

# The Municipality of Spaniard's Bay

## Agenda

**Monday, 01 April 2019 - 7:00 PM**

1. **Motion to Adopt Agenda**
2. **Petitions/Visiting Groups**
  - A. JA Group
3. **Minutes of Meetings Held** March 4, 2019
4. **Business Arising From the Minutes**
5. **Town Managers Report**
6. **Committee Reports:**
  - A. **Finance Committee**
    - Accounts Payable List (\$49,253.72)
    - Cash Position at March 28, 2019
    - Quick Statistics Accounts Receivable
    - Income/Expense Statement
    - Cheque Register
  - B. **Heritage Committee**
    - Meeting February 28
  - C. **Fire Department**
    - Year End Report
    - Accept New Executive Members
    - New Signing Officer
  - D. **Planning Committee**
    - Storage Units - 415 CBH
    - Garage Ext - 106 Brazil's Hill
7. **Recreation Director Position**
8. **Quote to repair Lift Station at Rocky Pond Road - Barrett Electrical**
9. **Tender for Window Replacement**
10. **Appoint new Assessment Review Commissioner - Derrick Edwards**
11. **Letters**
  - A. Resident of Pondsides Road- Sewer issues
  - B. Letter requesting Appeal of Council's Decision - Property Assessment
  - C. Seaside Lounge- Lounge Licence
  - D. Resident of Conception Bay Hwy- repairs to Dock Lane
12. **Permits**
  - A. Application for a New Home - Lot 1 Simon Place
  - B. Application for a New B&B - 233-235 Conception Bay Highway
  - C. Application for a New Shed - 317 Conception Bay Highway
  - D. Application for a Wooden Frame Addition- 9 Carroll's Road
  - E. Application for a New Garage - 17 Back Cove Road North
13. **Donation Request**
  - A. Benefit Dance & Silent Auction - In Aid of Harmonie Jones
  - B. Bay Arena Minor Hockey- Souvenir Booklet
  - C. Compass/Telegram - Summer Vacation Guide
  - D. All Saint Church - Mary Healey Cancer Fund Goods Bingo
14. **Other Business**
15. **Adjournment**

Mayor - Paul Brazil  
Deputy Mayor - Darlene Stamp  
Councillors - Eric Jewer  
                Sherry Lundrigan  
                Paul Ryan  
                David Smith  
                Tracy Smith  
Town Manager - Tony Ryan

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# The Municipality of Spaniard's Bay

April 1, 2019

A regular meeting of Council took place on the above date with the following members in attendance: Mayor Brazil, Deputy Mayor Stamp, Councillors Jewer, T Smith, Ryan, Lundrigan, D Smith and Town Manager Tony Ryan. Visitors included Don Gosse, Howard Smith, Theresa Greeley, Vincent Hiscock, Victor Hiscock, Matthew Green, Sheldon Coombs, Jackie Coombs, Laura Noseworthy, Lindsey Higgins, Dave Gosse, Brenda Coombs, Denise Peddle, Nikki Dawe, Gerald Harris, Andrew Robinson, Wayne Peddle, John Drover and The JA group.. Mayor Brazil called the meeting to order at 7:01 pm and welcomed everyone to the meeting.

## **Motion to Adopt Agenda**

The agenda for the April 1, 2019 meeting was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to adopt the Agenda of April 1, 2019 as presented.

Carried

## **Petitions and/or Visiting Groups**

### **JA Group-**

Mayor Brazil welcomed them to our meeting, and asked Mrs. Laura Noseworthy to have a few words about their group. Mrs. Laura Noseworthy stated that they have a group of 28 girls, ranging in age from 3-9 years old. These girls have done amazing things for our community in the last year, they have had kitchen parties, donated free hampers and most recently they have raised money for a young girl Harmonie Jones from our community. They passed the money onto Mayor Brazil and asked Council we could pass it onto the family. Mrs. Laura Noseworthy stated that some of the girls have a few questions for Council.

Emma Butler asked Council are they having any family fun days this summer?

Mayor Brazil stated that they are planning a Canada Day Celebration, at the field with fire truck rides, weiner roasts, games and fireworks.

Destiny Neil asked if they have any plans on adding on to the playground this year?

Mayor Brazil stated that we have received a Grant to upgrade the basketball courts this year.

Maggie asked when the next fireworks are going to be?

Mayor Brazil stated that there will be Fireworks for Canada Day.

Jenivera Noseworthy asked can we all become Junior Councillors?

