

**Town of Logy Bay-Middle Cove-Outer Cove
Regular Council Meeting
November 1, 2016
6:45 pm**

IN ATTENDANCE

Mayor John Kennedy
Deputy Mayor Craig Dyer
Councillor Bert Hickey
Councillor Bradley Power
Councillor James Rose
Councillor Karen Todhunter

Adele Carruthers, Town Manager
Wayne Langille, Administrative Support Clerk

REGRETS

Richard Roche, Town Clerk/Treasurer

Moved B.Power/K.Todhunter: Resolved that the agenda of a regular meeting held on November 1, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

Moved B.Hickey/K.Todhunter: Resolved that the minutes of a regular meeting held on October 11, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

BUSINESS ARISING

1. Gail Malone, 60-66 Devereaux Lane re: Right of Way. Mayor Kennedy will meet with Ms. Malone to discuss the right of way.
2. Public Works re: Galvanised Dump Trailer. Town staff will check with the maintenance staff to inquire if the galvanised dump trailer can be stored inside either the public works depot or the Kelly Park Garage during the winter months.
3. Fire Services re: Water Tanker. Town staff will contact St. John's Regional Fire Department to have them submit to the Town in writing the water tanker protocol for calls within our jurisdiction.

CORRESPONDENCE

4. Letter from Joedy Wall, Jack Byrne Arena re: Shared Cost of Expansion Studies. Town staff will budget the shared amount of \$14500.00 as part of the 2017 Municipal Budget.

5. Letter from Joedy Wall, Jack Byrne Arena re: Ownership Change Request. Town staff will schedule Roger Coombs, Jack Byrne Arena Auditor to address Council on November 21, 2016 at 5:30pm to discuss the finances relating to an ownership change request.
6. Memo from Dermot Whalen, St. Paul's Council re: Justina Centre Waiver. **Moved B.Power/J.Rose**: Resolved that Council approve the Justina Centre waiver for their scheduled dinner and dance scheduled for November 18, 2016 and forward them the current policy in place. In favour 5. Deputy Mayor Against. Carried.
7. Memo from Dawn Chaplin, Town of Torbay re: Animal Control Services 2017. **Moved B.Power/K.Todhunter**: Resolved that Council approve the Animal Control Services 2017 rates from the Town of Torbay for fiscal year 2017. Town staff will amend the 2017 Tax Fee Schedule to match the Town of Torbay's impound fees for animals. In favour 6. Carried.
8. Letter from Dawn Chaplin, Town of Torbay re: Provision Sand/Salt for 2016-2017. **Moved B.Power/K.Todhunter**: Resolved that Council approve the Provision of Sand/Salt for 2016/2017 rates from the Town of Torbay for fiscal snow clearing season 2016-2017 for emergency usage only. In favour 6. Carried.
9. Letter from Dawn Chaplin, Town of Torbay re: Municipal Enforcement 2017. Town staff will write Ms. Chaplin to inform her that at the current time Council is not interested in their pilot project for Municipal Enforcement 2017. Council may wish to review again in the future.
10. Mayors Meeting re: Minutes September 29, 2016. Town staff will forward the number of households and costs associated with garbage collection to the Town of Portugal Cove-St. Phillips.
11. NEAR Plan Oversight Committee Meeting re: Minutes September 20, 2016. Town staff will include the Water Study as part of the 2017 Municipal Budget. Town staff will contact MNL to invoice the town for the town's share of the NEAR plan.
12. Memo from Kelsey Griffiths, 1 Savage Creek Road re: Fundraising Request. **Moved B.Power/K.Todhunter**: Resolved that Council approve a \$ 50.00 donation for Kelsey Griffiths to participate in the VESA program. In favour 6. Carried.
13. Letter from Karen Oldford, Municipalities Newfoundland and Labrador re: Donation Received. Information Only.
14. Letter from Joe Maynard, Northeast Eagles Senior Hockey Club re: Corporate Sponsorship. **Moved B.Power/B.Hickey**: Resolved that Council approve a donation of \$ 500.00 to the Northeast Eagles Senior Hockey Club. The Town will donate two season passes received from the Northeast Eagles Senior Hockey Club to St. Francis of Assisi School to be used for their own purposes. In favour 5. Councillor Rose Against. Carried.

APPLICATIONS

15. Paul Burse, 23-29 O'Neil's Road re: Single Family Dwelling with Apartment. **Moved C.Dyer/J.Rose:** Resolved that Council approve the application for a single family dwelling with apartment subject to Service Newfoundland and Labrador approval, lot grading plan and compliance with all other town regulations. In favour 6. Carried.

