

MINUTES

A public meeting of the Placentia Council was held Tuesday, January 21, 2014 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
Public Works Supervisor: Harold Power
Administrative Office Manager: Mary Greene
Executive Assistant: Debbie Gear (Recording)

Absent: Manager of Town Affairs Margie Hatfield (Medical)

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

MINUTES OF THE MEETING OF December 17, 2013

The minutes of the meeting held December 17, 2013 were circulated prior to the meeting. There were no errors or omissions noted.

- 14-001** It was moved by Councillor Coombs and seconded by Councillor Nash that the minutes of the meeting held December 17, 2013 be 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 6 – O'Keefe Permit

Deputy Mayor Pearson suggested that the Town could use its discretion to amend the guidelines that prohibited approval of Mr. O'Keefe's application to construct a shed in front of his residence. He was advised that discretionary use does not apply in this case but that his concerns regarding the regulations for setback of accessory buildings can be discussed during the Municipal Plan review process.

Page 2 – Insurance/Pension Plan

Councillor Collins asked if the Town covers temporary employees under its benefits program. The CAO explained that the guidelines are that all temporary staff has to be covered or none at all, so no – temporary staff are not covered.

Councillor Collins also asked if provisions have been made for staff to be trained in minute taking; arrangements are being worked out for this training.

Page 3 – Tank Cleaning

Councillor Collins asked if the tank at the Dunville Water Treatment Plant has been tested and was advised that it is done quarterly. Council approved the cleaning of the tanks in an effort to improve water color in Dunville.

Page 7 – Assessment of Town Water Systems

Councillor Collins asked if the water assessment being done would be for all Town and was advised that yes it would be.

MINUTES OF THE SPECIAL DEBRIEFING MEETING OF January 14, 2014

The minutes of the special debriefing meeting held January 14, 2014 were circulated prior to the meeting. There were no errors or omissions noted.

14-002 It was moved by Councillor Coombs and seconded by Councillor Greene that the minutes of the special debriefing meeting held January 14, 2014 be 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

Councillor Collins said she is aware of problems with the phone system as discussed with the Facilities Manager, more particularly with the analogue set. Staff was aware of only one problem and that was corrected by Bell Aliant last Friday. Staff is in the process of reviewing the Town's operating system at this time and all issues relating to daily as well as emergency situations will be reviewed.

Councillor Woodman noted that the recommendations made in the debriefing note – including review of the phone system – were referred back to the Municipal Services Committee for action.

MINUTES OF THE SPECIAL MEETING OF January 14, 2014

The minutes of the meeting held January 14, 2014 to approve capital works applications were circulated prior to the meeting. There were no errors or omissions noted.

14-003 It was moved by Councillor Nash and seconded by Councillor Collins that the minutes of the meeting held January 14, 2014 to approve capital works applications be approved as circulated and perused.

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

GENERATOR FOR THE TOWN HALL/ARTS CENTRE

The Executive Committee recommended that the Town move forward with developing specifications and tender documents for the acquisition of a generator to run the Town Hall and Arts Centre facilities in the event of an emergency situation.

14-004 It was moved by Councillor Greene and seconded by Councillor Nash that the Town move forward with preparation of specifications and tender documents for the acquisition of a generator to run the Town Hall and Arts Centre facilities in the event of an emergency situation.

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

ACTION SHEET

The CAO reported on the action items brought forward from the December 2013 meeting.

Frecker Place Sewer Issue Camera investigation showed there are roots in the line – it is the resident's responsibility to clear those lines.

Sale of Surplus Items Update in the Finance Committee report.

Fay Consultants	Mr. Fay visited the site – the method in question would not address the problem of discoloration – more exploration is being done by the company and the Town’s engineers.
Fire Hall Generator	Generator is up and running.
Wave Wall Repair	Meeting with Minister Kent and MHA Collins will be reported on later by the Mayor.
Signage at Bruley	Installation of a “Children at Play” sign has been done.
Water System	Assessment by the engineers is ongoing but is a slow process due to power outage and weather conditions
Dilapidated Property	Owner of property on Swan’s Road has been sent a letter requesting a plan of action to clean up the property.
Open Communication	Principles of “ <i>Open</i> ” will be coming out to meet with staff on the marketing program.

EXECUTIVE COMMITTEE REPORT

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

Disposal of the P4 Building

Mayor Power reported that two bids to remove the former P4 Youth Centre building were very expensive. There was a third offer from a local contractor to do an assessment on the building and if determined that it is structurally sound he would like to offer a proposal for use. In any event he will pay \$5,000 to either remediate the building or demolish and remove it at his cost. Council is willing to entertain a proposal without commitment to the offer.

Freshwater – Shed/Trailer Parking

The Executive Committee is recommending that Council stand by the recommendation from the Committee of the Whole that the builder of the personal use storage shed in question be held to the conditions of the approved permit. Consideration can be given to regulations and rezoning during the municipal plan review.

Meeting with Dept. of Municipal Affairs

Town officials (Mayor Power, Councillor Greene, CAO Ed O’Keefe and Administrative Office Manager Mary Greene) met with officials from Municipal Affairs (DM Colleen Janes , ADM Clooney Mercer and EA Leslie Penney). The purpose was to discuss financial requirements for municipal water infrastructure and for wave wall repair. After some discussion the Town is confident that the department understands the necessity of receiving approval for both; there is a level of assurance that consideration will be given for both; if awarded the projects could fall under the multi-year capital works program.

Minister Kent committed to visiting Placentia sometime in the near future.

Terms of Reference

The Economic Development Committee was provided with a terms of reference for their review, input and/or recommendations for changes before they are finalized.

Municipal Plan Review

January 28th at 5:30 p.m. was set for the meeting with consultant Dennis Knight to review what he has done so far with the Town's Municipal Plan review.

Marine Atlantic RFP

Mayor Power informed Council that Marine Atlantic has put out a request for proposals to operate the washing and vacuuming services in Argentia and Port aux Basques. There will be a marginal impact to the community, mostly to student jobs and possibly to the rate of pay.

FINANCE COMMITTEE REPORT

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

Accounts Payable

The Finance Committee recommended that Council approve the Accounts Payable Transaction Journal dated January 9, 2014 in the amount of \$68,445.55.

14-005 It was moved by Councillor Greene and seconded by Councillor Woodman that Council approve the Accounts Payable Transaction Journal dated January 9, 2014 in the amount of \$68,445.55.

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

General Account Cheque Register

The Finance Committee recommended that Council approve the General Account Cheque Register dated January 9, 2014 in the amount of \$141,748.67 for cheques numbered 021997 to 022073.

14-006 It was moved by Councillor Greene and seconded by Deputy Mayor Pearson that Council approve the General Account Cheque Register dated January 9, 2014 in the amount of \$141,748.67 for cheques numbered 021997 to 022073.

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

Special Accounts Cheque Register

The Finance Committee recommended that Council approve the Special Accounts Cheque Registers dated January 2014.

14-007 It was moved by Councillor Greene and seconded by Councillor Coombs that Council approve the Special Accounts Cheque Registers dated January 2014.

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 dated November 5 – December 4, 2013 in the amount of \$630.02.

- 14-008** It was moved by Councillor Greene and seconded by Councillor Coombs that Council approve the Visa statement dated November 5 – December 4, 2013 in the amount of \$630.02.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

Line of Credit

The Finance Committee recommended that Council approve the renewal of the Town of Placentia's line of credit of \$350,000 on the Royal Bank of Canada operating line of credit.

- 14-009** It was moved by Councillor Greene and seconded by Councillor Woodman that Council approve the renewal of the Town of Placentia's line of credit of \$350,000 on the Royal Bank of Canada operating line of credit.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

Bell Mobility

The Finance Committee recommended that Council approve the recommendation from management that Bell Mobility remain the Town's cellular service provider with changes to the different packages resulting in significantly reduced costs to the Town.

- 14-010** It was moved by Councillor Greene and seconded by Deputy Mayor Pearson that Council approve the recommendation from management that Bell Mobility remain the Town's cellular service provider with changes to the different packages resulting in significantly reduced costs to the Town.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

Councillor Woodman declared himself in conflict and excused himself from the meeting.

Sale of Surplus Assets

The Finance Committee recommended that Council recommend acceptance of the highest bidder on the sale of surplus assets excluding the P4 Building and related equipment (2 furnaces and two 200 gallon tanks) as per list previously circulated.

- 14-011** It was moved by Councillor Greene and seconded by Deputy Mayor Pearson that Council recommend acceptance of the highest bidder on the sale of surplus assets excluding the P4 Building and related equipment (2 furnaces and two 200 gallon tanks) as per list previously circulated.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene and Nash voted in favour of the motion.)

Councillor Woodman returned to the meeting

ACCOUNT #POLKA001

The Finance Committee recommended that Council approve the adjustment of \$470.25 to account #POLKA001 on the basis that the business was never started because it did not receive approval from other government agencies.

- 14-012** It was moved by Councillor Greene and seconded by Councillor Coombs that Council approve the adjustment of \$470.25 to account #POLKA001 on the basis that the business was never started because it did not receive approval from other government agencies.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

BUILDING MAINTENANCE

The Finance Committee recommended that Council approve the expenditure of \$400 to strip and wax the floors in the Town Hall.

- 14-013** It was moved by Councillor Greene and seconded by Councillor Woodman that Council approve the expenditure of \$400 to strip and wax the floors in the Town Hall.
CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash and Woodman voted in favour of the motion.)

Sale of Assets - Removal of P4 Building

Councillor Woodman was not present for the following discussion on the removal of the P4 building; these were part of the "sale of assets" and he had declared himself in conflict.

In addition to the discussion at the Executive Committee level, Councillors were of the opinion that the Town is unable to pay in excess of \$100,000 to have the P4 building demolished and removed. They would also be open to examining a proposal from the local contractor interested in assessing the building and/or using or removing it. They want consideration given to fair value for the land if it is to be part of the deal.

Generator – Fire Hall

The installation of the generator at the fire hall has been completed by a contractor hired in place of the one originally awarded the contract (terminated for non-completion of the work). Consideration will now have to be given to the payment to the original contractor and this will be done when all invoices from all parties have been submitted.

Gas Tax Application

The Finance Committee recommended that Council approve the submission of a gas tax application for funding of \$210,000 for paving of Prince William Drive. There was no motion to approve this recommendation because the gas tax funding requires tendering and the proposed estimates would exceed the costs quoted above.

FISCAL SUMMARY

The Fiscal Summary circulated by the Administrative Office Manager indicates a bank balance of \$267,906.94; Accounts Receivable of \$397,391; and Accounts Payable of \$68,445.55. Year to date expenditures are \$127,660.32. Note that the 2014 taxes have yet to be levied therefore the Fiscal Summary is incomplete.

PUBLIC WORKS COMMITTEE REPORT

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

The Public Works Committee recommended that the permits submitted for approval be approved as follows:

14-014 It was moved by Councillor Woodman and seconded by Councillor Greene that Council approve the following permits:

1. *Husky Energy's application for occupancy of space at Placentia Mall for office purposes.*
2. *Placentia Lions Club's application for a vendor permit to sell tickets at Placentia Mall.*

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

Account # MERCS001

The Public Works Committee recommended that Council approve the expenditure of funds to have an engineering assessment conducted on the sewer backup problems near #1067 Main Road Dunville for the purpose of identifying options to fix them and allow for future development.

14-015 It was moved by Councillor Woodman and seconded by Councillor Greene that Council approve the expenditure of funds to have an engineering assessment conducted on the sewer backup problems near #1067 Main Road Dunville for the purpose of identifying options to fix them and allow for future development.

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

Account # MURRW003

Residents of #10 Ville Marie Drive issued a flooding complaint to the Town together with a video indicating what they believed to be the cause of the problem. This video clearly indicates that the Town's road and swale are clear. The Town does not accept responsibility and will advise the resident accordingly.

Snow Clearing Damage

The contractor is responsible for snow clearing damages if they hit fences/garbage boxes, etc. but not if they just push snow onto a property. Council asked that specific definition including dumping of snow be included in the next tender document that goes out.

Mayor Power commended public works staff for their work performance during the recent weather and power outage events.

MUNICIPAL SERVICES COMMITTEE REPORT

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

Councillor Coombs also commended Public Works staff for their work performance at all times.

Street Light – St. Anne's Place/Power Street

St. Anne's Academy has asked that the Town install a light at the corner of Power Street and St. Anne's Place. Public Works staff will investigate the necessity of same and bring the information back to the committee.

The sign “Children at Play” has been installed by Lions Manor.

Staff appreciated the letter the CAO sent to thank them for their work above and beyond during the recent emergency situation. An appreciation lunch will be held on Friday for staff members.

CULTURE & TOURISM COMMITTEE REPORT

(Deputy Mayor Pearson, Chair; Councillor Noella Collins; Resource Person – Manager of Town Affairs)

Amalgamation 20th Anniversary

January 1, 2014 marked the 20th anniversary of amalgamation. The Committee is interested in recognizing the anniversary during Municipal Awareness Week in May. Mayor Power suggested a committee be struck to move forward with this.

Marketing Plan

Marketing funding is extended until June 2014. A meeting will be scheduled with Open Communications in the next couple of weeks.

Legacy Project – Convent Yard Project

It’s necessary to get moving on this project so that funding can be secured.

