short term and also for the long term.

The Town of Conception Bay South has many key advantages. Our goal for 2019 is to focus on marketing our Town and positioning ourselves as a great place to establish long-term roots and raise a family. We are strategically located close to the major city centre, yet residents get to enjoy the small-town, rural, and friendly feel that comes with living here. Our Town has a breathtakingly beautiful ocean view and some of the best weather in the province.

This beauty and unique blend of urban and rural living is what sets us apart – it is the magic of Conception Bay South. In saying this, Budget 2019 focuses on continuing to make great community investments that will enhance our Town and help us become that community of choice.

I would like to touch on some of the great community investments we made in 2018. Your Worship, we have now finished our first year as a new Council, and there is much to be celebrated. This year, consistent with the main priority of Council, we made an unprecedented investment in our roads and sidewalks, to the tune of \$1 million. We also saw significant upgrades to our main thoroughfares, Peacekeepers Way and Conception Bay Highway.

I must take this opportunity to thank the Provincial Government and local MHAs and MP for their support and funding of these projects.

In addition, we made an important investment in our Recreation Complex's pool of approximately \$709,000 and announced a new pool schedule that satisfies residents' need for additional swimming lessons. This, all while creating \$185,000 in value for residents.

We welcomed a new Royal Newfoundland Constabulary detachment to our Town, which has certainly enhanced the quality of life for our residents and created an enhanced feeling of security for us all. We are continuing to support the construction of a new library and are prepared to progress this as quickly as possible, in partnership with our local Library Board, the Provincial Library Board and the Department of Education with the Government of Newfoundland and Labrador.

Starting tomorrow, we are hosting a world-class curling tournament at the Conception Bay South Arena, which will see 30 of the top curling teams from around the world compete at our facility. This event gives us national television coverage, and is expected to generate approximately \$1.3 million in economic spin-offs.

Furthermore, the Town and the Long Pond Harbour Authority announced the sale of 12 acres of land in the Long Pond Harbour to Ocean Choice International. Our modern port and strategic location create a great opportunity for Ocean Choice International to thrive in their fishing operations, and we look forward to working with them and seeing more activity on this front in 2019.

We have also made substantial improvements with water and sewer in the Seal Cove area. We would like to thank residents for their patience and cooperation during this phase of work. We have also seen some great investment activity made at the Gateway, which is our 100+ acre development located on Legion Road. In 2018, 10,390 square feet of commercial space has been constructed and two food and beverage establishments have opened. We look forward to continued activity in 2019.

Your Worship, we are pleased to report that we are bringing forward a balanced budget this year. In summary, we have settled on a final operating budget of \$37,810,254. This represents a decrease in spending of \$557,495 when compared to last year.

This decrease speaks volumes to what this Council has been able to achieve in today's challenging economic times.

Council is also proud to say that this is the second time in our municipal history that we have been able to reduce year over year expenditures. The

reduction is due to an aggressive, cost-saving initiative by Council. When we look back on 2018, we are confident that we will end the year with a surplus. This is a result of increased revenues in certain areas related to water and sewer servicing, a strong oversight of expenditures, and the temporary closure of the pool.

Your Worship, the Municipal Assessment Agency cycle of reassessments took place this fall, which has increased our municipal assessment values by an average of 1.8 per cent. Although an adjustment, this equated to very small growth in Town revenue.

The increase in assessment values was not enough to cover the cost of our core services, and was not enough to sustain current operations.

Council has worked extremely hard to provide and enhance service delivery within the restraints of its own budget. This process has meant a lot of hard and very tough decisions. However, all decisions made have been very responsible and for the betterment of our community.

Holding the line on spending, finding cost-saving measures, and finding ways to work more efficiently within our systems has afforded us the ability to announce a status quo mil rate. The residential property tax mil rate will remain at 7.15.

To emphasize our commitment to growing our commercial sector, the commercial property tax mil rate will remain at 11.5. In 2019, we will also hold the line on all of our rates and fees.

Council has faced the realities that the cost of living has gone up; however, residents' expectations for core services continues to grow, and the Town has experienced several cost increases that are beyond our control. For example, there are many fixed costs that the Town must pay, such as debt repayment, human resources, gasoline, municipal assessment services, street lighting, regional water, and waste disposal fees. Through our strategic, cost-saving initiative, we are proud to say that we have been able to absorb a \$106,000 increase in regional water fees without passing this burden on to our residents.

Council is very much interested in collaborating with neighbouring municipalities to devise strategies on how to collectively reduce the tax burden on all our residents. Council is continuing the 12-month interest free monthly payment plan that was initiated in 2017. We will also continue our Low Income Tax Reduction of 10% on property taxes for low income families, based on Statistics Canada income-based thresholds.

Our debt ratio will remain at 12%. Although this is a strong debt ratio, we do recognize that this is not a sustainable one for the future, and we are taking necessary steps to set us in place for a resilient future. In 2019 we will be conducting a thorough analysis of the Town's debt situation to determine if opportunities exist to lower our debt servicing costs.

Your Worship, next year's budget sees us increasing investments in our core services. We've maintained, even enhanced these services, with no cost increase for residents. Council has been very clear in its desire to allow residents to keep their hard earned money where it best belongs – in their own pockets.

We recognize that to accomplish our goal of being the community of choice and continuing to grow our population base, we must provide excellent civic services at a competitive tax rate. During our budget consultations, residents voiced their priorities loud and clear and we listened. Our people are rightly demanding improved infrastructure, especially with regards to our roads and sidewalks, and they want this without seeing a tax increase. On that note, we are pleased to announce that Budget 2019 focuses on going back to the basics, and enhances our core services without increasing the cost burden to our citizen.

Residents of Conception Bay South will see street upgrades and new sidewalks in 2019. Council will invest \$1 million again next year to upgrading our road infrastructure. This is a significant, yet necessary investment, as it will increase the safety of our roads, especially in school zones. I'm certain this is something every parent can support. We are proud of the advancements we have made this year. We completed new sidewalk construction along Topsail Road, Foxtrap Access Road and Roberts Road South. Road maintenance and improvements were also seen on main roads like Legion Road and Lawrence Pond Road.

Residents can expect to see Legion Road upgrades completed in 2019, as well as the continuation of Tilley's Road South improvements. Upgrades will also be completed for Fowlers Road, Spruce Hill Road and Monument Road. In addition, we will invest approximately \$6 million in street paving, which is the continuation of our 2018-2019 street upgrading and paving program.

Snow clearing is another major priority that will benefit from increased funding in 2019. Conception Bay South has 480 kilometers of linear road, which we work hard to keep safe every day. In addition, we see new streets added annually due to our growth and development. Therefore, continuing to enhance this service is of utmost importance.

The budget increase allows each snow clearing shift to have approximately 2 to 3 extra operators working on the roads, and additional operators mean a more efficient and effective winter control service.

In other words, residents should see roads cleared and salted faster than in previous winters. Increasing the number of operators also provides greater coverage during severe winter weather events, when staff have to work longer hours and additional personnel are needed. We are also making investments to enhance snow clearing on weekends and statutory holidays.

A more efficient service means we will be able to clear our sidewalks faster. Sidewalk clearing takes place once streets are clear, and is prioritized by school zones first, Route 60, and then remaining areas.

Building on the theme of safety, we will invest \$3,880,324 into fire protection services next year.

To ensure the safety of our residents, businesses, and visitors, we remain committed to our 24/7 fire protection services, as well as our accident and medical response. By the end of this year, our Fire Department will have responded to over 1,000 calls. This number demonstrates the need for a heightened and continued commitment to our protective services.

Once again, we were very proud to welcome the new Royal Newfoundland Constabulary detachment to Conception Bay South this year. Having a strong police presence will mean great things for our community. Traffic calming issues are amongst the single greatest concern Councillors hear from residents. This is why we have decided to increase our traffic calming budget to \$90,000 in 2019.

With the increased funds, the Town will be able to enhance its traffic calming measures, which may include additional signage, pavement markings, flashing radar signs, and speed humps, as well as continue with our ongoing road safety initiatives and education campaigns.

We are very pleased to announce that we will continue with the automated waste collection service next year. This service is projected to improve the safety of our waste collection operators, provide long-term cost savings in tipping fees, and deter rodents. Given the success in Phase 1 thus far, and the immediate reduction in occupational health and safety issues, we are pleased to say that we will be accelerating the remaining two phases. All remaining properties will receive this service in late 2019.

Your Worship, we are working hard on the development of a community park, which will be located in Long Pond.

Our vision for this area is to encompass an inclusive playground, a potential splash pad, green space, shoreline access for non-motorized watercraft, and parking.

We anticipate that a finalized concept plan will be completed next year, along with the first phase of construction which will see construction of the playground completed and enhancements made to the walking trails. The project will be supported by existing monies within the Open Space Recreation Fund and the Harbour Contingency Fund.