FINANCES

16. Cheques issued from October 11, 2016 to October 28, 2016 were reviewed.
17. Quikstat and expense/income reports issued to October 28, 2016 were reviewed.
18. Festival of Friends re: 2016 Report. Town staff will forward a final report to all of Council.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID

19. B & P Enterprises re: Public Works \$ 1242.00. **Moved C.Dyer/J.Rose:** Resolved that Council approve payment of the invoice in full. In favour 6. Carried.
20. Dave Peet Siding & Renovations re: Garage Cape Cod Wood Siding, Soffit, Fascia Supply and Install \$ 22419.25. **Moved J.Rose/B.Hickey:** Resolved that Council approve payment of the invoice in full (HST included). In favour 6. Carried.
21. Dave Peet Siding & Renovations re: Garage Cape Shingles Supply and Install Plus Extra \$ 9539.25. **Moved J.Rose/B.Hickey:** Resolved that Council approve payment of the invoice in full (HST included). In favour 6. Carried.
22. Dave Peet Siding & Renovations re: Justina Centre Cape Cod Wood Siding, Trim Plus Extra \$ 21648.75. **Moved J.Rose/B.Hickey:** Resolved that Council approve payment of the invoice in full (HST included). In favour 6. Carried.

COMMITTEE REPORTS

23. Personnel/Training/IT re: Recruitment Selection Policy. **Moved K.Todhunter/C.Dyer:** Resolved that Council approve the Recruitment Selection Policy as tabled. In favour 6. Carried.
24. Personnel/Training/IT re: Salary Administration Policy. **Moved K.Todhunter/C.Dyer:** Resolved that Council approve the Salary Administration Policy as tabled. In favour 6. Carried.

25. Personnel/Training/IT re: Benefits Administration Policy. **Moved K.Todhunter/C.Dyer:** Resolved that Council approve the Benefits Administration Policy subject to the probationary period being completed prior to the commencement of benefits. In favour 6. Carried.
26. Personnel/Training/IT re: New Job Descriptions. **Moved K.Todhunter/C.Dyer:** Resolved that Council adopt the job descriptions for both the *Community Program Coordinator/Outreach Officer* and the *Finance Administration Officer* as tabled. In favour 6. Carried.
27. Personnel/Training/IT re: Salary Scales. **Moved K.Todhunter/C.Dyer:** Resolved that Council approve the salary scale of both the *Community Program Coordinator/Outreach Officer* and the *Finance Administration Officer* positions. In favour 6. Carried.
28. Personnel/Training/IT re: Hiring Process. **Moved K.Todhunter/C.Dyer:** Resolved that Council approve the commencement of the hiring process for the two positions *Community Program Coordinator/Outreach Officer* and *Financial Administrative Officer*. In favour 6. Carried.
29. Personnel/Training/IT re: Cloud Backup. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve the services of Ricoh for cloud based backup services for town computer systems at a cost of \$ 750.00 upfront and a \$ 135.00 monthly fee. In favour 6. Carried.
30. Policy re: Administrative Support. It was a decision of Council for the Policy Committee to avail of administrative support when the need arises at their meetings.
31. St. Francis of Assisi School re: Shoebox. **Moved B.Power/K.Todhunter:** Resolved that Council approve paying the shipping charge up to a maximum of \$ 700.00 for the Samaritans Purse Shoebox program. In favour 6. Carried.
32. St. Francis of Assisi School re: Bus Schedule. Mayor Kennedy contacted the principal regarding having the busses run on schedule. Council may consider placing a no parking sign in front of the church to alleviate vehicles impeding traffic flow by parking in front of the church each school day morning between the hours of 7:30am – 8:30am.
33. War Memorial re: Staff – Remembrance Day Ceremony. **Moved C.Dyer/J.Rose:** Resolved that Council have only casual workers called in on Remembrance Day to assist with traffic control and setup of the ceremony. In *favour* 3 → Deputy Mayor Dyer, Councillor Rose and Councillor Todhunter. *Against* 3 → Mayor Kennedy, Councillor Hickey and Councillor Power. Defeated.

NEW BUSINESS

34. MCW Submissions re: Upgraded Quotes. **Moved B.Power/K.Todhunter:** Resolved that Council approve the submission as tabled for public work projects for the Municipal Capital Works Program. In favour 6. Carried.

- 35. Breakfast with Santa re: Ticket Prices. Information Only.
- 36. Insurance re: Quotes. Town staff will advertise an expression of interest for insurance services for the town.
- 37. Subdivision Standards and Agreement re: Developments. It was a decision of Council that after review of the securities required under the subdivision standards and agreement it was decided by Council to have the current requirements remain the same.
- 38. Tablet re: Policy. The Policy Committee will draft an electronic tablet policy to be tabled at the next regular meeting of Council.

NOTICE OF MOTION

Moved B.Power/K.Todhunter: Resolved that the Council meeting be adjourned at 8:55pm. In favour 6. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor