

## MINUTES

A public meeting of the Placentia Council was held Tuesday, November 18, 2014 at the Town Hall with the following in attendance:

<b>Mayor:</b>	Wayne D. Power	<b>CAO:</b>	Ed O'Keefe
<b>Deputy Mayor:</b>	Keith Pearson	<b>Public Works Supervisor:</b>	Harold Power
<b>Councillors:</b>	Noella Collins	<b>Admin. Office Manager:</b>	Mary Greene
	Frank Coombs	<b>Executive Assistant:</b>	Debbie Gear
	Frankie Nash		
	William Woodman		

**Absent:** Councillor Dan Greene (Vacation)  
Margie Hatfield, Mgr. of Town Affairs (Illness)

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Prior to the start of regular business, Council hosted a meeting with Councillor Frank Antle, MNL's Avalon Regional Director and welcomed him to the Town of Placentia.

The regular business meeting was called to order at 7:00 p.m. at which time Mayor Power asked to amend the agenda to include the motion for snow clearing tender approval.

**Motion #14-212      Councillor Coombs/Deputy Mayor Pearson**

Be it resolved that Council approved a motion to amend the agenda for the November 18, 2014 Council meeting to include the motion to approve the snow clearing tender.

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

**Minutes of the Meeting of October 21, 2014**

The minutes of the meeting of October 21, 2014 were circulated to Council prior to the meeting. There were no errors or omission noted.

**Motion #14-213      Councillor Collins/Councillor Nash**

Be it resolved that the minutes of October 21, 2014 were approved as circulated and perused.

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

**Business Arising**

A replacement radiator has yet to be found for one of the fire trucks and the Deputy Mayor asked if this leaves the town vulnerable in the event of fire. The department still has resources that can be used in the interim. The Fire Chief and mechanics have been unable to find replacement parts as yet however they are still exploring options.

**Action Sheet**

Mayor Power noted that the action sheet from the October 2014 meeting was circulated; there were no questions arising from it.

**New Business**

Council held a meeting on November 6, 2014 to discuss the Snow Clearing Tender Bids and to approve the award so that the contractors could move forward with their preparations. The following motion was made and requires ratification at this public council meeting.

**Motion #14-214      Councillor Greene/Councillor Collins**

Be it resolved that Council awards the 2014-2017 snow clearing contract as follows:

<i>Zone</i>	<i>Contractor</i>	<i>Amount</i>
Argentia	Universal Construction	\$ 88,886.00
Zone 1 - Placentia/Southeast	Collins Contracting	144,400.00
Zone 2 - Jerseyside/Freshwater	10818 NL Limited	160,686.00
Zone 3 - Dunville	Universal Construction	118,514.00

**(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs and Greene voted in favour of the motion; Councillors Nash & Woodman were absent from the November 6, 2014 meeting)**

**Motion #14-215      Councillor Collins/Councillor Coombs**

Be it resolved that Motion #14-214 approving the award of the snow clearing tender is ratified by Council.

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

Since contractors were awarded the contracts, the Town has spoken with and received correspondence from one contractor’s lawyer that they are questioning the validity of the tender process due to the issue with the forms used. This correspondence was sent to the Town’s lawyer today and the matter will be discussed further with him.

All contractors have been given written notice that pertinent documentation is to be submitted and equipment ready for inspection on the 26th of November.

**Aquatic Centre**

The Town has submitted an application to the provincial government that requires approval from Council.

**Motion #14-216      Councillor Collins/Councillor Nash**

Be it resolved that the Town of Placentia Council has approved the sharing of the Placentia Aquatic Centre costs of \$2,708,810 less HST rebate.

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

## **EXECUTIVE COMMITTEE REPORT**

*(Mayor Power, Chair; Deputy Mayor Pearson, Councillor Dan Greene, Resource Person - CAO)*

### **Capital Works Update**

The Executive Committee report was circulated prior to the meeting. Mayor Power reported that the Town's engineering firm would be present at the Town Hall on November 20 to brief Council on the status of its capital works projects. He also reminded Council of the public meeting in Freshwater at 6:30 that same evening to discuss the water infrastructure project.

### **Legacy Garden - Cenotaph Location**

The location has been chosen for the location of the Placentia Bay Veterans' Cenotaph in the legacy garden. A diagram indicating the cenotaph location distributed to Council for their information and approval.

### **Motion # 14-217 Deputy Mayor Pearson/Councillor Nash**

Be it resolved that the location of the Placentia Bay Veterans' Cenotaph in the legacy garden as per the drawings distributed is approved.

