IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor James Rose

Deputy Mayor Craig Dyer
Councillor Bradley Power
Councillor Karen Todhunter

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Councillor Ryan Stack

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

Moved K.Todhunter/B.Hickey: Resolved that the minutes of a regular meeting held on December 14, 2015 be adopted as circulated, corrected or amended. In favour 6. Carried.

BUSINESS ARISING

1. Letter of Congratulations re: MHA Eddie Joyce. Town staff will write Mr. Joyce to offer a congratulatory note on becoming the new Minister of Municipal Affairs.

2. Letter of Congratulations re: MHA Al Hawkins. Town staff will write Mr. Hawkins to offer a congratulatory note on becoming the new Minister of Transportation and Works.

CORRESPONDENCE


5. Recreation Master Plan re: Adopt. Moved C.Dyer/K.Todhunter: Resolved that Council adopt the tabled Recreation Master Plan. In favour 6. Carried. Town staff will place the plan on the website and include an introductory letter as a preface.

7. Memo from Steven Bradley, Department of Municipal and Intergovernmental Affairs re: Tax Recovery Plan. Deputy Mayor Dyer and Town staff will meet to discuss the aforementioned.

8. Memo from Anne Marie and Bob Lewis, 56 St. Francis Road re: Killick Drive Light Request. Mayor Kennedy will contact Ms. Lewis to clarify her request to Council.

9. Memo from Linda Collier, 100 Marine Drive re: Donation Request. Moved B.Power/K.Todhunter: Resolved that Council approve a donation in the amount of $50.00 to offset the cost for Jaydon Collier to attend the All-Newfoundland Provincial Hockey Tournament in Goose Bay, Labrador scheduled for March 30 – April 2, 2016. In favour 6. Carried.


APPLICATIONS


12. Mary Roche, 3 Chad’s Lane re: Door Step Grade Exemption. Moved C.Dyer/K.Todhunter: Resolved that Council approve a doorstep grade exemption for Mary Roche. In favour 6. Carried.


FINANCES

16. Cheques issued from December 14, 2015 to January 8, 2016 were reviewed.

17. Quikstat and expense/income reports issued to January 8, 2016 were reviewed.
BILLING FOR REVIEW ONLY

BILL TO BE PAID


COMMITTEE REPORTS

20. Personnel/Training/IT re: Monthly Log – Call In’s. Town staff will forward the call-in sheet to the Personnel/Training/IT Committee monthly.

21. Personnel/Training/IT re: On Call Phone Pickup. The Personnel/Training/IT Committee will meet to discuss the on-call phone.

22. Planning/Development re: Meeting. The Planning/Development Committee will meet with Devon Field and Donald Cadigan to discuss rezoning and a building permit respectively.

23. Policy re: Justina Centre Birthday party (upper level). Moved B.Power/K.Todhunter: Resolved that Council provide an exemption to Krista Galgay, Stack’s Lane to host her child’s birthday party within the upper level of the Justina Centre. In favour 6. Carried.


25. Jack Byrne Arena re: Committee Representative. Councillor Power will verify if the timeframe for a new Council representative is due to be appointed to the Jack Byrne Arena Board.

26. Public Safety re: Coyote Sighting. Town staff will develop a social media note on Coyotes.

NEW BUSINESS

27. Mike Griffin re: Greenspace. It was a decision of Council to inform Mr. Griffin that he will not be charged open space fees for the 4 lots fronting on Big Meadow Drive but he is responsible for the road security fee which is $1000.00 per lot.
28. Council Chambers re: Lighting. **Moved B.Power/K.Todhunter**: Resolved that Council approve the purchase and installation of a maximum of thirteen interior lights within the chambers and exterior lighting at the rear of the Town Hall subject to a lumens review. In favour 6. Carried.

29. Lot Grading Plans re: Building Lots. It was a decision of Council to discuss this item at A future meeting.


31. Tax Fee Schedule re: 2016. **Moved C.Dyer/B.Power**: Resolved that the 2016 Tax Fee Schedule be approved as submitted with one noted change adding a fee for a Lot Grading Plan in the amount of $ 500.00. In favour 6. Carried.

32. Property Tax Reduction re: 2016. **Moved C.Dyer/B.Power**: Resolved that property owners with a total combined income of $ 30000.00 or less with a total residential assessed value of $ 425000.00 or less may avail of the property tax reduction and must submit a copy of their 2015 Notice of Assessment from the Canada Revenue Agency with the Property Tax Reduction application form with a deadline of December 31, 2016. In favour 6. Carried.


34. Ten Percent Discount re: 2016. **Moved C.Dyer/B.Power**: Resolved that the ten percent discount on property and business tax be approved and taxes must be paid in full on or before February 29, 2016. In favour 6. Carried. Invoices will be mailed by January 29, 2016.


36. Backhoe Services re: 2015. Town staff will provide all of Council with the total expenditure for backhoe services for fiscal year 2015.

37. Sign re: Bus Stop Ahead. Town staff to place a "Bus Stop Ahead" sign westbound just prior to O'Brien Place.

38. Sign re: 50km/h near School. Town staff will review the positioning of the 50 km/h sign near the school.
39. Steers Insurance re: Quote. Town staff will check with our insurance provider to inquire what the penalty would be if the town cancelled their insurance policy. Town staff will advertise an expression of interest for insurance services. Town staff will inform Jeff Sharpe of the aforementioned.

NOTICE OF MOTION

Moved B.Power/K.Todhunter: Resolved that the Council meeting be adjourned at 7:30pm. In favour 6. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor
IN ATTENDANCE

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

Adele Carruthers, Town Manager  
Richard Roche, Town Clerk/Treasurer  
Wayne Langille, Administrative Support Clerk

REGRETS

Councillor Karen Todhunter  
Councillor Ryan Stack

Moved C.Dyer/B.Power: Resolved that the agenda of a regular meeting held on February 1, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

Moved B.Power/C.Dyer: Resolved that the minutes of a regular meeting held on January 11, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

BUSINESS ARISING

1. Personnel/Training/IT re: On Call Phone Pickup. It was a decision of Council to ask the on-call staff to check if they have a personal cell for the initial call in, then when they arrive within the Town for on call work they would then pick up the on-call phone to utilise while called in. The Town will reimburse any additional expense to their mobility invoice for usage over their regular personal cellular plan.

2. Council Chambers re: Lighting. Town staff will contact the supplier who quoted the replacement of lighting in the chambers to inquire about other local businesses who installed the lighting to seek input on the brightness.

3. Steers Insurance re: Quote. Town staff will contact Steers Insurance to inform them that if they require additional information on quoting for insurance services to gather the information and complete the work themselves.
CORRESPONDENCE

4. Memo from Lisa Lawlor, Room for One re: Address Council – Poor Man’s Supper. Ms. Lawlor and Ms. Hickey informed Council about Room for One. Town staff will provide ice from the Justina Centre for the Poor Man’s Supper event.


6. Memo from Paddy Dyer re: Buddy Ramp. It was a decision of Council to approve the purchase of a buddy ramp for the Town truck.


9. Memo from Derek Simmons, Fire and Emergency Services re: Training School. Town staff will forward the memo to the Emergency Management Committee.


12. Memo from Brad Greeley, Memorial University’s Student Volunteer Bureau re: Polar Bear Plunge Middle Cove Beach. Town staff will write Mr. Greeley to inform him that he may proceed with the Polar Bear Plunge on Middle Cove Beach but the town will assume no liability for any injury and that Middle Cove Beach is a public beach and the public may use it at their own risk.


APPLICATIONS

15. Kavanagh Associates re: JBRC Enterprises/Big Meadow Residential Development. **Moved B.Power/C.Dyer:** Resolved that Council accept option one which was recommended by Kavanagh & Associates regarding Big Meadow Drive, that the town will take over responsibility and maintenance of the road, and hold back sufficient money from the contractor's deposit to cover the cost of correcting deficiencies (normally twice the estimated unit cost, in order to cover mobilization of another contractor if required, or to provide incentive for the contractor to return to the site for the corrections). This holdback will be in addition to the required deposit for phase two work. In favour 4. Councillor Rose Against. Carried.

16. Devon Field, 76 Outer Cove Road re: Rezoning Request. Mr. Field to submit a development application and Council will discuss this request at the next regular meeting of Council.

FINANCES

17. Cheques issued from January 11, 2016 to January 28, 2016 were reviewed.

18. Quickstat and expense/income reports issued to January 28, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

22. Personnel/Training/IT re: Document Management Specialist. **Moved C.Dyer/B.Power:** Resolved that Council approve the advertisement of a Document Management Specialist for a six month term (temporary position) to transfer all documents from paper to digital, with details such as remuneration to be discussed at a later date. In favour 5. Carried.
23. Personnel/Training/IT re: Human Resource Services. **Moved C.Dyer/B.Power**: Resolved that Council contract Jan Dicks Consulting Inc. on a six month term with a maximum of ten hours per week at $ 100.00 per hour to supply Human Resource Services for the Town. In favour 5. Carried.

24. Personnel/Training/IT re: Advertisement On-Call Flag People. **Moved C.Dyer/B.Power**: Resolved that Council advertise the position of On Call Flag Person within the Town with the applicable rate of pay. In favour 5. Carried.

25. Planning re: Town Plan Review Session. The initial planning session will be held on February 7, 2016 at the Justina Centre.

26. Planning re: Public Hearing – 57-59 Barnes Road. Town staff will arrange a meeting with the Town Planner and the Planning/Development Committee to discuss the upcoming public hearing which is scheduled for February 3, 2016.

27. Public Works re: Meeting. The Mayor will arrange a Public Works meeting to discuss issues.

28. Tourism/Economic Development re: Meeting. The Council will meet at 5:30pm, February 22, 2016 to discuss the Logy Bay Development Association Middle Cove Beach Washroom Facility.

29. Jack Byrne Arena re: Council Representative. Mayor Kennedy is interested in becoming the Council Representative for the Town on the Jack Byrne Arena Board. Council will make a final decision at the next regular meeting of Council. Town staff will contact the Community Representative to submit monthly reports to the Council effective immediately.

30. NEAJC re: Alternate Representative. Council will appoint an alternate to the NEAJC.

31. Public Safety/OHS re: Marine Drive Traffic. Town staff will draft a letter in consultation with the Public Safety/OHS Committee to the Minister of Transportation and Works discussing traffic calming measures on Marine Drive.


**NEW BUSINESS**

33. MCW 2016/2017 re: Projects/Amounts/Financing re: Rescind Motion # 36 November 30, 2015 Council Minutes. Council will wait until Councillor Stack attends his next Council meeting to rescind the motion.

35. Tender Call re: Town Hall Entrance. **Moved B.Power/J.Rose:** Resolved that Council issue a tender call for the replacement of the Town Hall Entrance. In favour 5. Carried.

36. Terry Fox Mural re: Outer Cove Bridge. Town staff will contact the Department of Municipal Affairs regarding a special assistance grant to have a mural placed on Outer Cove Bridge.