Funding applications will be made to various government agencies, both federal and provincial, and partnership opportunities within our community will be explored.

We are also hoping to progress a community garden project in 2019 as well.

The East Coast Trail is a national attraction for our province and a beautiful tourism asset. In 2018, we generously contributed to the East Coast Trail project to rehabilitate Miner's Path, the existing section of trail from Topsail Beach heading to Portugal Cove-St. Philip's. In 2019, we will once again contribute to their development of the trail. We are very excited that Topsail Beach will be the starting point of this world renowned tourism asset providing access to 26 wilderness paths along North America's easternmost coastline.

The rehabilitation of this section will provide an enhanced recreational asset for local hikers, and will also provide an opportunity for the Town to present itself to tourists as the gateway to over 300 kilometers of developed trail where hikers can experience whales, icebergs, historic sites, towering cliffs and breathtaking views. We have allocated \$16,260 in our 2019 capital budget for this project.

We continue to see growth in our housing and commercial sector. Given today's economy, this is something we are very proud of; it speaks volumes and demonstrates that Conception Bay South is a great place to live and raise a family.

We are dedicated to fostering a strong, positive commercial environment for the 620 local businesses that are established here. We are currently reviewing the way we track business activity in the community and will have more to say on this later in 2019. We will continue to work with our business

community to help keep them growing and thriving in Conception Bay South.

We are ready and eager to welcome more people to our Town and we will be adopting our marketing and business approach to bring them here. A red tape reduction initiative will be kicked off in 2019, making it easier for people to come here and invest. This year, we began a tourism and resident attraction initiative, which saw us create a beautiful commercial for our Town that will be shown on local and national television.

Next year, we will continue to market our Town through strategic advertising, and we also hope to create another brilliant commercial. This is all a part of our strategy to become the community of choice in Newfoundland and Labrador.

In conclusion, we had some tough but responsible decisions to make for Budget 2019. The challenges we faced in this budget process were due to challenges of growth. In other words, the challenge for us was trying to prioritize our expenditures to accommodate for growth, while maintaining and enhancing our core services and keeping costs down for taxpayers.

We are very proud of all that our dedicated staff, both management and those representing CUPE Local 3034, were able to accomplish with the resources allocated.

Furthermore, the current collective agreement expires on December 31, 2018. We are thrilled to announce that we have been able to reach a new collective agreement with our Union. Our focus throughout the bargaining process was on ensuring a measure of financial stability for the Town and our taxpayers, while at the same acknowledging the hard work of our Union employees and renewing a spirit of cooperation in labour relations.

Your Worship, Budget 2019 is very much about making Conception Bay South the community of choice, which is why we focused our priorities around going back to the basics.

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.



I now make the following recommendation:

**Resolution #18-427**  
**Deputy Mayor Murphy/Councillor Youden**

Be it so resolved that the Town of Conception Bay South accept the balanced budget hereby tabled for the fiscal year 2019 in the amount of **\$37,810,254** and that this budget be submitted to the Minister of Municipal Affairs and Environment for review and acceptance.

- carried unanimously

Mayor French, Councillors Youden and Bent commented on the 2019 budget. They commented on the increases for sidewalks, road improvements and snow clearing and thanked Council members and staff for all the effort and hard work.

**b. Ratification of Collective Agreement – Town of Conception Bay South and CUPE Local 3034**

**Resolution #18-428**  
**Mayor French/Councillor Youden**

Be it so resolved that approval be given to execute the Collective Agreement between the Town of Conception Bay South and CUPE Local 3034 as negotiated.

- carried unanimously

Terri-Lynn Cooper, President, Stephanie Lear, Vice President, Carmel Cole, Shop Steward, Mike Neary, Chief Shop Steward, and John Coleman, Treasurer of CUPE Local 3034 were in attendance. Mayor French thanked them for their hard work.

**4. NEW BUSINESS**

Nil

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

Presentation of recommendations of meeting held on December 4, 2018

**1. Discretionary Use - 52 Middle Ridge, Kelligrews**

**Resolution #18-429  
Councillor Hillier/Councillor Bursey**

Be it so resolved that in consideration of Council's discretionary authority, "Kids R Us", a before and after school program, be approved as a home based business within the single dwelling at 52 Middle Ridge, Kelligrews, subject to the following conditions:

1. A maximum of 15 students;
2. Students can occupy the home for a maximum cumulative total of five hours per day;
3. That the existing sanitary septic system at 52 Middle Ridge, Kelligrews be assessed by an Approved Designer for Private Sewage Disposal and Water Supply Systems who is registered with Service NL, to ensure that the proposed use can be accommodated by the existing sanitary septic system; and
4. Other standard conditions for approval of a home based business within the Town of Conception Bay South.

