

**Town of Logy Bay-Middle Cove-Outer Cove  
Regular Council Meeting  
November 21, 2016  
6:30 pm**

**IN ATTENDANCE**

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

Richard Roche, Town Clerk/Treasurer  
Wayne Langille, Administrative Support Clerk

**REGRETS**

Adele Carruthers, Town Manager

**Moved B.Power/K.Todhunter:** Resolved that the agenda of a regular meeting held on November 21, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

**Moved B.Power/K.Todhunter:** Resolved that the minutes of a regular meeting held on November 1, 2016 be adopted as circulated, corrected or amended. In favour 7. 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. NEAR Plan Oversight Committee Meeting re: Minutes September 20, 2016. Town staff will compile estimates for the Town's ground water study so that it may be included as part of the 2017 Municipal Budget.
3. St. Francis of Assisi School re: Shoebox. **Moved B.Power/K.Todhunter:** Resolved that Council approve paying the additional shipping charge of \$ 126.00 for the Samaritans Purse Shoebox program for any remaining boxes. In favour 7. Carried. Mayor Kennedy will forward a letter of commendation to the Community Program Coordinator for initiating the shoebox program. Town staff will place on town social media a notice regarding the Samaritans Purse Shoebox program.

4. Tablet re: Policy. The Policy Committee will draft an electronic tablet policy to be tabled at a future regular meeting of Council.

## **CORRESPONDENCE**

5. Letter from Kevin Breen, City of St. John's re: Snow's Lane Upgrading. Town staff will reconfirm cost estimates for the traffic study so that the town can budget that amount as part of the 2017 budget. Mayor Kennedy will write Mr. Breen and copy Jason Sinyard and members of Council to inform them that Council is commencing a traffic study on Snow's Lane due to the safety issues and that it's a priority for the town and safety of its residents.
6. Letter from Marsha Tulk, Newfoundland Chess Association re: Justina Centre Donation. **Moved B.Power/K.Todhunter:** Resolved that Council approve the waiving of the rental fees for the upper and lower level of the Justina Centre for the Newfoundland Chess Associations Eastern Regional Chess Tournament scheduled for February 4, 2017. In favour 7. Carried.
7. Letter from Terry Taylor, TRIO Benefits re: 2017 Pension Plan Special Payment. Town staff will include this letter for discussion during the 2017 budget meetings.
8. Letter from Paula Manning, Department of Transportation and Works re: Site Specific Safety Plan. Information Only.
9. East Coast Trail Association re: New Parking Facility and Access Trail. Town staff will include this letter for discussion during the 2017 budget meetings. Mayor Kennedy will contact the East Coast Trail regarding a cost share arrangement for the development of a new parking facility and access trail.
10. Memo from Craig Scott, Town of Torbay re: Turkey Drive Challenge. **Moved B.Power/K.Todhunter:** Resolved that Council donate \$ 200.00 to the regional food bank to match the donation that the students of St. Francis of Assisi School will donate. In favour 7. Carried. Town staff will place a notice on the town's social media regarding the turkey challenge and that the food bank in Torbay is a regional facility.

*By consensus of Council, Councillor Power was deemed in conflict and will not be voting on the upcoming agenda item*

*Councillor Power left the chambers at 7:28pm*

11. Memo from Ed Grant, Eastern Regional Service Board re: 2017 Fee Schedule. **Moved B.Hickey/J.Cadigan:** Resolved that Council approve the 2017 Fee Schedule for user fees as tabled from the November 14, 2016 letter by Ed Grant. In favour 6. Carried.

*Councillor Power returned to the chambers at 7:30pm*

12. Letter from Ursula Grant, Canadian Wireless Telecommunications Association re: Recycle My Cell in Newfoundland and Labrador. Information Only.

13. Letter from Peter & Theresa Morris, 14 St. Francis Road re: Mailbox Potholes. It was a decision of Council to refer the letter to the Public Works Committee of Council. Town staff will inform Mr. and Mrs. Morris of the aforementioned.

### **APPLICATIONS**

14. Fisheries, Forestry and Agrifoods, Sugarloaf Place re: Access Road. The Planning/Development Committee will meet onsite with a representative from the Department of Fisheries, Forestry and Agrifoods to discuss the location of the access road.
15. Greg Boyde, 7 Roman's Drung re: Second Access Culvert. The Public Works Committee will meet onsite to review Mr. Boyde's request for a second access culvert.
16. Paul Hickey, 183 Lower Road re: Dwelling Extension. **Moved C.Dyer/B.Hickey:** Resolved that Council approve the dwelling extension subject to Service Newfoundland and Labrador approval and compliance with town regulations. In favour 7. Carried.

### **FINANCES**

17. Cheques issued from October 31, 2016 to November 18, 2016 were reviewed.
18. Quikstat and expense/income reports issued to November 18, 2016 were reviewed.
19. Committee Structures re: Update. **Moved B.Power/J.Rose:** Resolved that Council approve the new committee structure as per digital file sent via email to all councillors. In favour 7. Carried.

### **BILLS FOR REVIEW ONLY**

### **BILLS TO BE PAID**

20. Procom Data re: TownSuite Municipal Software \$ 21390.00. **Moved C.Dyer/B.Power:** Resolved that Council approve payment of the invoice subject to the Personnel/Training/IT Committee and the Town Manager. In favour 7. Carried.
21. Winsor Electric Ltd. re: Professional Services \$ 2440.88. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve payment of the invoice as tabled. In favour 7. Carried.
22. French & Associates re: JBRC Mortgage Lot 3a Big Meadow Drive \$ 1000.50. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve payment of the invoice as tabled. In favour 7. Carried.
23. French & Associates re: Gerard Tobin Development – Road/Lot Transfers \$ 1227.00. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve payment of the invoice in full. In favour 7. Carried.

