

Minutes

Item 1: Call to Order

Mayor R. Hobbs called the meeting to order at 7:00 pm on September 20, 2011 and presided with the following individuals in attendance:

Deputy Mayor Tremblett
Councillor Bryan King
Councillor A. Hynes
Councillor P. Budgell
Councillor F. Mills
Councillor R. Canning

Randy Drover, Town Clerk/Manager
Lee Downer, Director of Public Works and Recreation

Item 2: Opening Prayer in the Form of Silent Reflection

A minute of silence was provided for a private prayer by Councillors.

Item 3: Adoption of the Agenda

Motion 192/2011 – Councillor Canning/Councillor Hynes

To adopt the agenda for public meeting 1292 as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Item 4: 2010 Financial Statements

Mayor Hobbs tabled the 2010 Financial Statements, prepared in accordance with GAAP as recommended by the PSAB and audited by Ms. Lori Mercer, Chartered Accountant. He then provided the Clerk with the floor to present the highlights that are as follows:

- The Town ended the year in a positive cash position of \$395,567. This represents, for the most part, balances being carried in the general (\$250,789) and capital works/grants (\$144,368) accounts. In contrast, in 2009 the Town was utilizing its operating line of credit (or overdraft) by \$120,522 that represented a current liability on the Statement of Financial Position.
- Long-term debt, including that held by the Newfoundland Municipal Financing Corporation, was reduced by 8.4% since 2009. Net debt (financial assets less liabilities) was reduced by 16.3%.
- The accumulated deficit was reduced by 47.6% to \$930,867. A surplus of \$845,979 was generated in 2010.
- Accounts receivable were reduced in all areas of taxation. Property tax, for example, was reduced by 47% and poll tax, a fluid source of revenue, by 80%. This is the result of the Town's tax collection procedures (i.e. tax sales) and Council's management of doubtful accounts. The Town's collection rate on current accounts is 96%. In 2007 it was 91%.
- In comparison to 2009, total revenues were up by 11.4% and total expenses were down by 12%.
- The stadium cost the taxpayers \$54,740 in 2010 compared to \$88,087 in 2009. It is recognized that 2010 was a partial operating year; however, as a percentage of expenses, in 2009 the deficit was 55% whereas in 2010 it was 48.9%.
- Accrued severance liability for employees totalled \$172,864. This is, to a significant extent, an unfunded liability, but the Town has set aside approximately \$20,000 as a current asset to begin correcting this problem.

Having reviewed and discussed the statements, Mayor Hobbs called for a motion at Council's pleasure.

Motion 193/2011 – Councillor Budgell/Deputy Mayor Tremblett

To adopt the 2010 Financial Statements as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

The Clerk indicated he will arrange to have the auditor present at the next Governance Standing Committee to discuss the statements. She was unavailable for the public meeting.

Motion 194/2011 – Councillor Budgell/Deputy Mayor Tremblett

That Council shall appoint Ms. Lori Mercer, Chartered Accountant, as the Town's auditor for the fiscal year ending December 31, 2011.

DISCUSSION

The following points were raised on discussion: (1) Council must continue to lobby, via MNL, to have a provincial coordination of auditing services for municipalities. The Auditor General's Office may be the best avenue; and (2) other municipalities in the province encountered delays in receiving their financial statements this year. It may have to do with PSAB compliance.

Question was called.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Item 5: 2011-2012 Standing Committee Membership Composition

His Worship presented the 2011-2012 Standing Committee Membership Composition. He indicated that over the last two (2) years the membership has rotated to ensure everyone experiences the various arms of municipal governance. The role of Chair has also been appointed in such a way that each Councillor will go one (1) year without having this duty. As such, Deputy Mayor Tremblett and Councillor Budgell will not serve as Chairs this year. Upon concluding the preamble, Mayor Hobbs listed the Committee membership, effective October 1, 2011, as follows:

Governance Standing Committee

Councillor Canning, Chairperson
Councillor Budgell
Councillor Mills

Recreation Standing Committee

Councillor Hynes, Chairperson
Councillor Canning
Councillor King

Public Works Standing Committee

Councillor Mills, Chairperson
Deputy Mayor Tremblett
Councillor Budgell

Community Relations Standing Committee

Councillor King, Chairperson
Councillor Hynes
Deputy Mayor Tremblett

Item 6: Proclamation – Arthritis Awareness Month

His Worship read aloud and signed the following proclamation in the presence of Council:

Proclamation

Arthritis Awareness Month

September 2011

WHEREAS, September is known as Arthritis Awareness Month during which time The Arthritis Society promotes public awareness about this chronic disease that can affect children, adults and the elderly.

