



MINUTES
Regular Public Council Meeting
Monday, June 18, 2018 Multi-Purpose Building, Upper Three
Corner Pond Park, Bauline Line

Minutes of the Regular Meeting of Council held in the Multi-Purpose Building, Upper Three Corner Pond Park, Bauline Line, Town Hall, on Monday, June 18, 2018, at 6:33 PM.

COUNCIL PRESENT: Craig Scott, Mayor
Trina Appleby, Deputy Mayor
Geoff Gallant, Councillor
Justin Martin, Councillor
Peggy Roche, Councillor
Mary Thorne-Gosse, Councillor

COUNCIL ABSENT: Tony Pollard, Councillor

STAFF PRESENT: Dawn Chaplin, Chief Administrative Officer
Ann Picco, Deputy Clerk

STAFF ABSENT: Bernie Manning, Director of Infrastructure and Public Works
Brian Winter, Director of Planning

GALLERY PRESENT: There were a total of 8 people in attendance

1. Agenda/Minutes

- a) Adoption of Agenda.

RES-144-2018

Moved by Justin Martin, Seconded by Peggy Roche

RESOLVED THAT the Agenda be adopted, as presented.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin (Moved By)	x		

Peggy Roche (Seconded By)	x		
Mary Thorne-Gosse	x		
	6	0	0

Question called: CARRIED.

- b) Adoption of Public Council Meeting Minutes, dated June 4, 2018.

RES-145-2018

Moved by Mary Thorne-Gosse, Seconded by Peggy Roche

RESOLVED THAT the Minutes of the June 4, 2018, Public Council Meeting be adopted as presented.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin	x		
Peggy Roche (Seconded By)	x		
Mary Thorne-Gosse (Moved By)	x		
	6	0	0

Question called: CARRIED.

2. Proclamations/Presentations/Question & Answer Session

- a) Presentations
- Holy Trinity High School Enterprise Participants and Winners

Presentation of awards was cancelled for this Council Meeting and will be rescheduled.

- b) Question & Answer

Mayor Scott referred to the Gallery and asked if anyone would like to present to Council. The following had comments:

- Resident and Chair of the Torbay Fishermen's Committee.
 - Chair spoke on behalf of commercial fish harvesters to discuss safety issues of over-crowding at Tapper's Cove. He discussed the below:
 - The facility is not meant to handle the amount of traffic during the recreational fishery.

- The road becomes a one-way street due to vehicles parked on both sides. Emergency vehicles would find it difficult to get through.
- Fisherman have to line up to get to the wharf, and back up the road.
- Concerns in the way of safety and emergencies were discussed with the Harbour Authority and the Torbay Volunteer Fire Department.
- The Chair asked that the Town look into as soon as possible.
- Mayor requested he forward concerns in writing to the Town. He advised that a meeting could be held with the group, the Fire Chief and the Town's Municipal Enforcement. To be further discussed to see how to move forward.
- MHA Mr. Kevin Parsons
 - Mr. Parsons spoke on behalf of residents on Indian Meal Line. He discussed safety concerns in the way of speeding and the residents' petition presented to Council last term. He discussed the below:
 - Indian Meal Line is a narrow road with a high volume of traffic; therefore, speeding is an issue and pedestrian safety is a concern.
 - Residents' concerns relate to issues around speeding and heavy equipment, ATVs, and dirt bikes using the road.
 - Increased patrols by the RNC.
 - The road is provincially owned; however, there is commitment from the Minister of Transportation and Works that if Torbay had any calming mechanisms they would permit.
 - There are serious concerns for area residents who are requesting a solution.
 - Mayor advised will be further discussed. These matters all go through same process to ensure all areas of the Community are treated equally.

3. Mayor's Report

- a) Mayor Scott discussed the below meetings/events he recently attended:
- Seniors' Recognition
 - Our seniors had a great time at the recent event. Music was provided by the Torbay Folk Arts.
 - Participated in Camp Day at Tim Horton's.
 - Worked at the drive-thru.
 - Holy Trinity High School Enterprise competition.
 - Participated as a judge.
 - Evening with the Arts
 - There was a commemoration/tribute to a young man who passed away.
 - Students really stepped up to make it a special night for his family.