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

### **Court House**

Mayor Power spoke with Hon. Judy Manning, Minister of Justice and Public Safety requesting that the Placentia Court House be an alternative venue for court while the facilities in Harbour Grace are being repaired. He also brought the topic up with MHA Collins. Minister Manning hopes to get the Mayor's request considered an option.

### **Husky Energy - Traffic Committee**

Although the committee has not been struck yet, Mayor Power has been invited to sit on a traffic control board comprised of industry representatives, residential stakeholders, RCMP and the Town that will attempt to address issues with traffic as a result of Husky growth in Argentia.

### **Lift Pumps**

Council addressed concern with the fact that there are two lift station pumps that need repair leaving those stations with only one operating pump. Concern is that if either of two fail while the repairs are being done, it could have a disastrous effect on the relative sewer systems. The CAO was advised to get this work done as soon as possible.

## **FINANCE COMMITTEE REPORT**

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

### **Accounts Payable**

The Finance Committee recommended that Council approve the Accounts Payable Transaction Journal dated November 6, 2014 in the amount of \$51,317.56.

**Motion #14-218      Councillor Nash/Councillor Woodman**

Be it resolved that the Accounts Payable Transaction Journal dated November 6, 2014 in the amount of \$51,317.56 is approved.

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

**Cheque Register - General Account**

The Finance Committee recommended that Council approve the Cheque Register dated November 6, 2014 in the amount of \$185,983.93 for cheques numbered 022752 to 022853.

**Motion #14-219      Councillor Nash/Councillor Woodman**

Be it resolved that the Cheque Register dated November 6, 2014 in the amount of \$185,983.93 for cheques # 022752 to 022853 is approved.

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

**Cheque Register - Special Accounts**

The Finance Committee recommended that Council approve the Special Accounts Cheque Register for November 2014.

**Motion #14-220      Councillor Nash/Deputy Mayor Pearson**

Be it resolved that the Special Accounts Cheque Register for November 2014. is approved.

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

**Visa Statement**

The Finance Committee recommended that Council approve the Visa statement dated September 5 to October 6, 2014 in the amount of \$686.56.

**Motion #14-221      Councillor Nash/Deputy Mayor Pearson**

Be it resolved that the Visa statement dated September 5 to October 6, 2014 in the amount of \$686.56 is approved.

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

**Account # DUKEI001 Request for Interest Adjustment**

The Finance Committee recommended that Council reject the request for interest adjustment on account # DUKEI001; in order to avail of the discount, residents must make 12 equal payments to have the account paid in full by the end of the calendar year or have the account paid in full by June 30 of the tax year.

**Motion #14-222      Councillor Nash/Councillor Woodman**

Be it resolved that the request for interest adjustment on Account #DUKEI001 is rejected.

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

**Account #ARGEN020**

The Finance Committee recommended that Council approve a business tax adjustment of \$15,257.87 on account #ARGEN020 effective from July 1 to December 31, 2014 based on the date that the notice was received that the business was not operating.

**Motion #14-223 Councillor Nash/Councillor Woodman**

Be it resolved that a business tax adjustment of \$15,257.87 on account #ARGEN020 effective from July 1 to December 31, 2014 based on the date that the notice was received that the business was not operating is approved.

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

**Account # BAILE002**

The Finance Committee had recommended an adjustment to the business tax on account #BAILE002, moved by Councillor Nash and seconded by Councillor Coombs, on the basis that the property is dilapidated and not used for business. Council asked that the motion be amended with the mover's and seconder's approval to include the stipulation that the property must first be remediated or removed as per past precedent.

**Motion #14-224 Councillor Nash/Councillor Coombs**

Be it resolved that Council approved an adjustment to the business tax on Account #BAILE002 in the amount of \$812.02 on condition that the property be remediated or removed prior to the adjustment be issued as per past precedent.

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

**Laval High School - Request for Donation**

The Finance Committee recommended that a donation of \$150.00 be made to Laval High School's annual achievement awards program.

**Motion #14-225 Councillor Nash/Councillor Woodman**

Be it resolved that a donation of \$150.00 to Laval High School's annual achievement awards program is approved.

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

**Dunville Ladies Hospital Auxiliary**

The Finance Committee recommended the donation of \$50.00 to the Dunville Ladies Hospital Auxiliary in memory of deceased councillors.

