## **MINUTES**

A public meeting of the Placentia Council was held Tuesday, January 25, 2018 at the Town Hall with the following in attendance:

**Council Staff**

**Mayor:** Bernard S. Power Charlotte Hickey, CAO

**Deputy Mayor**: Keith Pearson Rhonda Power, Manager - Tourism, Marketing & Com.

**Councillors:** Noella Collins Mary Greene, Manager of Finance

Lorraine Collins-Power Debbie Gear, Executive Assistant (Recording)

Jamilee Fitzpatrick

Jane Hynes

Kay Smith Spectators: 7

Mayor Power called the meeting to order at 7:00 p.m.

**CONGRATULATIONS**

**Happy Birthday**

Birthday greetings were extended to Mrs. Mary Drake who resides at Beachside Manor. Mrs. Drake celebrates her 106th birthday on February 1, 2018. The Mayor will attend a celebration in honor of this event and present Mrs. Drake with a certificate from the Town of Placentia. Greetings will be offered on behalf of all Council, staff and residents of the Town of Placentia with wishes for many more happy and healthy birthdays.

**Academic Award**

Matthew Power, son of David and Jennifer Power of Dunville is the recipient of an All Canadian Athletic/Academic Award. This is given to university athletes with an academic average above 80%. Matthew is pursuing an engineering degree at MUN; congratulations are extended on behalf of Council and staff on this significant achievement.

**ADOPTION OF AGENDA**

The agenda for the meeting was circulated prior to the meeting.

**Motion #18-001 Councillor Fitzpatrick/Councillor Collins**

Bet it resolved that the agenda for the Council meeting of January 25, 2018 is adopted as circulated.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**MINUTES OF THE MEETING OF DECEMBER 19, 2017**

The minutes of the meeting of were circulated prior to the meeting. There was one error to be corrected - the date on Page 3 should read 2018 instead of 2015.

**Motion #18-002 Councillor Collins-Power/Councillor Fitzpatrick**

Be it resolved that the minutes of December 19, 2017 are adopted as circulated, perused and amended.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**EXECUTIVE COMMITTEE REPORT**

*(Mayor Bernard Power, Chair; Deputy Mayor Keith Pearson, Councillor Kay Smith; Resource Person - CAO)*

**RECOMMENDATION**

The Executive Committee recommended that Council approve the expenditure of up to $16,950.00 plus HST to Progressive Engineering to complete the directive related to the ammonia detection system at Unity PARC arena issued by the Department of Engineering and Inspection Services in November 2017.

**Motion #18-003 Deputy Mayor Pearson/Councillor Smith**

Be it resolved that the motion to approve the expenditure of up to $16,950.00 plus HST to Progressive Engineering to complete the directive related to the ammonia detection system at Unity PARC arena issued by the Department of Engineering and Inspection Services in November 2017 is adopted by Council.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**PUBLIC WORKS COMMITTEE REPORT**

*(Deputy Mayor Keith Pearson, Chair; Councillors Noella Collins and Councillor Jane Hynes Hynes; Resource Person - Public Works Supervisor)*

**RECOMMENDATIONS**

The Public Works Committee made the following recommendations:

**#1 Swan’s Road - Accessory Building Application**

The Public Works Committee recommended that Council approve the application from Tonly Collins to construct a patio at #1 Swan’s Road.

**Motion # 18-004 Deputy Mayor Pearson/Councillor Collins**

Be it resolved that the motion to approve the application from Tony Collins to construct a patio at #1 Swan’s Road is approved.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

The Public Works Committee recommended that Council approve the application from Dion Bennett to install a shed at #505 Southeast Road.

**Motion #18-005 Deputy Mayor Keith Pearson/Councillor Smith**

Be it resolved that the recommendation to approve the application for Dion Bennett to install a shed at #505 Southeast Road is adopted.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**TMSI - Application for Commercial Development Permit**

The Public Works Committee recommended that Council grant approval in principle for a Commercial Development Permit to construct a warehouse and office trailer at 1-3 Waterfront Drive, Argentia for Transport Marine Service International Limited (TMSI) pending receipt of a detailed application including parking plan and a copy of the executed lease of land from the Port of Argentia. Prior approval is also required from all other government agencies.

**Motion #18-006 Deputy Mayor Pearson/Councillor Collins-Power**

Be it resolved that the motion to grant approval in principle for a Commercial Development Permit to construct a warehouse and office trailer at 1-3 Waterfront Drive, Argentia for Transport Marine Service International Limited (TMSI) is adopted pending receipt of a detailed application including parking plan and a copy of the executed lease of land from the Port of Argentia. Prior approval is also required from all other government agencies.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**NL Power Applications**

The Public Works Committee recommended that Council approve the applications for pole and anchor installations submitted by NL Power.

