

Minutes

Item 1: Call to Order

Mayor R. Hobbs called the meeting to order at 7:00 pm on March 18th, 2014 and presided with the following individuals in attendance:

Deputy Mayor D. Tremblett
Councillor B. Saunders
Councillor K. McDonald
Councillor P. Budgell
Councillor R. Canning (arrived at 7:08)

Dan Oldford, Town Clerk/Land Officer

Absent: Councillor King (absent with regrets)

Item 2: Moment of Silent Reflection

Item 3: Adoption of Agenda

Motion 73/2014 – Councillor Saunders/Councillor McDonald

To adopt the agenda for public meeting 1343 as presented.

Yeas: 5 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor McDonald, and Councillor Budgell.

Nays: 0

Motion Carried

Item 4: Delegation – Community Minders

Council met with a delegation from Community Minders, namely Ms. Sheila Trask and Ms. Amy Callahan. The Group Community minders presented a book to council reflecting the 1st Annual Suicide Prevention LIFE Walk held September 8, 2013. The group thanked Council for its support in making Suicide Prevention Week 2013 a successful event. Council was also advised that the Community minders would not be hosting a major line of events this year however, but would be concentrating their efforts on the College of the North Atlantic in house events.

Item 5: Adoption of Minutes for Public Meeting No. 1341

Motion 74/2014 – Deputy Mayor Tremblett/Councillor Budgell

To adopt the minutes for public meeting 1341 as presented.

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

Nays: 0

Motion Carried

Item 6: Business Arising from the Minutes of Public Council Meeting 1341.

QA1: Councillor Budgell inquired as to the status of the Mini-Home Request. Council was advised that correspondence had been issued to both Land Owner and Developer introducing the possibilities.

Item 7: Adoption of Minutes for Public Meeting No. 1342

Motion 75/2014 – Councillor McDonald/Councillor Saunders

To adopt the minutes for public meeting 1342 as presented.

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

Nays: 0

Motion Carried

Item 8: Business Arising from the Minutes of Public Council Meeting 1342.

QA1: Mayor Hobbs raised the issue of the Kings Road RFP counterproposal and wished to have a clarification made. It is Council's intent that Phase One infrastructure should be completed within five (5) years from the date of execution of the agreement.

Item 9: Standing Committee Reports and Recommendations

9.1 PUBLIC HEALTH & SAFETY STANDING COMMITTEE NO. 7 (April 2nd, 2014)

9.1.1 Chairperson's Report

Deputy Mayor Tremblett, Chairperson, presented the following report:

- A regular meeting of the committee took place on Wednesday, April 7, 2014 with Councillor McDonald, Counsellor Saunders and Mayor Hobbs in attendance.

- Representatives from the Bishop's Falls Fire Department Executive, namely Fire Chief Harnum, Deputy Chief Osbourne, Captains Harnum and Secretary Fancey, were present to discuss a number of issues concerning the Department:
 - a. The Fire Department has completed a review of its SOP's (Standard Operating Procedures) and would like council to consider adoption of the amended version.
 - b. The Fire Department would like to have a review of the Bishop's Falls Emergency Plan. The committee has suggested a meeting between Staff and the Fire Department to review the current plan prior to a table top exercise and eventually a full mock disaster practice.
- The committee next met with a delegation from the Bishop's Falls Junior Broomball (Gary Parady) and the FFSC (Fallsview Figure Skating Club reps, Alice O'Reilly and Jill Temple) to discuss the partnership agreement between the Town and the FFSC. Both groups are considering a collaborative approach to the advertising and are looking for Council's consideration of such an agreement. The committee advised that such an agreement should be submitted for Council to review.
- The Committee next met with the Knights of Columbus (Ed Keough) and the Bishop's Falls Lions Club (Gary Parady) to review plans for the Civic Awards Banquet. There is some concern about a lack of participation with certain categories. It was also noted that Leo Burke Academy had not nominated anyone this year, especially considering the quality of the athletes attending the school. A further extension of the deadline will be made until 1:30 Thursday to allow for any last minute submissions.
- The committee reviewed a request from the Province as a part of its 911 implementation and staff will be supplying the information as needed to the province to aid in this process.
- The committee discussed the impending arrival of a new doctor to Town. The new Doctor will be in town next week and Mayor Hobbs will invite him to the Civic Awards Dinner to introduce/welcome him to town.