- Attended a Torbay Volunteer Fire Department Meeting on June 11th.
- Cannabis Legislation presentation.
 - Session was held at the Arena. It was an interesting session, which was also presented at a recent UMC Meeting.
 - A copy of the presentation was distributed to Council.
- Attended Family Fun Day at Upper Three Corner Pond Park.
 - Mayor encouraged Members of Council to attend and participate in Town events.
- Attended the Father's Day BBQ held by the Torbay Volunteer Fire Department.
- Visited the Grade 9 Class at Holy Trinity High School.
 - Discussed civic engagement with the students and youth representation.

4. Business Arising

a) Business Arising Report

The Business Arising Report, dated June 18, 2018, was accepted as presented.

5. Correspondence

a) Department of Fisheries and Land Resources - Renewing Canada's Forest Vision
Referred to the Planning and Land Use Development Committee.

b) Department of Municipal Affairs & Environment - Circular regarding Consultation on
Municipal Legislative Review
Referred to the Planning and Land Use Development.

c) Junior Miss Newfoundland & Labrador - Pageant 2018 - Request for donation
Referred to Finance Committee.

6. Committees of Council

1. Committee of the Whole

1.1. Memo from CAO re Review of Water Alternative Studies

Further to the Committee of the Whole Meeting on May 14, 2018 and email correspondence dated June 10, 2018 confirming cost and scope of work of previous studies, it is recommended to move forward with the third party review.

This review is vital for diversification of the town's tax base and to respond to residential development applications submitted to the Town.

A motion of Council is required to proceed - see below.

Before question was called and a vote held on the motion, Council discussed the below:

- People are looking to develop and require connection to water services in order to proceed.
- Council questioned the two previous studies and why there was a difference. It was clarified that consultant will work through both reports for comparison and error. There is a procedure in place on water usage per day per household.
- It was questioned once this study is complete, if there is possibility of further studies.
- This study is important to move forward with as there are developments and various housing projects requiring water service from the Town.

After discussion, question was called and a vote was held by Council.

RES-146-2018

Moved by Mary Thorne-Gosse, Seconded by Peggy Roche

RESOLVED that the Town of Torbay proceed with a review of its previous water alternative studies via a Request for Proposal process. The study cost will not exceed \$10,000.00.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin	x		
Peggy Roche (Seconded By)	x		
Mary Thorne-Gosse (Moved By)	x		
	6	0	0

Question called: CARRIED.

2. Community Services & Economic Development

2.1. Community Services Report

Items discussed included:

1. Killick Coast Games

Planning is well underway for the 2018 Games. Council encouraged all youth to register and represent our Town.

2. Community Garden

Twenty Three out of twenty eight beds/plots are currently occupied

3. Minor Softball;

Due to the low registration and the uncertainty of when the Minor Softball Field will be open for full operation, the organizers of the Minor Softball made a very difficult decision to not run the Minor Softball for 2018.

It was noted that the Town of Portugal Cove-St. Philip's advised they will accommodate Torbay participants in their program.

Upcoming Events:

- Family Play Day - June 16th
- RNC Bike Rodeo - June 16th
- Community BBQ at Foodland - June 27th
- Property Beautification - ongoing encouraging residents to participate

2.2. Economic Development Update

Items discussed included:

1. East Coast Trail MOU

The draft MOU has been completed and attached for Committee's review.

2. Youth Ventures

Youth Ventures Cabot has requested that the Town of Torbay wave permits and application fees for participants in the Youth Ventures program.

See motion below.

Before question was called and a vote held on the motion, Council discussed the below:

- The importance to encourage and engage youth in small business activity.
- Our youth put in a high level of effort into their projects, as presented at the recent High School Enterprise Competition. They are already in business and are a potential growing business base for our Town.

3. High School Enterprise Competition

Presentations were scheduled for tonight's meeting, however, cancelled as students unable to attend due to other commitments. To be rescheduled.

4. Town App Update

New Town App is now live with the added links of the Community Guide, Public Meeting Schedule and Garbage/Recycling Schedule all now incorporated into the app.