**Motion # 18-007 Deputy Mayor Pearson/Councillor Fitzpatrick**

Be it resolved that Council approves the following NL Power applications:

* to replace one pole and install one anchor to provide service to the Department of Fisheries and Oceans Conservation and Protection (C&P) building on North Side, Argentia.
* to install two poles and two anchors to provide service to the Department of Fisheries and Oceans Marine Traffic & Communication (MCTS) building on North Side Argentia.
* to install two poles and three anchors to supply service to a boat house on Main Road, Dunville for Gerard Bavis.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**Vendor Permit**

The Public Works Committee recommended that Council approve the application from Tracy Duke for a vendor permit to sell Christmas crafts a Placentia Mall.

**Motion #08-008 Deputy Mayor Pearson/Councillor Smith**

Be it resolved that the application from Tracy Duke for a vendor permit to sell Christmas crafts at Placentia Mall is adopted.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**White Rose Permits - Argentia**

The following White Rose Permits Granted by Service NL.

1. Kitchen/Lunch Room Trailer Complex – AL16-1008S1

2. 5 Unit Accommodations Trailer – AL16-1001SI

3. 5 Unit Accommodations Trailer – AL16-1002SI

4. 8 Unit Accommodations Trailer – AL16-1003SI

5. 8 Unit Accommodations Trailer – AL16-1004SI

6. 8 Unit Accommodations Trailer – AL16-1005SI

7. 8 Unit Accommodations Trailer – AL16-1006SI

8. 8 Unit Accommodations Trailer – AL16-1007SI

**Not Recommended for Approval - #37 Hunt’s Road Development**

The Public Works Committee recommended that Council contact the property owner regarding the application for new residential development to construct a house at #37 Hunts Road, Dunville for Lawrence Lannon. This development is similar to other construction that required specific stipulations. The property owner will be required to submit a comprehensive development plan complete with survey and legal title to the public right-of-way to his/her property line, this access road is to be upgraded to municipal standard, including paving, that is to be turned over to the Town when completed. A cul-de-sac is to be installed for emergency vehicle turnaround as per the municipal plan. Installation of a 6” water line is required and a fire hydrant is to be installed as per municipal guidelines.

All costs associated with the foregoing are the responsibility of the proponent*.*

**Culvert Issue - Frecker Place**

Progressive Engineering will be asked to provide a cost estimate to assess what would be entailed to replace the culvert crossing the entrance to Frecker Place. This will be added to the Town’s Capital Works list for future consideration; however staff will make an effort to clean out the existing culvert. The resident, Mr. Wally King, will be advised that ditching to divert water away from his property is his responsibility.

**Sea Cans Application - Prince William Drive**

NAPA Auto Parts will be advisedof the proper application process for a permit to install sea cans at their Prince William Drive location. In addition to municipal regulations, requirements from all other government agencies, including accessibility and fire safety, must be approved and submitted to the Town of Placentia before a permit will be considered by the Town.

**Updates from the December 19, 2017 Action List**

**Public Works Superintendent Position**

The consultant has completed the screening of applicants and conducted first round interviews. The second round of the interview process is being scheduled.

**Mill Brook**

Engineers have been advised of Council’s approval of funding to move forward with the assessment of Mill Brook for the purpose of submitting a Disaster Relief Fund application to the province.

**Natural Resources Info Session**

Contact will be made with the Chamber of Commerce to arrange a public information session on criteria for accessing the $60m fund from the Department of Natural Resources when the specifics are finalized.

**Other Committees Reports**

Due to the ongoing budget deliberations, non-urgent issues were deferred to the February 2018 committee meetings.

Council proceeded to present the budget at this time.

BUDGET 2018

***The following is the budget speech as presented by Council’s Finance Committee Chair, Councillor Kay Smith on January 25, 2018…………..***

*Good evening, Mayor, fellow Councillors and staff and welcome to you and the residents of the Town of Placentia present in the gallery.*

*The Town of Placentia completed its fiscal year on December 31st and we are here tonight to bring forward a budget for 2018, the first of this Council elected just four months ago. I am pleased to report that we are presenting a balanced budget that deals fairly with all departments while ensuring that the needs of all citizens are met with regard to municipal services, infrastructure development and community programs.*

***Key Elements of the Budget***

*Before presenting the budget figures, I would like to take a moment to point out some of the more significant elements contained in the document.*

*First of all Council is pleased to report that there is no increase in the residential mil rate for property tax; nor is there any change in residential water or water and sewer tax rates.*

