



***MINUTES***  
PUBLIC COUNCIL MEETING  
February 17, 2014

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Minutes of the Regular Meeting of Council held in the Council Chambers, Town Hall on February 17, 2014 at 7:44 p.m.

**Members Present**

Mayor Ralph Tapper  
Deputy Mayor Geoff Gallant  
Councillor Thomas Hall  
Councillor Peggy Roche  
Councillor Craig Scott  
Councillor Carol Ann Smith  
Councillor Mary Thorne-Gosse

**Staff Present**

Dawn Chaplin, CAO/Town Clerk  
Tina Auchinleck-Ryan, Director of Community Services  
Bernie Manning, Director of Public Works & Technical Services  
Brian Winter, Director of Planning  
Ann Picco, Executive Clerk

**Gallery**

There were a total of 5 people in attendance.

Mayor Tapper addressed the Gallery, introducing and reading aloud for information the Regular Public Council Meeting Protocol.

**Adoption of Agenda**

068-14      Motion – Councillor Smith / Councillor Thorne-Gosse

**RESOLVED THAT** that the Agenda be adopted, as presented.

Question called. Motion carried unanimously.

**Adoption of Minutes**

069-14      Motion – Councillor Scott / Councillor Roche

**RESOLVED THAT** the Minutes of the February 3, 2014 Public Council Meeting be adopted as presented.

Question called. Motion carried unanimously.

**PROCLAMATIONS / PRESENTATIONS**

None.

**MAYOR'S REPORT**

Mayor Tapper provided a report, dated January 30 – February 13, 2014, of his work and connections that he has made in the community over the past two weeks.

Highlights include:

- Quilter's Group – attended recent meeting.
  - The Town is going to try to fit the group in with one of its events. Director of Community Services to follow up.
- Meeting with Minister Kent, Department of Municipal Affairs.
  - Mayor, CAO, and Chair of the Public Works Committee, and Director of Planning attended meeting on Friday past to discuss several Town matters relating to mostly Public Works and Planning.
  - Discussions included:
    - Regional water supply
    - Middle school rezoning
    - Development
    - Municipal depot
    - Land contamination around South Pond to Airport boundary
    - Gosse's Pond Development amendments
    - Open Air Burning policy
  - Met with Minister Kent today, February 17<sup>th</sup>, concerning the NEAR Plan.

**CORRESPONDENCE**

1. Recycle My Cell (RMC) – Information on hosting a Recycle My Cell Drop-off Location in your Community. ***Referred to Public Works Committee.***
2. Home Share NL – Invitation to the launch of the final evaluation of the Home Share NL Pilot Project. ***Mayor Tapper is attending – event is taking place on March 19th.***
3. President, Northeast Minor Hockey Association – Request for sponsor/funding. ***Referred to Finance and Administration Committee.***
4. Municipal Assessment Agency Inc. – Election News 2014. ***For information purposes. MAA will be sending out newsletters for information to all representatives/councils after their meetings.***
5. Correspondence from resident concerning paving of section of road at 15 Eustace Lane. ***Referred to Public Works Committee.***
6. Department of Service NL – Provincial Development Permitting Requirements. ***It was noted that although this was a general circular to all municipalities, this was not applicable to our Town.***

**CORRESPONDENCE & ACTION REPORT**

The Correspondence and Action Report, dated February 17, 2014, was accepted as presented.

**COMMITTEE REPORTS**

**Economic Development**

Councillor Hall provided an overview of items discussed under the Economic Development Committee Meeting Minutes, dated January 15, 2014.

Items discussed in the report included:

- It's noted that date of Minutes is typo. Correct date is February 12<sup>th</sup>.
- Project Updates
  - Business Park Feasibility Update
    - Of fifteen test drill sites, the Town has received ten approvals from property owners. Five are outstanding.
    - The Economic Development Officer is checking to see if we can go ahead with ten out of fifteen.
    - Meetings with the Department of Environment and Conservation are planned soon to further discuss.
  - Upper Three Corner Pond Park Project
    - Further studying being done into alternate sources of funding.
  - Economic Plan Strategic Plan Implementation
    - This document was adopted by Council and is a guide for the Economic Development Officer.
    - Economic Development Officer is looking into funding in relation to the proposed Town Centre.
    - Meetings with Provincial and Federal Governments are upcoming.
  - Small Business Award
    - Nominations are ongoing in Torbay. Still accepting nominations for groups or organizations.
- Other Business
  - Targa NL.
    - There's a history in Torbay in relation to this event. There were a couple issues brought forward from residents along the Targa route. One action item was to investigate the possibility of moving the route and/or moving to a different day.
  - EDCO Conference
    - Economic Development Officer provided an update on the Conference in Toronto, advising that it was a great opportunity – learned a lot about what other municipalities across the country are doing.

- The Province's Municipal Economic Development Officers met today together in Mount Pearl for a day-long session to discuss Economic Development Charter and its future.
- Next Committee Meeting is taking place on March 3<sup>rd</sup>.

### **Finance & Administration**

The Financial Report, dated February 3-14, 2014, was accepted, as presented. Councillor Thorne-Gosse read out payroll and accounts payable information as per the report:

Payroll for the period of February 3-14, 2014, for 33 employees is \$73,865.33.

For the period of February 3-14, 2014, Accounts Payable invoices in the amount of \$77,712.78 were paid. These expenditures were within budget.

There are six (6) Main Operating Invoices totalling \$115,516.95 for approval:

070-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to Micmac Fire & Safety Source Ltd., for Pump for Torbay Volunteer Fire Department, in the amount of \$8,921.35.

Question called. Motion carried unanimously.

071-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to Newfoundland Power Co. Ltd., for Street lighting for January 2014, in the amount of \$17,441.81.

Question called. Motion carried unanimously.

072-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to Receiver General for Canada, for Payroll Remittance for January 16-31, 2014, in the amount of \$34,928.64.

Question called. Motion carried unanimously.

073-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to Stantec Consulting Ltd., for Sewer Outfall Testing, in the amount of \$7,147.96.

Question called. Motion carried unanimously.

074-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to T2 Ventures Inc., for Garbage and Recycling Collection for January 2014, in the amount of \$40,014.00.

Question called. Motion carried unanimously.

075-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay approve payment to Trio Benefits, for Group benefits for February 2014, in the amount of \$7,063.19.

Question called. Motion carried unanimously.

A copy of the current income and expense reports were included for Council's information.

Strategic Plan 2014-2017

Further to the planning session held on November 14-15, 2013 and the feedback received by Mayor and Council on the draft strategic plan document, in order to commence implementation, a motion of Council is required to adopt the plan. See motion below.

076-14      Motion – Councillor Thorne-Gosse / Councillor Smith

**RESOLVED THAT** the Town of Torbay adopt the 2014-2017 strategic plan as presented.

Question called. Motion carried unanimously.

It was noted that the Strategic Plan reflects six strategic initiatives, not eight, as noted in the document on page four, second paragraph.

Deputy Mayor called Point of Information questioning why specific wording of six strategic initiatives as there are other goals and objectives. It was clarified that it was consensus of Council that there would be six strategic initiatives; and, it was noted that the document reflects other initiatives besides the six. There is an internal (being a working document for CAO and Staff) and an external document – information as per this amendment needs to be reflected for the external document, as well. See motion below.

077-14      Motion – Councillor Thorne-Gosse / Councillor Smith

**RESOLVED THAT** the Town of Torbay amend the above motion, 076-14, so that it reads to adopt the 2014-2017 strategic plan with six strategic initiatives as presented.

Question called. Motion carried unanimously.

As requested, Councillor Thorne-Gosse read aloud from the document the six strategic initiatives. It was noted that a list of other strategic initiatives are listed on Page 16 of the document.

078-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay hold a public meeting on March 24, 2014 to present the strategic plan to residents.

Question called. Motion carried unanimously.

Call for Proposals for Service Providers

Further to the motion passed during the 2014 budget process regarding a call for proposals for service providers, and further to the municipal plan review process currently underway, it was the consensus of Council to defer the call for planning consultants to September 2014. This will enable the current planning consultant the opportunity to complete the municipal plan review process and submit the draft plan to the Department of Municipal and Intergovernmental Affairs. A motion of Council is requested to defer.