** By consensus it was agreed that the Clerk should write Doctor Davoudpour welcoming him to Town on behalf of Council.

9.1.2 Recommendations

Resolution 76/2014 – Deputy Mayor Tremblett/Councillor Canning

Whereas the Fallsview Festival Committee had damage done to the storage building located at the Fallsview Park by vandals; and whereas the committee has requested the supply of a new door which they will install; and whereas the Public Health & Safety Committee feels this is a justifiable repair; and whereas the Fallsview Festival Committee has obtained price quotes for the supply of the door, be it resolved that Council shall approve the purchase of the Door from lowest quotation, Bishop's Falls TimBr Mart, at a cost of \$365.83.

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

Nays: 0

Resolution Carried

Resolution 77/2014 – Deputy Mayor Tremblett/Councillor Canning

Whereas Council was requested by Minor Hockey to consider the purchase of a banner recognizing a residents induction into the Newfoundland Hockey Hall of Fame; and whereas previous inductees have been recognized in a similar fashion; and whereas upon investigation by staff it was discovered that there are in fact two residents inducted into the Newfoundland Hall of Fame not currently recognized by the banners in the Stadium, be it therefore resolved that Council shall purchase 2 Banners recognizing the residents inducted into the Hockey Hall of Fame, and be it further resolved that these two banners shall be held for a suitable ceremony upon the completion of the roof project at the stadium.

DISCUSSION/DEBATE:

During discussion it was noted that Council should consider relocate the Banners and hanging them in a more suitable design method.

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

Nays: 0

Resolution Carried

9.2 FINANCE STANDING COMMITTEE NO. 6 (April 7th, 2014)

9.2.1 Chairperson's Report

Councillor Canning, Chairperson, presented the following report:

- The Committee held a regular sitting on April 7, 2014 with Councillor Budgell (member), Councillor King (member) and Mayor Hobbs (ex-officio) in attendance.
- The Committee met with a resident who wished to have Council give consideration to adjusting interest on a property tax belonging to a deceased relative.
- The Committee considered the A/P Transaction Journal, Income Income/Expense Statement, Capital/Grants Income Statement, Cash Report, Routine/Other Payments Listing. The following items were noted:
 - This A/P transaction Journal includes the last payment for routine maintenance in the stadium. On a go forward basis the maintenance is being done in-house by our Casual foreman
 - There are a number of items in both the A/P Transaction Journal as well as Income Expense Statement reflecting the additional cost of the amount of Snow Clearing this winter. The

midyear review will give us a true picture of the past winters costs. Council may need to consider some modifications in its budget.

- The Capital Grants Income Statement is relatively light at this time of year. Council will see a major increase within the next couple of months once the Waste Water Treatment project begins.
- Also on a go forward basis both the Routine payments and miscellaneous payments will be combined into one report.

The table below reflects the current posted entries.

Revenue Category	Actual as a % of budget
Taxes	98.46
Sale of Goods and Services	26.01
Other Revenue from Own Source	83.94
Government Grants/Transfers	0
Expense Category	Actual as a % of budget
Council	25.38
General Administration	24.86
Property Assessment	25.00
Professional Development and Training	33.39
Public Relations	2.11
General Government	24.74
Fire Protection	24.47
Animal & Pest Control	35.20
Protective Services	25.10
Public Works Administration	28.40
Public Works Compensation	30.69
Vehicle and Fleet Operations and Maintenance	56.61
Roads	22.52
Snow Removal (materials only)	32.28
Street Lights	18.20
Transportation Services	31.74
Water Supply	30.80
Sewer Collection and Disposal	7.72
Garbage & Waste Collection	20.67
Environmental Health	24.41
Recreation Administration	23.64
Parks/Playgrounds/Fields	4.65
Stadium	36.82
Recreation and Cultural Services	27.92

The Town's Cash Flow is in a very good position currently due to the payments received prior to discount deadline.

