

REGULAR MEETING #15 October 6, 2015

A Regular Meeting of Council convened in the Council Chambers at 7:02 p.m. in the presence of Mayor Steve Tessier, Councillors (with the exception of Councillor Rowe), Director of Planning and Development, Elaine Mitchell, Director of Finance, Liz Davis, Director of Recreation and Leisure Services, David Tibbo, Director of Engineering and Public Works, Jennifer Manuel and Executive Secretary, Jody Fifield.

1. ADOPTION OF AGENDA AND MINUTES

a. Adoption of meeting agenda of October 6, 2015

Resolution #15-355 Councillor Tilley/Councillor Connors

Be it so resolved that the agenda of the meeting of October 6, 2015 be adopted as presented.

- carried unanimously

b. Adoption of minutes of meeting of September 15, 2015

Resolution #15-356 Councillor Murphy/Councillor George

Be it so resolved that the agenda of the meeting of September 15, 2015 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

Nil

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

Transferred from Privileged Meeting #17

1. Honorary Naming

**Resolution #15-357
Councillor Tilley/Councillor Youden**

Be it so resolved that:

- The public gallery in the new Town Hall be named “Gerald M. Greenslade Gallery”;
- The road leading to the new Town Hall and Recreation Complex be called “Remembrance Square”; and
- The public rooms in the new Town Hall be named after the nine traditional communities: Topsail, Chamberlains, Manuels, Long Pond, Kelligrews, Foxtrap, Lawrence Pond, Upper Gullies and Seal Cove

- carried unanimously

Presentation of recommendations of meeting held September 28, 2015

1. Animal Intake Policy

**Resolution #15-358
Councillor Tilley/Councillor Murphy**

Be it so resolved the Animal Intake Procedure be adopted as presented.

- carried unanimously

PURPOSE:

To effectively manage the intake of animals into the shelter life in a manner that reduces stress, pain and suffering.

AUTHORITY:

- Guidelines for Standards of Care in Animal Shelters
- Town of Conception Bay South Animal Control Regulations
- Animal Health and Protection Act

ANIMAL INTAKE PROCEDURES:

Animals will be received into the Humane Services Shelter through a variety of methods. No matter how animals come into the care of the shelter, the Town strives to provide the best possible care from initial intake until the animal is returned home or re-homed. It is paramount that all measures are taken to recognize and reduce animal stress, pain and suffering as well as assist the animal adapt to the shelter.

To aid in the reduction of stress on the animals, socialization and interaction are vital and all animals will receive social interaction each day from a Humane Services Officer. Dogs in the shelter will be walked daily. Each animal will receive daily socialization with people or animals or both. Each animal will be provided toys and other enrichments that are appropriate for the well-being of the animal.

Upon admittance to the shelter, a form must be completed by a Humane Service Officer for each animal. A file for each animal will be maintained by the Humane Service Officers and will include all information obtained and observations made during the stay at the shelter. Each animal will be observed and tracked by the Humane Services Officer assigned to shelter duties and these observations will be logged daily. This tracking log will form part of the file and will include such items as food intake; bodily functions; temperament of the animal; behavior and any other pertinent information.

All animals received into the shelter will be segregated from healthy animals until such time as the health of the intake animal can be determined. Segregation ensures that the intake animal does not affect other animals and affect the health in the shelter. While in segregation, the animal will be subject to: initial examination, observations, veterinarian examination and applicable treatments. The initial examination will be completed by the Humane Services Officer to determine the health and condition of the animal, obvious signs of medical issues or the need for treatment and behavioural observations. The Humane Services Officer will administer flea treatment and/or deworming if deemed necessary. The Humane Services Officer will document this information in the file for each animal.

All animals entering the shelter will be subject to an examination by a veterinarian authorized by the Enforcement Manager. The purpose of this examination will be to ensure that all animals are in a healthy condition. The veterinarian will provide a report as to the health and condition of the animal which will be the basis for determining the disposition of the animal. The veterinarian examination may include vaccinations and, in the case of cats, feline leukemia and FIV testing. The results of these tests will be placed in each animal's file.

On completion of the applicable treatments recommended by a veterinarian and authorized by the Enforcement Manager, the animal will be introduced into the main stream shelter life until adoption or other disposition can be determined.

Should an animal be deemed healthy and adoptable, each animal will be spayed or neutered as soon as practical depending on weight, size and age. Should this not be done before the animal is adopted, the Town, through its veterinarian service provider, will pay for spaying or neutering services.

Should medication be prescribed by the veterinarian, a medication form will be completed outlining the times, dates and the prescription medication that was received and administered to each animal. A copy of this information will be documented on the file.

To effectively assess each animal, a daily log outlining conditions of the animal will be compiled. For dogs, this daily log will include amount of time being walked.

The file including any test results and medication will be provided for review to any potential adopter or new owners. The new owner will be liable for any medical or veterinarian treatment after the adoption process.

Surrendered animals:

Companion animals which are surrendered to the Town will be received by a Humane Services Officer from the owner. The Humane Services Officer will conduct an interview with the owner to obtain the animal history, health concerns, behavioral traits and any documentation the owner has with past veterinary services and vaccinations. The Humane Service Officer will include this history in the appropriate file for each animal. This information will assist the Humane Services Officer to care for the animal and will aid in the adoption process.

Stray animals:

Intake of companion animals which are obtained through the capture as a result of roaming or animals turned into the shelter as a stray will be received at the shelter and an initial examination conducted. This examination will be aimed at identifying any immediate medical concerns, need for treatment and to attempt to identify the owners of the animal through tags, micro-chips or tattoos.

The Humane Services Officer will complete a form to document the condition of the animal and all information available.

The Humane Services Officer will attempt to identify the owner of an animal in order to reunite the animal and owner. For animals where the owner is not readily identifiable, the Humane Services Officer will take a photograph which will be forwarded to the Enforcement Clerk for posting on social media and the Town's website.

If the Humane Services Officer suspects that the animal is feral, an examination will be undertaken but it may be necessary to employ two persons in this task. All animals will be stressed to different degrees when removed from their normal living circumstances. When first received into the shelter, it is important to provide the animal with a period of time to adjust to the shelter environment so an accurate assessment can be made and to minimize further stress. The initial examination will help to determine the overall condition of the animal, any identifying marks and/or any medical issues. This information will be documented and contained in a file associated with the animal.

Seized animals:

Animals seized as a result of an investigation under the Town of Conception Bay South Animal Control Regulations or by an inspector under the Animal Health and Protection Act will be examined and the results of this examination as well as behavioural observations recorded as part of the investigation file. All documented information shall be contained in the investigation file, regardless of the relevance towards the investigation, and form part of the disclosure/legal files relating to any offenses which may be laid.

OWNERSHIP

Disposition

Companion animals surrendered by the owner and documented on the surrender form will immediately become the property of the Town. The disposition of each animal will be determined based on the adoptability, with considerations of the animal traits identified by the owner, and the

overall health of the animal as determined through the intake and examination process.

Companion animals which are obtained as stray animals and not claimed by the owners will be held for a period of five working days at which time the animal will become the property of the Town, in accordance with the Animal Health and Protection Act. The disposition will be determined based upon the health, temperament of the animal and adoptability.

Seized animals will be held until such time as the owner who has legal custody surrenders the animal to the Town or the animal is deemed to be owned by the Town in accordance with the Animal Health and Protection Act. The disposition will be determined based upon the health, temperament of the animal and adoptability and with consideration to legal and Humane Services investigation files.

In cases where an animal is considered for euthanasia the file will be reviewed by the Enforcement Manager who will provide or deny the necessary authorization.

2. Gateway Concept Plan

Resolution #15-359
Councillor Tilley/Councillor Connors

Be it so resolved that the Town accept the proposal from Lydia Lewycky, MCIP, CSLA, for a concept plan for the Gateway phase 2 at a cost of \$29,870.00 plus HST. Funds are available in account # 01-000-0260-2760.

- carried unanimously

3. Planning and Development Committee Meeting Report

Resolution #15-360
Councillor Tilley/Councillor George

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of September 28, 2015, be accepted as presented.

- carried unanimously

The Planning and Development Committee Meeting Report of September 28, 2015, contains the following recommendations:

1. Euthanasia Policy – Humane Services

Recommendation:

Be it so resolved that the Town's Animal Euthanasia Policy 001 be rescinded.

2. Confirm Order – 45 Peacock Place

Recommendation:

Be it so resolved that the matter relating to a dilapidated structure at 45 Peacock Place, Foxtrap, be referred to the Town's solicitor for legal action.