Mayor Brazil stated that they could and he had a certificate and a treat to give them all. He called them up one by one and handed them their certificates and a chocolate from

the Town and thanked them all for coming.

### **Adoption of the Minutes**

The minutes of the meeting of March 4, 2019 was tabled.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, that the minutes of the meeting of March 4, 2019 be adopted as presented.

Carried

### **Town Managers Report**

1. To the best of our knowledge there is 1 leak outstanding at Ridge Road. .
2. I have a request from a property owner asking to have water and sewer taxes adjusted on 6 properties that they own in the Town on the basis that they did not have their property subdivided. The property owner contends that this item was previously discussed with Council. I would like for the Finance Committee to meet and review the request prior to making a recommendation back to Council on it.
3. The process of switching banks is nearing completion. With the exception of funds to cover outstanding cheques etc., current and capital accounts have been moved to BNS. CIBC received the payout of the loans being refinanced with Scotiabank. These loans will be finalized on April 01.
4. I need a motion to switch POS services for the Town from Global Payments to CHASE Paymentech. Chase is the preferred POS provider for Scotiabank. This company's pricing is considerably less that that of Global. Estimated annual saving between \$2000 to \$3000.00.
5. I have a meeting scheduled with Newfoundland Power on Thursday morning. The purpose of the meeting is to have an energy audit completed on the Town Hall, Fire Hall, Recreation Centre and Depot.
6. Keeping Energy consumption in mind, We need to replace 8 light fixtures inside the Fire Hall. In each case the ballast needs replacement and they are the older type. I have an estimate from Robert Hayward and Sons to do a replace and/or upgrade the lighting on the interior of the Fire Hall to LED lighting at a cost of \$3622.50 HST included. To Repair the existing lighting (8 units) would cost approximately \$1725.00 hst included. .
7. Attached to my report is a proposal to upgrade/refurbish the lift station panel at Rocky Pond Road in the amount of \$6785.00 HST included. I need a motion to engage the services of Chris Barrett to complete this work. Please note, the work has been completed.
8. The plumbing for the new washroom on the western end of the Municipal Centre is completed.

9. Elections NL will be renting 2 offices from the Town on a short term basis from April 01<sup>st</sup> to June 30th.

**Motions arising from the Town Managers Report**

**Property Tax Adjustment**

It was moved by Deputy Mayor Stamp, seconded by Councillor Ryan, to send this request to the Finance Committee for review and recommendation back to Council.

Carried

**New POS Machine**

It was moved by Councillor D Smith, seconded by Councillor Lundrigan, to change the POS machine from Global Payments to Chase Paymentech.

Carried

**Energy Audit**

It was generally agreed for the Town Manager to meet with Newfoundland Power to complete an energy audit for the Town's buildings.

**Upgrade Lighting at Fire Hall**

Councillor Ryan declared a Conflict of Interest on this item in accordance with Section 207(1)(c) of the Municipalities Act as his family owns the business providing the quote. He left the meeting at 7:34 pm.

A quote was received from Robert Hayward and Sons to replace 8 light fixtures and upgrade to LED lighting. The amount of the quote to complete repairs was \$3622.50 HST included.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, to accept the quote from Robert Hayward and Sons in the amount of \$3622.00 HST included and have the lights repaired and upgraded.

Carried

Councillor Ryan returned to the meeting at 7:36 pm.

**Quote to Repair Lift Station Rocky Pond Road**

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, to accept the quote from Chris Barrett in the amount of \$6785.00 HST included to repair the panel on the Lift Station at Rocky Pond Road.

Carried

**Committee Reports**

**Accounts Payable**

Accounts Payable list was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan, that Accounts Payables in the amount of \$ 49,253.72 be paid.

Carried

### **Heritage Committee Meeting**

Deputy Mayor Stamp stated that she met with the committee on February 28, 2019 and discussed their concerns. She stated that their main concern was the lack of volunteers. The Committee expressed their concern with how hard it is to find volunteers to fill the secretarial and financial positions. These positions take up a lot of time and most people don't want to have the responsibility of taking on such a position. Deputy Mayor Stamp stated that this is a concern will all committees today. She stated that maybe it is possible at looking at the Recreation Director Position, and adding responsibilities and the length of time this person is hired to help with all committees throughout the year. This would take some of the burden off the volunteers. Mayor Brazil stated that the deadlines for the grants these groups apply for is at different times throughout the year, so having a casual worker throughout the year could help meet these deadlines. It would be great to make a position that was full time in the summer and then bring them back a day a week or more if needed to do the grants and back fill the office as well. Town Manager Tony Ryan questioned if this is something they are looking at for this year as topic number eight on the agenda is the Recreation Director Position. Deputy Mayor Stamp stated that this would be something we will look into for 2020.

