

Regular Meeting #13 September 6, 2016

A Regular Meeting of Council convened in the Council Chambers at 7:00 p.m. in the presence of Mayor Steve Tessier, Councillors, Chief Administrative Officer, Dan Noseworthy, Director of Engineering and Public Works, Jennifer Norris, Director of Finance, Liz Davis, Director of Planning and Development, Elaine Mitchell, Fire Chief John Heffernan, Director of Recreation and Leisure Services, Dave Tibbo, Communications Coordinator, Kristina George and Jody Fifield, Executive Secretary.

1. ADOPTION OF AGENDAS AND MINUTES

a. Adoption of the Meeting Agenda for September 6, 2016

Resolution #16-300

Councillor Youden /Councillor Murphy

Be it so resolved that the agenda of the meeting of September 6, 2016 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of August 9, 2016

Resolution #16-301

Councillor Connors /Councillor Tilley

Be it so resolved that the minutes of the meeting of August 9, 2016 be adopted as presented.

- carried unanimously

Mayor Tessier passed along condolences to the Whitty family on the passing of a former employee, Gordon Whitty, who was a long time Humane Services Officer.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. Prostate Cancer Awareness Month Proclamation

Mayor Tessier proclaimed September 2016 as Prostate Cancer Awareness Month in the Town of Conception Bay South.

b. S.T.E.P Program

Luke Kennedy was in attendance to discuss his employment with the Town of Conception Bay South through the S.T.E.P. Program.

**4. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE
(Chair, Councillor Beverley Rowe)**

Presentation of recommendations of meeting held on August 29, 2016

1. Legal – 15 Perrins Road, Long Pond

**Resolution #16-302
Councillor Rowe/Councillor Tilley**

Be it so resolved that approval be given for Marcus Contracting Ltd. to proceed with abatement of asbestos and lead at 15 Perrins Road for the quoted price of \$5,000 plus HST to be charged to the property tax account.

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

2. Invoice – ArcGIS Mapping

**Resolution #16-303
Councillor Rowe/Councillor Murphy**

Be it so resolved that the renewal quote from esri Canada for ArcGIS services for \$7,327.86 including HST be approved. Funds are available in account 01-501-1017-8055.

- carried unanimously

3. Planning and Development Committee Meeting Report

**Resolution #16-304
Councillor Rowe/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meetings of August 29, 2016, be accepted as presented.

- carried unanimously

The Planning and Development Committee Meeting Report of August 29, 2016, contains the following recommendations:

1. Correspondence – Request for Plan and Development Regulations Amendment – Office Uses in Industrial General Zone

Recommendation:

Be it so resolved that the Town refuse the request to amend the Municipal Plan and Development Regulations to accommodate office uses as a permitted use in the Industrial General (IG) zone.

2. Replacement of a Non-Conforming Structure – 49 Bishops Road, Long Pond

Recommendation:

Be it so resolved that approval be granted for the replacement of a non-conforming dwelling located at 49 Bishops Road, Long Pond, provided that the existing building line, rear and side setbacks are maintained so not to increase non-conformity and that land is conveyed to the Town in accordance with the Road Reservation Regulations.

3. Discretionary Use – 7-Unit Residential Building, 644 Conception Bay Highway, Kelligrews

Recommendation:

Be it so resolved that the application for a 7-unit residential building at 644 Conception Bay Highway be approved subject to obtaining access from Harveys Path, provision of a landscaped buffer and/or privacy fence acceptable to the Town along the south boundary of the property and compliance with the Town's Development Regulations.

4. Crown Land – Cemetery Road, Seal Cove

Recommendation:

Be it so resolved that the Town indicate no objection to the acquisition of Crown Land on Cemetery Road, opposite the intersection of Lears Road, Seal Cove, to accommodate the development of a wharf.

5. Ratify Decision – Fill Permit, 27-29 Pocket Road, Long Pond

Recommendation:

Be it so resolved that the decision to approve an application for removal of fill from 27-29 Pocket Road, Long Pond, for placement in Phase 1 of the Walkers Grove residential subdivision be ratified.