**Motion #14-226 Councillor Nash/Councillor Woodman**

Be it resolved that the donation of \$50.00 to the Dunville Ladies Hospital Auxiliary in memory of deceased councillors is approved.

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

### **Placentia & Area Food Bank - Request for Donation**

The Finance Committee recommended that Council reject the request from the Placentia and Area Community Food Bank as this is a community fundraiser supported by residents.

#### **Motion #14-227 Councillor Nash/Councillor Coombs**

Be it resolved that the request from the Placentia and Area Community Food Bank is rejected as this is a community fundraiser supported by residents.

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

### **Recycling Bin Request**

The Finance Committee recommended that Council approve the purchase of a recycling bin at a cost of \$500.00 as requested by the Recreation Committee for use at the PARC.

#### **Motion #14-228 Councillor Nash/Deputy Mayor Pearson**

Be it resolved that the purchase of a recycling bin at a cost of \$500.00 as requested by the Recreation Committee for use at the PARC is approved.

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

### **Pumps Repair**

The Finance Committee recommended that Council approve the repair of two pumps for the lift stations located near Green's Drug Mart and at the Regatta Grounds at an approximate total cost of \$30,000.00 plus tax at management's discretion on the budget account to be charged.

#### **Motion #14-229 Councillor Nash/Councillor Coombs**

Be it resolved that Council approved the repair of two pumps for the lift stations located near Green's Drug Mart and at the Regatta Grounds at an approximate total cost of \$30,000.00 plus tax at management's discretion on the budget account to be charged.

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

### **Line of Credit Approval**

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

#### **Motion #14-230 Councillor Nash/Councillor Woodman**

Be it resolved that the renewal of the Town of Placentia's line of credit of \$350,000 on the Royal Bank of Canada operating line of credit is approved.

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

### **Repair of Condenser at PARC**

The Finance Committee recommended that Council approve the expenditure of approximately \$7,100.00 plus HST to effect emergency repair of the condenser at PARC in October 2014.

**Motion #14-231      Councillor Nash/Deputy Mayor Pearson**

Be it resolved that expenditure of approximately \$7,100.00 plus HST to effect emergency repair of the condenser at PARC in October 2014 is approved.

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

**Request for Waiver of Permit Fee**

A request for waiver of the permit fee to rebuild a local business that was destroyed by fire was deferred until the request is submitted in writing with confirmation from their insurance company that the cost of the permit fee will not be covered by them.

**PUBLIC WORKS COMMITTEE REPORT**

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

The Public Works Committee recommended that Council approve the application to construct a new residence and garage at #33 Hunt's Road.

**Motion #14-232      Councillor Woodman/Councillor Nash**

Be it resolved that the application to construct a new residence and garage at #33 Hunt's Road is approved.

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

The Public Works Committee recommended that Council ratify the following permits previously approved by the Public Works Supervisor.

1. #15 Humphrey Street – application for a permit to construct a shed.
2. #1 Gardiner Lane – application for a permit to construct an attached garage pending confirmation of approval of pole location by Newfoundland Power.
3. #13 O'Keefe Street – application for a permit to construct a shed.
4. #7 Blockhouse Road – application to construct storage shed.
5. Application for an occupancy permit to operate Marty's Place at 40-50 Blockhouse Road
6. Placentia Area Historical Society's application for a vendor permit to sell tickets at Placentia Mall.
7. #186-188 Jersey Hill – application to construct a storage shed.
8. Newfoundland Power's application to install:
  - a. a. one anchor at Metal World building in Argentia,
  - b. b. one pole to provide service to a new house on Harbour Drive (Catherine Jones)
9. Application for crown land at Cemetery Road, Freshwater pending confirmation that the Parish is in agreement as well.
10. Avalon Comfortwear's application for a one day vendor permit to sell wares at Placentia Mall.
11. Eastern Composite Services Inc. – occupancy permit for Building 724 Bog Avenue to be used as a rubberized piping shop.

**Motion #14-233**

**Councillor Woodman/Councillor Nash**

Be it resolved that the following permits numbered 1 to 11 are approved by Council.