24. B & P Enterprises re: Public Works \$ 1932.00. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve payment of the invoice in full. In favour 7. Carried.

## **COMMITTEE REPORTS**

25. Emergency Plan re: Report. Councillor Cadigan will contact the Town of Torbay for a copy of their emergency plan for the committees review.
26. Finance re: KPSA Budget. Councillor Cadigan will contact KPSA to inform them that he is now one of the representatives from Council to liaison with KPSA along with Councillor Hickey. Councillor Cadigan will copy Councillor Hickey on the email to KPSA.
27. Personnel/Training/IT re: Town Closing. **Moved C.Dyer/K.Todhunter:** Resolved that Council close the Town Office at 1:00pm on Friday December 23, 2016 for a Christmas social. The office will remain closed on December 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>. Permanent town staff will annual of their annual leave during these noted days. Any temporary and contract office staff will also take these days off with pay and will be required to work the time back at a later date. In favour 7. Carried.
28. Personnel/Training/IT re: Christmas Bonus. **Moved C.Dyer/K.Todhunter:** Resolved that Council issue a Christmas bonus to all active staff equivalent to two days of pay for employees with over three years of service and one day of pay of employees with less than three year's service and \$ 50.00 for part-time, casual and contract employees, including on call employees, bartenders and the cleaner. In favour 7. Carried.
29. Personnel/Training/IT re: Wage Review. **Moved C.Dyer/K.Todhunter:** Resolved that based on the current wage review there will be no increases for market adjustment for the calendar year 2017 and 2018. The next wage review will need to be done in the fall of 2018. This does not include step progression for staff that are not at the top of their scale. In favour 7. Carried.
30. Personnel/Training/IT re: Community Program Coordinator and Outreach Officer/Finance and Administration Officer. **Moved C.Dyer/K.Todhunter:** Resolved that Council adopt the salary scales of the Community Program Coordinator and Outreach Officer as well as the Finance and Administration Officer as tabled and that there be one year between steps on the anniversary of hire date until an employee reaches the top of their pay scale. This motion may be amended at a later date as Council are considering if criteria will be used to reach steps In favour 7. Carried.
31. Personnel/Training/IT re: Human Resources Consultant. **Moved C.Dyer/K.Todhunter:** Resolved that Council terminate the retainer agreement with Jan Dicks Human Resources Consultant and move to a negotiated per hour cost for services to be utilized when necessary at the recommendation of the committee and with the approval of Council. In favour 7. Carried. The committee will meet to discuss the resumes received.
32. Planning/Development re: Jenny's Way Extension. The Planning/Development Committee will meet to discuss an extension to Jenny's Way.

33. Policy re: Draft List. Town staff will forward the draft list to Councilor Hickey for his review.
34. Public Works re: Water Concern. Councillor Power will forward the memo from Brenda Baker to the Public Works Committee of Council for their review.
35. Public Works re: Ditch Clearing. Town staff will check the cross culvert near Gerard Smart's residence for debris.
36. Public Works re: Ditch Clearing. Town staff will check the driveway culvert located at Joseph Lynch's property.
37. Public Works re: Ditch Clearing. Town staff will check the driveway culvert located at Cyril Pine's Estate property for debris.
38. Tourism/Economic Development re: Logy Bay-Middle Cove-Outer Cove Development Association. The association will be requesting funds for their annual operating grant of \$ 2500.00 for the 2017 fiscal year.

### **NEW BUSINESS**

*Councillor Power left the chambers at 8:28pm*

39. Jack Byrne Arena re: Matthew Byrne Christmas Gift. **Moved B.Hickey/C.Dyer:** Resolved that Council purchase a Christmas Gift for Matthew Byrne as was done last year. In favour 6. Carried.

*Councillor Power returned to the chambers at 8:30pm*

40. Jack Byrne Arena re: Jack Byrne Arena Staff. **Moved B.Power/B.Hickey:** Resolved that Council purchase Christmas gifts for all permanent and permanent part-time staff as was done last year. In favour 7. Carried.
41. Site Specific Health & Safety Plan re: Ice Control Materials. **Moved C.Dyer/B.Power:** Resolved that the Town of Logy Bay-Middle Cove-Outer Cove Site Specific Health and Safety Plan for pickup of the ice controls materials from the Department of Transportation and Works Depot be endorsed ensuring all measures are in place to meet OH & S compliance. In favour 7. Carried.

*Councillor Cadigan and Councillor Hickey left the chambers at 8:33pm*

42. New Years Eve re: Justina Centre. **Moved B.Power/K.Todhunter:** Resolved that Council waive the rental fee for a bar function for the Outer Cove Rowing Crew for December 31, 2016 rental at the Justina Centre subject to the security deposit being paid in full prior to the rental. In favour 5. Carried. Town staff will ensure that bartenders will be available for the aforementioned event.

*Councillor Cadigan and Councillor Hickey returned to the chambers at 8:35pm*

43. Glenwood Place re: Streetlight. Information Only.

### **NOTICE OF MOTION**

44. Jack Byrne Arena re: Notice of Motion. Councillor Power will forward a motion at a future meeting of Council respecting the inclusion of the Town of Portugal Cove-St. Phillips and Town of Bauline in the buy in to the Jack Byrne Arena as part owners.

**Moved K.Todhunter/B.Hickey:** Resolved that the Council meeting be adjourned at 8:37pm. In favour 7. Carried.

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Richard Roche  
Town Clerk/Treasurer

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John Kennedy  
Mayor