

REGULAR MEETING #06

April 7, 2015

A Regular Meeting of Council convened in the Council Chambers at 7:06 p.m. in the presence of Mayor Ken McDonald, Councillors (with the exception of Deputy Mayor Tessier), Acting Chief Administrative Officer, Gail Pomroy, Director of Engineering and Public Works, Jennifer Manuel, Director of Recreation and Leisure Services, Dave Tibbo, Economic Development Coordinator, Jennifer Lake and Executive Secretary, Jody Fifield.

1. ADOPTION OF AGENDA AND MINUTES

a. Adoption of meeting agenda of April 7, 2015

Resolution #15-117
Councillor Tilley/Councillor George

Be it so resolved that the agenda of the meeting of April 7, 2015 be adopted as presented.

- carried unanimously

b. Adoption of minutes of meeting of March 17, 2015

Resolution #15-118
Councillor Connors /Councillor Youden

Be it so resolved that the minutes of the meeting of March 17, 2015 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. Volunteer Week Proclamation

Mayor McDonald proclaimed April 12 – 18, 2015 as Volunteer Week in the Town of Conception Bay South.

Dr. Andrew Furey, Honorary Champion and Co-Founder of Team Broken Earth and Pam Corrigan, Committee Member and Program Associate with the Community Sector Council were in attendance for the proclamation signing.

b. Child Abuse Prevention Month Proclamation

Mayor McDonald proclaimed the month of April 2015 as Child Abuse Prevention Month in the Town of Conception Bay South.

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

Transferred from Privileged Meeting #7

1. Residential Development – 502 Conception Bay Highway

**Resolution #15-119
Councillor Rowe/Councillor Youden**

Be it so resolved that an application for a duplex with subsidiary apartments at 502 Conception Bay Highway, Foxtrap be approved subject to compliance with the Town's Development Regulations.

- carried unanimously

Presentation of recommendations of meeting held March 30, 2015

1. Variance – 26 Buckingham Drive, Chamberlains

Resolution #15-120
Councillor Rowe/Councillor Youden

Be it so resolved that approval be given to vary the minimum flanking street setback on the east side of 26 Buckingham Drive, Chamberlains to facilitate the development of a new residential street to accommodate a proposed subdivision subject to compliance with Town regulations.

- carried unanimously

2. Municipal Plan Amendment No. 8, 2015 and Development Regulations Amendment No. 12, 2015 – Stanleys Road, Long Pond

Resolution #15-121
Councillor Rowe/Councillor Connors

Be it so resolved that Municipal Plan Amendment No. 8, 2015 and Development Regulations Amendment No. 12, 2015, 2015 to redesignate and rezone land adjacent to the existing marina off Stanleys Road to accommodate a dive shop and club house be adopted with the revision to decrease the maximum building height from 15 metres to 10 metres, and that a suitable date be determined for the required public hearing.

- carried unanimously

3. Proposed Commercial Development – 2678 Topsail Road, Manuels

Resolution #15-122
Councillor Rowe/Councillor Murphy

Be it so resolved that approval be granted for a convenience store in an existing building located 2678 Topsail Road, Manuels subject to compliance with the Town's Development Regulations.

- carried unanimously

4. Home Occupation – Sewing Studio – 30 Atkins Road, Manuels

Resolution #15-123

Councillor Rowe/Councillor George

Be it so resolved that approval be given to operate a sewing studio as a home occupation from an existing residence at 30 Atkins Road, Manuels subject to the Town Development's Regulations and the following conditions:

- that each class contain a maximum of 6 clients; and
- that the business not include tailoring or associated activities where clients would drop off sewing work.

- carried unanimously

5. Confirm Order – 62 LeDrews Road, Kelligrews

Resolution #15-124

Councillor Rowe/Councillor Youden

Be it so resolved that the Order issued March 15, 2015 under the Municipalities Act, 1999 and The Town of Conception Bay South Waste Disposal and Property Regulations ordering the removal of unused/dismantled vehicles, scrap wood, vehicle parts, and other miscellaneous debris situated on the property located at 62 LeDrews Road, Conception Bay South be confirmed.

- carried unanimously

6. Planning and Development Committee Meeting Report

Resolution #15-125

Councillor Rowe/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of March 30, 2015, be accepted as presented.