6. Referral – Mineral Lands Exploration Approval

Recommendation:

Be it so resolved that the Town indicate no objection to the Mineral Lands exploration application subject to restoration of all disturbances with mature vegetation.

7. Ratify Order – 116 Greeleytown Road, Foxtrap

Recommendation:

Be it so resolved that the Order issued August 25, 2016 under the Urban and Rural Planning Act and the Conception Bay South Development Regulations ordering that a permit be obtained for an accessory building at 116 Greeleytown Road, Foxtrap or the accessory building be removed by September 12, 2016 be confirmed.

AND FURTHER:

Be it so resolved that the Order issued August 25, 2016 under the Urban and Rural Planning Act and the Conception Bay South Development Regulations ordering that a permit be obtained for an accessory building at 116 Greeleytown Road, Foxtrap be rescinded, as compliance has been achieved.

8. Ratify Order – 48 Readers Hill Crescent, Long Pond

Recommendation:

Be it so resolved that the Order issued on August 23, 2016 ordering that the building permit be renewed and the soffit and siding be completed by September 12, 2016 for a dwelling located at 48 Readers Hill Crescent, Long Pond, be confirmed.

9. Correspondence – 26 Cherrington Place, Manuels

Recommendation:

Be it so resolved that the Town retain the easement at 26 Cherrington Place, Manuels for future storm water upgrades.

10. Proposed Street Names – off Conception Bay Highway, Seal Cove

Recommendation:

Be it so resolved that **Valley Brook Place, Timber Place, and Penstock Place** be adopted as the new street names for the residential subdivision located off Conception Bay Highway, Seal Cove.

**5. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE
(Chair, Councillor Richard Murphy)**

Transferred from Committee of the Whole Meeting #18

1. Approval to Award Tender – Painting of Fire Pumper

Resolution 16-305

Deputy Mayor George/Councillor Youden

Be it so resolved that approval be given to award tender for Painting of Fire Pumper to East Can Fire Trucks Inc. for the quoted price of \$42,291.25 including HST. Funds to be taken from account #01-301-1000-5505.

- carried unanimously

Presentation of recommendations of meeting held on August 30, 2016

1. Approval to Call Tender – 2016 Street Paving

Resolution #16-306

Deputy Mayor George/Councillor Murphy

Be it so resolved that approval be given to call tender for 2016 Street Paving.

- carried unanimously

2. Approval to Award Tender – 2014 Street Upgrading & Paving Part A

Resolution #16-307

Deputy Mayor George/Councillor Bursey

Be it so resolved that approval be given to award tender for 2014 Street Upgrading & Paving Part A to Modern Paving Limited for the quoted price of \$1,435,584.50 including HST. Funds to be taken from project account.

- carried unanimously

3. Approval to Award Tender – 2014 Street Upgrading & Paving Part B

Resolution #16-308

Deputy Mayor George/Councillor Bent

Be it so resolved that approval be given to award tender for 2014 Street Upgrading & Paving Part B to Weirs Construction Limited for the quoted price of \$730,844.34 including HST. Funds to be taken from project account.

- carried unanimously

4. Approval to Call Tender – Skid Steer with Attachments

Resolution #16-309

Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given to call tender for 2016 or newer Skid Steer with attachments.

- carried unanimously

5 Engineering and Public Works Committee Meeting

Resolution #16-310

Deputy Mayor George/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meetings of August 30, 2016, be accepted as presented.

- carried unanimously

6. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Paul Connors)

No meeting held.

7. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor George)

Presentation of recommendations of meeting held on August 31, 2016

1. Accounts Payable Cheque Register

Resolution #16-311
Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given to pay cheques totaling \$291,153.51 as per the Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #16-312
Deputy Mayor George/Councillor Tilley

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$1,362,274.56 as per the Manuel Cheque Register Report.

- carried unanimously

3. Capital Invoices

Resolution #16-313
Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given to pay capital cheques totaling \$2,426,332.71 as listed in the Financial Services Minutes of August 31, 2016.