The Society educates people about this disease through the Arthritis Information Line, The Arthritis Society's website, the Arthritis Public Forum series, the Arthritis Self-Management Program, and Chronic Pain Management Workshops.

The Society strives to build positive relationships with elected officials in an effort to establish equitable access to care and treatment for arthritis.

Through education, support, understanding and awareness of arthritis, The Society helps nearly 4.5 million people and raises funds through door-to-door canvassing and initiatives such as Go Blue & Give Too and Bluebird sales.

Arthritis Awareness Month will focus on communities committing to a world without arthritis, providing help to those living with arthritis and supporting innovative research to ultimately find a cure for this debilitating disease.

NOW THEREFORE, I, Mayor Robert Hobbs hereby proclaim September 2011 as "Arthritis Awareness Month" in the city/town of Bishop's Falls.

Mayor Robert Hobbs

Motion 195/2011 – Councillor Canning/Councillor Hynes

That Council shall declare the month of September 2011 as Arthritis Awareness Month and endorse the proclamation as signed by Mayor Hobbs.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Item 7: Adoption of Minutes for Public Council Meeting No. 1291

Motion 196/2011 – Councillor Hynes/Councillor Mills

That Council shall adopt the minutes for public meeting 1291 as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Item 8: Business Arising from the Minutes of Public Council Meeting No. 1291

Questions and discussions in relation to the minutes of public meeting 1291 were as follows:

Q1: Has the horse been removed from Town as required?

A1: The resident was provided a deadline, which expires in September, and a follow-up will take place at that time.

Q2: When will the CAR sign be installed (no transport trucks)?

A2: The Department of Transportation and Works is being consulted to determine the most appropriate wording for the sign. This should be completed in the near future.

D1: The signs were erected in the 'pigs pen' as was indicated by the Church. Furthermore, work has already commenced to determine the feasibility of placing fencing around the property.

D2: As it concerns the sale of the land between 2 and 4 Lower Ave, the Clerk has ordered the survey and, once completed, the matter will be brought to the Governance Standing Committee as directed in motion 178/2011.

D3: Council was advised that Nova Central School Board responded to the Town's request to meet and discuss the MOU. That meeting will be held with the Recreation Standing Committee in October.

D4: The Clerk indicated that resolution 188/2011 was not necessary. Fortunately, the matter was resolved through cooperation with AbiBow.

Item 9: Standing Committee Reports and Recommendations

9.1 RECREATION STANDING COMMITTEE MEETING NO. 239 (SEPT 6, 2011)

9.1.1 Chairperson's Report

Councillor Canning, Chairperson, presented the following report:

A regular meeting was held on September 6, 2011.

For the most part the Committee addressed routine business (i.e. correspondence); however, the Fallsview Park, Summer Recreation Program, and Central Summer Games narrative reports were considered. The financial reports will be ready for the October meeting. Council will be pleased to learn, as a precursor to the tabling of the financial reports, that Park revenue exceeded budget projections and there was a moderate increase over the previous year as well. The same results were achieved for the Summer Recreation Program because of increases in enrollment. Given the financial reports are not yet finalized, the Committee deferred the three (3) aforementioned narrative reports until the next sitting. The whole of the information will be considered then, and the Committee will present the reports at the October Council meeting.

As directed by Council during public meeting 1290, the Committee reviewed the draft *Recreation Rental Fees and Cancellation Policy*. For the most part the members are pleased with the substance of the policy, and it will certainly make things more efficient by consolidating two (2) policies pertaining to the stadium. Furthermore, it is important for the Town to have consistent rental fees for other recreation facilities such as the soccer and softball fields. With this said, however, there was a discussion surrounding rates, and the Clerk was instructed to contact neighbouring municipalities to obtain their rental structures for similar facilities. The Committee felt the proposed rates (\$35 p/hr. and \$50 p/hr. for minor and seniors, respectively) are too high for the soccer and softball fields, and they should be decreased by \$10 each. This will be taken into consideration once the Clerk obtains the information sought by the Committee.

