

## Minutes

### Item 1: Call to Order

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

Deputy Mayor D. Tremblett  
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

### 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) WWTP Update sponsored by Mayor Hobbs. (2) Privilege Session – sponsored by Mayor Hobbs.

#### **Motion 248/2014 – Councillor Saunders/Councillor Budgell**

To adopt the agenda for public meeting 1355 as amended.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

### Item 4: Adoption of Minutes for Public Council Meeting No. 1354

#### **Motion 249/2014 – Deputy Mayor Tremblett/Councillor McDonald**

To adopt the minutes for public meeting 1354 as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

### **Motion Carried**

## **Item 5: Business Arising from the Minutes of Public Council Meeting No. 1354**

QA1: Councillor King Requested an update on the exhaust fans and the humidity at the stadium. Staff, are awaiting pricing and list of parts needed to have the necessary repairs completed.

QA2. Councillor King also inquired as to any update on the Nalcor billing status. Mayor Hobbs has been in touch with our MHA and the Town Manager has been in conversation with Municipal Affairs. A response is expected within the next couple of weeks.

## **Item 6: Standing Committee Reports and Recommendations**

### **6.1 PUBLIC HEALTH & SAFETY STANDING COMMITTEE MEETING NO. 13 (NOVEMBER 3<sup>RD</sup>, 2014)**

#### **6.1.1 Chairperson's Report**

Councillor Kirk McDonald, Chairperson presented the following report:

- A regular meeting of the committee took place on Monday, November 3<sup>rd</sup>, 2014 with Councillor King, Councillor Canning and Mayor Hobbs in attendance.
- The chairperson started the meeting with a word of thanks and congratulation to the Firefighters on their Annual Ball which took place on October 25<sup>th</sup>. A special congratulation was issued to Firefighters Onnie Balsom, Hedley Harnum on achieving 40 years of service and Firefighters Ed Mills and Dan Oldford on 20 years of service. The Lifetime Achievement Award was presented to Firefighter Gerald Ellis, Firefighter of the year, Harold Snow and Officer of the Year to Fire Chief Gary Harnum.
- The committee met with representatives from the Bishop's Falls Fire Department Executive, namely Fire Chief Harnum, Deputy Chief Ed Osbourne and Secretary Tracey Fancey to discuss a number of issues concerning the Department:
  - a. The Fire Department advised that the Lions Community Bonfire will take place Tuesday Nov 4<sup>th</sup>, 2014 while the regular Bonfire Night activities will take place on Wednesday Nov. 5<sup>th</sup>, 2014. This will include a Jiggs Dinner which Council members are invited to attend.
  - b. The department advised of a weekend training course to be held by the Bishop's Falls Fire Department at the Smokehouse on New Bay Road November 15-16, 2014. Council members are invited to drop in. This SCBA Course is now becoming a requirement of all firefighters in the province.
  - c. The department advised that all its plans for Remembrance Day are now in place.

- d. The Chairperson inquired about a possibility of Bishop's Falls Fire Department requesting a surplus Fire Rescue Truck from CBS. The Committee recommends a request be sent jointly from the Town and the department.
  - e. Mayor Hobbs requested that the Fire Department consider a request from the Central Regional Services Board (CNWM) for assistance with its Fire Services in Norris Arm North.
  - f. Mayor Hobbs also wished to have the Fire Department include care and consideration of disabled persons in a review of the Town's Emergency Plan.
- The Committee reviewed the report of the Public Meeting held October 30, 2014 at the Bishop's Falls Lions Club concerning ATV use within the Town. A number of solid ideas came from this meeting and will be considered for implementation.
  - The committee also considered the Pat O'Reilly Memorial Stadium Score Clock contract issues that have arisen over the past few weeks and Minor Hockey will be requested to attend the next PHSSC meeting to discuss the issues.

**\*\*** Mayor Hobbs and Councillor King advised Council of the success of the Training Session held by the Fire Department November 15-16. The department held a training session at the Smoke House on New Bay Road with 25 of its members in attendance. The Bishop's Falls Fire Department is now one of the best trained and certified departments on the Island.

**\*\*** Mayor Hobbs also commented on the public meeting regarding ATV's in the Town. This meeting was well attended and the Public Health & Safety Committee will be reviewing the report for any possible actions to be taken.

