

# The Municipality of Spaniard's Bay

Agenda

**Monday, 27 May 2019 - 7:00 PM**

1. **Motion to Adopt Agenda**
2. **Petitions and/or Visiting Groups**
  - A. Byron Smith - Financial Statements
3. **Minutes of Meetings Held** April 29, 2019 , May 13, 2019 , May 16 2019 P
4. **Business Arising From the Minutes**
5. **Town Managers Report**
6. **Committee Reports:**
  - A. **Finance Committee**
    - Accounts Payable List (\$29,325.20)
    - Cash Position at May 23, 2019
    - Quick Statistics Accounts Receivable
    - Income/Expense Statement
    - Cheque Register
    - Finance Meeting May 21, 2019 (**Notes in Drop box**)
  - B. **Joint Committee Meeting** - Meeting of May 2, 2019
  - C. **Recreation**
    - Door Quotes
    - Recreation Director Position
  - D. **Public Works Committee** - Meeting
7. **Waste Water Treatment (Notes in Drop Box)**
8. **Re- Design of Ryan's Brook Mini Park**
9. **Letters**
  - A. Resident of Jones' Road - Road Repairs
  - B. Owner ship of Parcel of Land Robert's Road
  - C. Request to purchase piece of land at Seymour's Road
  - D. Proclamation Recreation Month
10. **Permits**
  - A. Application for a New Shed - 20-32 Northern Cove Pond Road, Spaniard's Bay
  - B. Letter of Support for Crown Land Application for the Town of Upper Island Cove
  - C. Application for a New Garage - 39 Casey's Lane
  - D. Application for a New Home- 137-139 Seymour's Road
  - E. Application for a new home - 8 Singleton's Lane, Tilton ( re-submission )
  - F. Application to build a New Garage -77 Ridge Road
  - G. Application to operate a new business ( Oceanview Resturant) - 27-29 CBH
  - H. Application for approval to operate new Business - 17 Back Cove Road
11. **Other Business**
12. **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

May 27, 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, Ryan, T Smith, D Smith and Town Manager Tony Ryan. Councillor Lundrigan was out for an appointment. Visitors included Howard Smith, Debbie Sheppard, Catherine Kleinwort, Byron Smith, John Drover, Dave Gosse, and Gerald Harris. Mayor Brazil called the meeting to order at 7:05 pm and welcomed everyone to the meeting.

## **Motion to Adopt Agenda**

The agenda for the May 27, 2019 meeting was tabled. Councillor T Smith, Councillor D Smith and Deputy Mayor Stamp asked to have to items added to the agenda.

- 6. (D) Fire Department
- (F) Tourism
- (G) Building Committee

It was moved by Councillor Ryan, seconded by Deputy Mayor Stamp, to adopt the Agenda of May 27, 2019 as amended.

Carried

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

Mr. Byron Smith - Financial Statements

Mr. Byron Smith summarized the towns Financial Statements. He stated that there were no significant issues and that the statements were prepared in accordance to the standards of the board. Mayor Brazil questioned how were the staff in providing information for the audit? Mr. Smith stated that they were cooperative and provided everything we needed . Everything was in order.

## **Adoption of the Minutes**

The minutes of the meeting of April 29, 2019 was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan, that the minutes of the meeting of April 29, 2019 be adopted as presented.

Carried

The minutes of the meeting of May 13, 2019 was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan, that the minutes of the meeting of May 13, 2019 be adopted as presented.

Carried

The minutes of May 16, 2019 are actually a call for bids. Town Manager Tony Ryan

will discuss in his Town Managers Report.

**Business arising from the Minutes**

**April 29, 2019**

Councillor David Smith stated that the Building Committee has a report regarding the front of the building and is still looking into the cost of the signage. I have added it to the agenda to discuss further.

**Town Managers Report**

1. To the best of our knowledge there are 3 leaks outstanding. One at the Shore Road, One at Mint Cove Pond Road North and 1 at the Fire Hall.
2. I asked for and received 3 quotes to complete work on the playground at the Recreation Centre including moving back pea stone, build up sub grade around concrete walkway and all equipment and replace pea stone. Council to supply additional pea stone if needed. The lowest bidder meeting the specs was Sanford's Mini Excavating in the amount of \$900.00 plus 135.00 HST for a Total of \$1035.00. I need a motion to award the work to Sanford Mini Excavating.
3. We ran an ad for Part Time Seasonal Admin Clerk and received numerous responses. I need the selection committee to meet and start reviewing the applications and to arrange interviews.
4. I am working on the Tender Specifications for our upcoming Gas Tax Project. I expect we will be ready to go to tender in about 2 weeks.
5. I have been advised that our new dump truck is in St. John's. A full 4 months ahead of schedule. Truck is now with LaRochelle getting rigged out.
6. I will be out of the office on Wednesday, May 29, 2019 to attend an appointment at St. John's.

**Motions arising from the Town Managers Report**

**Quotes to Repair the Playground**

A total of Three (3) bids were received as follows:

	Amount	HST	
1. Sandford's Mini Excavating & Dump Truck -	\$900.00	+ 135.00	= \$ 1035.00
2. Donald H Smith Trucking -	\$ 1225.00	+ 183.75	= \$1408.75
3. Triple V Enterprises -	\$ 1185.00	+ 177.75	= \$1362.75

Sandford's Mini Excavating & Dump Truck was the lowest bidder at \$1035.00 HST inc.

It was moved by Councillor D Smith, seconded by Councillor Ryan to accept the lowest bid from Sandford's Mini Excavating & Dump Truck in the amount of \$1035 HST included and have the work completed.

Carried

## **Committee Reports**

### **Accounts Payable**

Accounts Payable list was tabled.

It was moved by Councillor Jewer, seconded by Councillor T Smith, that Accounts Payables in the amount of \$ 29,325.20 be paid.

Carried

## **Finance Meeting, May 21, 2019**

### **Request for Tax Adjustment on Land Not Subdivided**

The committee reviewed a request from a property owner stating that he was being charged for multiple water and sewer charges for subdivided property at Whalefinn Drive and Bayview Place when in fact the property has not been subdivided. The property owner also advised that this matter was previously agreed by the previous Council some time around 2015/2016.

The Committee recommends that Council accept the recommendation of the previous Council as it had located the Council decision on this matter in the minutes of the Council meeting of October 19, 2015 regarding the lots at Whalefinn Drive and Bayview Place.

### **Telephone/Internet Services**

The Committee conducted a review of the Town's current arrangement for Telephone and Internet services as well as a review of the telephone equipment currently in place at Town owned buildings.

Currently we are being charged \$623.75 per month plus HST from Eastlink for telephone and Internet services. This amount does not address the need to upgrade the telephone equipment we are using.

Telus is offering a plan to the Town and will include upgraded modern telephone systems to the Town in which we can pay off the telephones over a 3 year period without financing costs.

We will be required to purchase 2 phones up front at a cost of \$460.00. Also will be required to pay a \$100.00 site set up fee. Site fee is standard. The reason to purchase the 2 phones is that they will be situated in areas where no telephone link is directly provided. Telephone service will be through Internet wifi.

We will continue to keep the Eastlink Internet at the Recreation Centre at \$80.00 + tax per month as it is cheaper than the \$95.00 plus tax that Telus will charge. The 786-7111 emergency number will not change.

New telephone equipment will be installed at the Town Hall, Fire Hall and Recreation Centre (Rec Centre previously noted). Internet with WIFI at both the Town Hall and Fire Hall. Our current system can accept just 1 call at a time. The new system will include multiple callers at same time. Telephone capability to include speaker phone for teleconferencing which is another service we do not have.

Monthly cost from Telus will be \$451.50 plus HST plus the continued \$80.00 plus HST from Eastlink for a new total of \$531.50 monthly plus HST.

The Finance Committee recommends that the Town enter into an agreement with Telus to provide telephone and Internet for the Town of Spaniard's Bay.

A general discussion occurred regarding the new phone systems.

It was moved by Deputy Mayor Stamp, seconded by Councillor D Smith, to enter into an agreement with Telus to provide telephone and Internet services for the Town of Spaniard's Bay.

Carried

### **Joint Committee Meeting**

Deputy Mayor Stamp stated that on May 2, 2019 there was a Joint Committee Meeting. The committee met and discussed events that were being planned for the summer season. Deputy Mayor Stamp stated that we are having a Neighbourhood Clean up the week of June 2-8. We are asking residents to clean up around their own roads, rather than having one day of cleanup. July 1<sup>st</sup> the town will be having their annual Canada Day celebrations at the ball field. There will be wiener roasting, fire truck rides, local music and fireworks.

### **Recreation Committee**

#### **Door Quotes**

Town Manager Tony Ryan stated that the town contacted Seal & Save and Gosse's Windows, Doors and more for a quote to replace doors and panic hardware at the Recreation Center.

The quotes we received are as follows:

Seal & Save - \$7300.00 + \$1095.00 HST for a total of \$8395.00

Gosse's Windows & Doors - \$8290.00 + \$1243.50 HST for a total of \$9533.50

It was moved by Councillor Ryan, seconded by Councillor Jewer, to accept the lowest quote from Seal & Save and have the work completed.

Carried

### **Recreation Director**

The Committee had met and completed interviews for the position.

It was moved by Councillor Jewer, seconded by Councillor T Smith, to award the position to Mrs. Elizabeth Parsons.

Carried

### **Public Works**

A letter was tabled at the November meeting from Holy Redeemer School requesting the town repair a section of asphalt at the edge of the school parking lot. It was sent to the Public Works Committee for review and recommendation back to Council.

It was moved by Councillor Jewer, seconded by Councillor Ryan, that this section of pavement is not tied to a Public Roadway, so therefore Council cannot complete the request.

Carried

A letter was tabled at the April 1, 2019 meeting, requesting the town complete repairs to Dock Lane. It was sent to the Public Works Committee for review and recommendation back to Council.

It was moved by Councillor Jewer, seconded by Councillor D Smith, to complete repairs to the section of the lane that meets Conception Bay Highway only, as the other section is a Public Right of Way not a Public Road.

Carried

A resident of Mint Cove Pond Road has a water leak, and the property owners water line is tied in at Conception Bay Highway and not Mint Cove Pond Road. The resident requested that the town install a new connection at Mint Cove Pond Road, rather than tear the road up to Conception Bay Highway to repair the leak.

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, for the town to install a new service at Mint Cove Pond Road for the resident.

Carried

A letter was tabled at the November 2019 meeting requesting the town to complete road work and ditching at Anthony's Road. It was sent to the Public Works Committee for review and recommendation when the weather cleared.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to have the town workers complete the ditching and gravel on the roadway, and include the paving of this road to our Capital Works 5 year plan.

Carried

### **Fire Department**

Councillor T Smith stated that we have the invoice for the new sets of SCBA and new cylinders. The invoice is in the amount of \$15400.00. We need a motion of Council to pay for this invoice.

It was moved by Councillor T Smith, seconded by Councillor Jewer, to pay the invoice in the amount of \$15400.00.

Carried

### **Tourism Committee**

Deputy Mayor Stamp stated that she had a request from the Tourism Committee to have a phone installed in their office. Deputy Mayor Stamp stated that now would be a good time and the fee would just be \$230.00 for the cost of the phone, as Telus is coming out to install a new phone system.

There was a general discussion about the cost, and the set up fees and who would be paying for this.

It was moved by Deputy Mayor Stamp, seconded by Councillor D Smith, to have the new phone set up in the Tourism Office at the Town's expense.

Carried

### **Building Committee**

Councillor David Smith stated that at the last regular meeting of Council, Council discussed getting the front of the building upgraded. He stated that he has been speaking with Mrs. Riggs of Silk Stevens and she stated that she can give us 3 different options to decide from within our budget for a cost of \$2500.00 plus HST.

It was moved by Councillor D Smith, seconded by Councillor Ryan, to accept her bid and have Silk Stevens complete the designs for Council to review.

Carried

### **Waste Water Treatment**

Mayor Brazil stated that Council recently had a meeting with Biomax to evaluate issues that we have with our waste water system. Biomax has a smoke system that they

can put through our lines and a drone to fly over to detect where there are leaks. Once they find out our problems they will work with the town free of charge to help us resolve them.

It was moved by Deputy Mayor Stamp, seconded by Councillor T Smith, to go ahead and have the testing done for the cost of \$6500.00 plus HST.

Carried

### **Re-Design of Ryan's Brook**

Deputy Mayor Stamp proposed that the town enhance the Ryan's Brook Mini Park area. This will promote Tourism in our community. Deputy Mayor Stamp stated that they would be looking at, adding a swimming area, look out area and a picnic area. She stated that she was speaking with O'Neils Gardenland and that they could do up some quotes for the different areas, and complete this plan in stages. They have a designer on staff that could do up some different plans for us, and then we could go ahead from there. The cost would be roughly \$1000.00 to have this done.

It was moved by Deputy Mayor Stamp, seconded by Councillor D Smith, to have a designer, design Phase 1 of the project with a design cost up to \$1500.00.

Carried

Deputy Mayor asked for permission to create a committee to help with the planning process of this project. It was generally agreed that she create a Committee to help with the process.

### **Letters**

#### **Resident of Jones' Road- Road Repairs**

A letter was tabled from a resident of Jones' Road requesting repairs to be completed on the road.