- carried unanimously

The Planning and Development Committee Meeting Report of March 30, 2015, contains the following recommendation:

1. Appraisal Report – English School Board

Recommendation:

Be it so resolved that approval be given for preparation of an appraisal report by Provident Valuations and Advisor Services at a cost of \$6,000 plus HST. Funds are available in account number 01-501-1000-7615.

**5. RECOMMENDATIONS OF ENGINEERING & PUBLIC WORKS COMMITTEE
(Chair, Councillor Ken George)**

Presentation of recommendations of meeting held March 31, 2015

1. Engineering and Public Works Committee Meeting

Resolution #15-126

Councillor George/Councillor Youden

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of March 31, 2015, be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held April 1, 2015

1. Tender 15-06 Purchase and Installation of One (1) New Center Ice Score Clock

Resolution #15-127

Councillor Connors/Councillor Murphy

Be it so resolved that approval be given for the Town of Conception Bay South to re-tender for the Purchase and Installation of One (1) New Center Ice Score Clock.

- carried unanimously

2. Landscape Newfoundland and Labrador

Resolution #15-128

Councillor Connors/Councillor Tilley

Be it so resolved that the Town of Conception Bay South renew its membership with Landscape Newfoundland and Labrador for 2015 at a cost of \$161.06 HST included. Funds are available in account number 01-503-1000-5099.

- carried unanimously

3. Recreation and Leisure Services Committee

Resolution #15-129

Councillor Connors/Councillor Murphy

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of April 1, 2015 be accepted as presented.

- carried unanimously

7. RECOMMENDATIONS OF FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Steve Tessier)

Transferred from Privileged Meeting #7

1. Program Supervisor

Resolution #15-130
Councillor George /Councillor Murphy

Be it so resolved that approval be given to appoint Brad Pitcher as Program Supervisor as per the terms and conditions of the employment contract.

- carried unanimously

2. Offshore Technology Conference

Resolution #15-131
Councillor George/Councillor Tilley

Be it so resolved that approval be given for Deputy Mayor Tessier to attend the Offshore Technology Conference from May 3-7, 2015 in Houston, Texas as part of the Newfoundland Delegation at an approximate cost of \$5,200. Funds available in account number 01-101-1000-4220.

- carried unanimously

Presentation of recommendations of meeting held March 30, 2015

1. Accounts Payable Cheque Register

Resolution #15-132
Councillor George/Councillor Tilley

Be it so resolved that approval be given for the payment of cheques totaling \$455,580.97 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #15-133
Councillor George /Councillor Murphy

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$164,433.01 as per the attached report.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #15-134
Councillor George /Councillor Tilley

Be it so resolved that approval be given to ratify direct payments previously released totaling \$157,255.07 as per the attached report.

- carried unanimously

4. Capital Invoices

Resolution #15-135
Councillor George /Councillor Connors

Be it so resolved that approval be given to pay capital invoices totaling \$1,344,501.89 as listed in the Financial Services Committee Minutes of March 30, 2015.

- carried unanimously

5. Tax and Other Receivables Adjustments

Resolution #15-136
Councillor George /Councillor Connors

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

P.M.V001	\$354.10
WONDE013	\$2,898.07
SECON001	\$1,660.92
QUICK001	\$366.94
JAGEN001	\$3,564.95
CBSDE001	\$100.00
KINGH001	Request Denied
ATLAN020	\$6,003.30

- carried unanimously

6. Atlantic Mayors' Congress – Membership Invoice

Resolution #15-137
Councillor George /Councillor Connors

Be it so resolved that approval be given to pay the April 1, 2015 to March 31, 2016 membership fee to the Atlantic Mayors' Congress in the amount of \$750.00. Funds are available in account 01-101-1000-4226.

- carried unanimously

7. 2015 Donation Program

Resolution #15-138
Councillor George /Councillor Connors

Be it so resolved that donations as listed be approved under the Town's 2015 Donation Program.

- carried unanimously

8. Council and Management Travel Policy

Resolution #15-139
Councillor George /Councillor Connors

Be it so resolved that the Council and Management Travel Policy be adopted as presented.

- carried unanimously

PURPOSE:

To define what expense items are to be reimbursed, in advance or upon return from travel that is required by a member of Council or Management to conduct business for the Town of Conception Bay South.