#### 6.1.2 Recommendations

#### **Resolution 250/2014 – Councillor McDonald/Councillor Canning**

Whereas Council requested a review of unnamed roads within Town; and whereas such a review included contact with the residents living on such roads for name considerations and historical information; and whereas a proposal has been presented to Council that accurately reflects suitable names for 8 such roads, be it therefore resolved that Council shall name the roads identified in the report as:

1. Tower Road – Adj. 23 Hampton's Hill
2. Simmons Lane – Adj. 55 Newtown Road
3. Fox Lane – Adj. 17 Main St.
4. Murphy's Turn – Adj. 11 Beaumont Heights
5. Rideout Place – Adj. 8 Beaumont Heights
6. Penton Heights – Adj. 5 Hynes Road
7. Sutherland's Lane – Adj. 14 Country Road
8. Glavine's Lane – Adj. 34 Station Road

And be it further resolved that proper civic address renumbering and renaming shall be initiated on each of the properties accessing such roads.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

**Resolution 251/2014 – Councillor McDonald/Councillor Saunders**

Whereas the Town suffered significant cost due to a breach in contract with Browning Harvey by a User group not using the proper products in the canteen at the Pat O'Reilly Memorial Stadium; and whereas such losses cannot be permitted, be it therefore resolved that Minor Hockey shall be requested to meet with the Public Health & Safety Standing Committee to ensure such breaches in contract are resolved immediately.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

**6.2 ECONOMIC DEVELOPMENT STANDING COMMITTEE MEETING NO. 5 (November 4<sup>th</sup>, 2014)**

**6.2.1 Chairperson's Report**

Councillor Bryan King, Chairperson, presented the following report:

- A regular meeting was held on October 14, 2014 with Deputy Mayor Tremblett, Councillor Budgell and Mayor Hobbs in attendance.
- Over the past six (6) years there have been several commercial inquiries into the land held by the Town to the west of the Dominic Street Industrial Park. In all cases the conversation with the inquirer ceased when the cost of developing the land was shared. The fact the land is undeveloped is a significant deterrent to expanding the town's commercial base in the Dominic Street area.
- Over the past year or more the Town Manager had at least two (2) conversations with ACOA on the possibility of receiving government support to develop the land. During this sitting the Committee met with representatives from ACOA and the Department of Business, Tourism, Culture, and Rural Development (DBTCRD) to discuss the matter. Both representatives were interested in the project; however, the Town's approach, particularly in relation to ACOA, must fit within the following parameters:
  - a. The Industrial Park must pertain to a specific sector (light manufacturing).
  - b. The demand case must be strong.
  - c. The land must be available for sale at fair market value.
  - d. A Steering Committee must be created, comprised of ACOA, to ensure the land is being sold to businesses that are within the specific sector (light manufacturing).
- This project is estimated to cost \$1,500,000 and will involve developing four (4) commercial sites (100 meters frontage each) to the west of Dominic Street. The Committee concluded this project is critically important to the future economic growth of the community; therefore, a recommendation

will be presented to Council that will instruct the Town Manager to prepare a funding proposal for ACOA and DBTCRD to advance this project. The focus will be placed on developing the land for the purpose of light manufacturing.

#### 6.2.2 Recommendations

#### **Resolution 252/2014 – Councillor King/Councillor McDonald**

Whereas the Town does not currently have developed commercial land available for sale; and whereas this is a significant deterrent to economic growth in the community; and whereas the Economic Development Standing Committee recently held a meeting with representatives from the Atlantic Canada Opportunities Agency (ACOA) and the Department of Business, Tourism, Culture and Rural Development (DBTCRD) to discuss an expansion to the Dominic Street Industrial Park; and whereas the representatives expressed interest in the project, which is estimated to cost approximately \$1,500,000 and will see four (4) commercial lots developed to the west of Dominic Street; and whereas the Economic Development Standing Committee believes developing this land will position the town to better avail of economic development opportunities; and whereas the next step in the process involves Council submitting a funding proposal to ACOA and DBTCRD; therefore, be it resolved that Council shall instruct the Town Manager to prepare and submit a proposal to ACOA and DBTCRD for the purpose of expanding the Dominic Street Industrial Park by developing four (4) commercial lots at an approximate cost of \$1,500,000; be it further resolved that the expansion shall focus on light manufacturing.