1. #15 Humphrey Street – application for a permit to construct a shed.
2. #1 Gardiner Lane – application for a permit to construct an attached garage pending confirmation of approval of pole location by Newfoundland Power.
3. #13 O’Keefe Street – application for a permit to construct a shed.
4. #7 Blockhouse Road – application to construct storage shed.
5. Application for an occupancy permit to operate Marty’s Place at 40-50 Blockhouse Road
6. Placentia Area Historical Society’s application for a vendor permit to sell tickets at Placentia Mall.
7. #186-188 Jersey Hill – application to construct a storage shed.
8. Newfoundland Power’s application to install:
  - a. a. one anchor at Metal World building in Argentina,
  - b. b. one pole to provide service to a new house on Harbour Drive (Catherine Jones)
9. Application for crown land at Cemetery Road, Freshwater pending confirmation that the Parish is in agreement as well.
10. Avalon Comfortwear’s application for a one day vendor permit to sell wares at Placentia Mall.
11. Eastern Composite Services Inc. – occupancy permit for Building 724 Bog Avenue to be used as a rubberized piping shop.

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

The Public Works Committee recommended that Council approve the construction of a new residence at #14 Davis Hill.

**Motion #14-234**

**Councillor Woodman/Deputy Mayor Pearson**

Be it resolved that the application for construction of a new residence at #14 Davis Hill, Dunville is approved with the stipulation that the Town is not responsible for any damages caused by erosion of the brook.

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

**Application for Crown Land**

The Public Works Committee recommends that Council approve Ronald O’Reilly’s application for Crown Land at Hickey’s Lane in Dunville with the stipulation that this land is to be used for equipment storage only; the area is zoned rural and a residential building is not permitted to be constructed at this site.

**Motion #14-235**

**Councillor Woodman/Councillor Coombs**

Be it resolved that the application for Crown Land at Hickey's Lane in Dunville is approved with the stipulation that this land is to be used for equipment storage only; the area is zoned rural and a residential building is not permitted to be constructed at this site.

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

#### **Town Leased Crown Land - #119 Old Settlement Hill**

The Public Works Committee recommended that Council approve the return of crown land located at #119 Old Settlement Hill terminating lease #55176 so that Crown Lands can have the option of selling it.

#### **Motion #14-236 Councillor Woodman/Deputy Mayor Pearson**

Be it resolved that the return of crown land located at #119 Old Settlement Hill terminating lease #55176 so that Crown Lands can have the option of selling it is approved.

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

#### **Frecker Place Drawings**

The Public Works Committee recommended that Council approve the drawings (Revision #4) submitted by Newlab Engineering on behalf of Universal Construction for development of Frecker Place, Dunville.

#### **Motion #14-237 Councillor Woodman/Deputy Mayor Pearson**

Be it resolved that the drawings (Revision #4) submitted by Newlab Engineering on behalf of Universal Construction for development of Frecker Place, Dunville are approved.

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

#### **Lease of Land at Hickey's Lane**

A draft lease of land at Hickey's Lane for the purpose of storage of equipment was presented to Council for approval. There was discussion and disagreement on the part of some members of Council with the stipulation in the document that the lease may be terminated by the Town of Placentia at any time that said property is required by the Town for development purposes with 60 days' notice to the Lessee.

Management was asked to review other leases the Town has with residents of the Town and to bring this matter back to Public Works for further discussion.

#### **Richardson - Request for Land**

This matter has been to committee before and the decision stands that council will award the land in question to the property owner if and when he provides a survey properly identifying the land in question.

#### **Request to use Town Land**

The owner of a garage in Townside has requested permission to store burned cars on town owned property on Swan's Road until such time the odor is no longer noticeable and disturbing to nearby residents. Council did not agree to this idea in light of the unsightliness of such vehicles and requested that the CAO ask the owners to find an alternate solution/location for this purpose.

#### **Beach Road - Request for Zone Change**

A local business has asked that a section of Beach Road be rezoned from Commercial to Mixed so that he can construct an apartment complex there with discretionary approval. During discussion there were a number of points of concern identified, i.e. public opinion, flooding, parking, etc. all of which would come under scrutiny at time of application by all government agencies. At this time, Council agrees that the proponent should be advised to attend the upcoming municipal plan public meeting to state his request for rezoning at that time and he should also be told that any application for construction apartments in a mixed development zone will have to go to discretionary advertising.

### **Municipal Services Committee Report**

*(Councillor Frank Coombs, Chair; Councillors Dan Greene & William Woodman; Resource Person - CAO)*

The Municipal Enforcement Officer's report was circulated to Council prior to the meeting.

There seemed to be some concern that the Town was discriminating against a local business for not cleaning up construction debris off its property in a timely manner. The CAO explained that there were a lot of loose, large sheets of material and the forecast for high winds expected with Hurricane Gonzalo prompted quick action for public safety.