RES-147-2018

Moved by Trina Appleby, Seconded by Peggy Roche

RESOLVED THAT the Town of Torbay support local entrepreneurship by waiving all application and related fees associated with participants of the Youth Ventures Program starting their own businesses during the period June 19, 2018 to September 1, 2018.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby (Moved By)	x		
Geoff Gallant	x		
Justin Martin	x		
Peggy Roche (Seconded By)	x		
Mary Thorne-Gosse	x		
	6	0	0

Question called: CARRIED.

3. Finance

3.1. Corporate Services Reports

Items discussed included:

1. Invoice approval, cheque register, income/expense & invoiced vs received report review.
2. Second Installment of borrowing for Community Centre .

3.2. Finance Report

Payroll

Payroll for the period of June 2nd to 15th, 2018 for 30 employees totaled \$69,171.09.

Accounts Payable

For the period of June 2nd to 15th, 2018 invoices in the amount \$162,839.23 were processed.

Invoices for Approval

Six (6) invoices were presented for approval - see motion below.

RES-148-2018

Moved by Peggy Roche, Seconded by Justin Martin

RESOLVED THAT the Town of Torbay approve payment of invoices, as presented.

Invoice #	Vendor and Detail	Amount
MAY 2018	CIBC Mellon (Pension Contributions – May 2018)	\$19,707.90
011693-0000	Prime Creative (Recycling Program Tactics)	\$6,076.14
May16-31 2018	Receiver General for Canada (Payroll Remittance)	\$33,903.50
2017-037-09	T2 Ventures Inc. (Garbage Contract)	\$41,860.00
June 2018	TRIO Benefits (Group Benefits June 2018)	\$7,098.61
2649	Marco Services Limited (Progress Claim #4 – Community Centre)	\$621,465.75
	Total:	\$730,111.90

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin (Seconded By)	x		
Peggy Roche (Moved By)	x		
Mary Thorne-Gosse	x		
	6	0	0

Question called: CARRIED.

3.3. Memo from Director of Corporate Services - Community Centre Borrowing

The below motion is required to approve borrowing for the Town's portion of the Community Centre Construction. This is an approved item from the 2018 budget.

See motion below.

RES-149-2018

Moved by Peggy Roche, Seconded by Justin Martin

RESOLVED THAT the Town of Torbay enter a loan with RBC Royal Bank to pay expenditures related to the Community Centre Construction in the amount of \$2,866,624. This loan is for a term of fifteen years over a 15 year amortization. The interest rate will be set at 3.88% with a monthly payment of \$21,031.18. This is a budgeted item for 2018. This is subject to the Department of Municipal Affairs approval.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin (Seconded By)	x		
Peggy Roche (Moved By)	x		
Mary Thorne-Gosse	x		
	6	0	0

Question called: CARRIED.

4. Human Resources and Administration

4.1. Human Resources and Administration Reports

Items discussed included:

1. Performance Evaluations

The performance evaluation process for senior management is now complete. The consultant will have the final report completed by June 25, 2018. The CAO is meeting with the consultant on June 28, 2018. Next steps will be confirmed after the June 28th meeting.

2. Occupational, Health and Safety

Two members of the Town's OHS Committee will provide an overview of Town's OHS Program to the Human Resources and Administration Committee on June 20, 2018.

3. Human Resource Policies

CAO will be reviewing the draft human resource policy document with the consultant at their June 28, 2018 meeting. From there, CAO will bring forth to Committee and ultimately Council with a recommendation.

4. Strategic Plan

CAO has requested the draft final copy of the strategic plan. The consultant is incorporating the action plan into the larger document. CAO will circulate the document to all Council for review and feedback.

5. Director of Finance Maternity Leave

The Director of Finance is anticipated to commence her maternity leave on July 11, 2018. CAO has recommended a cross over period with the Director's leave replacement. As previously confirmed, 15 applications were received and four candidates were interviewed. A motion of Council is required to proceed.

See motion below.

6. Next Committee Meeting

The next Committee meeting will be held on June 20, 2018 at 7:00pm.