Councillor David Smith stated that we would probably have to make a new position, as it will be hard to find someone with the qualifications of the Recreation Director as well as have an administrative background to fill in at the office.

Councillor Jewer stated that he agrees with Councillor David Smith when it comes to that position filling in at the office and as Recreation Director. They will need to be Recreation Director full time in the summer which will not help the office staff for holidays, as they cannot do two jobs at once.

It was agreed to further discuss this matter in the coming months.

It was moved by Councillor Jewer, seconded by Councillor Lundrigan, to accept the minutes of the Heritage meeting of February 28, 2019

Carried

### **Fire Department Year End Report**

Councillor Tracy Smith outlined the Fire Departments year end statements.

It was moved by Councillor D Smith, seconded by Councillor T Smith, to accept the Fire Departments year end statements.

Carried

### **New Executive Members**

The following members have accepted new positions on the Executive.

Justin Dyke- Treasurer

Denise Fitzgerald - Secretary

Craig Thomas - OH&S Officer

It was moved by Councillor Ryan, seconded by Councillor Jewer, to accept the new Executive Members.

Carried

### **New Signing Officer**

It was moved by Councillor Ryan, seconded by Councillor D Smith, to remove Sean Fitzgerald as signing officer at the Fire Department and add Justin Dyke as the new signing officer.

Carried

**Planning Committee**

**Storage Units - 415 Conception Bay Highway**

Councillor Tracy Smith stated that this is an application to turn the old post office building into storage units. They plan on having garage doors on all four sides of the new structure.

It was moved by Councillor T Smith, seconded by Councillor Ryan, to give approval for the permit in accordance to the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

A general discussion occurred regarding access to all sides of the building, and the type of building, sitting right in the middle of town where we are trying to attract tourists to visit.

All voted against motion

Defeated

It was moved by Councillor Jewer, seconded by Councillor Ryan, to refer this application to the Planning Committee to meet with the applicant and bring a recommendation back to Council

Carried

**Garage Extension - 106 Brazil's Hill**

An application was tabled at the March 4, 2019 Council Meeting to add an extension to an existing garage at 106 Brazil's Hill. It was referred to the Planning Committee for review and recommendation back to Council.

It was moved by Councillor T Smith, seconded by Councillor D Smith, to give approval for the permit in accordance to the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Recreation Director Position**

Councillor David Smith questioned if this position is going to stay the same for this year? Mayor Brazil stated that it would.

Town Manager Tony Ryan questioned if we are going to give last years Recreation Director a chance to return before we post it.

It was moved by Councillor D Smith, seconded by Councillor Lundrigan, to offer this position to Zachary Noseworthy before posting it.

Carried

**Tender for Window Replacement**

Town Manager Tony Ryan stated that the tender was to replace 23 windows and just replace glass in 3 others. There were 6 bids and the lowest bidder was Atlantic Enterprises at \$18,394.25 HST included.

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, to accept the lowest bid from Atlantic Enterprises in the amount of \$18,394.25 HST included.

Carried

**Appoint New Assessment Review Commissioner**

Town Manager Tony Ryan stated that our current commissioner does not do commercial appeals so we need a new one. I have spoken with Derrick Edwards and he has agreed to take on the position.

It was moved by Councillor Jewer, seconded by Councillor Ryan to appoint Derrick Edwards as the New Assessment Review Commissioner.

Carried

## **Letters**

### **Resident of Pondsideroad - Sewer Issues**

A letter was tabled from a resident regarding sewer back up, due to a freeze in the sewer line.

It was moved by Councillor Jewer, seconded by Councillor D Smith, to turn this request over to the Public Works Committee for review and recommendation back to Council.

Carried

### **Letter requesting Appeal of Council's Decision - Property Assessment**

A letter was tabled from a resident requesting Council to reconsider their decision on property tax adjustment.

Deputy Mayor Stamp stated that this matter has already been reviewed by the Finance Committee and I feel there is nothing further that Council can offer.

It was moved by Deputy Mayor Stamp, seconded by Councillor Ryan, to notify the resident that this matter has already been reviewed and discussed thoroughly and there is nothing further that Council can offer.

Carried

### **Seaside Lounge - Lounge Licence**

A letter was tabled from the owners of the Seaside Lounge requesting approval from Council to apply for a second Lounge Licence so they can operate more VLT's.

