

Minutes

Item 1: Call to Order

Mayor R. Hobbs called the meeting to order at 7:00 pm on September 16th, 2014 and presided with the following individuals in attendance:

Deputy Mayor D. Tremblett
Councillor B. King
Councillor B. Saunders
Councillor K. McDonald
Councillor R. Canning

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

Councillor P. Budgell was absent with regrets.

Item 2: Moment of Silent Reflection

A minute of silence was provided for a private reflection/prayer.

Item 3: Adoption of the Agenda

Mayor Hobbs opened the floor for additions to the agenda. The following items were added: (1) EVDA (sponsored by Councillor Saunders), (2) Ditching (sponsored by Councillor King) and (3) Nalcor Press Release (sponsored by Councillor King).

Motion 185/2014 – Councillor Saunders/Councillor Canning

To adopt the agenda for public meeting 1351 as amended.

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

Nays: 0

Motion Carried

Item 4: Adoption of Minutes for Public Council Meeting No. 1349

Motion 186/2014 – Councillor McDonald/Councillor King

To adopt the minutes for public meeting 1349 as presented.

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

Nays: 0

Motion Carried

Item 5: Business Arising from the Minutes of Public Council Meeting No. 1349

A1: Councillor McDonald wished to thank Deputy Mayor Tremblett on the success of the Suicide Prevention Awareness Walk held September 7, 2014. The walk was an amazing success with over 100 people in attendance.

Q1. Councillor Canning was concerned with the delay in getting Central Bantam AAA Hockey team's request for priority status at the Pat O'Reilly Stadium approved.

A1. The PHSSC was unable to make a decision based on lack of available information at their last meeting. They will meet this week and propose to have a decision by Friday September 19th 2014.

Item 6: Adoption of Minutes for Public Council Meeting No. 1350

Motion 187/2014 – Councillor King/Councillor McDonald

To adopt the minutes for public meeting 1350 as presented.

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

Nays: 0

Motion Carried

Item 7: Business Arising from the Minutes of Public Council Meeting No. 1350

No business arising.

Item 8: Standing Committee Reports and Recommendations

8.1 PUBLIC WORKS STANDING COMMITTEE MEETING NO. 320 (SEPTEMBER 2ND, 2014)

8.1.1 Chairperson's Report

Councillor King, Chairperson, presented the following report:

- The Committee held a regular meeting on September 2nd, 2014 with Deputy Mayor Tremblett, Councillor McDonald (member) and Mayor Robert Hobbs (ex-officio) in attendance

- The committee received a number of resident delegations concerning the Town's "Snow Clearing Service Standard" Policy and the Town's "Public Roads Snow Clearing Regulations": 1. (44 Station Road). 2. (233 Main St.) 3. (17-19 Main St.) 4. (42-46 Station Road) (44A Station Road). Each wished to have a discussion with the committee concerning their respective properties in relation to these new regulations. The committee heard from each delegation and advised that they would take their arguments under consideration in any recommendation to council. The committee further decided to have a visual review of these respective areas in person on Wednesday September 3rd prior to deliberation and possible recommendation.
- The committee next met with a resident of Beaumont Heights concerning the road condition on Beaumont Heights. The resident expressed concern regarding the lack of repairs to potholes as well as the overall paving of Beaumont Heights. The resident felt Beaumont Heights was being ignored and that these issues should be addressed.
- The committee reviewed correspondence from a resident on Thirteen Mile Crossing asking why no permit to construct a dwelling could be issued. As that the proper approvals had not been received from Service NL regarding Sewer treatment the Town Clerk/Land Officer is unable to issue a permit.
- A circular regarding Municipal Capital Works was deferred to the next Public Works Meeting.
- The committee also discussed two Accident/Incident reports from Public Works, with one being acknowledged as being properly taken care of and the second requesting further information.
- The committee also reviewed a Mould Assessment report completed on the Public Works Depot this past winter. The report stated that there does not appear to be any problems with the air quality with respect to airborne mould concentrations.

8.1.2 Recommendations

Motion 188/2014 – Councillor King/Councillor Saunders

That no permit to build shall be issued for construction of a dwelling at 4 Thirteen Mile Crossing until as proper approvals for Sewer System installation have been received from ServiceNL.

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

Nays: 0

Motion Carried

MOTION 189/2014 – Councillor King/Deputy Mayor Tremblett

That council shall approve a Crown Land Application for 456 Grenfell Heights as presented.

