

# MINUTES

A public meeting of the Placentia Council was held Tuesday, February 17, 2015 at the Town Hall with the following in attendance:



**Mayor:** Wayne D. Power  
**Deputy Mayor:** Keith Pearson  
**Councillors:** Noella Collins  
Frank Coombs  
Dan Greene  
Frankie Nash  
William Woodman

**Chief Administrative Officer:** Ed O'Keefe

**Executive Assistant:** Debbie Gear (Recording)

**Absent:** Harold Power (Vacation)  
Mary Greene (Medical)

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

## **Proclamation**

Prior to the start of regular business, Mayor Power proclaimed March 26<sup>th</sup> as Purple Day as an effort to raise the awareness and understanding of epilepsy and to support all those who live with seizures each day.

## **Congratulations**

Mayor Power offered congratulations to Patrick (Paddy) Lake on completion of the Water Treatment Level I Certification from the Department of Environment, Water Resources Management Division.

## **Adoption of Agenda**

The agenda for February 17, 2015 Council meeting was circulated prior to the meeting, there were no additions or deletions.

## **Motion #15-025 Councillor Nash/Councillor Coombs**

Be it resolved that the agenda for the February 17, 2015 Council meeting was approved as circulated.

(**CARRIED:** Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

## **MINUTES OF THE MEETING – January 20, 2015**

The minutes of the meeting held January 20, 2015 were circulated prior to the meeting. There were no errors or omissions noted.

## **Motion #15-026 Deputy Mayor Pearson/Councillor Coombs**

Be it resolved that the minutes of the meeting held January 20, 2015 were approved as circulated and perused.

(**CARRIED:** Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

## **BUSINESS ARISING**

### **Page 5/6 Farrell's Excavating - Quarry Permit Application**

Farrell's permit application had been referred back to the Public Works Committee for further information. E-mail discussion with Council occurred and confirmation of Department of Environment & Conservation approval was received; the application was approved by Council on January 23, 2015.

The position for a clerk receptionist for the accounting office was advertised and there were a number of applicants. These will be reviewed and interviews set up. A point system will be used to evaluate the applications.

A meeting is to be held at Laval on February 24 between the principle and the executive committee members to discuss community use of the school's facilities.

The alarm system has been installed at the Cultural Arts Centre; emergency calls will be directed to the on-call/after hours number. Municipal Services Committee will discuss the possibility of installing an alarm system at the arena as well.

A hydrants inspection update has been completed by Public Works department. Council noted that as many hydrants as possible need to be marked, especially the lower ones.

### **EXECUTIVE COMMITTEE REPORT**

*(Mayor Power, Chair; Deputy Mayor Keith Pearson, Councillor Dan Greene; Resource Person – Chief Administrative Officer)*

The Executive Committee met twice since the last Council meeting; reports were circulated prior to the Council meeting.

#### **January 27, 2015**

##### **Staffing Requirements**

Mayor Power informed Council that the recommendations for short term staffing requirements outlined in the minutes have been implemented. The Facilities Manager is the resource person for the Culture & Tourism, Recreation and Economic Development committees and the Cultural Assistant is re-hired and will assist with those committees as well.

Long terms plans are also underway. The Executive has prepared a Terms of Reference for an operations and staffing review Council's scrutiny and any comments are requested to be submitted before Friday, the 20<sup>th</sup> of February. The Expression of Interest will be advertised next week.

#### **Minutes of February 6, 2015**

##### **Retroactive Pay**

The Executive committee recommended that Council approve a retroactive payment for wages owing to the Administrative Office Clerk due to a miscalculation of hourly rates.

**Motion #15-027****Deputy Mayor Pearson/Councillor Greene**

Be it resolved that Council approved retroactive pay of \$4,145.75 owing to the Administrative Office Clerk.

(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

The matter of an outstanding invoice for promotional items was referred to the Finance Committee who recommends payment.

**CUPE Negotiations**

Mayor Power informed Council that CUPE has contacted the town to advise they wish to enter into negotiations of their contract. The Executive has met on this and are awaiting a copy of the union's requests to begin discussions with them.

**Townscape Master Plan**

Federal and provincial funding will be sought to move forward with the update of the Townscape Development and Cultural Heritage District Master Plan. One firm responded to the recent expression of interest. The CAO will contact Mr. Jody Brushett of ACOA and Mr. Pat O'Keefe of Business Tourism Culture and Rural Development to discuss a project to complete the review.

**Forensic Audit Plans**

The Department of Municipal and Intergovernmental Affairs has been contacted regarding the pending forensic audit requested by Council. They essentially refused to get involved but did say that a forensic audit is a huge undertaking. They said that a similar audit was done in Avondale that took 18 months to conduct and cost approximately \$40,000 to complete without any result. Council will meet after the Committee of the Whole meeting on February 24 to discuss a terms of reference for the audit.

**Third Party Ticket Sales**

Advance ticket sales for third party performances at the Arts Centre will only be sold if the event is Town sponsored.

**FINANCE COMMITTEE REPORT**

*(Councillor Dan Greene, Chair; Councillors William Woodman & Councillor Frankie Nash; Resource Person - Administrative Supervisor)*

**Accounts Payable Transaction Journal**

The Finance Committee recommended that Council approve the Accounts Payable Transaction Journal dated February 5, 2014 in the amount of \$65,570.92.

**Motion #15-028****Councillor Greene/Councillor Nash**

Be it resolved that the Accounts Payable Transaction Journal dated February 5, 2014 in the amount of \$65,570.92 is approved.

(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

### **Cheque Register – General Account**

The Finance Committee recommended that Council approve the cheque register dated February 5, 2015 in the amount of \$200,267.60 for cheques numbered 023061 to 023117.

#### **Motion #15-029 Councillor Greene/Councillor Nash**

Be it resolved that the cheque register dated February 5, 2015 in the amount of \$200,267.60 for cheques numbered 023061 to 023117 is approved.

(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

### **Cheque Register – Special Accounts**

The Finance Committee recommended that Council approve the special accounts cheque register dated February 2015 as circulated.

#### **Motion #15-030 Councillor Greene/Councillor Nash**

Be it resolved that the special accounts cheque register dated February 2015 is approved as circulated.

(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

### **Visa Statement**

The Finance Committee recommended that Council approve the Visa statement for the period December 5, 2014 to January 5, 2015 in the amount of 2,677.61.

#### **Motion #15-031 Councillor Greene/Councillor Collins**

Be it resolved that the Visa statement for the period December 5, 2014 to January 5, 2015 in the amount of 2,677.61 is approved.

(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

### **Request for Adjustment to Tax Account #O-KEC004**

The Finance Committee recommended that Council not approve the refund of the \$75.00 cost of a tax certificate on account #O-KEC004 as it is in contravention of the approved tax structure.

#### **Motion #15-032 Councillor Greene/Deputy Mayor Pearson**

Be it resolved that Council does not approve the refund of the \$75.00 cost of a tax certificate on account #O-KEC004 as it is in contravention of the approved tax structure.

### **Discussion:**

There was lengthy discussion on the request to refund a \$75.00 fee for a tax structure – Council questioned what in particular the client requested – did he ask for a tax certificate or a statement of account - they want to know when he was advised of the cost and of any other pertinent details. There was also the concern that by refunding the cost of the tax certificate, Council would be in contravention of the approved Tax Structure.

**Motion #15-032** Mayor Power, Councillor Greene & Woodman voted in favour of the Motion; Deputy Mayor Pearson, Councillors Coombs, Collins and Nash voted against the motion.

Further discussion took place and the account holder requested a meeting with the Committee of the Whole; this will be scheduled for the 24<sup>th</sup> of February meeting to discuss these and other details; the matter will be referred back to the Finance Committee for a final recommendation.

#### **Sale of Surplus Equipment**

The Finance Committee recommended that Council approve the sale of surplus equipment to the highest bidders as submitted in the attached tender bid sheet.

**Motion #15-033** Councillor Greene/Councillor Nash  
Be it resolved that the sale of surplus equipment to the highest bidders is approved as submitted in the attached tender bid sheet.  
(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

#### **Promotional Items Invoice**

The Finance Committee recommended that Council approve the payment of Invoice # 11711 to Express Signs for promotional items in the amount of \$3,333.51.

**Motion #15-034** Councillor Greene/Councillor Nash  
Be it resolved that the payment of Invoice # 11711 to Express Signs for promotional items in the amount of \$3,333.51 is approved.  
(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

#### **Capital Works - Boardwalk**

The Finance Committee recommended that Council approve the award of the Shoreline & Boardwalk Improvements Capital Works Project to the low bidder, Edward Collins Contracting Ltd. in the amount of \$1,046,588.60.

**Motion #15-035** Councillor Greene/Councillor Nash  
Be it resolved that the award of the Shoreline & Boardwalk Improvements Capital Works Project to the low bidder, Edward Collins Contracting Ltd. in the amount of \$1,046,588.60.  
(CARRIED: 6:1 Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash voted in favour of the motion; Councillor Woodman voted against the motion.)

Work is expected to start on the shoreline/boardwalk project early in April.

An application has been submitted for capital works funding to replace services lines to a couple of hundred houses in Dunville.

The Placentia Rowing Club will be invited to a Committee of the Whole to discuss their improvement project for the Regatta Grounds.

## **PUBLIC WORKS COMMITTEE REPORT**

*(Councillor William Woodman, Chair; Councillors Dan Greene & Francis Coombs; Resource Person Public Works Supervisor)*

### **Permits Approval**

The Public Works Committee recommended that Council approve the application from the *Tax Shelter* for a permit to occupy space at #77 Blockhouse Road, Placentia.

#### **Motion #15-036 Councillor Woodman/Councillor Coombs**

Be it resolved that the application from the *Tax Shelter* for a permit to occupy space at #77 Blockhouse Road, Placentia is approved.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

### **Application for Signage**

The Public Works Committee recommended that Council approve the application to erect a sign for *Marlie's Shapes and Styles* hair salon on Main Road, Dunville.

#### **Motion #15-037 Councillor Woodman/Councillor Coombs**

Be it resolved that the application to erect a sign for *Marlie's Shapes and Styles* hair salon on Main Road, Dunville is approved.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

### **Vendor Permit Applications**

The Public Works Committee recommended that Council approve the following vendor permits at Placentia Mall – Ticket Sales

- St. Martin's Anglican Church
- Dunville Health Care Ladies Auxiliary
- St. Anne's Church, Dunville
- Placentia Hospital Ladies Auxiliary

#### **Motion #15-038 Councillor Woodman/Councillor Coombs**

Be it resolved that the following vendor permits for ticket sales at Placentia Mall are approved

- St. Martin's Anglican Church
  - Dunville Health Care Ladies Auxiliary
  - St. Anne's Church, Dunville
  - Placentia Hospital Ladies Auxiliary

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

### **NL Power Pole Applications**

The Public Works Committee recommended that Council approve the following Newfoundland Power permit applications:

- 1 pole and 1 anchor to provide services to Placentia Lift Bridge Control Building

- 1 pole and 1 anchor to replace existing near Norman Cheeseman on Jubilee Street, Placentia
- 1 pole to replace existing one located on Main Road, Dunville near Arlene Young
- 1 pole to provide service to a new garage owned by Thomas Mulrooney, Ferndale.
- 2 poles to provide service to a new garage owned by Henry Brewer in Dunville

**Motion #15-039**

**Councillor Woodman/Councillor Coombs**

Be it resolved that the following Newfoundland Power permit applications are approved:

- 1 pole and 1 anchor to provide services to Placentia Lift Bridge Control Building
- 1 pole and 1 anchor to replace existing near Norman Cheeseman on Jubilee Street, Placentia
- 1 pole to replace existing one located on Main Road, Dunville near Arlene Young
- 1 pole to provide service to a new garage owned by Thomas Mulrooney, Ferndale.
- 2 poles to provide service to a new garage owned by Henry Brewer in Dunville

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

**Street Naming**

There is a street in Dunville commonly known as P4 Place; the Public Works Committee is recommending that the street be officially named.

**Motion #15-040**

**Councillor Woodman/Councillor Greene**

Be it resolved that Council has approved the official naming of P4 Place in Dunville.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

The Freshwater reservoir is leaking and in the same dilapidated condition as the Jerseyside reservoir that is to be replaced this spring under the capital works program. Management is approaching the Province for government funding to replace the tank in Freshwater and requesting that they waive the requirement for an assessment. This request is made on the basis that both tanks have deteriorated the same and an assessment that cost almost \$10,000 was recently done on the Jerseyside tank.

The low water pressure on Church Road was briefly discussed; residents in that area will have low pressure unless they install inline pumps themselves. Any new construction on this street will depend on Council approval.

Complaints of problems with color in Dunville are being discussed and management is making arrangements for water testing.