9.2.2 Recommendations

Resolution 78/2014 – Councillor Canning/Councillor McDonald

Be it resolved that Council shall approve the A/P Transaction Journal dated April 4, 2014, totalling \$89,176.57, for disbursement as presented.

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

Nays: 0

Resolution Carried

Resolution 79/2014 – Councillor Canning/Councillor Saunders

Be it resolved that Council shall ratify the Routine Payment Report for Feb/March 2014, totalling \$77,267.17, as presented.

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

Nays: 0

Resolution Carried

Resolution 80/2014 – Councillor Canning/Deputy Mayor Tremblett

Whereas interest on Account DROVS001 totals \$661.90; and whereas the arrears including interest totals \$6,488.80; and whereas the resident that was making payments on the account is deceased; and whereas a family member has made a presentation to Council indicating the intention to have the property sold; and whereas such sale would result in the payment of property taxes owing, be it therefore resolved, that Council shall for the period of one year, freeze any further interest on account DROVS001 to allow the sale of the property to be completed, and be it further resolved, that upon payment of principal taxes outstanding in the amount of \$5,826.90, Council shall waive the current outstanding interest of \$661.90, and be it also, further resolved, that if the principal taxes are not paid within that year or upon sale of property (whichever may come first) this agreement shall be null and void.

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

Nays: 0

Resolution Carried

Motion 81/2014 – Councillor Canning/Councillor Saunders

That Council shall approve a municipal contribution of \$100.00 to assist in the operation of the Information Centre in the Exploits Valley.

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

Nays: 0

Motion Carried

Resolution 82/2014 – Councillor Canning/Deputy Mayor Tremblett

Whereas in December 2012 the Town received approval from the Gas tax Secretariat to upgrade main Street and McMahon's Lane under the Local Government Gas Tax Agreement; and whereas these projects , numbered by the Secretariat as 23-2012-2269 and 23-2012-2270, was estimated to cost \$205,495.89 at the time; and whereas the projects' final costs totalled \$245,263.01 less GST; and whereas the additional costs involved extending the walkway on Main Street, maintain the wide turn on Main Street and extending the asphalt on McMahon's Lane; and whereas Council must submit a revised CIP to the Gas tax Secretariat for the projects' additional expenses; therefore, be it resolved that Council shall submit a CIP to the Gas Tax Secretariat covering the additional expenditures associated with projects 23-2012-2270 and 23-2012-2270 totalling \$39,767.12.

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

Nays: 0

Resolution Carried

Resolution 83/2014 – Councillor Canning/Councillor McDonald

Whereas the Bishop's Falls Heritage Committee cover the costs associated with a biannual cleaning of 5 Station Road; and whereas the identified cost of such a biannual cleaning has been shown to be \$440.00 plus HST; and whereas Council agrees to the need of such cleaning, be resolved that Council shall approve the hiring of Central Maintenance at a cost of \$440.00 plus HST for the Biannual cleaning of the 5 Station Road, and be it further resolved that scheduling of such cleaning shall be initiated by the Bishop's Falls Heritage Committee.

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

Nays: 0

Resolution Carried

9.3 PUBLIC WORKS STANDING COMMITTEE NO. 316 (April 14th, 2014)

9.3.1 Chairperson's Report

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

- The Committee held a regular meeting on April 14th, 2014 with Deputy Mayor Tremblett (member), Councillor McDonald (member) and Mayor Hobbs (ex-officio)
- The committee reviewed a proposed undertaking application by a local firm for a 164 Hectare Forage and Pasture Development Farm. This application was recommended by Council last August and Council will be pleased to know the project is proceeding as planned.
- The Committee received the Annual water report from the provincial Department of Environment and Conservation and will be pleased to know our drinking water has received an "Excellent" rating.