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

Deputy Mayor Murphy declared a conflict of interest with this item as he has immediate family who resides on this street. He vacated the Chamber at 6:32 p.m. and returned at 6:33 p.m.

**2. Variance Request - 16-18 Herder Place, Manuels**

**Resolution #18-430**  
**Councillor Hillier/Councillor Bursey**

Be it so resolved that the minimum frontage requirement for 16-18 Herder Place, Manuels, be varied by a maximum of 10%, from 21m to 18.9m.

- carried unanimously

**3. Variance Request - 21 Lears Road, Seal Cove**

**Recommendation**  
**Councillor Hillier/Councillor**

Be it so resolved that resolution 2018-078 establishing a building line setback for the property at 21 Lears Road Seal Cove and passed at its regular public meeting of March 6, 2018 be rescinded;

**AND FURTHER:**

Be it so resolved that Council approve a variance to reduce the minimum frontage to 18.9m for a lot to be subdivided from the northern portion of property at 21 Lears Road, Seal Cove.

- DEFERRED

**4. Single Dwelling Lot - 25-33 Kingsway Drive, Seal Cove**

**Resolution #18-431**  
**Councillor Hillier/Councillor Tilley**

Be it so resolved that the October 25, 2018 application for approval of a residential building lot at 25-33 Kingsway Drive be refused, as majority of proposed development is within the Rural zone where dwellings are not permitted unless associated with an approved rural use.

- carried unanimously

**5. Amendment Request - 1637-1643 Conception Bay Highway, Seal Cove**

**Resolution #18-432**  
**Councillor Hillier/Councillor Bent**

Be it so resolved that the Town undertake public and stakeholder consultation for proposed amendments to the Conception Bay South Municipal Plan and Development Regulations to re-designate and re-zone land at 1637-1643 Conception Bay Highway, opposite the CNA Seal Cove campus, from “Residential Low Density, (R-1)” and “Rural, (R)” to “Residential Mixed, (R-3)” to accommodate a proposed residential subdivision.

**AND FURTHER**

Be it so resolved that the Town, on behalf of the Minister of Municipal Affairs and Environment, undertake public and stakeholder consultation for proposed changes to the St. John’s Urban Region Regional Plan from Rural to Urban Development at 1637-1643 Conception Bay Highway, opposite the CNA Seal Cove campus to accommodate the same proposed residential subdivision.

- carried unanimously

**6. Eastern Newfoundland Regional Appeal Board Decision**  
**21 Greenslades Road, Long Pond**

**Resolution #18-433**  
**Councillor Tilley/Councillor Bursey**

Be it so resolved that whereas the property at 21 Greenslades Road, Long Pond was a residential lot prior to the implementation of the Town’s Municipal Plan, and in consideration that the property’s frontage on Greenslades Road does not meet the minimum requirement set out by the Town’s Development Regulations, that Council exercise authority provided by Section 5.15 of the Development Regulations and approve development of a single dwelling at 21 Greenslades Road, Long Pond.

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

**7. Town Land - 83 Sweetenwater Avenue, Chamberlains**

**Resolution #18-434**  
**Councillor Hillier/Councillor Burse**

Be it so resolved that a request to sell a parcel of Town owned land at 83 Sweetenwater Avenue, Chamberlains be refused on the basis that land is intended for future access to adjacent lands and that sale for use as residential lot may prejudice development of adjacent lands.

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

Councillor Hillier declared a conflict of interest with items 6 and 7. He vacated the Chamber at 6:38 p.m. and returned at 6:39 p.m.

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

**Resolution #18-435**  
**Councillor Hillier/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of December 4, 2018, be accepted as presented.