3. Speed Limit Reduction – Conception Bay South Industrial Park

Recommendation:

Be it so resolved that a street sign advising motorists to drive carefully be placed on Hops Street and Barley Road.

4. Sale of Town Owned Land – Waterside Place, Kelligrews

Recommendation:

Be it so resolved that the Town retain the parcel of Town Owned Land on Waterside Place, Kelligrews to facilitate access to the T'Railway.

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

Transferred from Privileged Meeting #17

**1. Traffic Study
2014 – 2017 Multi Year Capital Works**

**Resolution #15-361
Councillor Murphy/Councillor Connors**

Be it so resolved that approval be given for the Town of Conception Bay South to enter into a Prime Consultant Agreement with Harbourside Transportation Consultants for Phase 1 of the Traffic Study. This project has been approved for funding from the 2014-2017 Multi Year Capital Works Program in the amount of \$21,735.55 (HST included).

- carried unanimously

Presentation of recommendations of meeting held October 1, 2015

1. Capital Equipment – Light Duty Trucks

**Resolution #15-362
Councillor Murphy/Councillor Tilley**

Be it so resolved that approval be given to purchase one (1) 4x4, half ton pick-up truck and one (1) 3500 crew cab and chassis truck from the MASH Procurement tender in the amount of \$26,063.00 plus HST and \$31,086.00 plus HST. Funds are available in account #01-301-5000-8025.

- carried unanimously

2. Approval to Dispose of Two (2) 2006 Ford F-150 Pick-up Trucks

**Resolution #15-363
Councillor Murphy/Councillor George**

Be it so resolved approval be given to dispose of the two (2) 2006 Ford F-150 Pick-up Trucks.

- carried unanimously

3. Take into General Revenue – Water and Sewer Security Deposits

Resolution #15-364
Councillor Murphy/Councillor Connors

Be it so resolved that security deposits in the amount of \$4,600.00 for the Street Excavation and Reinstatement Policy and Permit be taken into general revenue.

- carried unanimously

4. Engineering and Public Works Committee Meeting

Resolution #15-365
Councillor Murphy/Councillor Connors

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of October 1, 2015, be accepted as presented.

- carried unanimously

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

Transferred from Privileged Meeting #17

1. Tender – Electronic Score Clocks for Sgt. Ned’s Softball Field, Parsons Softball Field and Stoney Hill Baseball Field

Resolution #15-366
Councillor Connors/Councillor Murphy

Be it so resolved that approval be given to call tender for the purchase of three (3) electronic score clocks, one each for Sgt. Ned’s softball, Stoney Hill baseball and Parsons softball facilities.

- carried unanimously

Presentation of recommendations of meeting held September 28, 2015

1. Recreation Complex – Shut-down 2015

Resolution #15-367
Councillor Connors/Councillor Youden

Be it so resolved that approval be given for the Recreation Complex to be shut down for annual maintenance beginning 3:30 p.m. on Sunday, December 13, 2015 and re-opening as per the normal schedule on Monday, January 4, 2016.

- carried unanimously

2. Recreation and Leisure Services Committee

Resolution #15-368
Councillor Connors/Councillor Youden

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of September 28, 2015 be accepted as presented.

- carried unanimously

7. RECOMMENDATIONS OF FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE (Chair, Ken George)

Transferred from Privileged Meeting #17

1. The gateway Development

Resolution #15-369
Councillor George/Councillor Connors

Be it so resolved that approval be given to ratify expenses to engage SNC-Lavalin to complete gas monitoring project at the gateway at a cost of \$29,028 plus hst. Funds are available in the capital project account.

- carried unanimously

2. Legal File – Stow A Way

Resolution #15-370
Councillor George/Councillor Murphy

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

57972001 \$15,547.79

- carried unanimously

Presentation of recommendations of meeting held October 1, 2015

1. Accounts Payable Cheque Register

Resolution #15-371
Councillor George/Councillor Connors

Be it so resolved that approval be given to pay cheques totaling \$614,216.20 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #15-372
Councillor George/Councillor Connors

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$333,493.32 as per the attached report.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #15-373
Councillor George/Councillor Tilley

Be it so resolved that approval be given to ratify direct payments previously released totaling \$71,401.94 as per the attached report.

- carried unanimously

4. Capital Invoices

Resolution #15-374
Councillor George/Councillor Murphy

Be it so resolved that approval be given to pay capital cheques totaling \$163,384.29 as listed in the Financial Services Minutes of October 1, 2015.