*The Town is on the verge of a large project in Argentia and Council wants to ensure fair benefits to the Town as a result. After careful examination and serious deliberation, we will be increasing the Commercial Industrial mil rate from 18 to 24 mils to realize increased revenues. The commercial rate will be more on par with other rates in the province. In addition to this, Council has reviewed the tax structure and has identified other areas to improve our benefit with industrial activity in our town such as improved fees for industrial marshalling yards, new business tax categories for international shipping and salvage yards and an increase in the minimum industrial business tax from $400 to $600 per year. In addition, we have increased minimum permit fees in the industrial areas and have added additional permits for recyclables and cost recovery fees such as a new commercial water and sewer hook-up.*

*We are also pleased to report that Council will not be taking an increase in remuneration for their services, nor will there be any increase for Council travel or attendance at conventions.*

*As well, there will a wage freeze for all management at this time and current employment contracts are not budgeted to be renewed allowing us proper oversight for these expenditures. Council will be entering into discussions with CUPE Local 1761 this spring on renewal of the contract.*

***Public Works & Public Safety***

*With the aim to implement improved processes and controls within the Public Works Department, Council will be introducing a computerized work order system at a projected cost of $20,000.*

*To address the ongoing flooding concerns arising from deterioration of brooks in the municipality, Council has approved the expenditure of funds to commission engineering studies to assess and recommend measures that will safeguard the life and property of residents. This pertains to ongoing issues at Station Road and Mill Brook Road.*

*Fire protection remains a priority with this Council. To this end we have met the budgetary requests from the Department including allocating $10,000 for the purchase of four Self Contained Breathing Apparatuses for fire vehicles and an additional $10,000 to ensure that new firefighters are fitted with the necessary bunker gear.*

*Safety initiatives will continue with the purchase of a second stationary traffic sign in an effort to reinforce traffic calming initiatives.*

*Council is pleased to report that we have identified the need for street capping and paving and have dedicated $50,000 for this initiative.*

*Recognizing the importance of protecting our environment, we have assigned $25,000 to be used for energy cost saving measures at our facilities.*

*This Council has also made the decision that the Town issue a tender for provision of waste collection services by a new contractor rather than continuing with the current contract. A tender document will be prepared to have a new contract in place for end of March, 2018. In addition, I am pleased to report that in response to residential requests, the Town will be offering a one-time only collection that will deal with the pick-up and disposal of special waste such as creosote blocks and fishnets.*

***Community Engagement and Communica****tion*

*Council believes in being open and transparent while overseeing the policies and procedures of the Town. For this purpose, we created a new committee – the Community Engagement and Communications Committee – dedicated not only to advising residents of the operations of our municipality but also to invite suggestions and comments from our citizens. Under this Committee, we will hold public information sessions, provide periodic newsletters and use other media sources including our Placentia Aware system to provide up-to-date information on events, meetings, alerts, and operations of the Town as well as provide residents with engagement opportunities such as recognition of community volunteers, partnerships with PBIS and Aged Friendly Conferences. As a result Council has allotted a budget of $35,000 to help us achieve this committee’s goals.*

***Tourism & Culture***

*Council is committed to promoting Placentia as a cultural tourist destination for the region. Council has budgeted $20,000 towards special community events and improvements. Cultural community events for 2018 will include Heritage Day, Placentia Multicultural Celebration, Canada Day Celebration, Voices of Placentia Bay Festival & Laval 5-0, a Community Tree Lighting, Santa Claus Parade and a Mummer’s Parade.*

*Community improvements will include the Placentia Wild Rose Beautification Initiatives, conservation measures to the Convent entrance and further exploration of a partnership for a cultural market –Marché Plaisance near Fort Frederick to offer tourists an opportunity to purchase local crafts. Council is also pleased to invest $4,000 towards improvements at Fort Louis archaeology site.*

*Further to these improvements, Council will invest $8,800 towards supplies for our Cultural Arts Centre and $35,000 into marketing our Town as a welcoming place for tourists to visit and an ideal place for families to live. The Town’s Culture and Tourism Committee will also promote fostering our relationships with international sister municipalities in France, Spain and Ireland.*

***Recreation***

*Council will continue to put great emphasis on our recreation programs for all ages. The positive feedback on programming and interaction in the community is encouraging to Council. We will continue to review the needs of this area as we go forward to ensure Council is fiscally responsible on the spending.*

*With the concentrated effort of all levels of government – federal/provincial and municipal and also with the dedication and commitment of the Placentia Lions Club, we are approaching the realization of the Town’s goal for the Placentia Regional Wellness Centre. Based on a funding application for $6.2 million, we have agreed with the Department of Municipal Affairs to allocate $1,000,125 multi-year capital works funding as the Town’s share of the project. The Town is continuing to negotiate with its partners to reduce Town costs.*

*It should be noted here that the Town has also applied to the Department of Municipal Affairs for approximately $4.5 million to proceed with our clean water project for Dunville. This will help us achieve our goal for a single source water supply for all residents.*