#### DISCUSSION/DEBATE

During discussion the following items were noted: 1. There has been significant mining and exploration in the central area as of late and this could provide possible tenants. 2. The town needs to get the Town of Grand Falls-Windsor to provide a letter of support for this project to show that this is a non-competing project with our neighboring town and will further enhance the central region's economic future. 3. Conversations with ACOA have been very positive for the project going forward.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

#### **Resolution Carried**

#### 6.3 PUBLIC WORKS STANDING COMMITTEE MEETING NO. 321 (October 15th, 2014)

##### 6.3.1 Chairperson's Report

Councillor Saunders, Chairperson, presented the following report:

- The Committee held a regular meeting on November 12<sup>th</sup>, 2014 with Councillor Budgell and Mayor Hobbs in attendance.
- A resident met with the committee to appeal the termination of snow clearing services as a result of the *Public Roads Snow Clearing Regulations* that were adopted in May 2014. The resident felt that snow clearing should be maintained in the area in question due to 1. The Roadway was a designated

roadway and not owned by him. 2. There was a risk of damage to infrastructure (manhole and flooding) if the snow clearing was not maintained. 3. A previous Council had dealt with a flooding issue in the area and it was agreed at the time to have infrastructure placed there at the Town's expense to address the flooding issue. Due to the infrastructure issue the committee resolved to add a definition to the Public Roads Snow Clearing Regulations permitting the clearing of specific roadways if Council felt it was necessary for the "preservation of Town Infrastructure". It was also agreed that the residents appeal should be granted under this condition and therefore the roadway involved would have snow clearing reinstated.

- An appeal was considered by 4 residential properties on Hampton's Hill regarding the discontinuation of snow clearing services to their driveways. It was noted however that this was clearly an area whereby 2 residents decided to build and share a driveway and did not meet the criteria to have snow clearing continue. The appeal was denied.
- A letter of appeal was discussed from a resident on Station Road regarding the discontinuation of snow clearing services to their driveway. Although Council sympathizes with their cause. Council cannot justify clearing a driveway based on a residents personal situation.

\*\* Councillor King also requested an update on the insurance inquiry regarding pothole damage to a personal vehicle. The Town has been advised that the request has been sent for review with no response has of meeting time.

#### 6.3.2 Recommendations

#### **Resolution 253/2014 – Councillor Saunders/Councillor Budgell**

Whereas the *Public Roads Snow Clearing Regulations* were adopted by Council in May 2014; and whereas the Public Works Standing Committee believes the definition of public driveway must be expanded to address water and sewer infrastructure issues; therefore, be it resolved that Council shall amend section 3(c) of the *Public Roads Snow Clearing Regulations* by inserting an additional subsection, ordered as subsection 3(c)d, that reads as follows: "provides access to water or sewer infrastructure that must, in the Town's judgement, receive winter maintenance in order to prevent potential damage to surrounding properties"; be it further resolved that this amendment shall become effective immediately.

#### DISCUSSION/DEBATE

During discussion the following items were noted: 1. The town has a number of other catch basins that are not cleared so is this really an issue. 2. A previous Council installed the catch basin to alleviate flooding to resident's homes and snow clearing was established at that time. 3. Individual incidents such as this may be assessed by Council for final decision.

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

Nays: 2 – Councillor McDonald and Councillor King

#### **Resolution Carried**

**Resolution 254/2014 – Councillor Saunders/Councillor King**

Whereas the *Public Roads Snow Clearing Regulations* were amended on November 18, 2014 by expanding the definition of a public driveway to address potential water and sewer infrastructure issues; and whereas an appeal was received from a resident regarding the termination of winter maintenance services in relation to Simon's Lane; and whereas this area is deemed to meet the definition of a public driveway in accordance with section 3(c)d of the said regulations; therefore, be it resolved that Council shall amend the *Snow Clearing Service Standard Policy* by reinstating winter maintenance services to Simon's Lane.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Resolution Carried**

**Motion 255/2014 – Councillor Saunders/Councillor Budgell**

That Council shall deny an appeal for the reinstatement of snow clearing to two (2) driveways on Hampton's Hill.