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, to grant the towns approval for the Seaside Lounge to apply for a second lounge permit.

Carried

### **Resident of Conception Bay Highway- Repairs to Dock Lane**

A letter was tabled from a resident of Conception Bay Highway, requesting Council to do repairs to Dock Lane.

It was moved by Councillor Jewer, seconded by Councillor D Smith, to turn this request over to the Public Works Committee for review and recommendation back to Council.

Carried

## **Permits**

### **Application to build a new home - Lot 1 Simon Place**

An application was tabled to build a new home at lot 1 Simon Place.

It was moved by Councillor T Smith, seconded by Councillor D Smith, to give approval for a new home at Lot 1 Simon Place in accordance to the provisions of the Town

of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Application for a new Bed & Breakfast - 233-235 Conception Bay Highway**

An application was tabled to open a new Bed & Breakfast at 233-235 Conception Bay Highway.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, to grant approval in principal subject to conditions set out in the discretionary uses in a residential zone.

Carried

A general discussion occurred questioning if the application will be needing a liquor licence as well and if she do will she be then serving alcohol in the restaurant as well as the Bed & Breakfast. Town Manager Tony Ryan stated that there is no reason why she can't hold a liquor license as long as it advertised and there are no arguments from the public.

**Application for a new Shed - 317 Conception Bay Highway**

An application was tabled to build a new shed at 317 Conception Bay Highway.

It was moved by Councillor T Smith, seconded by Deputy Mayor Stamp, to send this application to the Planning Committee for review and recommendation back to Council.

Carried

**Application for a wooden frame addition - 9 Carroll's Road**

An application was tabled to build a wooden frame addition to a home at 9 Carroll's Road.

It was moved by Councillor T Smith, seconded by Councillor Ryan, to give approval for a new wooden frame extension at 9 Carroll's Road in accordance to the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Application for a new Garage- 17 Back Cove Road North**

An application was tabled to build a new garage at 17 Back Cove Road North.

It was moved by Councillor T Smith, seconded by Councillor Ryan, to turn this application over to the Planning Committee for review and recommendation back to Council.

Carried

**Donations**

**Benefit Dance & Auction in aide of Harmonie Jones**

A donation request letter was tabled requesting a donation in aide of a benefit dance and auction in aide of Harmonie Jones.

It was moved by Councillor Jewer, seconded by Councillor Ryan to give a \$50.00 donation in aide of the benefit dance & auction of Harmonie Jones.



### **Bay Arena Minor Hockey- Souvenir Booklet**

A request was tabled from the Bay Arena Minor Hockey looking for a donation for their Provincial Hockey Tournament. They are compiling a souvenir booklet and you can purchase an advertisement.

It was moved by Councillor Jewer, seconded by Councillor T Smith, to purchase a 1/4 page advertisement for \$25 in aid of their tournament.

Carried

### **Compass/Telegram - Summer Vacation Guide**

A letter was tabled from the Compass/Telegram wondering if the town or any groups would like to put an advertisement in their Summer Vacation Guide.

It was generally agreed to pass this on to the Tourism and Heritage Committees to see if they were interested in putting in an advertisement.

### **All Saints Church - Mary Healey Cancer Fund**

A donation request came in from All Saints Church requesting a donation for the Goods Bingo in aid of Mary Healey.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to give a standard donation of \$25.00 to the All Saints Church.

Carried

Mayor Brazil stated that in the agenda under other information is a letter from the Town of Bishops Cove looking for the support of the town regarding road repairs and guard rail repairs along Bishop's Cove Road. Mayor Brazil asked the Town Manager could he send along a letter of support to the Department of Transportation on behalf of the town in support of these repairs.

### **Other Business**

Councillor Jewer stated that there would be a meeting on Wednesday April 3, 2019 for the Committee of 5.

Councillor T Smith stated that we have a new member in the Fire Department Matthew Brazil and the Fire Department should soon have their new SCBA gear.

Councillor Lundrigan stated that the Recreation Committee will be having lunch with the Easter Bunny on April 20. Please come out and support.

Mayor Brazil stated that Volunteer Week is coming up and we will be having a dinner and dance for our Volunteers to show thanks.

### **Adjournment**

Mayor Brazil stated that the next regular meeting of Council will be April 29, 2019 at 7:00 pm.

It was moved by Councillor Jewer, seconded by Councillor T Smith, and carried that the meeting adjourn at 8:48 pm.

Recorder  
Vanessa Higgins

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Paul Brazil, Mayor