RES-150-2018

Moved by Geoff Gallant, Seconded by Trina Appleby

RESOLVED THAT the Town of Torbay offer Craig Drover the Director of Finance Maternity Leave Replacement Position commencing on June 25, 2018 for a one year period.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby (Seconded By)	x		
Geoff Gallant (Moved By)	x		
Justin Martin	x		
Peggy Roche	x		
Mary Thorne-Gosse	x		
	6	0	0

Question called: CARRIED.

5. Planning and Land Use Development

5.1. Planning and Development Reports

Items discussed included:

1. Development Proposals

- a) Proposal from 36 Lynch's Lane to construct an accessory building 6.1 meters (20 feet) high.

- b) Application from property 3 Cullen's Lane to develop a lot with both water and sewer services.
- c) Application from property owner of 1543-1547 Torbay Road to construct a five-unit residential building.
 - Overall, Committee liked the proposal and agreed when the Director has the item worked out they would recommend the proposal for approval.

2. Amendments

- a) Possible cleanup amendment to make some minor adjustments to the Town Plan.

3. Correspondence

- a) Inquiry from property owner 75 Motion Drive.
- b) Correspondence from the Stewardship Association of Municipalities.
- c) Correspondence from Municipalities Newfoundland and Labrador (MNL).
 - Committed reviewed the correspondence and agreed that the Town has and continues to support MNL's campaign to have single use plastic bags banned in the province.

4. Other Items

- a) Small parcels of Town owned land
 - Committee had agreed that it would recommend that a motion be put forward to have the two parcels sold to the adjacent property owners; however, other information came forward from the Director, and it was agreed to defer the motions.
- b) 1229 Torbay Road Property
- c) Building Inspections
- d) Torbay Environmental Advisory Committee
- e) Delinquent Property letters
 - The Planning Department will continue with follow up on each property as required.

Chair asked Council Members to do a site visit of the pit at Great Pond, as this is an outstanding item. Committee will discuss and move forward with a recommendation at next meeting.

5.2. Applications Approved

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

Application	Location	Proposal
C2018-065	24 Dunphy's Lane	Accessory Building
C2018-066	8 Karon Drive	Patio Deck
B2018-068	10 Garden Road	General Repairs
B2018-070	19 Martin's Lane	General Repairs
C2018-071	60 Reddy Drive	Accessory Building
C2018-073	171 Indian Meal Line	General Repairs
C2018-074	8 Reardon's Lane	Accessory Buildings

6. Protective Services and Public Safety

6.1. Protective Services and Public Safety Committee Reports

Items discussed included:

1. Juniper Ridge Crosswalk

It is anticipated that all work will be completed before June 30, 2018.

2. Residential Speed Calming

Harbourside Consultants are finalizing quotes for the topographic survey to be completed on Mahon's Lane, Country Drive, Patrick's Path and Convent Lane. Estimates are also being confirmed for project materials. CAO has requested clarification/confirmation on the tender call process.

3. Municipal Enforcement

The Commissionaires will be attending the June 20th Committee meeting to provide an overview of their monthly activity report.

4. Emergency Plan

CAO has followed up with Fire and Emergency Services (FES) to confirm a date for basic emergency planning training for Council and staff, in addition to coordinating a desktop exercise for the fall.

CAO advised that FES has finalized hiring for their Eastern Staff person. Confirmation of timelines for training to come forward shortly.

5. Next Committee Meeting

The next Committee meeting takes place on June 20, 2018 at 6:00pm.

6.2. Torbay Volunteer Fire Department

Minutes included for information.

7. Public Works and Infrastructure

7.1. Public Works Reports

Items discussed included:

1. Updates

1) MYCW 2017-2021

- Community Center Project – the structural steel is completed and should expect to see siding being erected next week. The in floor plumbing is in progress and will be completed within the week. Site civil work is also underway.

