

## Minutes

### Item 1: Call to Order

Mayor R. Hobbs called the meeting to order at 7:00 pm on January 21<sup>st</sup>, 2014 and presided with the following individuals in attendance:

Councillor B. King  
Councillor B. Saunders  
Councillor K. McDonald  
Councillor P. Budgell  
Councillor R. Canning

Randy Drover, Town Manager  
Dan Oldford, Town Clerk/Land Officer

Absent with regrets: Deputy Mayor D. Tremblett

### Item 2: Moment of Silent Reflection

### Item 3: Adoption of Agenda

#### Motion 3/2014 – Councillor Canning/Councillor McDonald

To adopt the agenda for public meeting 1338 as amended.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

### Item 4: RCMP Consultation

Mayor Hobbs welcomed Staff Sgt. L. Brushett, of the Grand Falls-Windsor RCMP detachment. At a request from the Town, Staff Sgt. Brushett attended to open a dialogue between the RCMP and the Town on issues of concern within the Town. Sgt. Brushett advised that during 2013 the RCMP received 200 calls for service from Bishop's Falls, ranging from false alarms to Assaults. This compared to 7,426 calls from the district supports the idea that Bishop's Falls is a very safe place to live. The RCMP is currently maintaining a priority when it comes to the illegal and dangerous ATV use, as well as illegal

drug use. Council did discuss with the RCMP the issue of Morgan's Turn and a couple of options of improved visibility and signage will be considered. Sgt. Brushett also reaffirmed that the best line of defence against crime, and in particular Break & Enters is a good neighbor policy. Get to know your neighbors and be aware of what is happening in your neighborhood.

## **Item 5: Adoption of Minutes for Public Meeting No. 1336**

### **Motion 4/2014 – Councillor King/Councillor Budgell**

To adopt the minutes for public meeting 1336 as presented.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

## **Item 6: Business Arising from the Minutes of Public Council Meeting 1336.**

QA1: Councillor Saunders advised Council that MP Scott Simms has been on the road for the past few weeks, but will check with Telus within the next couple of weeks regarding the possible grant to the SkateBoard Park Committee.

QA2: Councillor King inquired as to the status of the Canteen Contract. The Town Manager advised that the Town's Final draft is complete and are now awaiting agreement with Minor Hockey.

## **Item 7: Adoption of Minutes for Public Meeting No. 1337**

### **Motion 5/2014 – Councillor Budgell/Councillor Saunders**

To adopt the minutes for public meeting 1337 as presented.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

## **Item 8: Business Arising from the Minutes of Public Council Meeting 1337.**

QA1: No Business Arising.

## **Item 9: Standing Committee Reports and Recommendations**

9.1 PUBLIC HEALTH & SAFETY STANDING COMMITTEE. 4 (January 2<sup>nd</sup>, 2014)

### 9.1.1 Chairperson's Report

Councillor McDonald, presented the following report due to the Chairpersons absence:

- Due to the Holiday Season the regular sitting took place on Thursday, January 2, 2014 with Councillor McDonald and Mayor Hobbs in attendance.
- Representatives from the Bishop's Falls Fire Department, namely the Fire Chief, Assistant Fire Chief, and Secretary, were present to discuss issues/concerns emerging from the Department. The Fire Chief discussed with the Committee a quote received for a Security System for the Fire Hall. During discussions it was also noted that an additional Smoke detector would be advisable for the canteen space at the Fire Hall. The Department will therefore get a revised price quote for the system prior to consideration by the Finance Standing Committee. The revised price quote will be submitted to the Finance Committee with this committee's endorsement.
- The fire department also raised the issue of the building inspection that was completed by the fire department at the request of the Provincial Libraries Board. The full report will be addressed by the new Town Manager once that person is in place. In the meantime a letter of acknowledgment of receipt of the report has been issued to the fire department for their files.
- The Committee next met with Mr. Terry Morrison of the Newfoundland Trailway Council to discuss the Trestle as well as some discussion of a corridor through Town. Mr. Morrison was grateful of Councils commitment of \$1,000.00 in the form of a grant to the Trailway Council for the fiscal year 2014. The Trailway Council is aiming to do a major project on the Trestle in the near future and would like to use this grant as leverage to raise more funds towards this project. The repairs and upgrades to the Trestle in Bishop's Falls will require significant manpower and Council will endeavour to assist in any way possible when the Trailway Council advises of the date of the project.
- The committee also discussed with Mr. Morrison a concept of Bishop's Falls developing a ATV/Trailway Corridor through Town. He stated that there are currently a couple of communities on the Island that do have non motorized and motorized routes designated. Contact with the Exploits Snowmobile Association should be considered as well.
- The committee also reviewed a request for an emergency light to be installed in the canteen of the stadium. The committee is endorsing this request and will be submitting the quotation to finance for consideration.
- The committee also reviewed 2 funding applications which have been submitted with assistance from the Town for: 1. The Canada Summer Jobs application which will support the operation of the Town's Heritage Centre, Fallsvue Park and Summer Recreation program. 2. The Canada Day Funding Application which will support the Town's Veterans Seniors Dinner and Canada Day Community Events.