*The final highlight of the 2018 budget I will bring you is the affirmation that Council will continue to reward our residential property owners for their support of Council initiatives. This will be achieved by continuing to offer the following discounts:*

*Seniors of the age of 65 years or over will be offered a 10% discount if their account is paid in full by June 30th. For those seniors who cannot meet the June deadline, Council is pleased to offer an incentive of a 5% discount if their account is paid in full by December 21st.*

*The 10% discount date for all other residential property owners will be extended this year from March 31st to Friday, April 20th to compensate for the later issuance of tax bills.*

*Ladies and gentlemen, I believe this covers the more noteworthy points of our 2018 fiscal deliberations and I am pleased at this time to present Budget 2018.*

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| --- | --- |
| **Department** | **Expense** |
| **General Government** | **979,365** |
| **Protective Services** | **189,699** |
| **Transportation** | **959,172** |
| **Environmental Health** | **1,014,520** |
| **Planning & Development** | **101,846** |
| **Recreation** | **462,847** |
| **Debt Services** | **1,027,927** |
| **Capital** | **1,884,237** |
|  | **$6,619,613** |

*Mr. Mayor, in closing I would like to take this time to thank all management and staff for their assistance in helping Council arrive at a balanced budget for 2018.*

**Budget Motion**

The Finance Committee recommends that Council adopt the budget for the fiscal year January 1 to December 31, 2018 as presented, perused and approved by Council in the amount of six million, six hundred nineteen thousand, six hundred and thirteen dollars ($6,619,613.00).

**Motion #18-009 Councillor Smith/Councillor Fitzpatrick**

Be it resolved that the motion to approve the budget for the fiscal year January 1 to December 31, 2018 as presented, perused and approved by Council in the amount of six million, six hundred nineteen thousand, six hundred and thirteen dollars ($6,619,613.00) is adopted.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**Tax Structure Motion**

The Finance Committee recommended Council approve the tax structure for the fiscal year January 1 to December 31, 2018 as presented, perused and approved by Council.

**Motion #18-010 Councillor Smith/Councillor Hynes**

Be it resolved that the motion to approve the tax structure for the fiscal year January 1 to December 31, 2018 as presented, perused and approved by Council is adopted.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

**COUNCILLORS’ COMMENTS**

Councillor Hynes thanked the Finance Chair for her presentation and commented that Council worked hard on the budget. She acknowledged there may be room for improvement but Council will work through any issues experienced in this tough fiscal time.

Councillor Collins noted this was her first time working with all Council on the budget.

Councillor Fitzpatrick expressed her opinion that this was a good process with lots of discussion. Council worked hard and although it’s not a perfect budget it is one that is collectively agreed on.

Deputy Mayor Pearson echoed the foregoing comments and also thanked staff for their input and patience as Council worked through this different approach. He noted that the budget is reflective of the economic times; with creative taxes introduced to help Council stop relying on the Province all the time. He is pleased that there are no job losses through Council’s ability to identify efficiencies and that Council is able to offer an increase to the Fire Department’s budget. This year Council is presenting a 15.3% debt ratio which is an improvement over last year’s 18%.

Deputy Mayor closed his comments by wishing Public Works Supervisor, Harold Power, good luck and all the best for an enjoyable retirement.

Councillor Smith stated she was pleased to have worked on the budget and thanked the CAO and the Manager of Finance for their input.

Councillor Collins Power was pleased that Council and staff worked together and hopes that the residents will be pleased with Councillor’s efforts to work toward efficiencies.

Mayor Power summed up the process that Council did take a different approach with the budget starting with input from committees and resource staff first so that Council could get an appreciation for expenditures before proceeding.

Departmental budgets were dealt with first making adjustments to expenditures for materials, supplies, etc. Then Council moved into discussions on personnel and agreed on a wage freeze for non-union staff.

Council dissolved the Payment in Lieu of Tax agreement that has existed for years with the Port of Argentia. They found and implemented new sources of revenue in anticipation of the Town receiving its fair share of new tax revenues coming to the Town as a result of industrial development.

A balanced budget has been attained and approved with thanks to all involved.

Before closing, Mayor Power also offered congratulations to Harold Power on his retirement. He noted that Harold has been a great employee who has provided dedicated service to the municipality during his tenure.

Council was invited to attend a lunch in Harold’s honour at noon on January 26th at the Arts Centre.

**Adjournment**

There being no further business, Council adjourned the meeting.

**Motion #18-011 Deputy Mayor Pearson/Councillor Collins**

Be it resolved that motion to adjourn the meeting of January 25, 2018 at 7:30 p.m. is adopted

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Collins-Power, Fitzpatrick, Hynes and Smith voted in favour of the motion.)**

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**BERNARD S. POWER, MAYOR CHARLOTTE HICKEY, CAO**

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**DATE**