Council recognizes that sidewalks should be cleared in winter but the Town does not have resources to do them. This will be referred to the Public Works Committee to explore options for next year including approaching contractors to undertake the work.

## **MUNICIPAL SERVICES COMMITTEE REPORT**

*(Councillor Francis Coombs, Chair; Councillors Dan Greene & William Woodman; Resource Person – Chief Administrative Officer)*

The Municipal Services Committee reviewed draft Taxi Regulations prepared by the Municipal Enforcement Officer and recommended that they be adopted by Council.

### **Motion #15-040 Councillor Coombs/Deputy Mayor Pearson**

Be it resolved that the Town of Placentia Taxi Regulations prepared by the Municipal Enforcement Officer were approved as circulated.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

### **Municipal Enforcement Officer's (MEO) Report**

The monthly report was circulated to Council prior to the meeting with updates on activities since the last meeting.

The consultant, Dennis Knight and Associates said that the municipal plan review was expected back from the Department of Municipal & Intergovernmental Affairs (MIGA) by now. The CAO will contact MIGA to try and expedite the process.

Council questioned why the Town's MEO does not ticket and was advised that this is a provincial government decision that is being phased in by the province. Councillor Woodman discusses this issue regularly at the UMC but until the Province designates our community, ticketing by the MEO is prohibited.

### **Personnel Issue**

There was a personnel issue tabled wherein one Councillor questioned the value of the work done in one department and a comment made that the job is not worth the \$100,000 of taxpayers' money. This position as well as all others will be assessed in the upcoming human resources/operations review.

### **Blasting Policy**

Staff has been asked to check on precedented policies for blasting set by Dept. of Mines and Energy in light of the large bang heard last month from Hynes' pit; this apparently was a rare occurrence caused by atmospheric reactions.

### **Other**

The Chair of the Committee advised that the committee had enquired or corresponded on several other items that were included in the report circulated prior to the meeting including information on the proposed electoral boundaries changes, amendments to the Municipalities Act and the latest water quality report from the province.



## **CULTURE & TOURISM COMMITTEE REPORT**

*(Deputy Mayor Pearson, Chair; Councillor Noella Collins; Resource Person – Facilities Manager)*

The Culture & Tourism Committee recommended that Council approve moving forward with an application to ACOA to fund the update of the Townscape Development and Cultural Heritage District Master Plan.

### **Motion #15-041 Deputy Mayor Pearson/Councillor Woodman**

Be it resolved that Council approved submission of an application to ACOA to fund the update of the Townscape Development and Cultural Heritage District Master Plan.

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)**

A calendar of community events has been formulated by the Facilities Manager; this will be posted on the Town's website and Facebook page.

A meeting will be held to further discuss web site improvements that may still be needed.

All committees are developing a list of suggested promotional items the Town should purchase.

The Voices of Placentia Bay exhibit will open in late March/early April.

The Voices of Placentia Bay festival will be held around the last week of July.

Planning for a celebration to open the new bridge next year will begin in the near future. This will be a combined effort of all levels of government – municipal, provincial and federal.

Mary Byrne, who is a prominent name in the tourism industry, will be contacted to meet with the Culture & Tourism Committee.

Some discussion was held on a celebration to commemorate the end of WWII; this will continue at the committee level with the Royal Canadian Legion.

Our municipality will opt out of the Tidy Towns program this year; such an event requires community involvement. The committee will work on an overall plan to take part in future.

The Winter Carnival takes starts on February 26<sup>th</sup>; the program of events will be circulated for input and mailed this week.

## **RECREATION COMMITTEE REPORT**

*Councillor Noella Collins, Chair; Councillor Frankie Nash; Deputy Mayor Keith Pearson; Resource Person – Facilities Manager)*

The Recreation Committee had made a number of recommendations that have been referred back to the Finance Committee for consideration. These will be brought forward to the next meeting.

The committee is quite satisfied with the draft agenda that has been prepared so far for the winter carnival.

If three members of Council or staff do not want to attend the upcoming Recreation AGM, the committee would like to approve appointment of delegates from the Recreation Commission to attend in their stead. Preferably the attendance would be two councillors and one staff person and/or should be involved in sports as well.

Community involvement will be solicited for the Find Your Fit Challenge.

The committee will be meeting with stakeholders involved in the summer recreation program as soon as the Winter Carnival festivities have concluded; a preliminary meeting will be held with council officials on February 25<sup>th</sup> to discuss the Town's requirements and preferences.