079-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** further to motion 014-14 that the Town of Torbay defer the call for proposals for planning consultants until September 2014.

Question called. Motion carried unanimously.

Change in Committee Meeting Schedule

It was requested that the committee meeting schedule for the Parks, Recreation and Community Services Committee change to the Wednesday of the Council Public Meeting week. This will also impact the Economic Development Committee meeting schedule. All Committee members and resource staff agreed with revising the schedule. A motion of Council is required to implement.

080-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** further to motion 430-13 that the Town of Torbay amend the 2013-2017 council standing committee meeting schedule. Effective March 3, 2014, the Economic Development and Parks, Recreation and Community Services Committees will move their meetings to the Wednesday of Council week. Meeting times will remain the same – 5:30 pm for Economic Development and 6:30 pm for Parks, Recreation and Community Services.

Question called. Motion carried unanimously.

Request for Tax Exemption

The Nature Conservancy of Canada acquired land at 30A Doyle's and Quigley's Lane in July 2012. A letter was submitted to Council shortly thereafter to request a tax exemption on the property. In speaking to other municipalities, similar requests were granted as long as the property is owned by the Nature Conservancy of Canada and supported by a motion of Council. The change of ownership in the Town's assessment roll was completed on February 11, 2014. A motion of Council is required to implement the tax exemption.

081-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** the Town of Torbay exempt property tax for the land located at 30A Doyle's and Quigley's Lane as long as the land is owned by the Nature Conservancy of Canada.

Question called. Motion carried unanimously.

Rules of Procedure

Further to the Council orientation conducted in October 2013 and the Municipalities Act, Council must adopt rules of procedure to govern conduct in Council meetings. Robert's Rules of Order govern parliamentary procedure. A motion of council is required to adopt the rules of procedure.

082-14      Motion – Councillor Thorne-Gosse / Deputy Mayor Gallant

**RESOLVED THAT** as per Section 24 of the Municipalities Act, that the Town of Torbay adopt its rules and procedures for council meetings as presented.

Question called. Motion carried unanimously.

Council discussed that this document is a good solid foundation. It is a living document and it can be amended to improve Council's decorum as we go through terms of Council.

**Parks, Recreation and Community Services**

Councillor Thorne-Gosse provided an overview of items discussed under the Community Services Committee Meeting Minutes, dated January 15, 2014.

Items discussed in the report included:

- Open Space
  - Trails
    - Director of Community Services reported that the lawyer has sent out letters to the nine land owners whom the Town requires land from in order to make the existing trail wider (which has been closed for a few years for repairs). The lawyer has put a deadline of January 24<sup>th</sup>, 2014 to hear from those residents who received a letter.

- Director of Community Services also met with Grand Concourse to discuss the services they provide, and the Town's interest in moving forward with a Duck Pond this year. Grand Concourse would be willing to come in to meet with Council for a ½ hour presentation and 15 minutes Question & Answer session.
- Sports Complex at Upper Three Corner
  - Discussion is ongoing.
- Town Wellness/Community Centre
  - On January 13<sup>th</sup>, meetings were held with various stake holders.
  - Discussions are ongoing.
- Programs/Community Guide
  - A Community Guide is now out, which will cover off the next two month's activities.
  - Director of Community Services to follow up with the Heritage, Arts and Culture Coordinator for a write up on heritage for the Spring Community Guide.
- Other
  - Summer Festival
    - Director of Community Services asked for clarification on the 2014 Festival. She will bring back discussions from staff consultations.

Councillor Thorne-Gosse provided an overview of items discussed under the Community Services Committee Meeting Minutes, dated February 12, 2014.

Items discussed in the report included:

- Attended the Economic Development Committee Meeting for approximately 15 minutes – this relates to the overlap between Committees regarding the building at Upper Three Corner Park.
- Western Island
  - Discussed further steps and will bring back to next meeting for further discussion.
- Town Centre
  - Discussed next steps and planning for the Town Centre plans continue.
- Regional Games
  - Director of Community Services reported that the games are scheduled for July 27 – August 1 pending funding. Director noted that grant is under review.
- Alive Adventures
  - Director of Community Services reported that she met with the owner of Alive Adventures. She has forwarded various programs that they offer to Community Coordinator and Sports and Wellness Coordinator to see what they can offer to our programs.
- TETC Terms of Reference
  - Committee discussed the TETC Terms of Reference. Terms will be brought back for further discussion in conjunction with terms of reference with Environment.
- Crown Land Application
  - Community Services Committee recommends that this be deferred until the development meeting.