**NOTICE OF MOTION**

**Moved B.Power/J.Rose:** Resolved that the Council meeting be adjourned at 9:03pm. In favour 5. Carried.

\[Signature\]

Richard Roche
Town Clerk/Treasurer

\[Signature\]

John Kennedy
Mayor

**Council Minutes – February 1, 2016**
IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor Ryan Stack (arrived 7:17 pm)

Deputy Mayor Craig Dyer
Councillor Bradley Power
Councillor Karen Todhunter

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Councillor James Rose

Moved B.Power/C.Dyer: Resolved that the agenda of a regular meeting held on February 22, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

Moved B.Power/B.Hickey: Resolved that the minutes of a regular meeting held on February 1, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

BUSINESS ARISING

1. Council Chambers re: Lighting. Town Manager will order appropriate lighting for the Council Chambers in consultation with the Outside Maintenance Supervisor.

2. Memo from Lisa Lawlor, Room for One re: Address Council – Poor Man’s Supper. Moved B.Power/K.Todhunter: Resolved that Council donate $250.00 to the Poor Man’s Supper scheduled at the Justina Centre. In favour 5. Carried.


4. NEAJC re: Alternate Representative. It was a decision of Council to appoint Councillor Hickey as the alternate representative on the Northeast Avalon Joint Councils.

5. Public Safety/OHS re: Marine Drive Traffic. Town staff will arrange a meeting with the Minister of the Department of Transportation and Works to discuss traffic calming measures along Marine Drive as well as safety issues pertaining to the annual capelin scull.

7. Graffiti re: Outer Cove Bridge. Moved C.Dyer/B.Power: Resolved that Council forward a final registered notice to the individual to pay the invoice for damages to Outer Cove Bridge within ten days and if not paid Council will contact the RNC to pursue charges. In favour 5. Carried.

CORRESPONDENCE

8. Letter from Scott Porter and Linda Sagmeister, 24 Stack’s Lane re: 32-34 Stack’s Lane. Town staff have forwarded the letters to the Town Planner for his comments.

9. Memo from Mort Henwood re: 21st Annual Charity Benefit Hockey Game re: Advertisement Request. Council has decided not to participate in this advertisement request.

10. Vandalism re: Peter’s Path Signage. Moved B.Power/B.Hickey: Resolved that Council purchase two wildlife cameras at a cost of $1000.00 plus HST. In favour 5. Carried. Town staff will move the “Peter’s Path Sign” twenty feet in further from Lower Road.


12. Letter from Bertha Fowler, Department of Municipal Affairs re: Culvert Replacement Program – Replacement of Soldier’s Brook Culvert. Information Only.


15. Letter from Paul Tucker, Department of Municipal Affairs re: Capital Investment Plan Allocation Remaining. Information Only.

APPLICATIONS

16. Vic Doody, 213 Lower Road re: Garage Extension. Moved K.Todhunter/B.Power: Resolved that Council approve the application for a garage extension. In favour 5. Carried. In future, all accessory structures extension applications that meet the town development regulations may be processed over the counter by town staff.
17. Devon Field, 76 Outer Cove Road re: Single Family Dwelling. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve the application to construct a single family dwelling under Section 10 of the Town's Development Regulations and subject to approval from all pertinent government agencies and the engineer review the cross culvert at Outer Cove Road to ensure that the backfill does not impact it and if need be abide by any engineering decisions relating to the cross culvert. Information Only.

18. 76094 NL Inc., 2-44 Marine Lab Road re: Adventure Park. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve the application for an adventure park on property located at 2-44 Marine Lab Road, Logy Bay based on the submitted drawings dated January 26, 2016 Project # 161273 by Anderson Engineering Consultants Ltd. and development description and subject to all approvals and permits from all applicable provincial government departments. In favour 5. Carried.

19. Griffin Brothers, Big Meadow Drive re: Rezoning Four Lots. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve the rezoning of the four lots and the town would require a drainage pattern from an engineer so that it does not impact the zero net runoff system. In favour 5. Carried.


**FINANCES**

21. Cheques issued from February 1, 2016 to February 19, 2016 were reviewed.

22. Quikstat and expense/income reports issued to February 19, 2016 were reviewed.

**BILLS FOR REVIEW ONLY**

*Councillor Stack arrived at the meeting at 7:17pm*

**BILLS TO BE PAID**


**COMMITTEE REPORTS**

24. Emergency Management re: Table Top Exercise. Council members will inform the Emergency Management Committee if they are interested in attending a table top exercise.

25. Personnel/Training/IT re: On Call/Flag Person. **Moved B.Power/C.Dyer:** Resolved that Council approve the hiring of a flag person and additional on call individuals at the discretion of the committee and the Town Manager. In favour 6. Carried.
26. Planning/Development re: Town Plan Review Meeting. Town staff will arrange a meeting of all Council to attend a Town Plan Review Meeting.

27. Planning/Development re: Big Meadow Development. Town staff will schedule a meeting for 4:00pm on February 29, 2016 for the Planning/Development Committee, Kevin Roche and Russell Caddigan.


29. Public Works re: Culvert Barnes Road. Town staff will contact the owner of the culvert regarding making payment.

30. Special Events re: Meeting. The Special Events Committee will meet February 24, 2016 to discuss upcoming events.

31. Tourism/Economic Development re: Meeting. Councillor Power will schedule a one hour meeting to discuss the Middle Cove Beach Project.

32. Northeast Avalon Joint Council re: Municipal Assessment Agency Inc. Town staff will forward the current agenda and minutes to all of Council for their review.

NEW BUSINESS


35. Lot Grading Plan re: Process. Council will meet to discuss the lot grading plan process and fees.


NOTICE OF MOTION

Moved R.Stack/B.Power: Resolved that the Council meeting be adjourned at 8:12pm. In favour 6. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – February 22, 2016
Town of Logy Bay-Middle Cove-Outer Cove
Regular Council Meeting
March 15, 2016
6:30 pm

IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor James Rose

Deputy Mayor Craig Dyer (arrived 7:00pm)
Councillor Bradley Power
Councillor Ryan Stack

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Councillor Karen Todhunter

Moved R.Stack/J.Rose: Resolved that the agenda of a regular meeting held on March 15, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

Moved B.Power/J.Rose: Resolved that the minutes of a regular meeting held on February 22, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

BUSINESS ARISING

1. Graffiti re: Outer Cove Bridge. Town staff will contact the individual one last time to inquire about the invoice before taking next steps.

2. Tourism/Economic Development re: Meeting. The meeting is scheduled for April 3, 2016 at 8:00pm in the Town Hall Committee Room.

CORRESPONDENCE


5. Memo from SWS re: Traffic Arrow. **Moved B.Power/R.Stack:** Resolved that Council approve the purchase of a flip back arrow in the amount of $2903.00 plus HST to be utilised on the white pickup from SWS subject to the Town Manager contacting the City of St. John's regarding what they use on their vehicles. In favour 5. Carried.


7. Quotation from Coastline Specialities Ltd. re: Rubber Surfacing Install and Supply. The Public Works Committee will review the site of the proposed swing and discuss at the next regular meeting of Council. Town staff will contact the Coalition for Persons with Disabilities regarding any possible funding.

8. Memo from MNL re: James Hiscock Memorial Scholarship. Information Only.

9. Letter from Gerald Roche, 240-244 Middle Cove Road re: Property Tax Increase. Town staff will write Mr. Roche to inform him to contact the Municipal Assessment Agency Inc. regarding his 2016 Property Assessment.

*Deputy Mayor Dyer arrived at 7:00pm*


11. Letter from Craig Power, Logy Bay-Middle Cove-Outer Cove Coastal Preservation Committee re: Meeting Request. Council will meet on April 3, 2016 and discuss any update regarding the Glamping Proposal and Town staff will contact Mr. Power to inform him of the aforementioned.


13. Memo from Gordon Murphy, MMSB re: MMSB Surveillance Assistance Program. Town staff will inquire about funding from the MMSB Surveillance Assistance Program for surveillance cameras for the Town.

14. Letters from Residents re: Trail Concept Plan Comments. Town staff will place the letters on file.
15. Toby McDonald, McDonald & Hounsell re: Belbin Family Farm Land Assessment. Moved C.Dyer/B.Power: Resolved that Council set the back taxes for the land that was not assessed for the Belbin Family Land Assessment to the same time frame as a similar case regarding property located off Lower Road. In favour 6. Carried.

16. Draft Trail Master Plan re: Agenda, Key Points, Map, Rationale. Town staff will place the Briefing Report on the Town Website.

APPLICATIONS


19. David & Jodi Whelan re: 649 Logy Bay Road re: Single Family Dwelling. It was a decision of Council to refer the application to the Planning and Development Committee.

20. Basil Murphy re: 401 Marine Drive re: Fence, Barn and Newfoundland Pony. Town staff to contact Mr. Murphy to forward the dimensions of the barn to the Town and send a notice to the adjacent property owners of Mr. Murphy’s client’s request.

FINANCES

21. Cheques issued from February 22, 2016 to March 11, 2016 were reviewed.

22. Quikstat and expense/income reports issued to March 11, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

28. Emergency Management re: Meeting. The committee will meet next week to discuss a table top exercise.

29. Planning/Development re: Meeting. The committee will meet with the Devereaux sisters on March 17, 2016 regarding family land located off Stick Pond Road.

30. Planning/Development re: Meeting. Town staff will schedule a meeting with Tract Consulting Inc. regarding the Town Plan Review.

31. Planning/Development re: Big Meadow Drive Street Lighting. The Public Works Committee and town staff will visit Big Meadow Drive to review the proposed street light locations.

32. Public Works re: Thermostats. Town staff will obtain quotes from local electricians to complete the thermostat project at the Justina Centre.

33. Recreation re: Summer Day Camp. It was a decision of Council to set the dates for day camp from July 4 – August 19, 2016 and the pricing will remain the same as 2015.

34. Heritage re: Morgan McDonald Heritage Project. Town staff will contact Mr. McDonald to meet with Council regarding the heritage project.

35. Public Engagement re: Templates. Town staff will forward the proposed templates and images for the pop up banners to all of Council for their review.

36. War Memorial re: Meeting. The committee will meet to discuss the upcoming July 1, 2016 ceremony.

NEW BUSINESS

Mayor Kennedy left the chambers and Deputy Mayor Dyer assumed the chair at 7:45pm


Mayor Kennedy returned to the chambers and reassumed the chair at 7:47pm


40. Owner Unknown re: Parcels. Deputy Mayor Dyer will forward a list of properties that are owner unknown to all of Council for their review.

NOTICE OF MOTION

Councillor Power will move at the next regular meeting of Council the following policy: that outlines that a staff member attending a public briefing meeting will provide a public briefing report to Council at the next regular Council meeting thereafter the scheduled public briefing outlining the topics raised, how many attended, what councillors attended, what consultants attended (if necessary), any and all documentation that was provided to the public by Council as well as documentation received from the public to Council.