Finally, the Committee discussed feedback received from a camper in the Fallsview Park in terms of our 'first-come-first-serve' policy. He/she suggested it may be more convenient if the Town were to adopt a reservation system. The Committee felt there was merit in the concept, and the Clerk was directed to study the matter further. A report will be tabled with the Committee once completed.

9.1.1 Recommendations

Resolution 197/2011 – Councillor Canning /Councillor King

Whereas the Bishop's Falls Community Park and Playground, located in the west end of Town, is presently illuminated by three (3) street lights; and whereas the rear of the Park is not properly illuminated because the existing street lights do not take in the area; and whereas having poor lighting may foster vandalism and abuse of the asset; and whereas Council must take preventative measures to ensure the asset is protected; therefore, be it resolved that Council shall approve an appropriation of \$275.52 (exclusive of taxes) per year for an additional street light in the Bishop's Falls Community Park and Playground.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Resolution 198/2011 – Councillor Canning/Councillor Mills

Whereas the Bishop's Falls Community Park and Playground, located in the west end of Town, is presently opened 24 hours per day; and whereas being opened at late hours may foster vandalism and abuse of the asset; and whereas it is not necessary to have the Bishop's Falls Community Park and Playground opened 24 hours per day; therefore, be it resolved that effective September 20, 2011 the Bishop's Falls Community Park and Playground shall be closed at 10:00 pm; be it further resolved that signs shall be placed in the area advising the public of the closing time.

DISCUSSION:

The following points were raised during discussion: (1) How will the playground be locked up and what enforcement measures will be taken? (2) The RCMP will be notified of the closure time and then, while patrolling the community, they can remove loiters after closing hours. (3) In the winter, a closing time of 10:00 pm is late. You will have approximately five (5) hours of darkness before closure. (4) It may be better to have two (2) closing times for the summer and winter. (5) Perhaps the playground should be closed during the winter months completely. Mayor Hobbs closed debate and called the vote on the motion as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Motion 199/2011 – Councillor Canning/Councillor Hynes

That Council shall close the Bishop's Falls Community Park and Playground from the second Friday of November in one year to the second Friday of April in the following year effective immediately.

DISCUSSION

The following points were raised during discussion: (1) The Park should not be closed on this basis because seniors and children may wish to use the park during the winter. (2) When fundraising, the people were not advised closure for a period of time such as this could be possible. It would be wrong to do this now. (3) We may not have snow until January, so what will happen in that event? Will the Park be reopened? (4) In considering this closure, the Town is acting responsibly. It is protecting the asset. (5) This was not a problem last year so why is Council so concerned now? (6) Perhaps the situation should be monitored over the winter, and if a problem is identified Council can consider such action later.

Upon concluding discussion and debate, His Worship advised it may be best to withdraw the motion from the table. The mover and seconder, with the consent of Council, did so accordingly.

Motion Withdrawn with Council's consent.

Resolution 200/2011 – Councillor Canning/Councillor Mills

Whereas a business is interested in accessing the lower field of the Fallsview Municipal Park for commercial activity; and whereas the business requested that Council waive the \$100 per day rental fee; and whereas the business indicated that as part of the commercial activity it will engage a community group to sell concessions as a fundraiser; and whereas the business does not require any services on the part of the municipality; therefore, be it resolved that Council shall waive the \$100 per day rental fee for the lower field of the Fallsview Municipal Park as requested by the business subject to the following: (1) There shall be no access to the power supply; (2) the business must engage a community organization as a partner with the latter selling products/services as a fundraiser; (3) there shall be no access to the washrooms; and (4) the business must ensure the field is cleared of litter.

DISCUSSION

The following points were raised during discussion: (1) The rental fee should not be waived because this is a for-profit enterprise. (2) When considering the matter, the Committee concluded that because the business was not using services and it was engaging a community organization, the fee could be waived. (3) Not having washrooms on the field will be a problem. The business will need to provide port-ta-potties if the Town's facilities are not available.

Question was called.