Voices of Placentia Bay Project Update

The Placentia Area Historical Society informed the CAO that funding of \$96k Federal and \$96k Provincial was approved to proceed with the Interpretation Exhibit in the Cultural Interpretation Building. The Town will be providing location and in kind support. The Deputy Mayor remarked on the good work PAHS does and the exciting things that are happening.

Canadian Heritage Application

The Manager of Town Affairs is working on an application for Canadian Heritage for this year’s festival.

Facilities Manager Report

Copies of the Facilities Manager Report were circulated for the Committee’s information.

Committee Meetings

The Committee recommended the Culture and Tourism Committee, Economic Development Committee and Recreation Committee meetings are held at 7:00 p.m. on the Wednesday evening prior to the week of the Council meeting.

RECREATION COMMITTEE REPORT

Councillor Noella Collins, Chair; Councillor Frankie Nash; Deputy Mayor Keith Pearson; Resource Person – Manager of Town Affairs)

Winter Carnival

This year’s carnival is scheduled for February 20-23rd. A meeting will be held next week inviting community participation. An event can also be planned to recognize Heritage Day, February 17th.

Arena Operations

The Manager of Town Affairs and the Facilities Manager reviewed the arena operation to optimize the schedule to keep expenses and demand for ice time balanced.

The Facilities Manager advised that battery packs were replaced in the interior emergency lighting during the power outages in early January. She also reported that there has been no progress on installation of more exterior lights, despite several calls to the electrician. Councillor Collins will provide the name of an alternate electrician.

Matt's Auto

The Committee asked that Matt's Auto provide a presentation on their proposal to use the Town land adjacent to their garage.

Facilities Manager's Report

The monthly report was circulated by the Facilities Manager; it includes a recommendation for the purchase of the ice edger approved last year and improvements to the equipment and the Wayne John Searle playground pending funding availability.

Regatta Grounds

The CAO reported the Rowing Club has requested release of the \$38,000 that the Town committed towards the new boathouse. This will be done when cash flow permits.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

(Councillor Frankie Nash, Chair; Councillor Noella Collins, Deputy Mayor Keith Pearson-Resource Person - Manager of Town Affairs)

Terms of Reference

The Committee terms of reference was circulated to the Committee for review and input.

BRIEFING NOTE – RCMP

Cst. Kelly Bryan visited with the CAO and a briefing note on the meeting was circulated for Council's information. The CAO advised that CST. Bryan will be promoted and relocated in several months' time.

The RCMP has asked the Town's donation of ice time or facility space to provide recreation for youth in the area. Council agrees with this and staff will incorporate something in the summer youth program.

OTHER BUSINESS OF COUNCILLORS

Councillor Coombs reiterated his appreciation for Town staff in the performance of their duties.

Councillor Collins requested that extra cell phone chargers (electrical and car) for town phones be kept in the Town Hall. She also would like input from Council and/or the general public on a place for the Boxing Club to relocate their equipment for use while the AMA building location they normally use is not available.

Councillor Woodman enquired as to the status of the Blivet and was advised that it is not operational.

Councillor Woodman asked if the second compressor has been installed at the Dunville Water Treatment Plant. Public Works update is that the new one (sent to replace the reconditioned one that was not what we wanted) arrived last week. The second one is on order now.

Councillor Woodman was advised that arrangements are being made to clean the well in Dunville.

Councillor Woodman asked if the computer upgrades have been done yet and was advised that they are not yet done but will be completed shortly.

Deputy Mayor Pearson asked if the town is moving ahead with iPads for paperless meetings and was told that when cash flow improves, they will be purchased.

Deputy Mayor Pearson asked that the Town properly acknowledge the service of Mr. Herb Thoms who is retiring from Environment Canada. The CAO will be in Gander during April and intends to take Mr. Thoms and his replacement, Mr. Dale Foote to lunch then.

Mayor Power acknowledged the passing of the late Ray McGrath who was a former worker with the Town of Placentia and who was also a member of the Board of Directors with PADA. Management will send appropriate condolences to the family.

Mayor Power offered congratulations to the two Laval Basketball Teams that qualified for the winter games in Clarendville.

Councillor Collins reminded Council that the Town's oldest resident, Mrs. Mary Drake, turns 102 on February 1st. Mayor Power will visit Mrs. Drake and present her with a certificate on behalf of the Town.

Next Meeting

The next meeting of Council on February 18th will be preceded by a question/discussion session for Council only; this will begin at 6:30.

ADJOURNMENT

Wayne D. Power, Mayor

Ed O'Keefe, CAO

Date