- carried unanimously

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

Transferred from the Committee of the Whole Meeting #23

**1. Investing in Canada Infrastructure Funding Application**

**Resolution #18-436  
Councillor Tilley/Councillor Butler**

Be it so resolved that approval be given to apply for funding in the amount of \$25,200,000 under the Investing in Canada Infrastructure Funding Application for the following projects:

| ICIP             | Project Description                  | Estimated Cost         | Federal                | Provincial             | Municipal       |
|------------------|--------------------------------------|------------------------|------------------------|------------------------|-----------------|
|                  | Street Upgrading                     | \$ 4,500,000.00        | \$ 1,485,000.00        | \$ 1,485,000.00        | \$ 1,485,000.00 |
|                  | Wate and Sewer                       | \$ 6,000,000.00        | \$ 2,400,000.00        | \$ 1,800,000.00        | \$ 1,800,000.00 |
|                  | Community Park                       | \$ 3,000,000.00        | \$ 990,000.00          | \$ 990,000.00          | \$ 990,000.00   |
|                  | Community Center                     | \$10,000,000.00        | \$ 3,300,000.00        | \$ 3,300,000.00        | \$ 3,300,000.00 |
|                  | Recreation and Community Development | \$ 1,700,000.00        | \$ 561,000.00          | \$ 561,000.00          | \$ 561,000.00   |
| <b>Sub Total</b> | <b>\$ 25,200,000.00</b>              | <b>\$ 8,736,000.00</b> | <b>\$ 8,136,000.00</b> | <b>\$ 8,136,000.00</b> |                 |

- carried unanimously

Presentation of recommendations of meeting held on December 4, 2018

**1. Public Works Depot Pre-Design Report – Approval to Award**

**Resolution #18-437  
Councillor Tilley/Councillor Bursey**

Be it so resolved that approval be given to Progressive Engineering & Consultants for the Public Works Depot Pre-Design Report at a cost of \$21,000.00 plus HST. Funds to be taken from 01-302-1000-5099.

- carried unanimously

**2. Site Works within the Gateway – Approval to Award**

**Resolution #18-438**  
**Councillor Tilley/Councillor Hillier**

Be it so resolved approval be given to Farrell's Excavation Ltd. for site works within the Gateway at a cost of \$87,350.00 plus HST. Funds to be taken from 01-302-1000-5099.

- carried unanimously

**3. Steadywater Brook Culvert Upgrades – Approval to Award**

**Resolution #18-439**  
**Councillor Tilley/Councillor Bent**

Be it so resolved that approval be given to enter into a PCA with SNC Lavalin Inc. for consulting services of Steadywater Brook Culvert Upgrades at a cost of \$42, 248.96 plus HST, pending review and approval. Funds are available in the project account.

- carried unanimously

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

**Resolution #18-440**  
**Councillor Tilley/Councillor Hillier**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of December 4, 2018, be accepted as presented.

- carried unanimously

**7. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Cheryl Davis)**

Presentation of recommendations of meeting held on December 4, 2018

**1. Potential Land Acquisition behind Parsons Softball Facility - Survey**

**Resolution #18-441**  
**Councillor Hillier/Councillor Bent**

Be it so resolved that approval be given for the Town to engage the services of Martin Surveys & Land Services Inc., at a cost of \$2,608.00 plus HST. Funds are available in the Open Space Trust Fund account.

- carried unanimously

**2. Recreation and Leisure Services Committee**

**Resolution #18-442**  
**Councillor Hillier/Councillor Bursey**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of December 4, 2018 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 December 4, 2018

**1. Accounts Payable Cheque Register**

**Resolution #18-443**  
**Deputy Mayor Murphy/Councillor Bent**

Be it so resolved that approval be given to pay cheques totaling \$242,000.91 as per the Accounts Payable Cheque Register Report.

- carried unanimously



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

**Resolution #18-444**  
**Deputy Mayor Murphy/Councillor Butler**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$426,094.98.

- carried unanimously

**3. Ratification of Direct Payments Previously Released**

**Resolution #18-445**  
**Deputy Mayor Murphy/Councillor Bursey**

Be it so resolved that approval be given to ratify direct payments previously released totaling \$329,961.73.

- carried unanimously

**4. Capital Invoices**

**Resolution #18-446**  
**Deputy Mayor Murphy/Councillor Butler**

Be it so resolved that approval be given to pay capital cheques totaling \$327,587.19 as listed in the Financial Services Committee minutes of December 4, 2018.