Yeas: 1 – Councillor Mills.

Nays: 6 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, and Councillor Canning.

Resolution Defeated

Resolution 201/2011 – Councillor Canning/Councillor Hynes

Whereas the Town received a grant from the Department of Tourism, Culture and Recreation totalling \$3,829.58 under the Community Recreation Development Grant; and whereas these funds must be used for recreation initiatives; and whereas there is a JCP project ongoing at the stadium; and whereas the JCP project does not cover certain expenses (i.e. electrical, plumbing, etc.); and whereas the \$3,829.58 could be used to cover expenses not eligible under the JCP project, thereby enabling the Town to complete task otherwise not possible under such projects; therefore, be it resolved that Council shall allocate the \$3,829.58 grant from the Department of Tourism, Culture and Recreation to the JCP project at the stadium to cover expenses not eligible under the said project.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

9.2 COMMUNITY RELATIONS STANDING COMMITTEE MEETING NO. 37 (SEPT 7, 2011)

9.2.1 Chairperson's Report

Councillor Hynes, Chairperson, presented the following report:

A regular meeting was held on September 7, 2011.

The Committee discussed, in conjunction with the Fire Department Officials, issues surrounding open fires in the municipality. The Officials advised that during weekends they are often called out to respond to situations involving domestic fire pits. These fires generate, in some cases, considerable smoke and flankers that could be dangerous. It was decided the problem will continue to be monitored, and Council may need to adopt regulations in the future. In terms of the annual firefighter honourariums, the Officials suggested it may be more appreciated if the cheque is presented at the upcoming Ball in October. This was agreed to by the Committee. Finally, as Council is aware, the firefighter monument is outdated – the names have not been added since 2002. It will cost up to \$2,000 to complete this work, and the Department agreed to find the allocation under its existing budget. In subsequent years the cost of maintaining the monument will be included in the Department's estimates.

9.3 PUBLIC WORKS STANDING COMMITTEE MEETING NO. 293 (SEPT 8, 2011)

9.3.1 Chairperson's Report

Deputy Mayor Tremblett, Chairperson, presented the following report:

The Committee held a regular meeting on September 8, 2011.

A report was received from the Director on the status of projects and work assignments within the Public Works Department. As of September 8, 2011, 69% of the approved road repairs program was completed and total expenditures will most likely come in under budget by approximately \$12,000. Furthermore, the ditching program is underway and 30% was completed as of this meeting. The work has mostly taken place in non-residential areas. In terms of our water quality, the Director advised of a problem we are experiencing with low chlorine levels at the east end of Town. Subsequently, the Department has been flushing the line in this area more frequently, but this is only a temporary solution. The Committee discussed the possibility of installing a chlorine injector midway on the line or, alternatively, an outlet could be installed at the end to continuously drain the system. The Committee agreed this matter must be brought to the attention of the Exploits Regional Services Board, and that will be done at its next meeting. In the interim, the Department will continue its flushing program. Finally, the Town is beginning to prepare its equipment for winter operations. Cutting edges were recently inspected and in the coming months the equipment will undergo the annual MVIs.

The Committee had an interesting conversation on potential 2012 capital works projects (road improvements). A number of roads/streets were identified as requiring reconstruction or resurfacing, and the Clerk was instructed to send the listing to the Town's engineers, DMG, for estimation. From there the Committee will compile a priority list for Council's consideration.

In accordance with article 9.03 of the Collective Agreement, the Committee appointed Mayor Hobbs to the Labour Management Committee.

A discussion ensued surrounding the current location of the T’Railway. As Council is aware, the Town receives regular complaints from the residents living along Riverside Drive and Station Road about the dust caused by ATVs in the area. There are also speeding issues. As a possible remedy to the problem, the Committee discussed the feasibility of redirecting the T’Railway from this area to the old track bed running along Main Street. The T’Railway Council will need to be consulted on any change to the location, and with Council’s consent the members will explore this possibility. A motion to this effect will be presented later.

Finally, the Committee review the Property Inspection Follow-up Report as of August 30, 2011. A total of 29 notices were issued with a 45% compliance rate. The Town is still taking action with approximately 25%, and the Committee reviewed these files and provided direction.