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

Nays: 0

Motion Carried

Motion 190/2014 – Councillor King/Deputy Mayor Tremblett

That Council shall approve a Crown Land Application for the rear of 57 Newtown Road as presented.

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

Nays: 0

Motion Carried

Resolution 191/2014 – Councillor King/Councillor McDonald

Whereas council has received a request for a “Please Drive Slow Children at Play Sign” to be erected on Kings Road; and whereas, based on the information supplied, there are approximately 40 children in this area; and whereas Council strives to provide safe neighborhoods for all our residents, be it therefore resolved that a sign advising of children at play will be erected in the entrance are of Kings Road, and be it further resolved that the nature of the sign shall be under the direction of the Public Works Supervisor.

DISCUSSION/DEBATE

During discussion it was noted that the whole area should be best served by having a single sign placed at the entrance to the subdivision.

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

Nays: 0

Resolution Carried

Resolution 192/2014 – Councillor King/Councillor Saunders

Whereas the *Municipalities Act, 1999* requires Council to adopt the National Building Code of Canada; and whereas the National Building Code of Canada has and will continue to apply in Bishop’s Falls; and whereas the fiscal resources of the Town of Bishop’s Falls fail to provide the necessary capacity to hire an inspector to ensure compliance with the National Building Code of Canada; and whereas Council has determined that the benefits of an inspector that may impact a relatively small number of persons are inferior to benefits derived from the provision of basic public works services (i.e. garbage collection, snow clearing, infrastructure improvements/maintenance, etc) that impact all persons residing in the municipality; and whereas if resources were directed to an inspection program, Council’s ability to provide basic public works services (i.e. waste collection, snow clearing, infrastructure improvements/maintenance, etc.) would be diminished; and whereas the Public Works Standing Committee has prepared the *Bishop’s Falls Building Construction Regulations 2014* that ensure compliance with the *Municipalities Act, 1999* and explicitly state a building code inspector shall not be hired, engaged, or appointed by Council for the purpose of ensuring compliance with the National Building Code of Canada; and whereas the said regulations further place the burden of ensuring

compliance with persons who construct buildings; and whereas the said regulations have been reviewed by legal counsel and are ready for adoption; therefore, be it resolved that Council shall adopt the *Bishop's Falls Building Construction Regulations 2014* as circulated; be it further resolved that Council shall suspend Standing Order 11.1, 11.2, and 11.3 as it concerns the *Bishop's Falls Building Construction Regulations 2014*; be it further resolved that the Town Clerk shall ensure the public is appropriately notified of this by-law.

DISCUSSION/DEBATE

During discussion the following points were raised: 1. Legal Council had been sought on this issue and the resolution has been approved by them 2. This should reduce the risk of liability in the future concerning permits and construction. 3. A copy of the National Building Code must be maintained at Town Hall.

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

Nays: 0

Resolution Carried

RESOLUTION 193/2014 - Councillor King/Councillor McDonald

Whereas council adopted the Public Roads Snow Clearing Regulations on May 20, 2014; and whereas such regulations defined a "Public Driveway" as having (3) or more dwellings fronting the driveway; and whereas it has been shown that 17, 17A and 19 Main St. are all fronting on a Public Driveway, be it therefore resolved that this area shall be classified as a "Public Driveway", and be it further resolved that the Snow Clearing Service Standard Policy shall be amended to include this "Public Driveway".

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

Nays: 0

Resolution Carried

8.2 PUBLIC HEALTH & SAFETY STANDING COMMITTEE MEETING NO. 10 (SEPTEMBER 3RD, 2014)

8.2.1 Chairperson's Report

Deputy Mayor Tremblett, Chairperson, presented the following report:

- A regular meeting of the committee took place on Wednesday, September 3rd, 2014 with Councillor McDonald, Counsellor Saunders and Mayor Hobbs in attendance.
- The committee first met with Staff Sgt. Brushett (Head of the Grand Falls-Windsor detachment) to discuss policing within the Town of Bishop's Falls. The major topic discussed was the Quads, Dirt Bikes, etc on Main St.. The committee was advised by Staff Sgt. Brushett that their members cannot chase these offenders due to RCMP Policy. He felt the only chance is for people to report the offenders directly to the RCMP. A number of possible directions may assist in curbing the offenses:

1. A Town Hall meeting with invitations to Public, media, Educators and public to openly discuss the problem and possible directions of resolution.
 2. An enforcement blitz by the detachment similar to what has been carried out in the past.
 3. An education session/meeting at the High School.
 4. Specific areas of Town to be identified with specific time patrols.
- The committee had a short discussion about Remembrance Day, Tuesday November 11, 2014. Representatives of Royal Canadian Legion, 512 Air Cadets, and the Fire Department will be invited to the PHSSC meeting on Oct. 1st to run through the program. Meanwhile staff will begin the planning process for this event.
 - Two requests for Ice time allocation were discussed and referred back to the Town Manager for discussion with Lead Hand and Major tenants prior to decision.
 - The Community development Officer (Sheila Matchem) presented the committee with a synopsis of her work thus far: 1. The “*Suicide Prevention Awareness Trestle Walk*” is all set with an expectation of approx 100 people to be in attendance. 2. An application for funding (\$534.11) for the event was applied for and granted through Community Addictions Prevention and Mental Health Promotion Fund. 3. Mrs. Matchem will begin planning for the Remembrance Day Ceremony once this walk is completed.

8.2.2 Recommendations

Resolution 194/2014 – Deputy Mayor Tremblett/Councillor King

Whereas the Pat O’Reilly Memorial Stadium roof is near completion; and whereas it would be a positive promotion for the community to invite the General Public to the stadium after the closure for construction; and whereas such a promotion could encourage users of the facility, be it therefore resolved that the Town of Bishop’s Falls will host a Free Skate at the earliest opportunity to promote the reopening of the stadium, and be it further resolved that the Community Development Officer will co-ordinate such an event.

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

Nays: 0

Resolution Carried

Resolution 195/2014 – Deputy Mayor Tremblett/Councillor McDonald

Whereas the Council of Bishop’s Falls, in meeting with the RCMP has confirmed a problem with ATV use on the main roads of Bishop’s Falls; and whereas both parties agree that a Town Hall meeting would be in the best interest of the Town to try and alleviate this problem, be it resolved that the Council of Bishop’s Falls shall initiate a Town Hall meeting to address ATV use within the Town, and be it further resolved that the invitees shall include, General Public, Media, Educators and RCMP.

DISCUSSION/DEBATE

During discussion the following points were raised: 1. The Staff Sgt Brushett has visited LBA and made a note of all bikes being used by students. 2. This should be a great opportunity for the community to discuss the issues as well as the restraints on the RCMP in dealing with offenders. 3. It also should be a chance to advise the public that their co-operation is trying to resolve the issues.

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

Nays: 0

Resolution Carried

8.2 FINANCE STANDING COMMITTEE MEETING NO. 8 (SEPTEMBER 8TH, 2014)

8.2.1 Chairperson's Report

Councillor Canning, Chairperson, presented the following report:

- The Committee held a regular sitting on September 8th, 2014 with Councillor Budgell (member) and Councillor King (member) in attendance.
- The Committee considered the A/P Transaction Journal, Budget Reports, Routine and Other payments Report, Income Income/Expense Statement, Capital/Grants Income Statement and Cash Report. The following items were noted:
 - The Skateboard payable is a recoverable expense as that the SkateBoard Committee has the funds to cover this expense, but, has that the equipment will be owned by the Town the Invoice will go through the Town.
 - Council may need to seriously look at replacing one of the Loaders as the repair cost may be exceeding the expense of a new machine.
 - The Town Manager highlighted a number of items on the Income/Expense Statement Income & Expense statement including: 1. Poll Tax Revenue has climbed due to the diligence of admin Staff. 2. The park revenues are down and one of the major causes is a need for upgrading 3. Expenses in Public Works are higher harsh winter and high maintenance costs on equipment. 4. Summer Student Salaries is down slightly, with this being due to the early resignation of a student employee and management was able to react and tighten the schedule to keep costs down.
 - The Capital Grants Income Statement is beginning to reflect the WWTP as it continues.

The table below reflects the current posted entries.