- carried unanimously

4. Tax and Other Receivables Adjustments

Resolution #16-314
Deputy Mayor George/Councillor Rowe

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

BAENE002 \$2,121.56

- carried unanimously

5. Tender Call – One (1) Electric Desiccant Dehumidifier – Robert French Memorial Stadium

Resolution #16-315
Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for the purchase of one (1) Electric Desiccant Dehumidifier for the Robert French Memorial Stadium.

- carried unanimously

6. Tender Call – New Compact Tractor / Backhoe / Loader Combo

Resolution #16-316
Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for the purchase of a new Tractor / Backhoe / Loader Combo.

- carried unanimously

7. Tender Call – LED Sign – Topsail Soccer Facility

Resolution #16-317

Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for the purchase of an LED Sign for the Topsail Soccer Field.

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

Councillor Bent declared a conflict of interest with this item as he is employed by the Soccer Association. He vacated the Chamber at 7:20 p.m. and returned at 7:21 p.m.

8. Tender Call – Two (2) Accessibility Lifts – Recreation Complex

Resolution #16-318

Deputy Mayor George/Councillor Youden

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for the purchase of two (2) Accessibility Lifts for the Recreation Complex.

- carried unanimously

9. Tender Call – Projectors, Screens and Accessories – Conception Bay South Arena

Resolution #16-319

Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for the purchase of Projectors, Screens and Accessories for the Conception Bay South Arena.

- carried unanimously

10. Tender Call – Folder Inserter

Resolution #16-320
Deputy Mayor George/Councillor Connors

Be it so resolved that approval be given for the Town of Conception Bay South to call tender for a folder/inserter.

- carried unanimously

11. RNCA 26th Annual Crime Prevention Guide

Resolution #16-321
Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given for a ½ page advertisement in the RNCA 26th Annual Crime Prevention Guide at a cost of \$710, tax included. Funds are available in account #01-1021000-7005.

- carried unanimously

12. St. John's Board of Trade Business News

Resolution #16-322
Deputy Mayor George/Councillor Rowe

Be it so resolved that approval be given for either a ½ page advertisement in the October/November issue of the St. John's Board of Trade Business News publication at a cost of \$800, plus tax or a full page ad, cost shared with LPHA at a cost of \$700, plus tax. Funds are available in account #01-102-1000-7005.

- carried unanimously

13. Resident Alert Policy

**Resolution #16-323
Deputy Mayor George/Councillor Bursey**

Be it so resolved that the Resident Alert Policy be adopted as presented.

Resident Alert Policy

PURPOSE:

Resident Alert Notification System

Resident Alert Notification System is a mass notification system developed and supplied by Everbridge.

Resident Alert messages shall only be initiated for matters deemed to require mass notification to residents. It will be used as an effective and efficient medium to inform residents of such matters.

The Resident Alert message will be posted in the manner included in the procedure identified below.

Resident Alert Information for citizens is available on the Town's website.

What constitutes as an Alert

Resident Alerts will be of two classifications. Those that can be foreseen and planned, and those of an emergency nature.

Notifications to be issued through the Resident Alert system will include:

- Garbage collection changes
- Disruption to water services
- Traffic Disruption
- Safety alerts
- Emergency notices

AUTHORITY:

- Council Discretion

PROCEDURE:

Unless the event is an emergency that requires an immediate alert, the following procedure shall be followed:

- Resident Alert shall be used when there are more than 10 properties affected by an event or service disruption.
- The alert shall be delivered between the hours of 7:00 a.m. and 9:30 p.m.
- The Resident Alert message shall be prepared by the Department initiating the alert. The Resident Alert message will be forwarded to the Chief Administrative Officer and Communications Coordinator for review.
- The Chief Administrative Officer and the Communications Coordinator will review the request with regard to the criteria outlined in this policy. The decision will be made to either proceed with distributing the alert, or denying the request if it does not meet the criteria.
- Wherever possible, the message shall be forwarded to the Chief Administrative Officer and Communications Coordinator 48 hours in advance of the message distribution.
- The message shall include a contact person for further information, including phone numbers and email addresses.
- Once the message is approved by the Chief Administrative Officer, the Communications Coordinator shall prepare the following from the approved content for a Citizen Alert:
 - create a text and email message for cellphone, text/email distribution;
 - record a voice message for land-line phone and cellphone voice message;
 - distribute the alert to all residents or select recipients by geographic area or defined zones as identified by the Department initiating the alert.
- The alert shall be distributed by the Communications Coordinator.
- The message shall be emailed to Council and all Town staff via Town email addresses by the Communications Coordinator.
- The message will be supplemented by website notices, Facebook and Twitter posts, and notification on Town app. Director/Fire Chief will determine if print/radio advertising required and follow their normal protocol for advertising.
- All Notifications will be sent to all residents in the Resident Alert. The exception will be service disruptions that only impact a specific area of Town. In those cases, only residents in the geographic area identified will be targeted through Resident Alert system.
- When the Communications Coordinator is not available, the Chief Administrative Officer will prepare the alert in consultation with

the respective Director and direct the IT personnel to distribute the Resident Alert.

- Regular monitoring of the Resident Alert Message system shall be carried out by the Chief Administrative Officer and Communications Coordinator to ensure the system is working properly and messages are being delivered appropriately.

In the case of an emergency:

- Director/Fire Chief or designate of the Department initiating the Alert shall create alert information to be sent to Chief Administrative Officer, who will direct Communications Coordinator to write, record and distribute the message.
- The message shall include a contact person for further information, including phone numbers and email addresses.
- The message shall be emailed to Council and Town staff via Town email accounts.
- The message will be supplemented by website notices, Town Facebook and Twitter notifications, and the Town app. Director/Fire Chief will determine if print/radio advertising required and follow their normal protocol for advertising.

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

- carried unanimously

14. Municipal Memorial Peace Park - Kiwanis Club of Kelligrews

Resolution #16-324

Deputy Mayor George/Councillor Youden

Be it so resolved that a \$16,661 donation for materials and \$6,400 in-kind donation be made to the Kiwanis Club of Kelligrews in support of the Municipal Memorial Peace Park. Funds are available in account #01-101-1000-7705.

- carried unanimously

15. Clean Water and Wastewater Fund

Resolution #16-325
Deputy Mayor George/Councillor Bent

Be it so resolved that approval be given to enter into the Ultimate Recipient Agreement for the Clean Water and Wastewater Fund (CWWF) with the Department of Municipal Affairs in the amount of \$7,500,000.

- carried unanimously

16. Financial and Administrative Services Committee Report

Resolution #16-326
Deputy Mayor George/Councillor Rowe

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of August 31, 2016 be accepted as presented.

- carried unanimously

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

No meeting held.

9. RECOMMENDATIONS OF FIRE, ENFORCEMENT AND PUBLIC SAFETY COMMITTEE (Chair, Councillor Kirk Youden)

Presentation of recommendations of meeting held on August 30, 2016

1. Training – Blue Card Incident Command Certification Program

Resolution #16-327

Councillor Youden/Councillor Murphy

Be it so resolved that approval be given to the Fire Department to host and provide training to the Fire Chief and 1 Fire Captain under the Blue Card Incident Command Certification Train-the-Trainer Program at Station 1 from October 31 to November 4, 2016. The approximate cost of \$9,000.00 USD plus GST. Funds are available in account 01-201-1000-7050.

- carried unanimously

2. Fire, Enforcement and Public Safety Committee Report

Resolution #16-328

Councillor Youden/Councillor Bursey

Be it so resolved that the recommendations/decisions made at the Fire, Enforcement and Public Safety Committee Meeting of August 30, 2016 be accepted as presented.

- carried unanimously

10. OTHER COMMITTEE REPORTS

11. NEW BUSINESS

Mayor Tessier

recognized Terri Lynn Cooper, who was in attendance, as President of the local union and as we just passed Labour Day would like to say thank you to our Local union for all they do for the residents of Conception Bay South.