9.3.2 Recommendations

Motion 202/2011 – Deputy Mayor Tremblett/Councillor Mills

That Council shall approve an application for Crown Land dated August 16, 2011 for a parcel of land fixed behind 157 Main Street measured 73’ wide by 218’ long.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Resolution 203/2011 – Deputy Mayor Tremblett/Councillor Hynes

Whereas the land behind the Roman Catholic Church, commonly known as the ‘Pigs Pen’, is encumbered with litter; and whereas on August 26, 2011 the said Church was notified of the problem; and whereas, in response, the said Church outlined a plan to correct the problem; and whereas as part of the plan the said Church requested the Town’s assistance to remove the litter currently encumbered on the property; and whereas motion 113/2011 prevents the Town from entering on personal property for the purpose of clean-up; and whereas Council desires to modify this motion so it may be able to assist the said Church with its request; and whereas removing the litter from the ‘Pigs Pen’ will benefit the surrounding neighbourhood; therefore, be it resolved that;

- (1) motion 113/2011 is hereby modified to read as follows: “That, regardless of the circumstances, except in cases where a Removal/Clean-up Order is imposed by the Town or a Court or the problem is such that the Town’s involvement is necessary, and requested, to ensure an area is cleared of litter for the benefit of the community or a neighbourhood as determined by Council, the Town shall not send its equipment onto personal property for the purpose of clean-up”.
- (2) Council shall approve the said Church’s request for assistance to remove the litter from the ‘Pigs Pen’ subject to the following: (a) the said Church must sign a waiver that absolves the Town of any and all liabilities associated with Town’s involvement to remove litter from the ‘Pigs Pen’; and (b) the Town’s equipment can access the area.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Resolution 204/2011 – Deputy Mayor Tremblett/Councillor Mills

Whereas on June 28, 2011 the Town forwarded a survey to the residents on Hampton's Hill to determine the level of support for a renumbering proposal; and whereas 38% of the residents responded to the survey; and whereas 71% were opposed and 29% were in favour; and whereas Council must take into consideration the safety issue created by the numbering problem when emergency personnel are attempting to locate a residence; therefore, be it resolved that Council shall commence the renumbering of Hampton's Hill to correct the problems on the even and odd sides of the road for safety reasons.

DISCUSSION

The following points were raised during discussion: (1) If there were safety reasons to implement the renumbering proposal, the Town should not have consulted the residents. (2) This is a real issue because ambulance operators and other emergency responders may find it difficult to locate some of the houses on this road. (3) It may be time for the Town to consider this on a community wide level by perhaps requiring all homeowners to make their numbers visible. (4) The Town could write the owners of the houses in question to request they be numbered. Mayor Hobbs, upon drawing the debate to a close, suggested the resolution may need more thought. The mover and seconder agreed and, with Council's consent, the resolution was withdrawn from the floor.

Resolution withdrawn with Council's consent.

Motion 205/2011 – Deputy Mayor Tremblett/Councillor Mills

To defer recommend PW 293-03 back to Committee for further study.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Motion 206/2011 – Deputy Mayor Tremblett/Councillor King

That Council shall mandate the Public Works Standing Committee to explore the possibility of relocating the T'Railway from behind the Pentecostal Church/Station Road to the old track bed along Main Street with the Newfoundland T'Railway Council.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Resolution 207/2011 – Deputy Mayor Tremblett/Councillor Canning

Whereas in 2010 the Town applied for \$178,131.83 (100% of total costs) from the Department of Municipal Affairs (DMA) to correct problems encountered with its infrastructure during Hurricane Igor; and whereas on August 18, 2011 the Town's engineers advised the DMA will only fund 100% of the project to replace the existing infrastructure; and whereas if the Town desires to upgrade the infrastructure by increasing the culvert size, the additional costs will be share by the DMA on an 80/20 basis; therefore, be it resolved that Council shall direct its engineers to determine the extra cost of upgrading the infrastructure to correct the problems encountered during Hurricane Igor; be it further resolved that Council shall, once the estimate is prepared, apply to the DMA for the required extra funding on a 80/20 cost-shared basis.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Resolution 208/2011 – Deputy Mayor Tremblett/Councillor King