Moved R.Stack/B.Power: Resolved that the Council meeting be adjourned at 8:00pm. In favour 6. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – March 15, 2016
IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor Karen Todhunter

Deputy Mayor Craig Dyer
Councillor James Rose

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer

REGRETS

Councillor Bradley Power
Councillor Ryan Stack
Wayne Langille, Administrative Support Clerk

Moved K. Todhunter/J. Rose: Resolved that the agenda of a regular meeting held on April 4, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

Moved K. Todhunter/B. Hickey: Resolved that the minutes of a regular meeting held on March 15, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

BUSINESS ARISING

1. Quotation from Coastline Specialties Ltd. re: Rubber Surfacing Install and Supply. The Public Works Committee will review the site of the proposed swing and discuss at the next regular meeting of Council. Town staff will contact the Coalition for Persons with Disabilities regarding any possible funding and the Janeway Hospital staff.

2. Memo from Gordon Murphy, MMSB re: MMSB Surveillance Assistance Program. Town staff will inquire about funding from the MMSB Surveillance Assistance Program for surveillance cameras for the Town.

3. War Memorial re: Meeting. The committee will meet on April 6, 2016 to discuss the upcoming July 1, 2016 ceremony.

CORRESPONDENCE


6. Letter from John Clarke, 20 Roche’s Road re: Dumping of Fill – 32-36 Roche’s Road. Town staff will contact the property owner who hauled the fill to inform him to cease hauling any additional fill. The Planning/Development Committee will meet with the property owner on site to discuss the fill issue.


8. Memo from Hon. Al Hawkins, Minister, Department of Transportation and Works re: Working Relationship with Town. Town staff will take photos of the washout at the end of Kelly’s Hill, various pot holes throughout Marine Drive as well as damaged signage and forward them with a letter to Minister Hawkins, Department of Transportation and Works for his review.

9. Memo from Belinda Hannam-Dominic, St. John’s and District Labour Council re: Day of Mourning Wreath Laying Ceremony. Town staff will have a staff member or Councillor lay a wreath at the Confederation Building.

10. Letter from Lisa Lawlor re: Room for One Fundraising Efforts. Information Only.

APPLICATIONS

11. Pinnacle Engineering Limited re: Venice Holdings Inc. Stage One. It was a decision of Council to release the security on Middle Ledge Drive minus the cost to finish the berm and ditching and the developers would need an agreement in writing from the lot owners that work will need to be completed once lots are developed. A copy of this agreement shall be provided by the Town.

12. Pinnacle Engineering Limited re: Silver Head Development Inc. and Motion Headlands Development Inc. Information Only.


14. David and Jodi Whelan, 641-649 Logy Bay Road re: Single Family Dwelling. It was a decision of Council for staff to setup a meeting with Mr. and Mrs. Whelan to discuss their application.

16. Tanya Power and Tony Stockley, Big Meadow Drive re: Single Family Dwelling with In-Law Apartment. It was a decision of Council to refer the application to the Planning/Development Committee.

17. Grant Vivian, Big Meadow Drive re: Single Family Dwelling. It was a decision of Council to refer the application to the Planning/Development Committee.

18. Shawn Vivian, Big Meadow Drive re: Single Family Dwelling. It was a decision of Council to refer the application to the Planning/Development Committee.

19. Mark Gillingham, 171A Middle Cove Road re: Pine River Valley Development. The Planning/Development Committee will meet with Mr. Gillingham to discuss their proposal.

**FINANCES**

20. Cheques issued from March 14, 2016 to April 1, 2016 were reviewed.

21. Quikstat and expense/income reports issued to April 1, 2016 were reviewed.

**BILLS FOR REVIEW ONLY**

**BILLS TO BE PAID**


23. Kavanagh Associates re: Professional Services $5297.07. It was a decision to hold off payment of the invoices until a meeting with Kavanagh Associates is scheduled and these items are discussed.

**COMMITTEE REPORTS**


25. Personnel/Training/IT re: Administrative Assistant (temporary). Town staff will forward all resumes to the committee for their review. The committee will meet with the Town Manager to discuss the resumes received.


Council Minutes – April 4, 2016  3
27. Planning/Development re: Middle Cove Beach Washroom. Town staff will inform the Logy Bay Middle Cove-Outer Cove Development Association that Council requires a more detailed maintenance and staffing cost model before any decision is made. Town staff will inform them to schedule a public briefing regarding the aforementioned.

28. Public Works re: Manhole Cover St. Francis Road. **Moved J.Rose/K.Todhunter:** Resolved that Council approve the installation of a new manhole cover at a cost of $2500.00 plus HST which includes new frame and cover and setting the frame and covering with concrete including asphalt completed by Modern Paving. In favour 5. Carried.

29. Public Works re: Meeting. The Public Works Committee will meet with the Outside Maintenance Worker to discuss upcoming projects throughout the Town.

30. Public Safety/OHS re: Speeding. Town staff will contact the RNC to alert them about monitoring the speeding on Marine Drive, Lower Road and Cadigan’s Road.

**NEW BUSINESS**


32. Trail Concept Plan re: Process and Fees. It was a decision of Council to meet to discuss the process and fees.

33. Human Resources re: Administrative Assistant. Town staff will forward all the resumes to the Personnel/Training/IT Committee for review.

**NOTICE OF MOTION**

**Moved J.Rose/C.Dyer:** Resolved that the Council meeting be adjourned at 8:20pm. In favour 5. Carried.

[Signature]
Richard Roche
Town Clerk/Treasurer

[Signature]
John Kennedy
Mayor

Council Minutes – April 4, 2016 4
Town of Logy Bay-Middle Cove-Outer Cove  
Regular Council Meeting  
April 26, 2016  
6:30 pm

IN ATTENDANCE

Mayor John Kennedy  
Deputy Mayor Craig Dyer  
Councillor Bradley Power  
Councillor James Rose  
Councillor Ryan Stack  
Councillor Karen Todhunter

Adele Carruthers, Town Manager  
Richard Roche, Town Clerk/Treasurer  
Wayne Langille, Administrative Support Clerk

REGrets

Councillor Bert Hickey

Moved B.Power/R.Stack: Resolved that the agenda of a regular meeting held on April 26, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

Moved J.Rose/C.Dyer: Resolved that the minutes of a regular meeting held on April 4, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

BUSINESS ARISING

1. Quotation from Coastline Specialities Ltd. re: Rubber Surfacing Install and Supply. The Public Works Committee will review the site of the proposed swing and discuss at a future meeting of Council.


3. Jenny's Way re: Garbage. Town staff will complete a site visit to Jenny's Way to check on garbage that may be on town property and if necessary contact the owner to have it removed.

4. Letter from John Clarke, 20 Roche's Road re: Dumping of Fill – 32-36 Roche's Road. The Planning/Development Committee will meet with the property owner on site to discuss the fill issue.
5. Memo from Hon. Al Hawkins, Minister, Department of Transportation and Works re: Working Relationship with Town. Town staff will take photos of the washout at the end of Kelly's Hill, various pot holes throughout Marine Drive as well as damaged signage and forward them with a letter to Minister Hawkins, Department of Transportation and Works for his review.

**CORRESPONDENCE**

6. Letter from Nat Salfas, SNC Lavalin re: Town Hall Entrance Replacement. **Moved B.Power/R.Stack:** Resolved that Council approve the tender price of $44720.00 (HST extra) to Skymark Renovations for the renovation and replacement of the Town Hall entrance. In favour 6. Carried.


10. Letter from Sherry Gambin, Minister, Department of Seniors, Wellness and Social Development re: Killick Coast Regional Games. Information Only.

11. Memo from Paula Manning, Department of Transportation and Works re: Ice Control Materials. Town staff will add CORE certification to future snow clearing contracts.

12. Letter from William Janes, RNC re: National Police Week. Council may notify Town staff if interested in attending the police memorial service.


17. Memo from Russell Caddigan re: Lot # 8 Red Rocks Drive. Town staff will inform Mr. Caddigan that the Town may consider his proposal for green space.

19. Memo from Christine Legrow, 74 Lower Road re: Easement Questions. Town staff will investigate further into Ms. Legrow’s easement questions.

20. Memo from Shawn Fudge, Pinnacle Engineering (Cabot Development) re: Logy Bay-Middle Cove-Outer Cove Trail Master Plan. Council will meet to discuss the Trail Master Plan. Town staff will inform Mr. Fudge of the aforementioned.

21. Memo from Shawn Fudge, Pinnacle Engineering (Venice Holdings) re: Logy Bay-Middle Cove-Outer Cove Trail Master Plan. Council will meet to discuss the Trail Master Plan. Town staff will inform Mr. Fudge of the aforementioned.

APPLICATIONS

22. Tanya Power and Tony Stockley, Big Meadow Drive re: Single Family Dwelling with Subsidiary Apartment. Moved C.Dyer/R.Stack: Resolved that Council approve the application for a single family dwelling with subsidiary apartment subject to Service Newfoundland and Labrador, pending compliance with town regulations, and subject to compliance with the town’s lot grading plan process. In favour 6. Carried.

23. In-fill lots re: Lot Grading Plan. Moved J.Rose/R.Stack: Resolved that all development lots (infill and individual subdivision lots must have the applicant complete a lot grading plan unless an engineer, CET or surveyor submits in writing to the Town that no backfill is required and that development of the lot will not impact the adjacent property owners. In favour 5. Deputy Mayor Dyer Against. Carried.

24. Grant Vivian, Big Meadow Drive re: Single Family Dwelling and Shawn Vivian, Big Meadow Drive re: Single Family Dwelling Moved C.Dyer/R.Stack: Resolved that Council approve the application for a single family dwelling subject to Service Newfoundland and Labrador approval, pending compliance with town regulations, and subject to compliance with the town’s lot grading plan process. In favour 6. Carried.

25. Mark Gillingham, 171A Middle Cove Road re: Pine River Valley Development. Town staff will schedule a meeting with Mr. Gillingham once the letter from Dorothea Hanchar is received by the Town.

27. Chris Besso, 692 Logy Bay Road re: 7.32m x 7.32m Garage. It was a decision of Council to notify the adjacent property owners of the proposed garage.

FINANCES

28. Cheques issued from April 4, 2016 to April 22, 2016 were reviewed.

29. Quikstat and expense/income reports issued to April 22, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

NEW BUSINESS

34. Emergency Management re: Table Top Exercise. Moved B.Power/R.Stack: Resolved that Council approve a budget of $ 400.00 for food and beverages for the event. In favour 6. Carried.

35. Personnel/Training/IT re: Meeting. Town staff will arrange a meeting with the committee to discuss the temporary administrative assistant’s project.

36. Open Space Enhancement re: Summer Plan. The committee will develop a plan for the summer.


38. East Coast Trail Parking re: Cobbler. Town staff will contact the East Coast Trail to have an onsite meeting on Cobbler Crescent to explore utilization of the crown land reserve for East Coast Trail parking.