- carried unanimously

5. Donation Request – Holy Spirit High School

Resolution #15-375
Councillor George/Councillor Connors

Be it so resolved that approval be given for the donation of \$250.00 to Holy Spirit High School in support of their Annual Scholarship and Awards Program. Funds are available in account 01-101-1000-7705.

- carried unanimously

6. Public Works Supervisor

Resolution #15-376
Councillor George/Councillor Youden

Be it so resolved that approval be given to appoint Boyd Scott as Public Works Supervisor for the Town of Conception Bay South as per the terms and conditions contained within the employment contract.

- carried unanimously

7. Financial and Administrative Services Committee Report

Resolution #15-377
Councillor George/Councillor Murphy

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of October 1, 2015 be accepted as presented.

- carried unanimously

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

Presentation of recommendations of meeting held October 1, 2015

1. Economic Development and Tourism Committee Report

Resolution #15-378
Councillor Bent /Councillor Murphy

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of October 1, 2015 be accepted as presented.

- carried unanimously

9. OTHER COMMITTEE REPORTS

Councillor Murphy advised that he attended the Hydro Community Liaison Committee meeting last night. He is pleased to advise the gas turbine unit is now in service and with that comes a reduction in emissions from this unit.

10. NEW BUSINESS

Councillor Tilley

advised that on October 18, 2015 the CBS Wish Walk will take place. Registration will happen at 11:00 am at the Manuels River Hibernia Center from there the walk will proceed to the Royal Newfoundland Yacht Club where there will be refreshments and entertainment. Everyone is encouraged to participate in this very worthy cause.

Councillor Connors

the Canadian Tire Jumpstart program is a charitable program created by the Canadian Tire Foundation for families to help kids in financial need participate in organized sports. This past fall a total of \$1,837.80 in funding was provided for children in Conception Bay South.

the Town recently advertised for local youth to join our youth advisory Committee, and we had 16 young adults who have come forward to be a part of this group. It's great to see that youth want to be involved in activities in the Town.

the great fall cleanup is coming up on Oct 19-23rd. Garbage bags can be picked up from Town Hall, Recreation Complex and Robert French Memorial Stadium.

Councillor Murphy

at a recent meeting he attended with the Premier and the Minister of Transportation and Works asked if a review could be done of the road condition of Route 60 in Seal Cove and would like to advise that the paving has now been completed and he would like to send his thanks along to both the Premier and the Minister for their quick attention.

attended the Commissioning ceremony of the Monument of Honour on Sunday and had the privilege of parading with the Fire Department. He also had the privilege of being invited along with Councillor Tilley and

the Acting Chief Administrative Officer to sail from St. John's Harbour into the Port of Long Pond on the HMCS Shawinigan on Friday, October 2, 2015.

Councillor Youden

would like to thank the Monument of Honour Committee, the community for their involvement and staff who put forth a lot of time and effort to get the monument project completed. It's something for the Community to be very proud of.

has received a number of concerns about flooding. He would like to advise that residents need to get prepared and take the steps to ensure their properties do not sustain major flooding and damage. Mayor Tessier added that property owners who install French drains and take the steps to drain their properties also have to consider their neighbours and not route their drainage onto others properties.

Councillor George

advised that Budget time is almost here and asked the public to become involved by bringing any concerns they have for budget consultations to their councillors or staff. He also advised that in the coming weeks there will be avenues to submit your requests or concerns via an online forum.

Councillor Bent

reminded residents that the Bright Business Awards deadline is October 9th.

Mayor Tessier

attended the Monument of Honour Commissioning activities this weekend. It was amazing to see the community come together on such a project that will stand tall for many years to come. We need to send along our thanks to Mr. Wayne Miller for his vision and tireless efforts to ensure this project was completed. The HCMS Shawinigan is the first navy boat to tie up at Long Pond Port, it will certainly go down in

the history books. He stated that he had the opportunity to meet the young people who work on the boat and saw how proud they were to be a part of this project.

expressed condolences for the loss of a good friend, Councillor Rowe's husband, Ken Rowe.

11. ADJOURNMENT

The meeting adjourned at 7:42 p.m.

Resolution #15-379
Councillor Tilley/Councillor Murphy

Be it so resolved that the meeting adjourn.

- carried unanimously

Steve Tessier
Mayor

Liz Davis
Director of Finance