Whereas, on occasion, contractors/property owners must remove asphalt from a street/road to install a service line to a property; and whereas in the past these contractors/property owners were required to repair the asphalt at their expense and time; and whereas this often resulted in inadequate work and unnecessary delays; therefore, be it resolved that effective immediately the Town shall repair asphalt removed by contractors/property owners at the contractor's/property owner's expense; be it further resolved the cost for completing such repairs shall be \$60.00 per m2 inclusive of labour and materials.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

9.4 GOVERNANCE STANDING COMMITTEE MEETING No. 34 (SEPT 14, 2011)

9.4.1 Chairperson's Report

Councillor Budgell, Chairperson, presented the following report:

A regular meeting was held on September 14, 2011.

The Committee received a delegation from a resident concerning a parcel of land within the municipality. The land in question is involved in a lease dispute between the Town and another individual; therefore, until that issue is resolved the Town cannot entertain any proposals. For privacy reasons, the Committee could not divulge any of the details surrounding the lease dispute to the resident, but he/she was advised to continue contacting the office for a general update.

As usual, the members reviewed the Income/Expense Statement, Accounts Payable, Routine Payments, Cash, and Capital Works Income Statement for the period ending September 13, 2011. The following are important to note: (1) Tax revenue is up \$10,433 above projections. This can be attributed to the growth in the municipality's tax base and new housing development. (2) Being approximately 75% through the fiscal year, overall expenditures are on track and being controlled appropriately as can be seen by the table below.

Category	% of Budget Used to Date
Council (remuneration, travel, supplies, etc.)	70%
Administration (wages, insurances, supplies, etc.)	62%
Property Assessment	75%
Professional Development & Training	53%
Public Relations	98%
Protective Services (Fire Dept. and animal control)	43%
Vehicle & Fleet Operations and Maintenance	63%
Roads (wages, supplies, equipment rental, etc.)	79%
Snow Removal	58%
Street Lights	65%
Water Supply	66%
Sewer Collection and Disposal	40%
Recreation Administration (wages)	71%
Parks/Playgrounds/Fields	92%
Stadium (wages, supplies, maintenance, etc.)	66%
Fiscal Services (debt repayment, bank fees, etc.)	82%

(3) The INTRD payment for the centennial celebrations (\$12,500) has been approved and will be issued shortly. Subsequently, the public relations budget line will be adjusted once the funding is received. (4) To settle the issues on Country Road, the Town was required to pay \$16,065 to AbiBow (formally AbitibiBowater) to purchase the three (3) blocks of land. This was not budgeted but nonetheless it was a required payment. (5) Routine payments for August 2011 include several transfers between the general and capital works accounts. For example, the CAR loan, totalling \$95,053.05, is listed but was simply transferred to capital works to pay invoices associated with that project. Furthermore, the Town, in the interest of floating the CAR project until funds are received from municipal affairs, loaned the capital works account \$67,205.77. That will be reimbursed once the payments are received from municipal affairs. (6) The Town's cash position remains healthy.

An organizational flow chart and corresponding job descriptions for the municipality were reviewed. The Committee, supporting the structure in principle, provided the Town Clerk/Manager with the mandate to undertake employee consultations. The recommendations arising from these sessions will be tabled with the Committee at a later date. From there, Council's approval will be sought, and then the job descriptions can be forwarded to the union in accordance with article 25.01 of the collective agreement.

9.4.2 Recommendations

Motion 209/2011 – Councillor Budgell/Deputy Mayor Tremblett

That Council shall approve the A/P Transaction Journal dated September 13, 2011, totalling \$25,469.86, for disbursement as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Motion 210/2011 – Councillor Budgell/Councillor King

That Council shall ratify the Routine Payments for the month of August 2011 totalling \$254,706.03.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Resolution 211/2011 – Councillor Budgell/Councillor King

Whereas in correspondence dated August 31, 2011 a business countered the Town's offer to sell the land behind 7, 9 and 11 Dominic Street for \$247,359.74 plus HST, deed and survey; and whereas the business offered \$50,000 for 50% of the 7.4 acres; and whereas Council desires to sell the land as one parcel; therefore, be it resolved that Council shall counter the business's offer with the following: \$120,000 plus HST, deed and survey for the land behind 7, 9 and 11 Dominic Street in its entirety, excluding 6 meters to the west of Morgan Street to be used as a buffer.

DISCUSSION

The following points were raised during discussion: (1) Is this a fair price considering the Town was initially offering \$247,357.74? (2) Upon looking at the land again, it becomes clear that \$120,000 is a reasonable offer. The land is locked and of no value to anyone but the business in question.

Question was called.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Motion 212/2011 – Councillor Budgell/Deputy Mayor Tremblett

That Council shall approve a grant of \$500 to the Exploits Valley Economic Development Board for its municipal match funding component.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Resolution 213/2011 – Councillor Budgell/Deputy Mayor Tremblett

Whereas section 2 (a) of the *Town of Bishop's Falls Human Resource Development Policy and Procedure* states "The Town of Bishop's Falls supports continued education and currency of its work force. Specific training needs will be identified and supported subject to fiscal priorities and limitations"; and whereas it was identified that continued education for the Town Clerk/Manager in the field of public administration will better equip him to administer the municipality's affairs; and whereas Council supports the professional development of all its employees and considers such matters on a case-by-case basis and in accordance with the said *Policy*; therefore, be it resolved that Council shall approve a bursary of \$5,000 for the Town Clerk/Manager for professional development in the field of public administration subject to the following conditions:

- (1) The bursary is for the period between September 2011 and May 2012 and is payable on September 21, 2011.
- (2) The Town Clerk/Manager agrees to continue working for the municipality for a two (2) year period commencing September 20, 2011 and ending September 20, 2013. This does not prevent the Town from terminating the Town Clerk/Manager's employment in accordance with applicable legislation.
- (3) Notwithstanding condition two (2), where the Town Clerk/Manager voluntarily resigns his employment before the end of the two (2) year work commitment, the \$5,000 bursary must be repaid to the Town; however, Council may, on application, consider prorating the bursary on the basis of time worked of the two (2) year commitment.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Resolution Carried

Motion 214/2011 – Councillor Budgell/Deputy Mayor Tremblett

That Council shall adopt the *Wage Reimbursement Policy* as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Motion 215/2011 – Councillor Budgell/Councillor Mills

That Council shall put to sale 308 Main Street, acquired through a tax sale proceeding, at a price of \$5,000 plus HST, deed and survey. The Town Clerk/Manager is hereby directed to advise the owners of land surrounding the property accordingly.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Motion 216/2011 – Councillor Budgell/Deputy Mayor Tremblett

That Council shall authorize the closure of the Town's payroll account, 1037 1002-231, once direct deposit (EMT) is operational.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Item 10: General Business

10.1 JEPP APPLICATION – RADIOS (50/50 COST SHARE)

Motion 217/2011 – Councillor Mills/Councillor Hynes

That Council shall apply for funding under the Department of Municipal Affairs' JEPP program to acquire 10 additional radios for the Fire Department at an estimated cost of \$4,750. The Town's 50% of the expenditure shall come from the Fire Department's current budget allocation.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Motion 218/2011 – Councillor King/Councillor Mills

That, if deemed feasible and necessary as a backup communication system for the Town's Emergency Plan, Council shall apply for funding under the Department of Municipal Affairs' JEPP program to acquire five (5) additional radios at an estimate cost of \$2,375 not including accessories. The Town's 50% of the expenditure shall come from the General Government-Supplies budget.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

10.2 COMMUNITY ROOM IN STADIUM – ASSIGN TO FALLSVIEW FIGURE SKATING CLUB?

The Clerk was instructed to notify the Fallsview Figure Skating Club that it may relocate to the Community Room in the west end subject to the following: During the months of June – September the Town will require the room for its summer recreation program. The Club will need to either secure its personal property during this time or store the same in another area in the stadium.

10.3 DEVELOPMENT REGULATIONS AMENDMENT – DISCRETIONARY USE APARTMENTS

Mayor Hobbs and the Clerk advised that in recent months the Town received many complaints from residents concerning the number of apartments being built in the municipality. Concerns were also raised about the apparent lack of coordination around these developments. The Town's Municipal Plan (1990-2000) and Development Regulations are outdated and need to be reviewed to ensure land use is managed in accordance with the community's goals. These documents, in accordance with law, must be reviewed every five (5) years. Council acknowledged this was a problem and the Plan ought to be reviewed to ensure its relevancy.