Revenue Category	Actual as a % of budget
Taxes	102.50
Sale of Goods and Services	118.05
Other Revenue from Own Source	143.34
Government Grants/Transfers	50.00
Expense Category	Actual as a % of budget

Council	49.99
General Administration	59.36
Property Assessment	75.00
Professional Development and Training	94.94
Public Relations	113.40
General Government	60.55
Fire Protection	52.13
Animal & Pest Control	78.28
Protective Services	53.46
Public Works Administration	64.16
Public Works Compensation	62.43
Vehicle and Fleet Operations and Maintenance	80.81
Roads	77.25
Snow Removal (materials only)	48.14
Street Lights	66.93
Transportation Services	68.18
Water Supply	68.54
Sewer Collection and Disposal	69.74
Garbage & Waste Collection	65.39
Environmental Health	66.79
Recreation Administration	60.58
Parks/Playgrounds/Fields	79.58
Stadium	67.53
Recreation and Cultural Services	66.14

The Town's Cash Flow is in a very strong position and with the Kings Road Subdivision Sale going through the majority of the budget is again on track for the year.

- The committee received for review the 2013 Yearend financial Statements of the Central Regional Services Board (operating as Central Waste Management).
- The committee also discussed a possibility of having an on call system available for incidents such as waterbreaks etc. for weekends on a year round basis. This will be assessed by staff and presented back to the finance committee for 2015 budget.

8.3.2 Recommendations

Motion 196/2014 – Councillor Canning/Councillor Saunders

That Council shall approve the A/P Transaction Journal dated September 5th, 2014, totalling \$94,632.64, for disbursement as presented.

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

Nays: 0

Motion Carried

Motion 197/2014 – Councillor Canning/Councillor King

That Council shall ratify the Routine Payment Report for August 2014, totalling \$43,924.92, as presented.

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

Nays: 0

Motion Carried

Resolution 198/2014 – Councillor Canning/Councillor King

Whereas Council has received a request for consideration of property tax relief for a property destroyed by fire and completely uninhabitable for a full year, be it resolved that staff shall be instructed to issue an adjustment to the account in the amount of \$1,484.80.

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

Nays: 0

Motion Carried

Resolution 199/2014 – Councillor Canning/Councillor Saunders

Whereas an executor of an estate for account INST001 has approached the Town about receiving a discount in order to clear up an account bearing interest outstanding; and whereas such an effort could clear up an account that may have become unrecoverable, be it resolved that the Town Manager is instructed to advise the executor that if the account is paid within 15 days, a discount to a maximum of \$324.37 will be applied to the account.

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

Nays: 0

Resolution Carried

Motion 200/2014 – Councillor Canning/Deputy Mayor Tremblett

That Council shall, in relation to account HAYWD002, approve the following measures: 1. Interest shall be frozen effective August 1, 2014. 2. The account holder shall be given until June 30, 2016 to pay the balance in full, including any taxes/fees imposed on the account during that period. 3. In the event the terms of the agreement are not upheld all interest shall be reinstated retroactively on the account.

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

Nays: 0

Motion Carried

Motion 201/2014 – Councillor Canning/Councillor McDonald

That Council shall approve the following revised budget for the Fire Department:

	<u>July 2014 Budget</u>	<u>New Budget</u>	<u>Variance</u>
Honorarium	11,500.00	11,500.00	-
Travel/Training	6,127.29	8,127.29	2,000.00
Supplies	5,798.40	5,798.40	-
Purchase Services	11,920.92	13,020.92	1,100.00
Grants/Subsidies	5,200.00	5,200.00	-
Equipment maintenance	7,771.64	6,771.64	1,000.00
Equipment purchase	3,162.48	9,716.72	6,554.24
Fuel	3,000.00	1,900.00	1,100.00
Utilities	<u>19,443.27</u>	<u>19,443.27</u>	<u>-</u>
	73,924.00	81,478.24	7,554.24

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

Nays: 0

Motion Carried

Motion 202/2014 – Councillor King

That Council shall adopt the “*Town of Bishop’s Falls Organizational Flow Chart*,” as circulated, that replaces the Executive Assistant with the Office Administrator.

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

Nays: 0

Motion Carried

Motion 203/2014 – Councillor Canning/Deputy Mayor Tremblett

That Council shall adopt the job description for the *Office Administrator* as circulated.

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

Nays: 0

Motion Carried

Resolution 204/2014 – Councillor Canning/Councillor Saunders

Whereas in November 2013 Council adopted the *Town of Bishop’s Falls Complaint Policy and Procedure*; and whereas the Town has evaluated the policy and procedure and identified ways to improve its operational effectiveness and efficiency; therefore, be it resolved that Council shall repeal the *Town of Bishop’s Falls Complaint Policy and Procedure*; be it further resolved that Council shall adopt the “*Town of Bishop’s Falls Complaint Policy and Procedure 2014*” as circulated.