AUTHORITY:

- Section 205 of the *Municipalities Act, 1999*
- Section 7 of the *Municipal Councillor Remuneration and Reimbursement Regulations, 2001* under the *Municipalities Act, 1999*

PROCEDURE:

All requests for travel will be submitted to the Financial & Administrative Services Committee for consideration and recommendation to Council. A resolution of Council, including the cost of travel, is required prior to the anticipated departure date for members of Council.

EXPENSES:

When travel is required by a member of Council or Management, the Town of Conception Bay South will reimburse the following items of expense:

- **Registration Fees**
 - Receipt required. Spouse/Guest registration may be included.
- **Transportation**

The following transportation will be approved based on the most economical means available:

 - Airfare: Receipt required. There will be no reimbursement for individuals utilizing travel points.

- Use of Vehicle: As per Government of Canada rate per km.
- Rental Car: Car rental expenses will be reimbursed if travel is required to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings). Receipt required.
- Taxi or Shuttle: Taxi or shuttle fare will be reimbursed if a car has not been rented. These expenses will only be for travel to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings).
- **Accommodation**
 - Receipt required for commercial accommodation
 - Reasonable personal and business telephone calls as receipted
 - All other expenses incurred on the hotel invoice will be the responsibility of the individual traveling. (Pay Per View, alcohol, etc.)
 - A maximum of \$40 per day will be reimbursed for non-commercial accommodations. No receipt required.
- **Per Diem**
 - Per Diem funds may be paid in advance by providing a minimum of ten (10) working days notice prior to travel.
 - Per Diem will be paid for days traveling to and from destination.
 - No receipt required.
 - \$75 (Canadian Funds) Travel within Canada
 - \$75 (U.S. Funds) Travel to the U.S.
 - A per diem will be provided and is intended to include the following items of expense:
 - All meals including breakfast, lunch, dinner and snacks/refreshments
 - Other incidentals

The expenses listed above are to be submitted on the Town's Travel Expense Claim form within twenty-one (21) days upon return. Each member of Council or Management is responsible for submitting their own travel claim.

Consideration may be given to any other expense not included above with a detailed explanation and a receipt.

If the additional expense is for a meal, the names of those in attendance are required and will be reimbursed from the appropriate account. A receipt is also required.

Expenses incurred by the spouse of the member of Council or Management shall not be reimbursed by the Town of Conception Bay South.

Should these expenses be paid for on a Town owned credit card, the amount must be deducted on the Travel Expense Claim form.

Any expenses that had been prepaid to the member of Council or Management or paid for on a Town owned credit card that are not covered under this policy must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

Any expenses incurred by a member of Council or Management, either covered under this policy or otherwise, without the required receipt will not be reimbursed. If the expense was prepaid or charged to a Town owned credit card, it must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

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

9. Unionized Employee Travel Policy

Resolution #15-140
Councillor George /Councillor Tilley

Be it so resolved that the Unionized Employee Travel Policy be adopted as presented.

- carried unanimously

PURPOSE:

To define what expense items are to be reimbursed, in advance or upon return from travel outside of the Northeast Avalon that is required by a unionized employee to conduct business for the Town of Conception Bay South.

AUTHORITY:

- Section 99 of the *Municipalities Act, 1999*
- Council discretion

PROCEDURE:

All requests for travel will be submitted to the applicable Department Head for approval. The request will then be sent to the Town Manager/Clerk for approval.

EXPENSES:

When travel is required outside of the Northeast Avalon by a unionized employee, the Town of Conception Bay South will reimburse the following items of expense:

- Registration Fees
 - Receipt required.
- Transportation

The following transportation will be approved based on the most economical means available:

- Airfare: Airfare will be approved based on the most economical airfare available. Receipt required. There will be no reimbursement for individuals utilizing travel points.
- Use of Vehicle: As per Government of Canada rate per km.