- Programs
  - Director of Community Services informed Committee that Sport and Wellness Coordinator Allison Power is out this evening with a group of 21 on a Snow Shoeing Hike and another one coming up this weekend.
- Harbour Authority Meeting
  - Director of Community Services informed Committee of upcoming meeting with the Harbour Authority to discuss potential event.
- Grand Concourse Presentation
  - Director of Community Services reported that this is scheduled for March 18th at 6:00 p.m.
- Festival/Program Suggestions
  - Director of Community Services reported that the Community Development Coordinator has been working on the following:
    - Canada Day Events
    - Gig on the Green Family Festival
    - Kitchen Party
    - Neighbourhood Community events
    - Canada Day Fire Works
    - Outdoor Dance/Pub Night
- Heritage Plan
  - Director of Community Services spoke with the Heritage Coordinator on write up for the next Community Guide and will follow up.
- Kinsmen Centre
  - Director of Community Services reported that the requested items have been ordered and installed.
- Next meeting will take place on March 5<sup>th</sup>.

### **Planning, Land Use and Development**

Deputy Mayor Gallant provided an overview of items discussed under the Planning, Land Use and Development Committee Minutes, dated February 11, 2014.

Items discussed in the report included:

- Development Proposals
  - Application for Crown Land Middle Three Island Pond Road
    - At present, Council has a motion in place to not accept crown land applications.
- Amendments
  - Proposal to develop land to the rear of 393 Indian Meal Line with proposed access through Woodbridge and Barkwood Lanes. Currently zoned Residential Subdivision Area (RSA) request is to have the property rezoned to Residential Large Lot (RLL) to accommodate a 35 lot unserviced subdivision development.
    - Committee discussed proposal, and it was agreed that the committee would recommend completing the amendment outside of the Town Plan review process. All costs would be the responsibility of the developer.

- Director of Planning noted that other similar amendments were required to complete a regional plan amendment as well. In this case, the developer is aware of this and wishes to proceed with the amendment as it is.
- Director of Planning also referenced the fact that similar amendments were on hold until the Town adopted a net zero runoff policy and flood risk mapping. The net zero runoff policy is incorporated into the Town's Engineering Design Guidelines for Subdivisions which is being recommended for approval, and the flood risk mapping is completed on a portion of Island Pond Brook with more mapping to be completed this year.
- See motion below.

083-14      Motion – Deputy Mayor Gallant / Councillor Smith

**RESOLVED THAT** the Town of Torbay give Country Living Homes approval to rezone the parcel of property as described on the proposal drawing by Mae Design Limited project no 2012.203(attached) showing 35 unserviced building lots, an extension to Barkwood Lane and Woodbridge Lane. The property is to be rezoned from Residential Subdivision Area (RSA) to Residential Large Lot (RLL). The applicant will pay for the cost of the amendment up front before any work is started by the Town's Planning Consultant.

Question called. Motion carried unanimously.

Councillor Smith called Point of Order, indicating that motions are done at the end of the report and questioned if this is process going forward. Mayor advised Point of Order not well taken, advising that this is a positive development and Council can deal with motion now as it's being read.

It was noted that groundwater assessment and flood plain analysis has been done in relation to this proposal and the Developer has covered most of the groundwork.

- Correspondence
  - Correspondence from the Eastern Newfoundland Regional Appeal Board
    - Town did win appeal – motion to come forward.
  - Request to present a business proposal to Committee
    - Director of Planning to arrange meeting.
  - Correspondence from Habitat for Humanity Newfoundland and Labrador
    - Possibility of swapping land and building park or provide land to Habitat for Humanity.
    - Further investigating best option.
- Other Items
  - Engineering Design Guidelines for Subdivisions
    - Motion to follow.
  - Serviced Development Listing
    - The Town is limited in water capacity. Director of Planning to notify expired proposal applicants that their proposals are outdated and that their water allocation will be reallocated to current applicants.

- Motion to follow.
  - Development Statistics 2005-2015
    - Attached for information.
- Planning, Land Use and Development Items for Correspondence and Action Report.
  - Attached for information.

*Correspondence*

*Correspondence from the Eastern Newfoundland Regional Appeal Board.*

084-14      Motion – Deputy Mayor Gallant / Councillor Scott

**RESOLVED THAT** the Town of Torbay issue an order to 996 Torbay Road to have the property owner cease operation of his auto sales lot and to have all remaining automobiles that are for sale on the property removed within 90 days.

Question called. Motion carried unanimously.

It was noted that it was discussed at Committee level that applicant could come forward and propose change to the Town Plan.

*Other Items*

*Engineering Design Guidelines for Subdivisions.*

085-14      Motion – Deputy Mayor Gallant / Councillor Smith

**RESOLVED THAT** the Town of Torbay adopt the Engineering Design Guidelines for Subdivisions regulations pursuant Section 413 of the Municipalities Act, Chapter M-24, S.N. 1999. These regulations will come into effect on March 1, 2014, and will be referenced into the Municipal Plan currently under review.

Question called. Motion carried unanimously.

Council discussed that this is a living document and changes can be made. Forms of sidewalks were discussed, including concrete and trailways along roadside.

*Other Items*

*Serviced Development Listing*

086-14      Motion – Deputy Mayor Gallant / Councillor Scott

**RESOLVED THAT** the Town of Torbay give Joseph Crowe (Crowe Development off Country Drive) approval to expand his proposed 30 lot serviced subdivision to a 37 lot serviced subdivision. The additional 7 lots are subject to the same conditions as the previous 30 lots. This approval does not extend the expiry date of the approval of the development, but only allows for the development of 37 lots on Town Services instead of the previously approved 30 lots.

Question called. Motion carried unanimously.

Building Applications Approved

The following applications were approved subject to the normal conditions and requirements for building within the Town of Torbay:

<i>Application Number</i>	<i>Location</i>	<i>Proposal</i>
C2014-008	52 Quigley's Lane	Driveway Access

\*Note that some of the application numbers have changed from the previous format. The Town is currently using a new planning program. The applications numbers are generated by the new program. Outlined below are the application types.

- B - Building**
- D - Development**
- C - Building & Development**
- DM – Demolition**
- S – Subdivision of Land**

Building Applications for Approval

**Application:** C2014-009  
**Location:** 423 Bauline Line  
**Proposal:** Single Family Dwelling with Subsidiary Apartment  
**Zoning:** Residential Infill (RI)

087-14 Motion – Deputy Mayor Gallant / Councillor Hall

**RESOLVED THAT** the Town of Torbay approve Application C2014-009, under the Applications for Approval section of the Building Application Report, dated February 14, 2014, subject to the following condition:

1. The development shall meet the normal building requirements of the Town.

Question called. Motion carried unanimously.

**Application:** C2014-011  
**Location:** Portion of 17-43 Quarry Road  
**Proposal:** Single Family Dwelling  
**Zoning:** Residential Infill (RI)

088-14 Motion – Deputy Mayor Gallant / Councillor Hall

**RESOLVED THAT** the Town of Torbay approve Application C2014-011, under the Applications for Approval section of the Building Application Report, dated February 14, 2014, subject to the following condition:

1. The development shall meet the normal building requirements of the Town.

Question called. Motion carried unanimously.

**Application:** C2014-012  
**Location:** Portion of 17-43 Quarry Road  
**Proposal:** 30' x 40' Accessory Building  
**Zoning:** Residential Infill (RI)

089-14 Motion – Deputy Mayor Gallant / Councillor Smith

**RESOLVED THAT** the Town of Torbay approve Application C2014-012, under the Applications for Approval section of the Building Application Report, dated February 14, 2014, subject to the following conditions:

1. The use of the accessory building is restricted to residential accessory use.
2. All normal conditions and requirements for building within the Town of Torbay
3. Subject to issue of permit C2014-011 (see application listed above).

Question called. Motion carried unanimously.

*Councillor Thorne Gosse was excused and left the Public Council Chambers at 9:25 p.m. due to a prior commitment.*

Applications to be Deferred for Advertisement

**Application:** B1127-13  
**Location:** 5 Watts Pond Road  
**Proposal:** 4,000 sq ft Day Care Center  
**Zoning:** Residential Infill (RI)

090-14 Motion – Deputy Mayor Gallant / Councillor Scott

**RESOLVED THAT** the Town of Torbay Defer Application B1127-13, under the Applications to be Deferred for Advertisement section of the Building Application Report, dated February 14, 2014, for advertisement as per Regulations 10, 33 and 90 of the Torbay Development Regulations.

Question called. Motion carried unanimously.

It's noted that some development applications are deferred due to servicing. Also, applications are held up by some developers. There are potential applications that have been deferred that have a number of lots and may soon expire. The Town may be in a position to approve more progressive applications to get completed. This is a positive move and the Director of Planning was commended for taking the initiative and bringing forward.

Business Applications to be Deferred

**Application:** D2014-010  
**Location:** 1394-1396 Torbay Road  
**Proposal:** To utilize portion of building for rental of space for children's birthday parties (may extend business to remainder of building in future).  
**Zoning:** Mix Development (MIX)

091-14 Motion – Deputy Mayor Gallant / Councillor Smith

**RESOLVED THAT** the Town of Torbay Defer Application D2014-010, under the Applications to be Deferred section of the Business Application Report, dated February 14, 2014, for further review.

Question called. Motion carried unanimously.

Council discussed Crown land applications and a motion passed by Council, under Recreation Committee (November 12, 2013 – Motion 470-13), to cease accepting Crown land applications for next eight months. This pertains to development of trails and park lands. It's requested that Committee go back and review, and possibly amend the motion to be more focused to specific areas of the Community. It was also noted that there's a Committee of the Whole Meeting scheduled in April pertaining to development, and this matter can be reviewed at that time.

## **Public Works**

Councillor Smith provided an overview of items discussed under the Public Works Committee Meeting Minutes, dated February 11, 2014.

Items discussed in the report included:

- Snow and Ice Policy
  - Motion coming forth.
- Depot RFQ
  - Bringing forth motion for Prime Consultant for Depot project.
- Gravel Roads/Private Roads
  - Committee discussed issues of gravel and private roads as they relate to snow clearing and operations of the Town.
- Traffic Calming Policy
  - Complete review is being undertaken.

### **Snow and Ice Control Policy Motion**

092-14      **Motion** – Councillor Smith / Councillor Scott

**RESOLVED THAT** the Town of Torbay accept the proposed Snow and Ice Control Policy developed by the Public Works Department, (February 2014). The developed policy will help guide staff during both typical and extreme conditions throughout the winter snow clearing season and provide a balance in operations.

Question called. Motion carried unanimously.

Director of Public Works was commended for bringing forward.

### **Prime Consultants Selection Motion**

093-14      **Motion** – Councillor Smith / Councillor Scott

**RESOLVED THAT** the Town of Torbay enter into a prime consultant's agreement with Progressive Engineering & Consulting Ltd. in the amount of \$257,000 (plus HST) as it pertains to the new municipal depot – project number 12117 as part of the 2012-2014 multi-year capital works program.

Question called. Motion carried unanimously.

It was noted that three quotations were received relating to the above. Also discussed was rationale for choosing this consultant. This project is included under multi-year capital works. Once approved by Council, next step is to forward draft agreement for Municipal Affairs approval. Province has set procedure, which is more cost effective.

**ADVISORY COMMITTEES**

**Environment**

The terms of reference are in process of being drafted. It was agreed to wait for Mayor Tapper's return from holiday to review and adopt.

Approximately nine people put their names forward to be members of Committee; and Deputy Mayor advised he's hoping that all will be selected for their diverse education and background.

**Heritage**

It was noted that today, Monday, February 17<sup>th</sup>, is Heritage Day. The Heritage Regulations 2014 were included in Council's package for information. See motions below.

094-14      Motion – Councillor Roche / Councillor Hall

**RESOLVED THAT** the Town of Torbay adopt the Town of Torbay's Heritage Regulations pursuant to Section 414 (2) (dd) of the *Municipalities Act*. These regulations will be referenced into the Municipal Plan.

Question called. Motion carried unanimously.

Committee members thanked Heritage, Arts & Culture Coordinator, Contessa Small, for her input and assistance. Council thanked Committee Members and Councillor Roche for her interest and getting this actioned and completed.

095-14      Motion – Councillor Roche / Councillor Hall

**RESOLVED THAT** the Town of Torbay appoint Derrick Dymond to the Torbay Heritage Advisory Committee for a period of two (2) years from February 17, 2014 to February 17, 2016.

Question called. Motion carried unanimously.

096-14      Motion – Councillor Roche / Councillor Hall

**RESOLVED THAT** the Town of Torbay appoint Kay Molloy to the Torbay Heritage Advisory Committee for a period of two (2) years from February 17, 2014 to February 17, 2016.

Question called. Motion carried unanimously.

It was noted that Beach Sub-Committee will soon be appointed and getting together.

## **LIAISON COMMITTEES**

### **Jack Byrne Arena**

Deputy Mayor Gallant provided an overview of items discussed under the Facility Status Report, dated January 29, 2014.

Items discussed in the report included:

- Next Board Meeting is scheduled for March, 2014.
- Upcoming Events
  - Community Skate – February 8th – Town of Pouch Cove
  - NHL Alumni Game – February 9<sup>th</sup> – Tickets now available
- Financial Status
  - Year-End Auditing scheduled for February.
- Operations Update
  - All repairs to outside lighting has been completed. Installation of equipment for ticket Pro has been scheduled for February. The digital sign was out of operation - repairs are completed.
- Board Update
  - The Board of Directors continues to work toward adoption of the recently developed strategic planning document. Meetings with the four towns are in the works. Those that have not scheduled a meeting are encouraged to do so as soon as possible. The Arena Manager's employment review is also ongoing. The next Board meeting will be scheduled for March.

### **Northeast Avalon Joint Council**

Councillor Roche advised that a meeting is scheduled for Wednesday night at the Manual's River Center in Conception Bay South. Minister Kent will be in attendance to discuss issues including the NEAR Plan. A report will be provided to Council.

### **Torbay Harbour Authority**

No report.

### **Torbay Volunteer Fire Department**

Councillor Scott provided an overview of items discussed under the Torbay Volunteer Fire Department Meetings, dated:

- Minutes of the Torbay Volunteer Fire Department, dated January 13, 2014.
- Minutes of the Torbay Volunteer Fire Department, dated January 27, 2014.

Items discussed included:

- Working on specs for new truck that they're in process of acquiring.
- 10 emergency calls since last meeting – total of 39 for year.

- The Department received letters from residents thanking them for prompt service over the Christmas holidays and in general.
- A two-day defensive fire fighter training course was held last weekend. From all reports heard, this was a great success. A lot of people participated from within and outside the Town.
- It was noted that the Department are having trouble seeing civic addresses. They request that people pay more attention to this important matter and get numbers on their houses.
  - Message to go out to residents via Green Communications system.
- It was noted that the Minutes of the January 27<sup>th</sup> Meeting need to be revised - Item No. 22 under Emergency Response.
- Minutes of the February 10<sup>th</sup> meeting will be included in the next Council Package.

### **Urban Municipalities Committee**

Deputy Mayor Gallant will represent the Town in Deer Lake at the end of this month at a MNL/UMC Meeting.

### **North East Avalon Regional (NEAR) Plan**

A meeting was held today at 8:00 a.m. with Minister Kent, Department of Municipal Affairs. In attendance was Mayor, CAO Dawn Chaplin, Director of Planning Brian Winter, and Planning Consultant Reg Garland. Fourteen out of sixteen towns were represented from this region.

Items discussed included:

- Key matter of emphasis was impact and frustration on timelines.
- Why Municipal Affairs continues to require amendments to the current old plan. Several of the Town's amendments to the Municipal Plan are held up. Hoping to get to Municipal Affairs and have these matters dealt with in late Spring, early Summer.
- Recommending getting new process moving. The Department may not rescind the old plan, but possibly ignore for some time.
- Every Town in this group has their own Municipal Plan that was approved by the Department of Municipal Affairs. Towns will utilize their planning staff, get together and use their Municipal Plans as a framework and groundwork to get new plan up and running as soon as possible. Hoping to get completed in approximately 20 months.
- Staff will be used as resource on Technical Committee going forward. Technical Committee will meet possibly sometime in April.
- Minister Kent was attentive and listened to arguments, so hopefully will see some changes as process proceeds.
- Funding is being determined and finalized before proceeding with new consultant. Every town is committed to share funding based on per capita. Once determined, will get more information.
- MNL has been brought in to look at whole process, as well.
- As Chair of the Committee, Minister Kent wants to see this completed.

**Municipal Assessment Agency Inc. (MAA)**

Councillor Roche advised that a meeting is scheduled to take place in April in Deer Lake.

**NEW BUSINESS**

***Mayor Tapper***

Mayor provided notice that he will be going on vacation soon. He advised that there are some important dates coming up:

- Tomorrow, February 18<sup>th</sup>, a meeting was scheduled with representatives from Department of Environment concerning review of the Habitat Management Plan – Environment and Stewardship Agreement. This meeting has been cancelled due to bad weather on the West Coast. Meeting is deferred for now.
- A meeting is scheduled for Wednesday, February 19<sup>th</sup> with Planning Consultant Reg Garland to discuss the Five Year Review.
- A meeting is scheduled for Thursday, February 20<sup>th</sup> with residents from Indian Meal Line/Peter's Place concerning water run-off.
- A presentation from Grand Concourse is scheduled in March.
- A meeting is arranged with MP Jack Harris concerning contamination issue south of the Airport.
- A Strategic Plan public presentation is scheduled for March.

Mayor congratulated Council Members – this evening has been the most productive meeting he's been involved with so far. A lot of work has been completed – all Committees had something to bring forward.

He congratulated and thanked staff for their work; and, he congratulated and thanked CAO for all her work in following up, amending and re-drafting documents. She has put in a lot of work and effort.

***Deputy Mayor Gallant***

Deputy Mayor Gallant discussed communication relating to the Jack Byrne Arena, indicating that there were some questions relating to recent communication between the Arena and the Town. He put forth a motion to clarify that the Jack Byrne Arena Chair and Vice Chair be copied on all correspondence to the Arena. Council discussed constitution and protocol regarding notification of appointment of Board of Directors, as well as proper process and legalities. Deputy Mayor withdrew motion - to be further discussed with Arena Manager when he returns back to work.

With regards to the Strategic Plan, Deputy Mayor thanked all Council Members and thanked everyone for their team work to make sure all initiatives were included.

***Councillor Hall***

Councillor Hall thanked Heritage, Arts and Culture Coordinator Contessa Small, Councillor Roche and CAO Dawn Chaplin for great work relating to the Heritage Regulations. The Heritage and Beach Committees speak to the heart and soul of Torbay and he's looking forward to what's coming over the next few years.

***Councillor Roche***

Councillor Roche thanked the following:

- Councillor Hall for all his work with the Heritage Committee.
- Executive Clerk Ann Picco for her assistance and tutorial relating to iPad training.
- Public Works Staff for their work in outside operations and snow clearing – great job.
- Councillor Scott for his work and assistance.

***Councillor Scott***

Councillor Scott thanked the Ladies Auxiliary for the recent Valentines Dinner at the Fire Hall. From review of last year's stats, the Fire Fighters put in a lot of hours, including day time calls. These ladies work behind the scenes.

He noted the Ladies Auxiliary Chicken Dinner event takes place on March 8<sup>th</sup>. Tickets are now on sale at cost of \$12.00 each.

***Councillor Smith*** - Pass

***Councillor Thorne-Gosse*** - Absent

**ADJOURNMENT**

097-14      Motion – Councillor Smith / Councillor Hall

**RESOLVED THAT** the meeting be adjourned at 9:58 p.m., as there was no further business.

Question called. Motion carried unanimously.

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***Mayor***

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***CAO/Town Clerk***