Councillor Tilley

on Aug 24-25, 2016 the Town hosted the Provincial Bantam A Championships where the CBS Raiders walked away with the gold medal.

would like to bring attention to the ATV usage on the side roads and most recently on Route 60 and is calling on parents to play an important role in educating our children not to use these vehicles in restricted areas.

Councillor Youden

reiterated Councillor Tilley's point on the ATV usage and asked that parents step up and ensure the safety of their children and the other residents of the Town.

Attended the Special Olympics softball banquet and would like to send thanks to Mr. Eric Hart for taking on this challenge to get these athletes out to play softball.

Councillor Rowe

provided an updated on the Urban Agriculture questionnaire. She stated that 466 individuals completed this questionnaire. More than half of those who answered were in favour of keeping chickens on their properties but she stated that there was some strong opposition as well. All results, when tabulated, will be made available on the Town's website.

Deputy Mayor George

asked residents to contact our Public Works department if they notice trees and shrubs that are causing an obstruction to site views in our intersections and roadways.

Councillor Connors

shared his thoughts on the success of the summer games. It was one of the best games ever held and set a high precedent for those who follow. He visited many businesses in the community who advised they saw great traffic at their locations. He would like to see an economic impact completed to show the

success and spin off from holding these types of events. He stated that he also spoke to many residents and visitors throughout the games who had great praise for the facilities and the Town itself.

would like to advise the 36th Annual Terry Fox Run will be held on September 18th.

the fall walking for wellness starts tomorrow, September 7, 2016.

congratulated the CBS Masters Team who recently won the SPN Men's 60 and over National Softball Championships.

Councillor Bursey

August was a great month in Conception Bay South, the summer games were a great addition and we gained some great upgrades to our facilities.

September 23-25, 2016 the Easter Seals will be hosting the Jeremy Cross Memorial Softball Tournament at the Richard Parsons Field. It is one of their fundraisers that will aid in the creation of an inclusion playground on Mount Scio Road.

Councillor Bent

commented on the fantastic show the Snow Birds performed on August 23, 2016. He stated it was a great show that was available to everyone with so many vantage points throughout the Town. It was also great to see the videos and pictures from the pilots as they flew overhead and to see the positive comments made by those pilots.

attended Pirate Day at Topsail Beach on Sunday, August 28, 2016. It was a great day and had a great turn out.

hats off to the Special Olympics and their new softball program that Mr. Eric Hart has taken

upon himself to get started. It's a true essence of fair play.

reminded residents that kids are back to school tomorrow and requested everyone to pay attention on the roadways as they may not be paying close attention to you.

would like to thank to all the volunteers of the Summer Games, these few hundred volunteers made sure the games ran as smoothly as possible.

Councillor Murphy

stated he was extremely proud to be a part of the summer games and very proud to have the indigenous group participate this year. He has spoken to the band leaders who were very grateful to participate and pleased with the running of the games.

Mayor Tessier

while attending the events of the summer games it was noted by many that we have the best kept facilities in all the province.

stated that he had witnessed the Conception Bay South Fire Department in action at the sinking of a boat at Cherry Lane. These firefighters had the cold water emersion suits on to risk their lives to save the two people on board that boat. Kudos to all involved last night. He also noted that they were on scene before the coast guard, had control of the situation and had the people from the ship safely rescued.

advised that there will be additional work completed on the T'Railway to have the loop completed in the downtown core by the Mainstreet Business Association. It will be a great asset to the area.

stated that he had attended the Wounded Warriors 3rd annual golf tournament along with other members of staff and council. A great event for a great cause.

12. ADJOURNMENT

The meeting adjourned at 8:06 p.m.

Resolution #16-329
Councillor Murphy /Councillor Bent

Be it so resolved that the meeting adjourn.

- carried unanimously

Steve Tessier
Mayor

Jody Fifield
Executive Secretary