Motion 219/2011 – Councillor Canning/Councillor Mills

That Council shall direct the Town Clerk/Manager to issue an RFP to review and update the Town's Municipal Plan (1990-2000) and Development Regulations.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

Until such time as the Municipal Plan (1990-2000) and Development Regulations are reviewed, the Clerk was instructed to defer all applications to construct apartments to Council. Approvals shall be withheld until the matter is considered on a comprehensive level.

10.4 BUSINESS INQUIRY – LAND AND DEVELOPMENT

Motion 220/2011 – Councillor Canning/Deputy Mayor Tremblett

To dissolve into a privileged session.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

****PRIVILEGED SESSION COMMENCED AT 9:45 PM****

Motion 221/2011 – Councillor Canning/Councillor Mills

To conclude the privileged session and resume the public meeting.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

****THE PRIVILEGED SESSION CONCLUDED AND THE PUBLIC MEETING RESUMED AT 9:49 PM****

Motion 222/2011 – Councillor King/Councillor Budgell

That Council shall, in accordance with section 3.5 of the Municipal Plan (1990-2000), reject the proposal to develop two (2) five unit apartment buildings on Riverside Drive as outlined by a business in correspondence dated September 14, 2011.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

10.5 STADIUM OPENING MATTERS

The Clerk presented the preliminary service level for the stadium's operations for the coming season.

Motion 223/2011 – Councillor Budgell/Councillor Hynes

That Council shall open the stadium for business as of October 31, 2011. The stadium's hours of operation is deferred to the Recreation Standing Committee for further consideration.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

10.6 UTILITY VEHICLE TENDER RESULTS

The Clerk advised one (1) bid was received on the utility vehicle tender for Avalon Ford Sales Limited. In total, the acquisition will cost \$40,426.51.

Motion 224/2011 – Councillor Budgell/Councillor King

That Council shall award the contract for the acquisition of the 2012 Ford F550 4x4 Regular Chassis to Avalon Ford Sales Limited at a total cost of \$40,426.51 inclusive of taxes.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

10.7 REQUEST TO BORROW RECREATION EQUIPMENT

Council reviewed the request from a private individual to borrow the Town's recreation equipment for a school softball team. It was concluded the equipment could be loaned provided (1) the school submits a letter to the Town requesting the equipment and (2) the school assumes liability in the event the equipment is damaged or stolen.

10.8 TOWN HALL OFFICE HOURS

Mayor Hobbs presented a proposal, for discussion, to change the hours of operation for the Town Hall. The proposal, outlined below, is the result of complaints received recently about the Town Hall closing for a dinner break.

1. The office hours could be changed to 8:30 am to 4:00 pm, Monday to Friday.
2. As opposed to one (1) hour, the office will close for a 30 minute lunch break from 12:30 pm to 1:00 pm. This will allow residents who are off during their lunch break to transact business at the Town Office.
3. The idea of keeping the office open from 8:30 am to 4:30 pm without any closure was discussed; however, given that, at times, the staffing level is reduced to one (1) person, it would be impossible to maintain this on a consistent basis throughout the year. The 30 min lunch break is determined to be the most feasible option.

Council discussed the proposal and rejected the idea of closing before 4:30 pm as this would create an additional inconvenience for residents. Subsequently, the Clerk was directed to bring the matter back to the office employees for further discussion. It may be more beneficial if the office were to open at 9:00 am rather than 8:30 pm.

Item 11: Adjournment

Motion 225/2011 – Councillor Canning/Councillor Mills

To adjourn public meeting 1292.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor King, Councillor Hynes, Councillor Budgell, Councillor Mills and Councillor Canning.

Nays: 0

Motion Carried

The meeting adjourned at 10:40 pm.

Randy Drover, Town Clerk/Manager

Bishop's Falls Town Council
Public Meeting 1292
September 20, 2011

List of Appendices

Appendix	Source
2010 Financial Statements	General Files
A/P Transaction Journal dated September 13, 2011	GOV 34
Routine Payments Listing for August 2011	GOV 34
<i>Wage Reimbursement Policy</i>	Policy – Gen Admin