- A letter of request has been submitted to the province concerning the removal of the blivet on Kings Road. This is in keeping with the restriction originally placed on the town by the province until as such time as the Contracts were awarded for the Waste Water Treatment project.
- The committee reviewed an inspection report by Occupational Health & Safety regarding Traffic Control at Public Road Work sites. The Town Manager has drafted a Traffic Control Plan that has been submitted to and accepted by OH & S. Training will be conducted within the coming weeks with all Public Works Staff to ensure safety is maintained on all job sites.
- The committee has been assessing the snow clearing within the Town and a Notice of Motion addressing the issue will be presented during the Public Meeting of April 22nd, 2014.
- The committee discussed the lateral freeze-ups of this past winter and The Town manager will be preparing an incorporation of such policy for Council's consideration in the Town's Policy Manual.

9.3.2 Recommendations

Motion 84/2014 – Councillor McDonald/Councillor Budgell

That Council would continue the preventative maintenance program with the Lifts Stations at an annual cost of \$1,946.70 by Xylem Water Solutions.

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

Nays: 0

Motion Carried

Resolution 85/2014 – Councillor McDonald/Deputy Mayor Tremblett

Whereas Council has received 2 unsolicited tenders for the International Garbage truck originally tendered in November of 2013; and whereas no successful bidders were received from that call; and whereas under Municipalities Act, 1999 a requirement is there that such an asset should be publicly tendered, be it therefore resolved that Council shall issue another tender call for the International Garbage Truck, and be it further resolved that the Town Manager shall be authorized to sell the International garbage Truck to the successful bidder.

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

Nays: 0

Resolution Carried

Resolution 86/2014 – Councillor McDonald/Councillor Canning

Whereas Council believes that Educational Seminars are a valuable tool in staff development; and whereas the Province of Newfoundland and Labrador is offering a Seminar on Waste Water Collection in

Grand Falls-Windsor in June of 2014, be it resolved, that Council will send the Public Works Supervisor and up to 2 other staff members, to the **2014 Operator Education Seminar**, being hosted in Grand Falls-Windsor, June 25-27, 2014.

DISCUSSION/DEBATE

During discussion the following points were raised: 1. Council should include both the Fulltime Public Works Supervisor as well as the Casual Public Works Supervisor. 2. It was also suggested that where this session is in Grand Falls-Windsor Council should request consideration be given to sending additional staff for this learning exercise.

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

Nays: 0

Resolution Carried

Motion 87/2014 – Councillor McDonald/Deputy Mayor Tremblett

That Council shall approve the variance application for a resident to relocate his garage 55' to the rear of its current location at 491 Main St.

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

Nays: 0

Motion Carried

Motion 88/2014 – Councillor McDonald/Councillor Saunders

That Council shall approve a Business License for the establishment of a Hydrographic Shop at No. 4 Station Road, pending approval for Fire & Life Safety and National Building Code by Service NL.

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

Nays: 0

Motion Carried

Resolution 89/2014 – Councillor McDonald/Deputy Mayor Tremblett

Whereas Occupational Health & Safety have approved the Traffic Management Plan developed for the Town of Bishop's Falls, and whereas such plan requires proper directional flashing lights being attached to the Public Works Vehicle as a safety measure; and whereas The Town Manager has received proper quotes for such lights; and whereas the lowest price is reflected to be \$2,200.00, be resolved that the Town Manager shall be approved to purchase the directional traffic lights for the 2013 Sierra at a cost of \$2,200.00 installed.

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

Nays: 0

Resolution Carried

Resolution 90/2014 – Councillor McDonald/Deputy Mayor Tremblett

Whereas the Public Works Department has identified a safety hazard with the Confined Space Rigging currently on hand; and whereas such safety hazard restricts the ability of the Public Works employees in their work; and whereas the Town Manager has researched the cost of such rigging, be it therefore resolved that the Town Manager shall be approved to purchase new Confined Space Rigging for the Public Works Department an expected cost up to \$2,900.00 plus HST.