Mayor Power reported that the new RCMP recruit has graduated and if not already on duty here in Placentia, his arrival is expected soon.

The radar sign in Dunville appears to be working well; it was suggested staff check out options for purchasing a mobile one to be used throughout the Town.

### **Culture & Tourism Committee Report**

*(Deputy Mayor Keith Pearson, Chair; Councillors Noella Collins; Resource Person - Manager of Town Affairs)*

Upcoming events were highlighted - the Craft Fair November 23rd, the Tree Lighting in the Square on December 1st and the Santa Claus Parade on December 6th. Planning for the Winter Carnival will begin in January 2015.

The Town was approached by a Vancouver company to assist with Canada wide funding programs. The representatives of the Town who had spoken with the representative, Gary McPherson, were not quite impressed with the information. The CAO was unable to identify one NL client who had availed of this program. It costs \$4,000 and if the Town is successful in securing grants we may already get on our own, the \$4,000 is not refundable. Therefore the Town does not recommend pursuing this option.

### **Recreation Committee Report**

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

### **Motion #14-238**

#### **Councillor Collins/Deputy Mayor Pearson**

Be it resolved that the draft policy presented on *LOCK UP PROCEDURE – BUILDINGS & PROPERTY* as appended to these minutes be approved.

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

The contractor approved by Aviva Insurance to effect repairs to the Coal Yard Playground advised on November 13, 2014 that repairs should begin in the next two or three weeks.

An e-mail was received from a resident stating that the arena should open earlier in the season. Council agrees that in order for this to be considered, firm bookings would have to be in place in advance to make it financially viable. To date, there is no canteen operator. It was noted that youth curling seems to be *catching on*.

### **Economic Development Committee Report**

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

Councillor Nash reported that she attended the NL Forum held at the Harris Centre on November 4th and 5th and she found it most informative. That session is right on target with what the Economic Development Committee hopes to do in December with the *It's Our Business* round table forum. It's the Town's corporate/business/educational citizens' opportunity to present to new industry who we are, what we do and how we can work together for success.

### **Councillors' Comments**

**Councillor Collins** enquired about the status of the generator for the Town Hall/Arts Centre and was advised that it is en route from the UK and expected the first week of December.

**Councillor Collins** asked if the Town's emergency plan could be reviewed with Council. The CAO noted how well the plan has worked in the past and will schedule a review when time permits.

**Councillor Woodman** asked the status of the Strategic Plan Update. It is in draft form and is being polished. Staff hopes to have a copy ready for circulation in the next couple of weeks.

**Deputy Mayor Pearson** questioned when MIGA might approve the draft municipal plan sent to them for review. The CAO expects it will be January or later before the Planner gets it back from government.

**Deputy Mayor Pearson** expressed his desire to put the push on getting dilapidated properties cleaned up.

**Councillor Nash** noted that there were several people from this area that attended the NL Forum at the Harris Centre earlier this month.

**Mayor Power** provided an update on the bridge repairs - it is expected that weather permitting the work should be completed in the next couple of weeks. The new bridge is about 50% complete - more concrete will be poured over the winter and first steel is expected by mid to end of December.

**Mayor Power** reminded Council of three important events: the engineer meeting on November 20th at 4:00 p.m., the Employee Recognition Dinner on November 21st and the immediate start of Council's input in the budget process.

### **Adjournment**

The meeting concluded at 9:00 p.m.

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Wayne D. Power, Mayor

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Edward P. O'Keefe, CAO

Date \_\_\_\_\_

# **TOWN OF PLACENTIA**

## **Policy & Procedure**

### **LOCK UP PROCEDURE – BUILDINGS & PROPERTY**

#### **PURPOSE**

The Municipality of Placentia requires a policy to ensure the safe and comprehensive inspection and lock up of all buildings either on a daily basis. All facilities are checked for vacancy and electrical, mechanical and related safety.

This policy applies to all municipal buildings – offices – depots – holding facilities and recreation canteen areas, etc.

#### **POLICY**

The last person leaving a town owned building/property prior to shutdown is required to conduct a “walk through” conducting a visual “inspection” of the facility. Any deficiencies observed should be reported to the appropriate department head in a timely manner.

- All electrical appliances and machinery that should be disconnected should be confirmed “off”.
- All rooms within the building should be confirmed vacant.
- All exterior doors and windows should be checked to ensure they are locked for access from the outside.
- All interior doors should be closed for safety to retard the spread of flames in the event of fire.
- Alarm system should be engaged by the last person leaving any building.