40. Nageira Crescent re: Playground Name and Signage. **Moved B.Power/R.Stack:** Resolved that Council approve the name “Nageira Crescent Playground” as the name of the Nageira Crescent playground and have a sign erected with the aforementioned on it. In favour 6. Carried.

41. Drainage Pipes re: Residents Properties. Town staff will check the maximum standard for drainage pipe length that is encroaching into Town ditches.

**NOTICE OF MOTION**

42. Civic Numbering re: Program. Councillor Power served a notice of motion that at the next Council meeting scheduled for May 16, 2016 the motion: that it’s mandatory that residents have a civic number on their property which is visible from the road.

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**Moved J.Rose/R.Stack:** Resolved that the Council meeting be adjourned at 8:43pm. In favour 6. Carried.

__________________________
Richard Roche
Town Clerk/Treasurer

__________________________
John Kennedy
Mayor

Council Minutes – April 26, 2016
Town of Logy Bay-Middle Cove-Outer Cove
Regular Council Meeting
May 16, 2016
6:45 pm

IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor James Rose
Councillor Karen Todhunter

Deputy Mayor Craig Dyer
Councillor Bradley Power
Councillor Ryan Stack

Adele Carruthers, Town Manager
Wayne Langille, Administrative Support Clerk

REGRETS

Richard Roche, Town Clerk/Treasurer

Moved C.Dyer/R.Stack: Resolved that the agenda of a regular meeting held on May 16, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

Moved C.Dyer/R.Stack: Resolved that the minutes of a regular meeting held on April 26, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

BUSINESS ARISING

1. Letter from John Clarke, 20 Roche's Road re: Dumping of Fill – 32-36 Roche’s Road. It was a decision of Council to contact the owner of the property located at 32-36 Roche’s Road to inform him to complete mitigation to the debris present to reduce the amount of dust and not to haul in additional fill without the approval of Council.

2. Memo from Hon. Al Hawkins, Minister, Department of Transportation and Works re: Working Relationship with Town. Town staff will take photos of the washout at the end of Kelly’s Hill, various pot holes throughout Marine Drive as well as damaged signage and forward to the Department of Transportation and Works for review and copy MHA Cape St. Francis District Kevin Parsons.

CORRESPONDENCE

4. Memo from Jill Hartle, ProCom Data re: Townsuite Upgrade Training. Town staff will contact Ms. Hartle to develop a suitable training schedule for staff, while keeping the Town Hall open.

5. Letter from Frank Sullivan, Royal Canadian Legion – Provincial Command. It was a decision of Council not to advertise in the "Military Service Recognition Book".

6. Letter from Helen Escott, 508 Royal Canadian Air Cadets re: Camp Out. It was a decision of Council to inform Ms. Escott that Council does not own any property on Red Cliff and provide her with the names of all five owners of the privately owned land.

7. Letter from Dean Ball and Betty Moore, Municipal Assessment Agency Inc. re: Clar Simmons Scholarship Award. Information Only.

8. Letter from David Clarke, Department of Municipal Affairs re: 2016 Budget Submission. Town staff will forward this memo to the town auditor for his information.


10. Memo from Helen Hynes, 909 Marine Drive Property re: Meeting Request. Town staff will schedule a meeting with the Planning/Development Committee.

11. Letter from Geoffrey Pike, 838-846 Marine Drive re: Assessment Review Commission Hearing. Town staff will inform Mr. Pike that Council will not be entertaining his request to reschedule an Assessment Review Hearing.

12. Letter from Gary Caul, Kavanagh Associates re: 64-72 Outer Cove Road Drainage. Town staff will inform the property owner that he has to agree to the cost outlined in the letter, in order for the drainage plan to be designed by Kavanagh Associates.

13. Memo from Erika Stacey and Mark Perry re: 105 Red Cliff Road. Town staff will inform Ms. Stacey and Mr. Perry that the Public Works Committee of Council will visit their property to assess their request to fill in the area behind their property.

14. Letter from Michelle Coady and Grant Fitzpatrick re: Driveway Access 487 Marine Drive. It was a decision of Council for town staff to setup a meeting with Ms. Coady and Mr. Fitzpatrick and the Planning/Development Committee to discuss their driveway access request.

APPLICATIONS

16. Donnie Hearn, 30-34 Barnes Road re: Culvert Installation. Town staff will inform Mr. Hearn that Council has approved a thirty foot culvert, but if that is unsatisfactory then he may install a double culvert (forty foot).

17. Trevor Morris, Jenny’s Way re: Road Extension. It was a decision of Council to refer the request to the Planning/Development Committee of Council.

18. Pine Line Properties, 26 Sandalwood Drive re: Single Family Dwelling. Town staff will inform Frank Foley that his application is on hold until the Sandalwood Drive Extension is inspected by our engineer, and the road transferred to the Town.

FINANCES

19. Cheques issued from April 25, 2016 to May 13, 2016 were reviewed.

20. Quikstat and expense/income reports issued to May 13, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

23. Public Works re: Fencing. Moved B.Power/R.Stack: Resolved that Council approve the quotation from Provincial Fence Products in the amount of $ 8640.00 plus HST for a fence installation on the Kelly Park Soccer Field. In favour 7. Carried.

24. Open Space Enhancement re: Budget Meeting. The committee will meet to discuss a budget for Open Space Enhancement projects.

25. NEAJC re: Meeting. Councillor Hickey will attend the NEAJC meeting scheduled for May 18, 2016 at 7:30pm at the CBS Town Hall.

26. Speed Signs re: Data. Town staff will install the remaining two data speed signs.

27. Public Engagement re: Meeting. A public briefing on the washroom for Middle Cove Beach is scheduled for May 26, 2016 at the Justina Centre upper level.
NEW BUSINESS

28. Glen Byrne re: Hauling Fill. Town staff will inform Mr. Byrne to slope his property back towards his dwelling.


30. Mural re: Outer Cove Bridge. Town staff will proceed with having the RNC press charges against the individual who spray painted Outer Cove Bridge.

31. St. John’s Regional Fire Department re: Notification of Commercial Building Approvals. It was a decision of Council to forward all new commercial building permit approvals to St. John’s Regional Fire Department for their records. Moved B. Power/K. Todhunter: Resolved that effective immediately all new constructed dwellings must have a civic number attached to their property which must be visible from the road which will be required in order for an occupancy permit be issued. In favour 7. Carried.

32. Town Plan Review re: Survey. Town staff will link the survey through the twitter feed on the main page of the website.

NOTICE OF MOTION

Moved J. Rose/R. Stack: Resolved that the Council meeting be adjourned at 8:45pm. In favour 7. Carried.

Adele Carruthers
Town Manager

John Kennedy
Mayor

Council Minutes – May 16, 2016
Town of Logy Bay-Middle Cove-Outer Cove  
Regular Council Meeting  
June 6, 2016  
6:30 pm  

IN ATTENDANCE  
Mayor John Kennedy  
Councillor Bert Hickey  
Councillor James Rose  
Councillor Karen Todhunter  
Deputy Mayor Craig Dyer  
Councillor Bradley Power (arrived 7:15pm)  
Councillor Ryan Stack  
Adele Carruthers, Town Manager  
Richard Roche, Town Clerk/Treasurer  

REGrets  
Wayne Langille, Administrative Support Clerk  

Moved C.Dyer/R.Stack: Resolved that the agenda of a regular meeting held on June 6, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.  

Moved R.Stack/C.Dyer: Resolved that the minutes of a regular meeting held on May 16, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.  

BUSINESS ARISING  
1. Memo from Helen Hynes, 909 Marine Drive Property re: Meeting Request. Town staff will refer Ms Hynes to the Department of Transportation and Works.  
2. Letter from Michelle Coady and Grant Fitzpatrick re: Driveway Access 487 Marine Drive. Town staff will verify if a 30km/h sign is located in the area of the proposed dwelling. Town staff will inform Ms. Coady and Mr. Fitzpatrick of the aforementioned.  
3. Donnie Hearn, 30-34 Barnes Road re: Culvert Installation. Town staff will inform Mr. Hearn to remove the old culvert that is located on site.  
4. Mural re: Outer Cove Bridge. Town staff will proceed with having the RNC press charges against the individual who spray painted Outer Cove Bridge.  

CORRESPONDENCE  
5. Memo from St. Francis of Assisi School re: Continental Breakfast. Mayor Kennedy attended on behalf of Council.


9. Letter from Dermot F. Whelan, Knights of Columbus re: Exemption of the Fees Associated with the use of the Justina Centre. Town staff will inform Mr. Whelan that he must apply for every function separately in writing.

10. Memo from Janet Barrett re: Vehicles Speeding In Bus Stop Area at 390 Marine Drive, Logy Bay. Moved C.Dyer/K.Todhunter: Resolved that Council approve the installation of a “Bus Stop Ahead” sign near 390 Marine Drive. In favour 6. Carried. Town staff will forward the letter to the RNC.

11. Copy of Letter from Mayor Kennedy to Councillor Danny Breen, City of St. John’s re: Upgrade a Section of Srow’s Lane, Logy Bay. Information Only.

12. Letter from Rev. Fred Brown, St. Francis of Assisi Parish re: Feasibility of the Use of the Town’s Bounce House and Spin Wheel for Parish Garden Party. Town staff will inform Rev. Brown that they can make use only of the spin wheel but not the bounce houses due to liability issues.


15. Letter from Gary Caul, Kavanagh Associates re: Cost of Deficiencies Venice Holdings Dev. Town staff will inform Kevin Roche to draft a new letter of agreement outlining the developer being responsible for the Outstanding Berm and Ditching Works for lots 19 and 20 Venice Holdings Development Phase One.

Councillor Power arrived at the Council meeting at 7:15pm

16. Memo from Katherine Dray re: Usage of Ergs Lower Level Town Hall. Town staff will inform Ms. Dray to contact Councillor Hickey who is involved with the Outer Cove Rowing Association to request access to the rowing machines. The town will explore drafting an agreement between the Outer Cove Rowing Association and the Town to lease the room to the Outer Cove Rowing Association for $1.00 per year.
Councillor Hickey left the chambers at 7:30pm

17. Memo from Councillor Bert Hickey re: Estimated Expenses to Enter a Rowing Crew in the 2016 Royal St. John’s Regatta. **Moved B.Power/R.Stack:** Resolved that Council approve the sponsorship donation of $3000.00 to an Outer Cove Crew rowing team under the Outer Cove name for the 2016 Royal St. John’s Regatta. In favour 5. Councillor Rose Against. Carried.

Councillor Hickey returned to the chambers at 7:45pm


19. Summary of Projects Costs re: ACOA Application for Assistance. **Moved B.Power/R.Stack:** Resolved that Council approve $66009.57 plus HST which is 50% of the cost of all projects listed on the memo tabled. In favour 6. Councillor Rose Against. Carried.

20. Memo from Ronald Johnson, Scarlets Security re: Quote for Security Services on Statutory Holidays. **Moved C.Dyer/K.Todhunter:** Resolved that Council accept Spectrum Security for security services for both Outer Cove and Middle Cove Beaches, subject to a reference check. In favour 7. Carried. Town staff will unlock the Outer Cove Beach gate effective June 7, 2016 and leave open for the season.