- carried unanimously

**5. Tax and Other Receivables Adjustments**

**Resolution #18-447**  
**Deputy Mayor Murphy/Councillor Hillier**

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

|          |          |
|----------|----------|
| BUGDB001 | \$58.58  |
| GEOMA001 | \$225.60 |

|          |                |
|----------|----------------|
| NIGHT001 | \$220.80       |
| RANDR005 | \$173.70       |
| NUGES004 | Request Denied |

- carried unanimously

**6. Breathing Air Compressor/Cascade Cylinders**

**Resolution #18-448**  
**Deputy Mayor Murphy/Councillor Youden**

Be it so resolved that approval be given to award Tender #18-12 for the supply, delivery and installation of a new or used Breathing Air Compressor/Cascade system to Acklands Grainger the amount of \$12,000, plus HST. Funds are available in account #01-201-1000-7029.

- carried unanimously

**7. Entering Private Property Policy**

**Resolution #18-449**  
**Deputy Mayor Murphy/Councillor Youden**

Be it so resolved that the Entering Private Property Policy be adopted as presented.

**PURPOSE:**

To ensure the health and safety of Town employees that are entering onto private property or land for work purposes.

**AUTHORITY:**

- Municipalities Act, 1999

**STATEMENT OF POLICY:**

The Town recognizes that it is necessary for employees within various departments to enter onto private property (land and buildings) during the

course of their work. In order to ensure the health and safety of Town employees, it is important that the employees are aware of any known potential health and safety hazards that may exist within these properties.

**PROCEDURE:**

- If a complaint is received by the Town on a property, the assigned employee will drive by the property to see if there are any potential health and safety hazards around property.
- If hazards are noted then the employee will ensure the proper personal protective equipment, procedures and applicable training are followed to maintain their health and safety. If the hazards are beyond the training of the employee, the employee will contact the Supervisor or Manager to determine the next course of action.
- In the event that an employee is required to enter the back of a property to check on a complaint, and visibility of the area is not possible from driving by the property, the employee will take into consideration what potential hazards exist and take the necessary steps to mitigate those hazards. When walking around the property, the employee will move slowly and carefully, looking out for possible additional hazards.
- Employees that are required to enter into a building on the property are to ensure that the home owner has been notified and is present, unless legal action was taken in which the employee has authorization to enter the property.
- Before entering a home, check with the home owners regarding pets and ensure that they have been contained by the homeowner before proceeding to prevent the possibility of an animal bite.
- In the event that an employee is to enter into a closed or condemned building, the employee is to check with applicable staff to ensure that the structure of the building is acceptable, as well as whether or not there is the potential of exposure to hazardous conditions (asbestos, mold, etc.). In these cases, an assessment will be conducted prior to entry to ensure any potential hazards are mitigated.

- In the event of work that will impact a person's property, the Town will make every reasonable step to make contact with the owner of the property. However, in emergency situations such as a water or sewer main leak/break, employees will conduct the necessary work after confirming with their Supervisor or Manager, even if contact with the property owner has not been possible.

- carried unanimously

## **8. Financial and Administrative Services Committee Report**

### **Resolution #18-450**

#### **Deputy Mayor Murphy/Councillor Bent**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of December 4, 2018 be accepted as presented.

- carried unanimously

***The Financial and Administrative Services Committee Report contains the following recommendations:***

### **1. Approval to Pay – Fire Department Honorariums**

#### **Recommendation:**

Be it so resolved that approval be given to pay the fire department honorariums for 2018 in the total amount of \$115,496.00. This is a budgeted expenditure and funds are available in account 01-201-1008-4090.

### **2. Loan – 2014-2017 Multi Year Capital Works**

#### **Recommendation:**

Be it so resolved that approval be given to borrow \$2,681,057.03 from the Royal Bank of Canada for the purposes of Multi Year Capital Works Funding amortized over 15 years with a 3 year term at an interest rate of 3.96%. This is a budgeted item and funds are available in account 01-700-7000-7805.

**3. Loan – Canada Waste Water Fund**

**Recommendation:**

Be it so resolved that approval be given to borrow \$2,176,403.48 from the Royal Bank of Canada for the purposes of Canada Waste Water Funding amortized over 15 years with a 3 year term at an interest rate of 3.96%. This is a budgeted item and funds are available in account 01-700-7000-7805.

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

Presentation of recommendations of meeting held on December 3, 2018

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

**Resolution #18-451  
Councillor Bent/Councillor Butler**

Be it so resolved that the recommendations/decisions made at the Communications and Economic Development Committee meeting of December 3, 2018 be accepted as presented.

- carried unanimously

**10. OTHER COMMITTEE REPORTS**

Nil

**11. ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

**Resolution #18-452**  
**Councillor Youden/Councillor Tilley**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Terry French  
Mayor

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Gail Pomroy  
Town Clerk