**DISCUSSION/DEBATE**

During discussion it was noted that these properties do not meet the Town's Regulations for snow clearing, thus Council's decision to deny snow clearing and maintenance is upheld.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**Motion 256/2014 – Councillor Saunders/Councillor Canning**

That council shall deny an appeal for the reinstatement of snow clearing to a driveway on Station Road.

**DISCUSSION/DEBATE**

During discussion it was noted, though Council does sympathize with the residents request, it must try at all times to treat all citizens equally and fairly.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

6.4 FINANCE STANDING COMMITTEE MEETING NO. 10 (November 12<sup>th</sup>, 2014)

#### 6.4.1 Chairperson's Report

Deputy Mayor Tremblett, Chairperson, presented the following report:

- The Committee held a regular meeting on November 12<sup>th</sup>, 2014 with Councillor Saunders, Councillor McDonald and Mayor Hobbs in attendance.
- As usual, the Committee reviewed the A/P Transaction Journal, Routine and Other Payments Report, Income Expense Statement, Budget, Capital Works/Grants Income Statement, and Cash Report. No material concerns were noted. Cash remains in a healthy condition, and the budget performance is summarized below (Council should note that we were, at the time of the reports, 87% into the fiscal year).

Item	Percentage Realized/Used to Date
<b>Revenue (% Realized)</b>	
Taxes	102.87
Sale of Goods and Services	123.00
Other Revenue from own Sources	166.97
Municipal Operating Grant	100.00
<b>Expense (% Used)</b>	
Council	74.11
General Administration	82.44
Property Assessment Services	100.00
Professional Development and Training	109.10
Public Relations	114.05
Fire Department	74.00
Animal and Pest Control	75.14
Public Works Administration	89.43
Public Works Compensation	86.97
Vehicle and Fleet Operations	82.74
Roads	91.96
Snow Removal (Supplies)	71.47
Street Lighting	83.64
Water Supply	83.96
Sewer Collection and Disposal	57.00
Garbage Collection and Waste Disposal	68.97
Recreation Administration	86.22
Parks/Playgrounds/Fields	94.29
Stadium	78.52
Fiscal Services	54.62

- The Committee completed a full budget review as of October 31, 2014 of each department with special consideration given to a couple of Civic Events prior to year end as well as an over budget in Casual Labour caused by extra training and OH & S requirements on road work. Currently Council could finish the fiscal year with a small surplus pending weather conditions and no major breakdowns.



- The Budget planning work has begun with presentation to Council set for the public meeting on December 16, 2014.
- Council will be pleased to know that the Roof Project at the Pat O'Reilly Stadium is now complete and all bills have been paid.

#### **DRAFT RECOMMENDATIONS/COUNCIL MOTIONS**

##### **Resolution 257/2014 – Deputy Mayor Tremblett/Councillor McDonald**

Be it resolved that Council shall approved the A/P Transaction Journal dated November 6<sup>th</sup>, 2014, totalling \$73,442.87, for disbursement as circulated.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

#### **Resolution Carried**

##### **Resolution 258/2014 – Deputy Mayor Tremblett/Councillor King**

Be it resolved that Council shall ratify the Routine Payments for Oct/Nov 2014, totaling \$63,979.10, as circulated.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

#### **Resolution Carried**

##### **Resolution 259/2014 – Deputy Mayor Tremblett/Councillor Budgell**

Whereas the Public Works Committee has purchased a new FIS – 78001 Polycaster Spreader at a cost of \$4,650.00 plus HST; and whereas such expenditure was not allotted Budget 2014; and whereas such a purchase would need a intra budget transfer to appropriately expense the purchase; and whereas such transfer is requires council's approval, be it resolved that Council shall approve the Intra Budget Transfer to for the FIS – 78001 Polycast Spreader as presented.