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

#### **Parcel of Land - Roberts Road**

A letter was tabled requesting Council to state who owns a piece of property at Robert's Road.

Town Manager Tony Ryan stated that he has never come across such a request.

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

Carried

#### **Parcel of Land at Seymour's Road**

A letter was tabled from a resident requesting to purchase a piece of land behind his property from Council.

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

### **Proclamation Recreation Month**

It was moved by Councillor Ryan, seconded by Councillor D Smith, to proclaim June as Recreation Month.

Carried

### **Permits**

**Application to build a shed - 20-32 Northern Cove Pond Road**

An application was tabled to build a new shed at 20-32 Northern Cove Pond Road.

It was moved by Councillor T Smith, seconded by Councillor Ryan, to give approval for a new shed at 20-32 Northern Cove Pond Road, Spaniard’s Bay in accordance to the provisions of the Town of Spaniard’s Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Crown Land Application Town of Upper Island Cove - Letter of Support**

A letter was tabled from the Town of Upper Island Cove. The Town is applying for a piece of land next to a parcel of land that we have applied for. They are planning on putting a walking trail in around the pond. They need a letter of support from our town to go with their application. A general discussion occurred regarding whether we were giving up on our application, but the Town Manager explained that our application is first on the list and their application would not affect ours.

It was moved by Councillor T Smith, seconded by Deputy Mayor Stamp, to support the Town of Upper Island Cove in their application for Crown Land for a Walking Trail.

Carried

**Application for a new Garage - 39 Casey’s Lane**

An application was tabled to build a new garage at 39 Casey’s Lane, Spaniard’s Bay.

It was moved by Councillor T Smith, seconded by Councillor D Smith, to give approval for a new garage at 39 Casey’s Lane 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 to build a new home- 137-139 Seymour’s Road**

An application was tabled to build a new home at 137-139 Seymour’s Road, Spaniard’s Bay.

It was moved by Councillor T Smith, seconded by Councillor Jewer, to give approval for a new home at 137-139 Seymour’s Road in accordance with the provisions of the Town of Spaniard’s Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Application to build a new home- 8 Singleton’s Lane, Tilton**

An application was tabled to build a new home at 8 Singleton’s Lane, Tilton.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to give approval for a new home at 8 Singleton’s Lane in accordance with the provisions of the Town of Spaniard’s Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

**Application for new Garage - 77 Ridge Road**

An application was tabled to build a new garage at 77 Ridge Road, Spaniard’s Bay.

It was moved by Councillor T Smith, seconded by Councillor D Smith, to give approval for a new garage at 77 Ridge 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 to open a new Business - 27-29 Conception Bay Highway**



An application was tabled to open a new business at 27-29 Conception Bay Highway, Spaniard's Bay.

It was moved by Councillor Jewer, seconded by Councillor T Smith, to give approval to open a new business ( Ocean View Restaurant) at 27-29 Conception Bay Highway in accordance to the provisions of the Town of Spaniard's Bay Regulations and/or all other applicable provincial and federal regulations.

Carried

**Application to open a new business - 17 Back Cove Road**

An application was tabled to open a new wood working business at 17 Back Cove Road.

It was moved by Councillor T Smith, seconded by Councillor Ryan, to send this application to the Planning Committee to review and to get the applicant to advertise to the public to open a business for discretionary use under the town plan as this area is zoned residential.

Carried

**Other Business**

Deputy Mayor Stamp stated that there is a grant application under other information in the back of the Agenda Package, she questioned if we can apply for this for our yoga/exercise program. Town Manager Tony Ryan stated that they could.

Councillor Ryan questioned if we had heard anything back from a notice we sent to a resident of Crane's Road on May 17. Town Manager Tony Ryan stated that he has been in contact with the resident and they are in the process of having it removed but are waiting for Light and Power to disconnect the power from the structure.

Deputy Mayor Stamp reminded Council that Tourism is having a meet and greet downstairs on June 12, 2019. Town businesses will be in attendance and Cathy Stacy will be doing a presentation. It would be nice if everyone could make it.

Councillor Jewer stated that we have a resident of our town, Joshua Menchions competing in a Skills Canada competition in Halifax this weekend. I would like to wish him luck.

**Adjournment**

Mayor Brazil stated that the next regular meeting of Council will be Tuesday, June 25, 2019 at 7:00 pm.

It was moved by Councillor T Smith, seconded by Councillor Jewer, and carried that the meeting adjourn at 8:53 pm.

Carried

Recorder  
Vanessa Higgins

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Paul Brazil, Mayor