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

Nays: 0

Resolution Carried

Item 9: General Business

9.1 PROVINCIAL VEHICLE/EQUIPMENT DISPOSAL

Council by consensus requested that staff investigate the miscellaneous equipment listed to assess the value.

9.2 RECREATION GRANT

Resolution 205/2014 – Councillor Saunders/Deputy Mayor Tremblett

Whereas Council has been advised by the Province of a Grant for \$5,000 towards the SkateBoard Park and upgrades to the Pat O'Reilly arena; and whereas Council requires \$2500.00 for the repairs to the seats/Boards at the stadium, be it resolved that Council shall allot \$2,500.00 towards the Stadium upgrades, and be it further resolved that Council shall allot the remaining \$2500.00 to the SakteBoard Park Project.

DISCUSSION/DEBATE

During discussion the following points were raised: 1.The grant was originally intended for the stadium but due to availability of additional funds the application was increased. The SkateBoard Park Committee has been working extremely hard to make this project a reality for the youth of Bishop's Falls.

Yeas: 4 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders and Councillor McDonald

Nays: 2 – Councillor Canning/Councillor King.

Resolution Carried

9.3 MAA CALL FOR NOMINATIONS

Motion 206/2014 – Councillor Saunders/Councillor Canning

That Council shall submit Mayor Robert Hobbs as its nominee for the Central Director position with the Municipal Assessment Agency – Central Director; and further that Deputy Mayor Tremblett is authorized to sign the nomination papers behalf of Council.

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

Nays: 0

Motion Carried

9.4 MNL CONVENTION DELEGATE

By Consensus it was agreed that Mayor Hobbs and Councillor Budgell would attend this year's MNL Convention, with Councillor McDonald as the alternate.

9.5 DEPARTMENT OPERATIONAL REVIEWS

Council reviewed each department's operational plan as presented for informational Purposes.

9.6 Standing Order 15.1 Amendment

As that each Standing Committee has new members no action being taken until new members have established meeting schedules.

9.4 STANDING COMMITTEE APPOINTMENTS AS OF OCTOBER 1, 2014

Mayor Hobbs, as is customary each year, announced changes to the Standing Committees' membership. His Worship indicated that he considered the strengths of Councillors and their interests when deciding the Committees' compositions. As of October 1, 2014, the Chairs and members for each Standing Committee are as follows:

Standing Committee	Chairperson	Members
Finance	Deputy Mayor Tremblett	Councillor Saunders Councillor McDonald
Public Works	Councillor Saunders	Councillor Budgell Councillor Canning
Public Health & Safety	Councillor McDonald	Councillor King Councillor Canning
Economic Development	Councillor King	Councillor Budgell Deputy Mayor Tremblett

9.5 EVDA

Councillor Saunders as representative from Council sitting on the EVDA (Exploits Valley Development Association) advised council that due to cost constraints the Tourist chalet would be closing at its current location. The Town of Grand Falls-Windsor as the largest partner was pursuing other options for an information centre and Councillor Saunders would advise Council of any further developments.

9.9 DITCHING

Resolution 207/2014 – Councillor King/ Councillor Canning

Whereas council has due to financial constraints in this year's budget dropped the ditching program for 2014; and whereas due to good financial management and the sale of the Kings Road Subdivision Council now has a small amount of funding available; and whereas the ditching program is vital to the maintenance of a number of areas of town, be it therefore resolved that Council shall commit \$3,000.00 towards a continuation of the ditching program.

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

Nays: 0

Resolution Carried

9.10 NALCOR PRESS RELEASE

By Consensus Council decided to issue a Press Release tonight to bring public attention to the fact that the Province of Newfoundland has failed to redress the adverse fiscal impact that resulted from the 2009 expropriation of Commercial taxpaying property within the Town.

DISCUSSION/DEBATE

During discussion the following points were raised: 1. The original press release had been held back due to another round of discussions with the province. 2. This issue has been ongoing with no agreement now for 5 years. 3. It was time to advise the public of how the Town was being treated.

Item 10: Adjournment

Motion 208/2014 – Councillor Saunders/Councillor McDonald

That Council shall adjourn public meeting 1351,

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

Nays: 0

Resolution Carried

The meeting adjourned at 8:35 pm.

Dan Oldford
Town Clerk/Land Officer