2) Recreational Facilities

- Multi-Purpose Court UTC – ongoing - the final surfacing is slated to be installed within the next two weeks. The surface coating and lines will be installed for user enjoyment.
- Junior softball Pitch – the fence posts are installed, along with bank stabilizing with rip rap installed at bottom of the slope. The final grade and sodding has begun. The target for opening to the public and user groups is for early to mid-July.
- Grand Concourse has start design and planning details for the stream crossing for the lower Street trail. A site meeting is being scheduled to determine final location and details of project.
- UTC Softball clubhouse – renovations nearing completion and should be open to user groups next week.

3) Waste Management

- A report and schedule will be proposed for community education program and the next steps.

4) Miscellaneous

- Snow Clearing Project – legal is reviewing and will provide recommendations for the Town moving forward and is working with the planning to target several roads in the Community.

5) Correspondence & Action Report Items - none.

6) Scheduling of the next meeting: Meeting was scheduled for Wednesday, June 27, 2018.

It was noted that CAO to meet with property owner at Lower Street to have agreement signed off.

7. Liaison Committees

- a) Jack Byrne Regional Sports and Entertainment Centre
Tickets are on sale for the upcoming Shanneyganock concert on June 30th.
- b) Northeast Avalon Joint Council
In relation to the year-end event next Friday, CAO requested that Council Members confirm their attendance with her.
- c) Torbay Harbour Authority
No report.
- d) Torbay Volunteer Fire Department
Members attended Fire School in Gander and reported back that training was excellent this year.

Mayor advised that Councillor Martin will be taking over as Liaison with the Fire Department. Mayor will be the Liaison with the Torbay Harbour Authority. A motion will come forth from Human Resources and Administration to confirm.

- e) Urban Municipalities Committee
Meeting previously scheduled for June 22nd and 23rd has been cancelled.

Correspondence was received from MNL inquiring if the Town would be interested in housing a UMC Meeting in August. To be further discussed, and will be brought back to Council.

8. Notices of Motion

None.

9. New Business

- a) Mayor Scott
Mayor Scott thanked staff for recent events this past week. He also thanked residents who came out and participated.

He wished a Happy Birthday to all those whose birthdays fell in the month of June.

Mayor congratulated District Drugs, who are celebrating 55 years of business in Torbay. CAO to forward a letter of congrats.

b) Deputy Mayor Appleby

Deputy Mayor Appleby thanked the Torbay Lions Club who recently held a fundraiser at Juniper Ridge Intermediate in aid of the School Library. She thanked and congratulated the children who participated and competed and thanked sponsors who provided donations in the way of gifts and prizes.

She thanked staff for planning and organizing Town events, and encouraged everyone to participate and be a part of events.

c) Councillor Gallant

Councillor Gallant thanked all those in the Gallery for coming out to the Council Meetings at Upper Three Corner. He thanked Staff for preparing for meetings.

d) Councillor Martin

Councillor Martin congratulated District Drugs, who are celebrating 55 years of business in Torbay.

e) Councillor Pollard – Absent

f) Councillor Roche

Councillor Roche thanked Public Works staff for their recent work on North Pond Road and for gravel and grading other roads in our Community.

g) Councillor Thorne-Gosse

Councillor Thorne-Gosse discussed the History House. She asked that maintenance on the grounds be completed and maintained around the house, including the grass outside the fence. She also requested that the lights be turned on.

It was also requested that the depression in the parking lot be repaired as it is a safety issue.

CAO advised the above will be discussed with the Supervisor.

10. Question & Answer Session

- a) Resident in the Gallery
Resident questioned location of application for Robin's Donuts. Mayor clarified location, being 959 Torbay Road.

11. Next Public Council Meeting

- a) The next Public Council Meeting is scheduled to take place on Wednesday, July 4, 2018, at 6:30 p.m., Multi-Purpose Building, Upper Three Corner Pond Park, Bauline Line.

12. Adjournment

- a) Adjournment of Meeting.

RES-151-2018

RESOLVED THAT the meeting be adjourned at 7:46 p.m., as there was no further business.

	For	Against	Abstained
Craig Scott	x		
Trina Appleby	x		
Geoff Gallant	x		
Justin Martin (Moved By)	x		
Peggy Roche	x		
Mary Thorne-Gosse (Seconded By)	x		
	6	0	0

Question called: CARRIED.

CAO/Town Clerk

Mayor