\*\* Councillor Budgell inquired as to the status of the Town Hall inspection. It was noted that it is being appraised currently. Council was also advised that this inspection was carried out at the request of the Newfoundland Libraries board.

### 9.1.2 Recommendations

No recommendations

## 9.2 FINANCE STANDING COMMITTEE NO. 3 (January 6<sup>th</sup>, 2014)

### 9.2.1 Chairperson's Report

Councillor Canning, Chairperson, presented the following report:

- The Committee held a regular sitting on January 6, 2014 with Councillor Budgell (member), Councillor King (member) and Mayor Hobbs (ex-officio) in attendance.
- The Committee considered the A/P Transaction Journal, Routine and Other Payment Report, Budget Report, Cash Report and the Capital Works/Grants Income Statement. The following items were noted:
  - An error was made by Abydoz in their submission of invoice. Billing as per contract was for ½ to be withheld until decision of FCM funding. This will be addressed by Town Manager.
  - Consideration of staff doing specialized maintenance of the Ice Plant is ongoing and the Town Manager will update at future meeting.
  - The Budget Report presented while still having some minor adjustment postings outstanding as late invoices come in, reflects a fiscally sound year for the Town.
  - It was also noted a revised CIP needs to be issued for the Main St. Project to reflect the changes that were made in the project.

The table below reflects unadjusted balances as of Fiscal year end.

Revenue Category	Actual as a % of budget
Taxes	108.73
Sale of Goods and Services	104.45
Other Revenue from Own Source	196.81
Government Grants/Transfers	100.00
Expense Category	Actual as a % of budget
Council	91.83
General Administration	103.52
Municipal Elections	77.51
Property Assessment	96.55
Professional Development and Training	73.91
Public Relations	90.21
<b>General Government</b>	<b>100.69</b>
Fire Protection	96.25
Animal & Pest Control	58.74
<b>Protective Services</b>	<b>93.26</b>
Public Works Administration	104.11
Public Works Compensation	101.48

Vehicle and Fleet Operations and Maintenance	95.42
Roads	97.56
Snow Removal (materials only)	121.03
Street Lights	85.17
<b>Transportation Services</b>	<b>99.01</b>
Water Supply	89.93
Sewer Collection and Disposal	192.77
Garbage & Waste Collection	95.71
<b>Environmental Health</b>	<b>95.09</b>
Recreation Administration	107.74
Parks/Playgrounds/Fields	101.48
Stadium	95.20
<b>Recreation and Cultural Services</b>	<b>99.92</b>

Council will be pleased to know that the Town has finished off the year in a strong cash flow position.

#### 9.2.2 Recommendations

##### **Resolution 6/2014 – Councillor Canning/Councillor King**

Be it resolved that Council shall approve the A/P Transaction Journal dated January 2, 2014, totalling \$32,046.19, for disbursement as presented.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

##### **Resolution 7/2014 – Councillor Canning/Councillor McDonald**

Be it resolved that Council shall ratify the Routine Payments Report for Nov/Dec 2013, totalling \$62,194.66, as presented.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

##### **Motion 8/2014 – Councillor Canning/Councillor Saunders**

That Council shall place an ad with Phoenix Publishing in the Exploits Valley 2013-2014 map at a cost of \$350.00.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**Resolution 9/2014 – Councillor Canning/Councillor Saunders**