21. Memo from Katie Greene, Newfoundland and Labrador Heart and Stroke Foundation re: Mayor's March. Mayor Kennedy will obtain further information on the Mayor’s March at an upcoming meeting.

APPLICATIONS

22. Trevor Morris, Jenny’s Way re: Road Extension. Town staff will inform Mr. Morris to have his engineer forward the original subdivision plans for Jenny’s Way to the town engineer, Kavanagh Associates for review.

23. Pine Line Properties, 26 Sandalwood Drive re: Single Family Dwelling. **Moved C.Dyer/B.Power:** Resolved that Council approve the takeover of the Sandalwood Drive extension subject to the town placing approvals on hold for lots 26 and 27 as per the letter and subject to the town’s development regulations and all other pertinent approvals including the deeds for the road and greenspace have been received by the town. In favour 7. Carried. The checker board sign will need to be stabilised. **Moved C.Dyer/B.Power:** Resolved that Council approve the application for 26 Sandalwood Drive subject to the town’s development regulations, Service Newfoundland and Labrador approval and subject to a lot grading plan being submitted. In favour 7. Carried.
24. Paul Hickey, 181-183 Lower Road re: Extension to Dwelling. The Planning/Development Committee will meet with Mr. Hickey to discuss his proposal.


26. Glenn Byrne, 18 Ivy’s Way re: 8.54m x 10.98m Garage. Moved C.Dyer/B.Power: Resolved that Council approve the application for a 8.54m x 10.98m garage pending compliance with town regulations. In favour 7. Carried.

FINANCES

27. Cheques issued from May 16, 2016 to June 3, 2016 were reviewed.

28. Quikstat and expense/income reports issued to June 3, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS


33. Public Works re: Drainage Pipes into Town Ditches. The Public Works Committee will meet to discuss drainage pipes into town ditches.

34. Public Works re: Ditching Road Shouldering. The Public Works Committee will meet with the Town Maintenance Worker to discuss the ditching and road shouldering contract.

35. Public Works re: Spring Clean-up. Town staff will contact Brian McDonald concerning his bulk debris that was not picked up.

36. Recreation re: Meeting. A meeting will be scheduled to discuss the Town’s Recreation Master Plan.
37. Special Events re: MNL Special Events Representative. The town has appointed the Community Program Coordinator as an alternate for times when Deputy Mayor Dyer cannot attend during the workday.

38. Waste Management re: Recycling Contract. Town staff will ensure that in future contracts that all vehicles are properly identified.

39. Fire Services re: Meeting. Councillor Rose will meet with Terry Prim, St. John’s Regional Fire Department regarding our Fire Services contract.

40. Heritage re: Heritage Designation. Councillor Hickey will ask the Heritage Committee if they are interested in developing a plan to present to Council regarding heritage designation of town structures.

41. Pine Ridge Valley re: Meeting. Town staff will arrange a meeting with Dorothea Hanchar to discuss the water issue and development planned for the area.

42. Garbage re: Eastern Regional Services Board. Town staff will obtain the amount the town is paying for garbage and recycling per unit per year and forward it to Mayor Kennedy.

43. Bell re: Service Fee. Mayor Kennedy will inform the Mayor’s Committee that Council will consider making a motion regarding removing the service fee.

**NEW BUSINESS**

**NOTICE OF MOTION**

Moved R.Stack/B.Power: Resolved that the Council meeting be adjourned at 8:45pm. In favour 7. Carried.

Richard Roche  
Town Clerk/Treasurer

John Kennedy  
Mayor

Council Minutes – June 6, 2016  
5
Town of Logy Bay-Middle Cove-Outer Cove  
Regular Council Meeting  
June 28, 2016  
6:30 pm  

IN ATTENDANCE  
Mayor John Kennedy  
Deputy Mayor Craig Dyer  
Councillor Bert Hickey  
Councillor James Rose  
Councillor Ryan Stack  
Councillor Karen Tcdhunter  
Adele Carruthers, Town Manager  
Richard Roche, Town Clerk/Treasurer  

REGrets  
Councillor Bradley Power  

Moved R.Stack/K.Todhunter: Resolved that the agenda of a regular meeting held on June 28, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.  

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

BUSINESS ARISING  
1. Mural re: Outer Cove Bridge. Town staff will proceed with having the RNC press charges against the individual who spray painted Outer Cove Bridge.  
2. Copy of Letter from Mayor Kennedy to Councillor Danny Breen, City of St. John's re: Upgrade a Section of Snow's Lane, Logy Bay. Mayor Kennedy will follow-up with the City of St. John's on the aforementioned letter.  
3. Paul Hickey, 181-183 Lower Road re: Extension to Dwelling. The Planning/Development Committee will meet with Mr. Hickey to discuss his proposal. Town staff will forward the application to the Town Planner as well as the Department of Natural Resources.  
4. Fire Services re: Meeting. Councillor Rose will meet with Terry Prim, St. John's Regional Fire Department regarding our Fire Services contract.  

CORRESPONDENCE  

7. Letter from Geoff Young re: Back Yard Stream, Lower Road. Town staff will inform Mr. Young to contact the Department of Environment, Water Resources division regarding culverting the backyard stream and to indicate that culvert issues between him and his neighbours is strictly a civil matter.

8. Letter from Barry Fordham, Newfoundland Federation of Hunters & Anglers re: Food Fishery. It was a decision of Council not to erect a sign as per Mr. Fordham’s request.


11. Letter from Martin Roff re: Traffic Calming. Town staff will advise Mr. Roff that the speed bumps are on the list for O’Neill’s Road for installation. Town staff will contact the Town of Torbay to obtain their traffic study report.


15. Letter from Marion Nash, Kavanagh’s Lane re: Snow Fence. Town staff will inform Brian Kavanagh, 25 Kavanagh’s Lane to have the snow fence removed as per the town’s fence regulations.

16. ACOA re: Parking Lot Paving. Town staff will meet with the East Coast Trail to discuss parking issues and funding opportunities. Town staff will consult with the Grand Concourse Authority regarding an overall plan for East Coast Trail parking within the Town.

APPLICATIONS

17. Paul Barry re: Sell Bagged Wood at Middle Cove Beach. Town staff will inform Mr. Barry that the Town does not have a policy in place to permit the selling of bagged wood at Middle Cove Beach.
18. Mandy King re: Concession Trailer at Middle Cove Beach. Town staff will inform Ms. King that the Town does not have a policy in place to permit concession trailers from operating on Middle Cove Beach.


Town staff will contact Geoff Pike to remind him that he requires an access permit from the Department of Transportation and Works for his proposed subdivision.


FINANCES

23. Cheques issued from June 6, 2016 to June 24, 2016 were reviewed.

24. Quikstat and expense/income reports issued to June 24, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

26. Planning/Development re: Ivy’s Way Building Lots. Town staff will inform Glenn Byrne and the developers that no further building development applications will be approved until the greenspace issue is resolved to the satisfaction of the Town.
27. Public Works re: Road Sand Murphy’s Lane. It was a decision of Council not to have Murphy’s Lane road swept of sand, rather sweeping shall be limited to intersections only unless otherwise approved.

28. Public Works re: Ditching/Shouldering. Town staff will approach multiple contractors regarding a price quote for ditching and shouldering select areas of the Town.

*Mayor Kennedy left the Council meeting at 8:10pm and Deputy Mayor Dyer assumed the chair*

29. Public Works re: Rear Kelly Park. Town staff will obtain a hydro seeding price and report back to Council.

30. Public Works re: Outer Cove Beach *No Fireworks Permitted* Signage. Town staff will have the sign ordered and installed.

**NEW BUSINESS**

**NOTICE OF MOTION**

Moved R.Stack/K.Todhunter: Resolved that the Council meeting be adjourned at 8:20pm. In favour 5. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – June 28, 2016
Town of Logy Bay-Middle Cove-Outer Cove
Regular Council Meeting
July 18, 2016
6:30 pm

IN ATTENDANCE

Mayor John Kennedy
Councillor Bradley Power
Councillor Ryan Stack

Deputy Mayor Craig Dyer
Councillor James Rose
Councillor Karen Todhunter

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer

REGRETS

Councillor Bert Hickey

Moved R.Stack/K.Todhunter: Resolved that the agenda of a regular meeting held on July 18, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

Moved R.Stack/ K.Todhunter: Resolved that the minutes of a regular meeting held on June 28, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

BUSINESS ARISING

1. Fire Services re: Meeting. Town staff will contact St. John’s Regional Fire Department regarding having an inspection completed on the bronze foundry located at 76 Marine Drive.

2. Town of Torbay re: Traffic Study. Town staff will forward their traffic study to all of Council via email, upon its arrival to the office.

CORRESPONDENCE

3. Letter from Jessica Pallard and Jessica Anstey, Clovelly Stables Community re: Business Tax Exemption for Not for Profit. It was a decision to refer the request to the Finance Committee of Council for review.

5. Memo from Janet Cooney, 713 Logy Bay Road re: Safety Concerns and Lighting. Town staff will check the street lighting in the cul-de-sac. Town staff have notified the RNC regarding the speeding as well as parked vehicles on Glenwood Place.

6. Public Works Depot re: DVR/Camera. Town staff will order cameras and a DVR from BlueShield Security once the pole lights are installed within the depot yard.

7. Memo from Russell Caddigan, JBRC Enterprises re: Engineering Bill Interest. Moved R.Stack/B.Power: Resolved that Council waive the engineering bill interest from JBRC Enterprises up to $50.00 and for staff to contact Kavanagh Associates to get reimbursed for the interest paid. In favour 6. Carried.

8. Memo from Mary Lou Bruce, The Telegram re: Regatta Day Section. It was a decision of Council not to advertise in Regatta Day section of The Telegram.

9. City of St. John’s re: St. John’s Regional Fire Department Agreement. Moved J.Rose/K.Todhunter: Resolved that Council accept the St. John’s Regional Fire Department agreement for Fire Services in the amount of $133000.00 (2016), $137000.00 (2017), and $141000.00 (2018) subject to receiving Schedule A of the agreement. In favour 6. Carried.

10. Memo from the Department of Municipal Affairs re: Appeal Fee Change. Information Only.


15. Letter from Jamie Chippett, Department of Municipal Affairs re: Climate Change Strategy Consultations. Information Only.

16. Memo from Rosalind Wallace, J3 Consulting and Excavation Ltd. re: Extension Snow Clearing Contract. It was a decision to have J3 Consulting and Excavation Ltd meet with the Public Works Committee to discuss the 10% increase request.
APPLICATIONS

17. Gail Malone re: Right of Way Devereaux Lane. It was a decision of Council to refer the memo back to the Planning/Development Committee.

18. Donald Hearn, 30-34 Barnes Road re: Existing Culvert. It was a decision of Council to permit the existing culvert to remain installed.

19. Shawn Fudge, 838 Marine Drive re: Pike Subdivision Variance Request. It was a decision of Council to refer the memo back to the Planning/Development Committee.

20. Lisa and Barry Lawlor, 112 Lower Road re: Business Permit. It was a decision of Council to notify the adjacent property owners of the proposed business.


23. Kavanagh Associates re: Griffin Brothers Storm Water Analysis. It was a decision of Council to contact Louis Pine and the Griffin brothers for them to submit to the Town a written agreement regarding the right-of-way, signed by both parties.

FINANCES

24. Cheques issued from June 28, 2016 to July 15, 2016 were reviewed.

25. Quikstat and expense/income reports issued to July 15, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

27. Personnel/Training/IT re: Meeting. The committee will meet next week to discuss outstanding issues.
28. Policy re: Jenny's Way Subdivision Agreement. Moved B.Power/R.Stack: Resolved that Council amend the subdivision agreement Jenny's Way to now read for this subdivision agreement only "WHEREAS the Developer intends to subdivide certain lands of two (2) or more lots". In favour 6. Carried.

29. Policy re: Remote Councillor Access. Council will meet July 25, 2016 at 7:00pm at the Town Hall to discuss remote councillor access for meetings.


32. Public Works re: Murphy's Lane Culvert Design. Moved B.Power/R.Stack: Resolved that Council approve the cost of $900.00 to complete a survey to assess the possibility of raising the road near the cross culvert south of Murphy's Lane. In favour 6. Carried.

33. Special Events re: Meeting. The committee will meet with the Community Program Coordinator to discuss the upcoming Festival of Friends Celebrations.

34. Tourism/Economic Development re: Middle Cove Beach Washroom. Councillor Power will forward via email the report that was completed by Stephen Walsh to all of Council for their review.

35. Open Space Enhancement re: Public Works Depot. Moved C.Dyer/J.Rose: Resolved that Council approve the budget of $2500.00 for the clean-up of the front of the Public Works Depot property subject to the Public Works and Open Space Enhancement approval. In favour 6. Carried.

36. Waste Management re: Meeting. The Waste Management Committee will meet with DBI Garbage Removal to discuss recycling pickup concerns within the town.

37. Public Safety/OHS re: Speed Signs. The committee will meet to discuss the road safety measures that are currently in place on St. Francis Road and Sandalwood Drive.

NEW BUSINESS

38. Asphalt Patchwork Tender re: Results. Moved J.Rose/R.Stack: Resolved that Council approve the asphalt patchwork tender from CW Parsons Limited in the amount of $54660.36 (HST included). In favour 6. Carried.

39. O'Neil's Road re: Speed Bump. Town staff will obtain a quote for a permanent speed bump on O'Neil's Road.
40. Bernard Murphy re: Murphy’s Lane Land Acquisition. **Moved B.Power/R.Stack:** Resolved that Council approve $4433.40 as well as up to $2500.00 for legal fees for the purchase of 135 square meters for the acquisition of land from Bernard Murphy. In favour 6. Carried.

41. Ditching/Shouldeering re: Fill. Town staff will inform Hudson’s Excavating Limited areas to dump fill.

**NOTICE OF MOTION**

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**Moved K.Todhunter/B.Power:** Resolved that the Council meeting be adjourned at 8:05pm. In favour 6. Carried.

[Signatures]

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – July 18, 2016
IN ATTENDANCE

Mayor John Kennedy
Councillor Bert Hickey
Councillor James Rose
Councillor Ryan Stack

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Deputy Mayor Craig Dyer
Councillor Bradley Power
Councillor Karen Todhunter

Moved R.Stack/J.Rose: Resolved that the agenda of a regular meeting held on August 8, 2016 be adopted as circulated, corrected or amended. In favour 4. Carried.

Moved R.Stack/B.Hickey: Resolved that the minutes of a regular meeting held on July 18, 2016 be adopted as circulated, corrected or amended. In favour 4. Carried.

BUSINESS ARISING

1. Public Works Depot re: DVR/Camera. Town staff will contact BlueShield Security to complete an onsite visit to the Public Works Depot regarding the placement of security cameras.

2. Memo from Rosalind Wallace, J3 Consulting and Excavation Ltd. re: Extension Snow Clearing Contract. It was a decision to have J3 Consulting and Excavation Ltd meet with the Public Works Committee to discuss the 10% increase request.

3. O'Neil's Road re: Speed Bump. Town staff will discuss at the next regular meeting of Council

4. Bernard Murphy re: Murphy's Lane Fence Construction. Town staff will inform Mr. Murphy that he must build his fence on his boundary or closer in order to not be responsible for any damage caused by public works including snow clearing.
5. Municipalities Newfoundland and Labrador re: AGM 2016 Registration Package. Council must inform town staff, by the next regular meeting of Council, if attending the Municipalities Newfoundland and Labrador scheduled for October 6-8, 2016 at the St. John’s Convention Centre.


7. Memo from Gerry Fortin, RNC Association re: Annual Community Crime Prevention Guide. Moved R.Stack/B.Hickey: Resolved that Council approve the same amount and/or advertisement as was done in the previous years. If no amount or advertisement was approved in the previous year then Council will not donate to the Annual Community Crime Prevention Guide. In favour 4. Carried.

8. Letter from Louise Logan, Parachute re: Canada’s National Teen Driver Safety Week. Mayor Kennedy proclaimed the week of October 16-22, 2016 as Canada’s National Teen Driver Safety Week.

9. Memo from Kathleen Knowles, 104 Middle Cove Road re: Jones Pond Wharf Construction. Town staff will forward the memo to the Lands Branch of the provincial government for their review. Town staff will inform Ms. Knowles of the aforementioned.


11. Letter from Manuel Hackett, Atlantic Canada Opportunities Agency re: Offer of Assistance under the Canada 150 Community Infrastructure Program. Moved R.Stack/B.Hickey: Resolved that Council accept the offer of assistance under the Canada 150 Community Infrastructure Program for the amount of $ 68735.00 with Council paying the remainder of the cost as quoted in project number 207818. In favour 4. Carried.


13. Letter from Sheldon Colbourne, Canadian Home Builders’ Association Newfoundland and Labrador. Council will contact town staff if they are interested in attending the Canadian Home Builders’ Association Newfoundland and Labrador special meeting with the Associations Urban Council on Wednesday September 21, 2016 at the Capital Hotel, St. John’s.

14. Quotations re: Justina Centre Flooring. Moved R.Stack/J.Rose: Resolved that Council approve the quotation from the Carpet Factory to replace the floor on the upper and lower level of the Justina Centre for the amount of $ 14686.65 scheduled to be done in the fall of 2016. In favour 4. Carried.
15. Memo from Phil Graham, 648 Marine Drive re: Property Assessment. Town staff will forward Mr. Graham’s assessment to the Municipal Assessment Agency Inc. to be reassessed as vacant land.

16. Letter from Tom Hickey re: Garden Ditch Lower Road. It was a decision of Council to approve an 18 inch culvert to access Mr. Hickey’s property.

APPLICATIONS


19. MCE Developers Inc., 2-22 Middle Cove Road re: Re-Zoning Request. The Planning and Development Committee will meet to discuss this request.

20. Tanya Power, Big Meadow Drive re: Second Access Culvert. The Public Works Committee will visit the site and make a recommendation at the next regular meeting of Council.

21. Louis Pine, 58 O’Rourke’s Lane re: Single Family Dwelling. Moved B.Hickey/J.Rose: Resolved that Council approve the application for a single family dwelling subject to the conditions of the previous approval. In favour 4. Carried.


FINANCES

23. Cheques issued from July 18, 2016 to August 5, 2016 were reviewed.

24. Quickstat and expense/income reports issued to August 5, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID

COMMITTEE REPORTS

25. Emergency Management re: Fire Services. Town staff and Council will meet with St. John’s Regional Fire Department to discuss fire services within the Town.
26. Public Works re: Ditching. Council members may contact Councillor Rose if an area of concern is noted for ditching.

27. Public Works re: Road Closure. Council has decided to close Outer Cove Road from the Kelly Park Complex to Big Meadow Drive including O'Neill's Road (Outer Cove Road side) for the Cross Country Running Event of the Killick Coast Games.

28. Recreation re: Updates. Town staff will have the Community Program Coordinator ensure that the KPSA and Summer Program Coordinators forward updates to all of Council regarding their respective recreational activities.

29. Special Events re: Festival of Friends Concession Fee. It was a decision of Council to offer a 50% discount to Charlie's Wagon's second concession vehicle.

30. Special Events re: Festival of Friends Folk Festival Contingency Plan. Council may consider having a contingency date for the Festival of Friends Folk Festival for the 2017 event in case of inclement weather.

**NEW BUSINESS**

31. Landscaping re: Rock. Town staff will inform Paul Hickey that Council will retain the rock that he is offering free of charge. Town staff will arrange the removal of the rock from Mr. Hickey's property.


33. Culvert re: Selling and Transport. **Moved J.Rose/B.Hickey**: Resolved that effective immediately that Council will no longer be selling culverts to the public. In favour 4. Carried.

34. Fence Boundary re: Clarification. Previously discussed under # 4 August 8, 2016 Council Minutes.

35. Kelly Park re: Picnic Tables. It was a decision of Council to supply the materials for the construction of picnic tables for use in Kelly Park.

36. Business re: Listing. Town staff will forward a list of all registered businesses located within the Town.

37. Owner Unknown re: Listing. Town staff will forward a list of all owner unknown properties located within the town.

**NOTICE OF MOTION**
Moved R.Stack/J.Rose: Resolved that the Council meeting be adjourned at 8:20pm. In favour 4. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor
IN ATTENDANCE

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

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Moved R.Stack/B.Power: Resolved that the agenda of a regular meeting held on August 29, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

Moved R.Stack/J.Rose: Resolved that the minutes of a regular meeting held on August 8, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

BUSINESS ARISING

1. Mr. Roger Coombs, Coombs & Associates addressed Council at 6:30pm to discuss the 2015 Financial Statements.

2. Public Works Depot/Town Hall/Justina Centre re: DVR/Camera. Town staff will contact BlueShield Security to complete an onsite visit with Deputy Mayor Dyer to the Town Hall, Justina Centre and Public Works Depot regarding the placement of new security cameras.

3. Memo from Rosalind Wallace, J3 Consulting and Excavation Ltd. re: Extension Snow Clearing Contract. It was a decision to have J3 Consulting and Excavation Ltd meet with the Public Works Committee to discuss the 10% increase request.

4. O’Neil’s Road re: Speed Bump. The Public Safety Committee will explore all options in relation to traffic calming on O’Neil’s Road.
5. School Route re: St. Francis of Assisi School. Council will write a letter to the Newfoundland and Labrador Eastern School District and the Minister of Education and Early Childhood Development, to outline the concern of the proposed bus route and request to have it modified to a safer route.