There is a Committee of the Whole meeting scheduled for Tuesday, the 24<sup>th</sup> of February. The tentative agenda includes one account holder regarding charges on his account and three community groups – the swimming pool committee, the curling club committee and representatives from the Placentia Rowing Club.

The Facilities Manager has requested a revised quote for a complete new board system for the arena for next year's budget process.

## **ECONOMIC DEVELOPMENT COMMITTEE REPORT**

*(Councillor Frankie Nash, Chair; Councillor Noella Collins, Deputy Mayor Keith Pearson- Resource Person – Facilities Manager)*

The Economic Development Committee will set a date dedicated to review of the minutes related to the December 2, 2014 *It's Our Business Forum*.

The AMA and the Chamber of Commerce had intended to have an economic development planning session; it appears that this meeting may be delayed to March and it is hoped the province will participate in discussions.

The Committee would like a more involved role in attending planning sessions for the Placentia Bay Industrial Showcase trade show.

Husky Energy is phasing down in Argentia due to impact of the current downturn in the oil industry. They will be leaving a small site services crew and have advertised for proposals to provide security until such time the economic market improves. The site will not be mothballed while the project evaluation is taking place. The province will continue to lobby for the latter. It is expected that a decision on Husky's plans could be forthcoming in March.

Mayor Power has suggested to the Placentia Area Chamber of Commerce that they update the business director in in Dunville and expedite development of a summer business and tourism map.

**OTHER BUSINESS OF COUNCILLORS**

The Avalon Regional meetings are planned for March 13 & 14 in St. John's. Council was advised to let the Executive Assistant know if they wish to attend.

Councillor Woodman suggested a meeting to update activity that has taken place from the strategic planning session held last September.

Deputy Mayor Pearson congratulated all participants in the Winter Games including Abigail Gambin from Dunville. He also congratulated Paddy Lake on successfully completing his course completed in relation to his work.

Deputy Mayor Pearson thanked staff for their work on developing the terms of reference for the staff and operations review and complemented the CAO on the good work producing the document to be distributed to interested bidders.

Councillor Nash noted the excessive amount of money spent on lawyers each month and suggested all council should work together to curb any unnecessary spending in this regard.

Councillor Greene encouraged municipal participation in the Atlantic Pilotage planning that is dealing changes to the location of the station in Placentia Bay; it is Councillor Greene's opinion that it is irresponsible of government to allow that change to happen. The Mayor advised that correspondence has already been sent to that group outlining Placentia's concerns. An assessment seminar is being held in Arnold's Cove on the 2<sup>nd</sup> of March and Mayor Power will be attending.

Council was reminded of the Winter Carnival opening at 6:30 p.m. Thursday, February 26, 2015 at the arena.

**ADJOURNMENT**

Mayor Power concluded the meeting at 9:10 p.m.

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Wayne D. Power, Mayor

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Ed O'Keefe, CAO

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Date

**TOWN OF  
PLACENTIA**

**SALE OF SURPLUS EQUIPMENT - TENDER CLOSE**  
Feb. 5, 2015 @ 2:00 p.m.

Bids opened at  
3:00 p.m.

**In Attendance:** Ed O'Keefe  
 \_\_\_\_\_  
 Harold Power  
 \_\_\_\_\_  
 Mary Greene  
 \_\_\_\_\_

Debbie Gear  
 \_\_\_\_\_  
 \_\_\_\_\_

Name		2009 - 350	2004 Pickup	2008 Pickup	Exercise Equip.	Office Dividers	Compressor Tank
Bernie Power		\$ 4,280.53	\$ 2,674.86	\$ 175.00	\$ 4.00	\$ 1.00	\$ 1.00
Paul Caines	*	\$ 5,600.00	\$ 3,600.00	\$ 1,100.00	\$ 200.00	-0-	\$ 101.00
Adam Coffey		\$ 1,810.00	-0-	-0-	-0-	-0-	-0-
Adam Coffey		-0-	\$ 2,665.00	-0-	-0-	-0-	-0-
Vincent Hiscock		\$ 2,757.00	\$ 711.00	-0-	-0-	-0-	-0-
Frank Collins		\$ 5,550.00	-0-	-0-	-0-	-0-	-0-

\* Bid was withdrawn at 1:20 p.m. February 5, 2015

Highest Bidder