Whereas Bell Aliant continues to charge an Extended Area Service Fee for residents and businesses of Bishop's Falls to call Grand Falls-Windsor; and whereas Council feels this fee has become redundant and unnecessary, be it therefore resolved that Council shall request this Extended Service Fee being charged to residents and businesses be discontinued.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

**Motion 10/2014 – Councillor Canning/Councillor McDonald**

That council shall have an emergency light installed in the canteen of the Pat O'Reilly Memorial Stadium at a cost of \$289.89

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**Resolution 11/2014 – Councillor Canning/Councillor Budgell**

Whereas Council in "*Resolution 281/2013*" agreed to the public tender call for the supply of a rubber Tire backhoe; and whereas such tender resulted in one only quote of \$35,000.00 plus HST; be it therefore, resolved, that Council shall purchase the Rubber Tire Backhoe as tendered from W. Reid Construction at the tendered quote of \$35,000.00 plus HST as tendered.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

**Resolution 12/2014 – Councillor Canning/Councillor King**

Whereas Council, as a part of its 2014 budget has agreed to purchase replacement IPADS for Council; and whereas there may be some residual use of the current IPADS, be it therefore resolved that Council shall make use of the former Council IPADS internally to encourage paper reduction with each departments of Council.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

### **Resolution Carried**

#### **9.3 PUBLIC WORKS STANDING COMMITTEE NO. 313 (January 13<sup>th</sup>, 2014)**

##### **9.3.1 Chairperson's Report**

Councillor King, Chairperson, presented the following report:

- The Committee held a regular meeting on January 13, 2014 with Councillor McDonald (member) and Mayor Hobbs (ex-officio) and Mr. Adams (Public Works Supervisor) in attendance.
- The committee reviewed a request from a resident concerning the traffic situation on Morgans Turn. The committee understands the resident's concerns and will pass on these concerns to the RCMP. The committee is also requesting staff evaluate the visibility on the turn with respect to the tree on the turn.
- The committee reviewed the Town's "*Water and Sewer Connection Regulations*", with respect to resident responsibility, and where it begins. Council has had a couple of concerns raised as of late from residents. Section 5. Clearly states that "*the Town shall not be responsible for the maintenance or upkeep of that section of a lateral service line or a lateral sewer line that is located within the boundaries of the person's real property*". Installation of such water or sewer lines also, shall be made to code in connecting to the Town's system or such repairs shall be the resident's responsibility.
- A report by the Land Officer was discussed showing a drop in housing starts in 2013 from 2012. It is anticipated that that trend will reverse once the restriction on development by the province is lifted. This lifting of this restriction is pending the awarding of the Waste Water Treatment Contract.

### **Recommendations**

#### **Resolution 13/2014 – Councillor McDonald/Councillor King**

Whereas Council has been made aware of traffic issues at the corner of Morgan's turn as well as the Earl's turn area; and whereas Council has discussed such concerns with the RCMP; and whereas after such discussions Council has agreed that visibility and signage in the area may be inadequate, be it therefore resolved that Council shall have its Public Works staff install additional signage on the approaches to Morgan's turn/Earl's Turn in order to increase awareness of the sharpness of the turn as well as drivers to be aware of kids playing in the area.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

### **Resolution Carried**

## **Item 10: General Business**

### **10.1 FALLSVIEW PARK/RIVER MEETING REPORT**

Mayor Hobbs, advised Council of a meeting which was held on January 8<sup>th</sup>, 2014 between Council, ACOA and IBRD to discuss the development and funding of such development for enhancements to the Exploits River area in town and the Fallsview Park. Council was advised that the application for funding of a study to enhance the Tourism potential of the whole River area is being favourably considered by both levels of Government. Some minor adjustments still may be needed with the application and the Town Manager will be contacted with these considerations. Council looks forward to having this study take place in the near future. The proposed improvements to the Fallsview Park will await the results of the study on the River Enhancement.

### **10.2 HERITAGE COMMITTEE MEETING REPORT**

Mayor Hobbs brought forward information from a meeting which was held between Council and the Heritage Committee on January 16<sup>th</sup>, 2014. The Heritage Committee will in the future meet on a regular basis with the Economic Development Committee. The purpose of these meetings will be set up a structure of communications between Council and the Heritage Committee. A number of issues were discussed with the committee, with emphasis on marketing and general operations of the Museum. The Town recognizes that it has a vested interest in the operations of this committee in order to maintain records and artifacts of the Town's Heritage. The Heritage Committee at its first meeting with the Economic Development Standing Committee, set for Feb 12<sup>th</sup>, 2014 will have a list prepared of work it would like Council to consider assist with.