6. Memo from Kathleen Knowles, 104 Middle Cove Road re: Jones Pond Wharf Construction. Town staff will forward the memo to the Lands Branch of the provincial government for their review. Town staff will inform Ms. Knowles of the aforementioned.

7. Louis Pine, 58 O'Rourke's Lane re: Single Family Dwelling. Town staff will forward a letter to Mr. Pine outlining the approval was under Section 10 of the Town's development regulations.

8. Recreation re: Updates. Town staff will have the Community Program Coordinator ensure that the KPSA and Summer Program Coordinators forward updates to all of Council regarding their respective recreational activities.

9. Mr. Mike Griffin will address Council at 7:00pm to discuss the Griffin Land on Big Meadow Drive. Discussed further under applications.

CORRESPONDENCE


12. Memo from Steven Bradley, Department of Municipal Affairs re: Compliancy Documents. Information Only.


15. Memo from the Department of Municipal Affairs re: 2017 Municipal Budget Form. Information Only.


APPLICATIONS

18. Michael Kavanagh, 210-214 Middle Cove Road re: Business Permit. Town staff will forward a notice to all the residents located on Middle Cove Road.


20. Michelle Coady, 479-487 Marine Drive re: Survey. Moved C.Dyer/R.Stack: Resolved that Council make an amendment to the original motion # 19 June 26, 2016 Council meeting that the applicant does require an easement anymore and shall cross the road reserve for access to her property. In favour 7. Carried.

21. Shawn Fudge, Stick Pond Road re: Subdivision Development. The Planning/Development Committee will meet with Mr. Fudge to discuss the subdivision development located off Stick Pond Road.


23. Mike Griffin, Big Meadow Drive re: Building Lots Big Meadow Drive. Moved C.Dyer/B.Power: Resolved that Council permit the Griffin brothers to submit building applications for processing. In favour 7. Carried.

24. Shawn Fudge, Sandalwood Drive re: Subdivision Development. It was a decision of Council to meet with the developer to discuss the subdivision development and addition of an extra lot.

25. Memo from Doreen Galway and Joe Roche re: Land Rezoning. It was a decision of Council to inform Ms. Galway and Mr. Roche that the memo was forwarded to Tract Consulting Inc. as part of the Town Plan review and Council is awaiting a pending recommendation.

FINANCES

26. Cheques issued from August 8, 2016 to August 26, 2016 were reviewed.

27. Quikstat and expense/income reports issued to August 26, 2016 were reviewed.

BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

32. Planning re: Town Plan Review. Town staff will contact Tract Consulting Inc. to schedule a meeting for an update to the Town Plan Review.

33. Planning re: Pike Property. Town staff will schedule a meeting with MCE Developers Inc. to discuss the rezoning of their property.

34. Public Works re: Justina Centre and Kelly Park Garage Upgrades. Moved B.Power/R.Stack: Resolved that Council approve the expenditure of $ 57975.00 (Justina Centre Upgrade) $26895.00 (Kelly Park Garage Upgrade) for the cost shared project with ACOA. In favour 7. Carried.

35. Public Works re: Second Culvert. The Policy Committee will forward the second culvert policy to the Public Works Committee for review.

36. Public Works re: Wall Ball. Town staff will paint the wall ball playing area located within Kelly Park.

37. Public Works re: Kelly Park Tennis Court Pedestrian Gate. Moved B.Power/J.Rose: Resolved that Council approve an expenditure of up to $ 1000.00 to install a gate within the existing gate entrance to Kelly Park. In favour 7. Carried.

38. Public Works re: No Parking Sign. Town staff will have a no parking sign installed near 44 Outer Cove Road.

39. Heritage re: Museum Main Door & Storyboard. Town staff will have the main door to the museum painted and have the storyboard sign replaced or repaired.


41. Public Safety re: Speed Signs. The Public Works Committee will review the location of all speed signs located within the town and make the necessary recommendation for a location change.
NEW BUSINESS

42. Businesses re: Finance. The Finance Committee will review the business tax system in place and the Finance Committee may recommend changes.

43. Outer Cove Beach Mural re: Update. Councillor Hickey will contact the Heritage Committee regarding images to be placed on the mural.

44. Kinsella Family re: Museum Recognition. Councillor Hickey will contact the Heritage Committee regarding a recognition gift for the Kinsella family.

NOTICE OF MOTION

Moved R.Stack/B.Power: Resolved that the Council meeting be adjourned at 8:45pm. In favour 7. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – August 29, 2016
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
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGrets

Moved K.Todhunter/B.Hickey: Resolved that the agenda of a regular meeting held on September 19, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

Moved K.Todhunter/B.Hickey: Resolved that the minutes of a regular meeting held on August 29, 2016 be adopted as circulated, corrected or amended. In favour 6. Carried.

BUSINESS ARISING

1. Public Works Depot/Town Hall/Justina Centre re: DVR/Camera. Town staff will contact BlueShield Security to complete an onsite visit with Deputy Mayor Dyer to the Town Hall, Justina Centre and Public Works Depot regarding the placement of new security cameras.

2. Planning re: Town Plan Review. The Planning/Development Committee will meet to discuss the proposed zoning changes.

3. Memo from Rosalind Wallace, J3 Consulting and Excavation Ltd. re: Extension Snow Clearing Contract. It was a decision of Council to have J3 Consulting and Excavation Limited meet with the Public Works Committee to discuss the increase request.

4. Planning re: Pike Property. Town staff will schedule a meeting with MCE Developers Inc. to discuss the rezoning of their property.
CORRESPONDENCE


6. Letter from Ingrid Clarke, Department of Education & Early Childhood Development re: Construction Project St. Francis of Assisi School. Town staff will forward the letter to the adjacent property owners.

7. Letter(s) from O'Neil's Road Residents re: O'Neil's Road Traffic Calming. Town staff will inform the residents that Council is currently looking into traffic calming measures on O'Neil's Road.


10. Letter from Michelle Hickey, 122 Lower Road re: Waive Rental Fee. Moved C.Dyer/B.Hickey: Resolved that Council waive the rental fee for "Annie’s Cup" fundraiser. In favour 6. Councillor Hickey will contact members of the Cemetery Committee regarding the bench donation.


12. Letter from Bernard Murphy, 571 Logy Bay Road re: Land Acquisition. Moved C.Dyer/K.Todhunter: Resolved that Council approve the land acquisition for 571 Logy Bay Road for the amount quoted and that Council will proceed with the legal transfer. In favour 6. Carried.

APPLICATIONS

13. Michael Kavanagh, 210-214 Middle Cove Road re: Business Permit. It was a decision of Council to refer the application to the Town Planner for his review and comments.

14. Shawn Fudge, Stick Pond Road re: Subdivision Development. The Planning/Development Committee will meet on the development first, then Council will meet as a whole to discuss.
15. Shawn Fudge, Sandalwood Drive re: Subdivision Development. **Moved C.Dyer/B.Hickey:** Resolved that Council approve the extra lot subject to the town development regulations, lot grading plan, amendment to the subdivision agreement as well as 5% of the assessed value of the extra lot. In favour 6. Carried.

16. Barry Cadigan, 65 Marine Drive re: Extension to Jenny’s Way. Town staff will inform Mr. Cadigan that there will be no buffer zone alongside the road.

17. Danica Benoit, 642B Logy Bay Road re: Registered Massage Therapy Business. **Moved C.Dyer/B.Hickey:** Resolved that Council approve the application for a registered massage therapy business to be located within the Logy Bay Wellness Clinic. In favour 6. Carried.

18. Sara Mior, 36 St. Francis Road re: Single Family Dwelling. **Moved C.Dyer/J.Rose:** Resolved that Council approve the application for a single family dwelling subject to the town's development regulations, lot grading plan and Service Newfoundland and Labrador approval. In favour 6. Carried.

**FINANCES**

19. Cheques issued from August 29, 2016 to September 16, 2016 were reviewed.

20. Quikstat and expense/income reports issued to September 16, 2016 were reviewed.

**BILLS FOR REVIEW ONLY**

**BILLS TO BE PAID**


**COMMITTEE REPORTS**

22. Personnel/Training/IT re: Web Services. Town staff will obtain two quotes for web services for the townsuite module.

23. Personnel/Training/IT re: Meeting. A meeting is scheduled for September 22, 2016 at 7:30pm at the Town Hall.

24. Personnel/Training/IT re: Community Program Coordinator. **Moved K.Todhunter/B.Hickey:** Resolved that Council extend the Community Program Coordinator (temporary) individual for an extra two months. In favour 6. Carried.

26. Public Works re: Culvert Software Program. **Moved C.Dyer/J.Rose:** Resolved that the Town commence charging residents when adding a culvert and/or extension to a culvert based on the software program ratio introduced by Deputy Mayor Dyer. In favour 6. Carried.

27. Public Works re: Demolition Town Property. **Moved C.Dyer/J.Rose:** Resolved that Council approve the estimate of $5500.00 from Hudson’s Excavating Limited to demolish the existing structure located on 124-138 Outer Cove Road which includes the removal of all debris onsite and applicable land remediation. In favour 6. Carried.


29. Open Space Enhancement re: Budget Update. Town staff will provide Council with an update on the Open Space Enhancement budget.

30. Jack Byrne Arena re: Community Representative. Mayor Kennedy will draft a letter to Matthew Byrne (former Community Representative) and Randy Power (newly appointed Community Representative) to the Jack Byrne Arena Board.

31. Public Safety re: Speed Signs. Town staff will place a speed sign on O'Neil's Road.

32. Northeast Avalon Joint Councils re: September 21, 2016 6:30pm Summit Centre. Mayor Kennedy will attend the meeting on behalf of Council.

**NEW BUSINESS**

33. Councillor re: By-Election. **Moved C.Dyer/K.Todhunter:** Resolved that Council approve a by-election subject to information received from the Department of Municipal Affairs regarding the elections act and by-laws. In favour 5. Councillor Rose Against. Carried.


35. Budget 2016 re: Revised Totals. **Moved C.Dyer/B.Hickey:** Resolved that Council approve the revised budget submission as tabled. In favour 6. Carried.

**NOTICE OF MOTION**

**Moved K.Todhunter/J.Rose:** Resolved that the Council meeting be adjourned at 8:45pm. In favour 6. Carried.

[Signatures]

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – September 19, 2016
IN ATTENDANCE

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

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGRETS

Councillor Bradley Power

Moved C.Dyer/K.Todhunter: Resolved that the agenda of a regular meeting held on October 11, 2016 be adopted as circulated, corrected or amended. In favour 5. Carried.

Mayor Kennedy left the meeting @ 6:40pm and Deputy Mayor Dyer assumed the chair

Moved K.Todhunter/B.Hickey: Resolved that the minutes of a regular meeting held on September 19, 2016 be adopted as circulated, corrected or amended. In favour 4. Carried.

BUSINESS ARISING

CORRESPONDENCE

1. Letter from Gordon Smith, 919 Marine Drive re: Road and Ditch Concerns. Mayor Kennedy advised Mr. Smith and Mr. Randell that he would contact Kevin Parsons, MHA Cape St. Francis District and in turn the Minister of the Department of Transportation and Works to facilitate having their ditch and shoulder concern repaired.