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

Nays: 0

Resolution Carried

Item 10: Notice of Motion

ADOPTION OF RESOLUTION RESPECTING “PUBLIC ROADS SNOW CLEARING REGULATION”

A motion to adopt the resolution will be brought forward at the May 20, 2014, Council meeting.

NOTICE OF MOTION

Your Worship, I speak today to advise my fellow Councillors that during a Public Meeting to be held on May 20, 2014 it will be moved and seconded that Council adopt a resolution respecting “*Public Roads Snow Clearing Regulation*” as follows:

Whereas the Public Works Standing Committee has reviewed the Town’s snow clearing operations; and whereas in February 2014 a policy was adopted that established snow clearing routes; and whereas during this process the Committee identified areas in Town that currently receive winter maintenance services but are not highways as defined by the Municipalities Act, 1999; and whereas Council desires to establish regulations that clearly define what public roads and similar infrastructure will receive winter maintenance services; and whereas the Public Roads Snow Clearing Regulations were developed by the Public Works Standing Committee in this context; and whereas the said regulations will improve the overall effectiveness and efficiency of winter maintenance services by removing driveways as defined in the regulations; and whereas this measure will enhance the Town’s services to highways and public driveways, as both defined in the regulations, and reduce the overall cost of winter maintenance services; therefore, be it resolved that Council shall adopt the Public Roads Snow Clearing Regulations as presented.

Councillor McDonald, Member of the Public Works Standing Committee

Item 11: General Business

11.1 Application for MCW (Hampton's Hill Booster Station)

Motion 91/2014 – Councillor Budgell/Councillor Canning

That Council shall ratify the resolution approved by council via email on April 9, 2014 that reads:

Whereas residents living on Newtown Road, Turners Road, Junction Road, and Hampton's Hill have encountered problems with water pressure/flow; and whereas these problems intensified in January 2014; and whereas in February 2014 the Town replaced the pressure reducer and relief valves on the Newtown Road pumps at a cost of approximately \$6,500; and whereas this measure has improved water pressure/flow on Newtown Road, Turners Road, Junction Road, and Hampton's Hill; and whereas this measure is, in many regards, a short-term solution because the pumps are estimated to be over 30 years of age; and whereas the Town is concerned the pumps could fail and should this occur water services to residents in the areas would be adversely impacted to a significant degree; and whereas Council considers this to be an urgent situation; and whereas the Town engaged its consulting engineer, Design Management Group (DMG), to request three (3) quotes to upgrade the pumps from qualified suppliers; and whereas this resulted in the submission of two (2) quotes; and whereas DMG has recommended the quote from H & B Construction at a cost of \$88,450 (excluding taxes); therefore, be it resolved that Council shall engage Sansom Equipment Limited for the purpose of upgrading the pumps on Newtown Road; be it further resolved that Council shall seek special assistance funding (80% of total costs) from the Department of Municipal Affairs for this purpose; be it further resolved that Council shall accept the quotes as submitted and avoid the public tender process given the matter's urgent nature.

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

Nays: 0

Motion Carried

11.2 Prime Ministers Volunteer Awards

Council by consensus agreed to have Councillor Budgell and Councillor Saunders meet and select and confirm a nomination on behalf of Council for this Award.

11.3 Municipal Awareness Day

Motion 92/2014 – Councillor Canning/Councillor Saunders

That Council proclaim May 7, 2014 as Municipal Awareness Day in the Town of Bishop's Falls.

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

Nays: 0

Motion Carried

Item 12: Adjournment

Motion 93/2014 – Councillor Canning/Councillor Saunders

To adjourn regular public meeting 1343

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

Nays:

Motion Carried

The meeting adjourned at 8:48 pm.

Dan Oldford, Town Clerk/Land Officer