#### **DISCUSSION/DEBATE**

It was noted during discussion that this purchase was at the request of the Public Works Supervisor. He had previously advised Council that the old spreader was not working properly and it would be more cost effective to replace the unit completely.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

## **Resolution Carried**

### **Resolution 260/2014 – Deputy Mayor Tremblett/Councillor King**

Whereas the Town Manager on October 16<sup>th</sup>, 2014 requested via email approval from Finance Standing Committee, authority to enter into a special payment arrangement with a resident in order to have the resident's water shutoff reversed; and whereas the terms of the arrangement were acceptable to the Committee by email to the request presented, be it therefore resolved that Council shall ratify the special payment arrangements for ACC POWENO2 as presented.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

## **Resolution Carried**

### **Resolution 261/2014 – Deputy Mayor Tremblett/Councillor Saunders**

Whereas under the "Assessment Act 2006 Section 32 (1)" Council shall, by resolution, prior to January 31 in a year, appoint a commissioner; and whereas Council had approved the appointment of Mr. Hardy Sparkes as Commissioner of record for the town of Bishop's Falls in 2014; and whereas Council wishes to continue Mr. Sparkes appointment, be it therefore resolved that the town of Bishop's Falls appoints Mr. Hardy Sparkes as the Commissioner for the year 2015.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

## **Resolution Carried**

## **Item 7: General Business**

### **7.1 OFFER TO PURCHASE USED OLYMPIA**

#### **Motion 262/2014 – Councillor Canning/Councillor King**

That Council shall sell the Used Olympia to the Town of Triton at a price of \$1,200.00.

#### **DISCUSSION/DEBATE**

During discussion the following items were considered: 1) Triton is a smaller town located in the central region 2) The Used Olympia was now surplus to the Town of Bishop's Falls. 3) Bishop's Falls has benefited in the past from other towns. 4) Council should make every effort to assist a community in the region develop its recreation program.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**7.2 WWTP UPDATE FROM MAYOR**

Mayor Hobbs updated Council on the status of the WWTP. Council was advised of a number of key points:

1. The work on the collector route is now 70 % complete. Work has stopped for this season.
2. Sunset Dr. Site is approx 80% complete with beds in and hydro seeding to be completed in spring.
3. Some electrical and mechanical work will continue during the winter.
4. The road has been graded again. It was noted that the resident complaints of the road condition were during a heavy rainfall period.

**7.3 PRIVILEGE SESSION**

**Motion 263/2014 – Councillor Canning/Councillor Saunders**

That Council shall dissolve into a privileged session.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**\*\*The privileged session commenced at 8:02 pm\*\***

**Motion 264/2014 – Councillor McDonald/Deputy Mayor Tremblett**

That Council shall conclude the privileged session and resume the public meeting.

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

**\*\*The privileged session concluded, and the public meeting resumed, at 9:45 pm\*\***

**Item 8: Adjournment**

**Motion 265/2014 – Councillor Saunders/Councillor McDonald**

That Council shall adjourn public meeting 1355,

Yeas: 7 – Mayor Hobbs, Deputy Mayor Tremblett, Councillor Saunders, Councillor King, Councillor McDonald, Councillor Budgell and Councillor Canning.

Nays: 0

**Motion Carried**

The meeting adjourned at 9:47 pm.

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Dan Oldford  
Town Clerk/Land Officer

# Town of Bishop's Falls



Public Council Meeting No. 1355  
November 18<sup>th</sup>, 2014 at 7:00 pm  
Council Chambers

## Agenda

1. Call to Order
2. Moment of Silent Reflection
3. Adoption of Agenda
4. Adoption of Minutes for Public Council Meeting No. 1354
5. Business Arising from the Minutes of Public Council Meeting No. 1354
6. Standing Committee Reports and Recommendations
  - 6.1 Public Health & Safety Standing Committee No. 13 (November 3<sup>rd</sup>, 2014)
    - 6.1.1 Chairperson's Report
    - 6.1.2 Recommendations Arising
  - 6.2 Economic Development Standing Committee No. 5 (November 4<sup>th</sup>, 2014)
    - 6.2.1 Chairperson's Report
    - 6.2.2 Recommendations Arising
  - 6.3 Public Works Standing Committee No. 322 (November 12<sup>th</sup>, 2014)
    - 6.3.1 Chairperson's Report
    - 6.3.2 Recommendations Arising
  - 6.4 Finance Standing Committee No. 10 (November 12<sup>th</sup>, 2014)
    - 6.4.1 Chairperson's Report
    - 6.4.2 Recommendations Arising
7. General Business
  - 7.1 Offer to purchase Used Olympia
  - 7.2 WWTP update by Mayor
  - 7.3 Privilege Session
8. Adjournment