### **10.3 DOOR REPAIR FIRE HALL**

#### **Motion 14/2014 – Councillor Canning/Councillor King**

That Council shall pay an invoice submitted for repairs to the Fire Hall doors by Dean Rideout and that staff shall verify the HST status of this vendor.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

#### **Motion Carried**

### **10.4 PMA/TIDY TOWNS**

Council considered the registration for Tidy Towns but as, that this summer, a fair level of construction, more particularly the WWTP project, The Sir Robert Bond Bridge Project as well as the Kings Road Subdivision Project will be ongoing, Council feels it best to hold off on such registration.

### **10.5 MNL CENTRAL REGIONAL MEETING**



Council felt that attendance MNL's Regional meetings are an important part of Municipal Government. However, due to a number of timing issues members of Council are unable to attend. It was therefore decided by consensus that the Town Manager would attend this year's MNL Central Regional Meeting to be held in Grand Falls-Windsor January 31 – February 1, 2014.

#### 10.6 VEHICLE EXTRICATION TOOLS ACQUISITION

Councillor King advised Council that by way of a donation from the Clarendville Volunteer Fire Department our Fire Department has received a used set of Hydraulic Vehicle Extrication Tools. This set of tools was still in operation when donated and thus can now be utilized by the Bishop's Falls Fire Department once training is completed. Council agreed that a letter of sincere thanks, signed by the Mayor should be issued to the Council of The Town of Clarendville for this donation.

#### 10.7 MUNICIPAL COUNCILLOR ORIENTATION

Council was advised of an additional Orientation being offered in Springdale on January 25<sup>th</sup>, 2014 for those Councillors, who were unable to attend the primary sessions hosted by Municipal Affairs in November, 2013.

#### 10.8 PREBUDGET CONSULTATIONS

Council had a discussion concerning the upcoming the Pre-Budget Consultations scheduled by the province for January 31, 2014 in Grand Falls-Windsor. Council is of the opinion that it is important to partake in this forum and therefore by consensus agreed to have the Mayor make a presentation on behalf of the Town. The Town Manager will in conjunction with the Mayor meet and prepare a presentation for the Mayor to make at this meeting. Such presentation shall include the information on but not limited to: 1. Provincial property not taxable. 2. Province not returning their share of the HST remittances to the Town. 3. Councils concerns regarding the Municipal Assessment Tax Process and a viable alternative.

#### 10.9 WWTP PROJECT

##### **Resolution 15/2014 –Councillor King/Councillor Canning**

Whereas Council has been working diligently over the past number of years to proceed with an Environmentally friendly Waste Water Treatment facility for the Town of Bishop's Falls; and whereas A tender call was issued for the Construction of such a facility under DMA Project No. 26659-2; and whereas Marine Contractors Ltd. was the lowest bidder; and whereas the Department of Municipal Affairs have reviewed and approved the awarding of Project 26659-2 to Marine Contractors Ltd., be it therefore resolved that the town of Bishop's Falls shall award the Contract for Project DMA No. 26659-2 (Bishop's Falls Wastewater Treatment Facility) to Marine Contractors Ltd. In the amount of \$7,798,484.82., and be it further resolved that the Mayor and Town Clerk shall sign such contract on behalf of Council.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

10.10 KINGS ROAD SUBDIVISION

**Resolution 16/2014 – Councillor Budgell/Councillor Canning**

Whereas Council has been desirous of developing an extension to Kings Road Subdivision; and whereas **Resolution 15/2014** awards the contract for such a treatment Facility, be it therefore resolved that Council shall issue the RFP as presented once the development restriction has been lifted by the Department of Environment and Conservation.

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Item 11: Adjournment**

**Motion 17/2013 – Councillor Budgell/Councillor King**

To adjourn regular public meeting 1338

Yeas: 6 – Mayor Hobbs, Councillor King, Councillor Saunders, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

The meeting adjourned at 9:15 pm.

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Dan Oldford, Town Clerk/Land Officer