- Taxi or Shuttle: Taxi or shuttle fare will be reimbursed. These expenses will only be for travel to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings).
- Accommodation
 - Receipt required for commercial accommodation
 - Reasonable personal and business telephone calls as receipted
 - All other expenses incurred on the hotel invoice will be the responsibility of the individual traveling. (Pay Per View, alcohol, etc.)
 - A maximum of \$40 per day will be reimbursed for non-commercial accommodations. No receipt required.
- Overnight Travel
 - Per Diem
 - funds may be paid in advance by providing a minimum of ten (10) working days notice prior to travel.
 - Per Diem will be paid for days traveling to and from destination.
 - No receipt required.
 - \$50 (Canadian Funds) Travel within Canada
 - \$50 (U.S. Funds) Travel to the U.S.
 - \$35 (Canadian Funds) Travel within Canada (if meals are included with registration)
 - \$35 (U.S. Funds) Travel to the U.S. (if meals are included with registration)
 - A per diem will be provided and is intended to include the following items of expense:
 - All meals including breakfast, lunch, dinner and snacks/refreshments
 - Other incidentals
- Day Trips
 - \$10 per meal required
 - Breakfast will be included if travel prior to regular working hours is required.
 - Dinner will be included if travel after regular working hours is required.

The expenses listed above are to be submitted on the Town's Travel Expense Claim form.

Should these expenses be paid for on a Town owned credit card or if the method of travel is a town owned vehicle, the employee will not be reimbursed for this expenses.

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

10. Financial and Administrative Services Committee Report

Resolution #15-141

Councillor George/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of March 30, 2015 be accepted as presented.

- carried unanimously

8. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (Chair, Councillor Gerard Tilley)

Presentation of recommendations of meeting held March 30, 2015

1. Main Street Improvement Plan

Resolution #15-142

Councillor Tilley/Councillor Rowe

Be it so resolved that Dwayne Gaulton of the Newfoundland and Labrador Credit Union and Jim Burton of Remax Infinity Realty Inc. be approved and appointed as Directors of the Board of Management for the Conception Bay South Main Street Business Improvement Association as per the Main Street Business Improvement Association Regulation.

- carried unanimously

2. Economic Development and Tourism Committee Report

Resolution #15-143

Councillor Tilley/Councillor George

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of March 31, 2015 be accepted as presented.

- carried unanimously

9. OTHER COMMITTEE REPORTS

Nil

10. NEW BUSINESS

Councillor Rowe

advised that once a month at Manuels River Natural Heritage Center they have an Arts and Culture day, this month it will be held on April 16th from 2:00-4:30 p.m. Special guest artist for this show will be Gerald Squires and Tom Dawe. She encouraged everyone to attend.

Councillor Tilley

would like to remind residents to drive with care when using the CBS By-Pass. He stated that there have been numerous accidents, some of which have been fatal, on this highway and he would like to see a plan to expand or help elevate the safety issues of this road.

Councillor Murphy

stated that he received correspondence from the Dowden Point Citizen's Committee pertaining to the revised plans for the Dowdens Head site. He stated that Nalcor are not taking into consideration the residents of the area. He would like staff to setup a meeting with Nalcor to discuss our concerns. They have made numerous changes to the site design, initial plans indicated the use of Lance Cove Road to access the site but changes were made to use Lears Road to access the Site and

Cemetery road as an egress from the site. All this has happened without any consultation with the Town or the residents.

He also addressed the editor of the Shoreline News, to advise of the inaccuracies in the story that ran in last week's edition and to advise they will be sending along a letter of correction.

Councillor Youden

continued from Councillor Murphy's statement on the meeting held with Nalcor and the Concerned Residents Committee. He stated that there has been a lack of communication from Nalcor as well as a lack of consideration to our residents.

He would like to see the Town restrict the use of Town roads until they come in and meet with Council. There is a total lack of respect from Nalcor. He would like to have assurances from Nalcor that any damage to the Town infrastructure will be repaired by Nalcor.

Councillor George

would like to remind residents to report any potholes to the Town immediately and we will endeavor to repair them in a timely manner. If the pothole is on a non-town road we will contact the necessary personnel.

Mayor McDonald

stated that he attended the studio 5 art exhibit last week. There were about 25 artist as part of the exhibit and he commended the group on the immense talent of artist here in Conception Bay South.

He attended the opening ceremonies of the Female Hockey Tournament in Paradise and commented on the many hockey tournaments this week. Great caliber hockey in the region.

11. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Resolution #15-144
Councillor Rowe /Councillor Murphy

Be it so resolved that the meeting adjourn.

- carried unanimously

Ken McDonald
Mayor

Gail Pomroy
Acting Chief Administrative Officer