2. Proclamation re: Fire Prevention Week. Mayor Kennedy proclaimed the week of October 9-15, 2016 as Fire Prevention Week and signed the proclamation in the presence of members of the St. John’s Regional Fire Department.

3. Letter from Mike Palecek, Canadian Union of Postal Workers re: Canada Post Review. Information Only.
4. Memo from Dawn Chaplin, Town or Torbay re: Commissionaires By Law Enforcement Services.


6. Letter from Eric Collins, DBI Garbage Removal re: 2017 Garbage and Recycling Contract. Council may consider adding a provision in a future contract that if material is not picked up then the town would reduce payment on contracted units not serviced.


APPLICATIONS

8. Ken O'Brien, 42 Sugarloaf Place re: Proposed Rezoning. Town staff will send a notice to all residents on Marine Drive near the rezoning site to inform them of the City of St. John’s rezoning.

9. Gary Caul, Kavanagh Associates re: Pike Development. Moved K.Todhunter/B.Hickey: Resolved that Council approve the proposed residential subdivision located off Marine Drive in Middle Cove subject to compliance with the town’s revised subdivision regulations, signed town subdivision development agreement, municipal water, sewer and roads specifications, agreement with the Town on open space requirements, engineering drawings approved by the town engineer, Service NL approval and the Department of Environment and Conservation and compliance with the town municipal plan policies regarding Noise Exposure Forecast. In favour 4. Carried.

10. Gail Malone, 60-66 Devereaux Lane re: Right of Way. The Planning and Development Committee will meet with Ms. Malone to discuss the right of way.

11. Tanya Power and Tony Stockley, 20-34 Big Meadow Drive re: 4.88m x 6.10m Garage. Moved J.Rose/K.Todhunter: Resolved that Council approve the garage subject to a site visit by the Planning and Development Committee. In favour 4. Carried.

12. Michael Kavanagh, 210-214 Middle Cove Road re: Home Based Business. Moved K.Todhunter/B.Hickey: Resolved that Council reject the application for a home based business as the proposed business is contrary to the intent of the Municipal Plan Residential Policy 4.4.1.8. In favour 4. Carried.

FINANCES

13. Cheques issued from September 19, 2016 to October 7, 2016 were reviewed.

14. Quikstat and expense/income reports issued to October 7, 2016 were reviewed.
BILLS FOR REVIEW ONLY

BILLS TO BE PAID


COMMITTEE REPORTS

16. Finance re: Budget 2017. It was a decision of Council to contact KPSA and the Heritage Committee regarding submitting their proposed budgets for fiscal year 2017.

17. Public Works re: Parking Lot East Coast Trail. Moved J.Rose/K.Todhunter: Resolved that Council approve the expenditure of $4400.00 plus HST for Hudson’s Excavating Limited to create a material dumping area and parking lot area for the East Coast Trail on Cobbler Crescent. In favour 4. Carried.


20. Fire Services re: Water Tanker. Councillor Rose will contact St. John’s Regional Fire Department regarding the location of the water tanker.

21. War Memorial re: Budget. Town staff will provide a budgeted amount for the 2017 fiscal year.

22. Personnel/Training/IT re: Meeting. The committee will meet to discuss on call staff for upcoming functions.

NEW BUSINESS

23. Outer Cove Rowing Crew re: Extra Expenditure. The extra expenditure will be covered by a member of the Outer Cove Rowing Crew.


Council Minutes – October 11, 2016

26. Public Consultation re: Stick Pond. It was a decision of Council to postpone the public consultation for the Stick Pond Road development.

27. MCW Submissions re: Quote Update. **Moved K.Todhunter/J.Rose:** Resolved that Council approve the review and updating of the quotes for the cross culverts (Logy Bay Road near the Sikh Temple), cross culverts (Logy Bay Road near Kinsella's Lane) and the culvert (bottom of Barnes Road). In favour 4. Carried.


29. Sleepovers re: Justina Centre. **Moved K.Todhunter/B.Hickey:** Resolved that Council approve the sleep over for the Torbay Beavers Group to utilise the Justina Centre for a one time only. In favour 3. Councillor Rose Against. Carried.

30. Councillor Power re: Committees. Town staff will contact Councillor Power to have him submit in writing that he has resigned from Council committees.

**NOTICE OF MOTION**

**Moved K.Todhunter/B.Hickey:** Resolved that the Council meeting be adjourned at 8:12pm. In favour 4. Carried.

[Signatures]

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – October 11, 2016
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.


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 Bursey, 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.


BILLS FOR REVIEW ONLY

BILLS TO BE PAID


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


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.


29. Personnel/Training/IT re: Cloud Backup. **Moved C. Dyer/K. Todhunter:** Resolved that Council approve the services of Rich 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

Council Minutes – November 1, 2016
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.


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


Councillor Power returned to the chambers at 7:30pm


Council Minutes – November 21, 2016
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 Boyle, 7 Roman's Drung re: Second Access Culvert. The Public Works Committee
will meet onsite to review Mr. Boyle's request for a second access culvert.

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.

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.

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 be remain closed on December 28th, 29th, and 30th. 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.

33. Policy re: Draft List. Town staff will forward the draft list to Councillor 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


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.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor

Council Minutes – November 21, 2016
IN ATTENDANCE

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

Adele Carruthers, Town Manager
Richard Roche, Town Clerk/Treasurer
Wayne Langille, Administrative Support Clerk

REGrets

No Regrets

PROCEEDINGS

Moved B.Power/K.Todhunter: Resolved that the agenda of a regular meeting held on December 12, 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 21, 2016 be adopted as circulated, corrected or amended. In favour 7. Carried.

BUSINESS ARISING

1. NEAR Plan Oversight Committee Meeting re: Minutes September 20, 2016. Town staff will provide an estimate for the Town’s ground water study so that it may be included as part of the 2017 Municipal Budget.

2. 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.

3. Greg Boyd, 7 Roman’s Drung re: Second Access Culvert. The Public Works Committee will meet onsite to review Mr. Boyd’s request for a second access culvert.
4. Traffic Calming re: Study. Councillor Cadigan will follow up with the Town of Torbay for a copy of their Traffic Calming Study for the committees review.

5. Finance re: KPSA Budget. Councillor Cadigan will forward the KPSA budget to Councillor Hickey and Deputy Mayor Dyer and the Town Clerk/Treasurer.

6. Tourism/Economic Development re: Logy Bay-Middle Cove-Outer Cove Development Association. The association will be requesting funds for their annual operating grant of $2000.00 for the 2017 fiscal year.


CORRESPONDENCE


9. Invitation re: Christmas Levee Government House. Town staff will forward a meeting invite to all of Council regarding the aforementioned event.

10. Letter from Bell Mobility Inc. re: J1122 Piperstock – Colocation Request. It was a decision of Council to refer the letter back to a future meeting of Council. Mayor Kennedy will discuss the letter with the Jack Byrne Arena Board at its next meeting in January 2017.

11. Agenda re: Jack Byrne Arena Board of Directors Meeting December 8, 2016. Mayor Kennedy forwarded the report to all of Council for their review.

12. Letter from Chris Tufts, Colliers International re: J1112 Logy Bay Lease Renewal Request. The Finance Committee will meet to discuss the lease renewal request.


15. Letter to Kevin Breen, City of St. John’s re: Snow’s Lane. Council will commence a traffic study in 2017 regarding monitoring the traffic flow on Snow’s Lane without any contribution from the City of St. John’s.
APPLICATIONS


19. Gerard Doran, 60-84 Doran’s Lane re: Single Family Dwelling. Moved C.Dyer/B.Power: Resolved that Council approve the application for a single family dwelling subject to the town development regulations and Service Newfoundland and Labrador approval and requirements in place for the driveway grade and turn. In favour 7. Carried.

20. Stephen Power, 20 Snow’s Lane re: Zoning Request. Moved C.Dyer/B.Power: Resolved that Council approve the lot in principle subject to the town’s development regulations, subject to Service Newfoundland and Labrador approval and Section 10 of the town’s development regulations. In favour 7. Carried. Town staff will inform Mr. Power that an official application must be submitted to the town.

21. Maureen Pittman, 163-181 Outer Cove Road re: Demolish/Burning Permit. Moved C.Dyer/J.Rose: Resolved that Council approve the demolition of the old barn subject to demolition requirements in effect. In favour 7. Carried. Town staff will inform the applicant that burning of demolished materials is not permitted.

22. Helena Lawlor re: New Business. Town staff will notify the adjacent property owners on Killick Drive regarding the proposed business and re-table the application at the next regular meeting of Council.

FINANCES

23. Cheques issued from November 21, 2016 to December 9, 2016 were reviewed.

24. Quikstat and expense/income reports issued to December 9, 2016 were reviewed

BILLS TO BE PAID


COMMITTEE REPORTS

27. Personnel/Training/IT re: New Backup System. Town staff will schedule an appointment with the business providing cloud backup services for the Town.

28. Personnel/Training/IT re: Salary Scales. Town staff will contact Jan Dicks concerning the development of salary scales for existing staff.

29. Jack Byrne Arena re: Water and Construction Study. Moved B.Power/B.Hickey: Resolved that Council approve 17% of $ 55000.00 for a purpose of a water study which equates up to $ 9350.00 and up to $ 14400.00 for the town’s contribution for a construction study relating to the expansion of the Jack Byrne Arena for a grand total of $ 23750.00 and these funds are to be incorporated from the 2016 budget from the following accounts: Conventions and Courses (6285-7000) $ 4325.11, Security (6330-7200) $ 347.18, Payroll Burden (6070-7000) $ 4610.08, Donations (6165-7000) $ 1550.00, Emergency Preparedness (6357-7000) $ 10577.13 and Fuel (6114-7000) $ 2280.50. In favour 6. Deputy Mayor Dyer Against. Carried.

30. Public Safety/OHS re: Civic Numbering. The town may launch a pilot project for existing dwellings located within the town to research and log properties without civic numbers and potentially supply numbers for placement of their homes.


NEW BUSINESS


33. Town Hall Entrance re: Update. Moved B.Power/B.Hickey: Resolved that if the contractor does not commence the Town Hall Entrance on January 9, 2017 then the Town will place the contractor on a five day default notice and after the fact if they still do not commence the work then the town will consider calling their bond. In favour 6. Councillor Rose Against. Carried.

34. AED re: Purchase. Moved B.Power/K.Todhunter: Resolved that Council approve the funds of $ 1700.00 for the purchase of an AED for St. Francis of Assisi School. In favour 7. Carried.
35. Town Plan Review re: Update. Council was updated at a private meeting of Council.

NOTICE OF MOTION

Moved B. Power/K. Todhunter: Resolved that the Council meeting be adjourned at 8:20pm. In favour 7. Carried.

Richard Roche
Town Clerk/Treasurer

John Kennedy
Mayor