

## MINUTES

A public meeting of the Placentia Council was held Tuesday, April 15, 2014 at the Town Hall with the following in attendance:

**Mayor:** Wayne D. Power

**Deputy Mayor:** Keith Pearson

**Councillors:** Noella Collins

Frank Coombs

Dan Greene

Frankie Nash

William Woodman

**Chief Administrative Officer:** Ed O'Keefe

**Manager of Town Affairs:** Margie Hatfield

**Admin. Office Manager:** Mary Greene

**Public Works Supervisor:** Harold Power

**Exec. Assistant:** Debbie Gear (Recording)

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Mayor Power called the meeting to order at 7:00 p.m.

### AGENDA APPROVAL

**Motion # 14-063 Deputy Mayor Pearson/Councillor Nash**

Be it resolved that the Agenda dated April 15, 2014 be adopted as circulated and perused.

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

### COUNCIL MEETING MINUTES

Minutes of the meeting of March 18, 2014 were circulated with the agenda prior to the meeting; there were no errors or omissions noted.

**Motion #14-064 Councillor Nash/Councillor Collins**

Be it resolved that the minutes of the regular meeting of Council held March 18, 2014 be adopted as circulated and perused.

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

### NEW BUSINESS

#### **PROCLAMATION**

Prior to the start of regular business the Mayor read a proclamation and declared the Month of April 2014 National Child Abuse Prevention Month in the Town of Placentia.

#### **CONDOLENCES**

Mayor Power expressed condolences on behalf of Council to the family of the late Patricia Power, Mother of the Town's Facilities Manager, Rhonda Power. He acknowledged Patricia's contribution as a member of the former Town of Jersey side council and her willingness for public debate in her community life. She was a charter member of the Placentia Area Historical Society and recipient of a heritage award from the Society. She

was a known historian who was involved in the local museum and was a local author. Mayor Power stated that Mrs. Power will certainly be missed in her community and asked that the appropriate condolences be sent to the family.

### **CONGRATULATIONS**

The Placentia 350th Committee was recently honored for its contributions to preserving culture and heritage by being given the Manning Award by the Historic Sites Association of NL. This is the result of countless volunteer hours involved in preserving local heritage through events and activities during the 350th anniversary of Placentia celebrations.

### **WATER RESERVOIR IN JERSEYSIDE**

The CAO advised that the reservoir in Jersey side is leaking; Pattersons was contacted to explore immediate repairs. The Town's engineers are estimating it will cost about \$10,000 to do a proper assessment of the condition. Council recommended moving forward with the assessment but asked that the CAO obtain additional quotes.

#### **Motion # 14-065 Councillor Nash/Deputy Mayor Pearson**

Be it resolved that approval in principle be granted to assess the condition of the Jersey side Reservoir at the lowest of three possible price quotes, funds to be expended from the Special Projects account.

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

### **EXECUTIVE COMMITTEE REPORT**

#### **POLICY - DAMAGES TO PERSONAL PROPERTY**

Council had agreed to develop a policy regarding the Town's responsibility with regard to damages to personal property while on the job when the property is not necessary for the performance of the work. The Executive Committee made the following recommendation in this regard.

#### **MOTION 14-066 Deputy Mayor Pearson/Councillor Greene**

Be it resolved that Council approve the policy "Damages to Personal Property" dated April 8, 2014 and named Personal Property in the Workplace as circulated to Council a copy of which is appended to these minutes.

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

#### **POLICY - COMMITTEE TERMS OF REFERENCE**

At the meeting held in March, it was noted that the Committee Terms of Reference needed to be updated.

**MOTION 14-067 Deputy Mayor Pearson/Councillor Greene**

Be it resolved that that the Council Committee Terms of Reference are amended to included the Finance Committee Chair as a member of the Executive Committee and that the Terms of Reference for the Economic Development Committee be approved as circulated.

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

**MUNICIPAL PLAN REVIEW**

The consultant, Dennis Knight, will attend a meeting with Council on Tuesday, April 22nd to present his most recent updates on the municipal plan.

**FINANCE COMMITTEE REPORT**

**ACCOUNTS PAYABLE APRIL 2014**

The Finance Committee recommended that Council approve the Accounts Payable transaction journal as circulated.

**MOTION # 14-068 Councillor Greene/Councillor Nash**

Be it Resolved the Accounts Payable Transaction Journal dated April 4, 2014 in the amount of \$29,455.49 be approved.

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

**GENERAL ACCOUNTS CHEQUE REGISTER**

The Finance Committee recommended that Council approve the General Accounts Cheque Register as circulated.

**MOTION # 14-069 Councillor Greene/Councillor Nash**

Be it resolved that the General Account Cheque Register dated April 4, 2014 for cheques numbered 022201 to 022306 in the amount of \$198,917.78 be approved.

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

**SPECIAL ACCOUNTS CHEQUE REGISTERS APRIL 2014**

The Finance Committee recommended that Council approve the Special Accounts Cheque Registers as circulated.

**MOTION # 14-070 Councillor Greene/Councillor Nash**

Be it resolved that the Special Accounts Cheque Registers dated April 2014 be approved.

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

**VISA STATEMENT Councillor Greene/Councillor Nash**

The Finance Committee recommended that Council approve the Visa statement for February/March 2014.

**MOTION # 14-071 Councillor Greene/Councillor Nash**

Be it resolved that the Visa statement dated February 5 to March 4, 2014 in the amount of \$4,612.93 be approved.

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

**ADVERTISING - MINOR HOCKEY BOOKLET**

The Finance Committee recommended support of the Minor Hockey booklet advertising.

**MOTION # 14-072 Councillor Greene/Councillor Nash**

Be it resolved that Council approve a one half page advertisement in Minor Hockey's booklet at a cost of \$50.00.

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

**TOWN HALL - PAINTING TENDER**

The Finance Committee recommended that the tender for painting of the Town Hall be awarded to the low bidder.

**MOTION # 14-073 Councillor Greene/Councillor Nash**

Be it resolved that the award of the tender for painting of the Town Hall to the low bidder, Joe's Painting, at a cost of \$3,280.00 as allocated in the 2014 budget process be approved.

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

**TOWN HALL - GENERATOR TENDER**

The Finance Committee recommended that Council approve the award the tender for the purchase and installation of a generator for the Town Hall/Arts Centre to the low bidder.

**MOTION # 14-074 Councillor Greene/Councillor Nash**

Be it resolved that the award of the tender for the supply and installation of the generator to supply supplemental power to the Town Hall and Cultural Arts Centre to the low bidder NL Electrical at \$170,471.80 pending approval from the lawyer of compliance with tender documents or, in the event of non-compliance by the first bidder the tender will be awarded to the second lowest bidder BSB Electrical at \$173,737.50.

**Discussion:**

The Finance Chair noted that legal opinion has been obtained and it weighs in support of awarding to the low bidder, NL Electrical.

(CARRIED: 6:1 Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, & Nash voted in favour of the motion; Councillor Woodman voted against the motion.)

**FISCAL SUMMARY**

The Fiscal Summary dated April 5, 2014 indicates a bank balance of \$1,444,181.11; Accounts Receivable of \$1,855,931.63 and Accounts Payable of \$29,455.49. Year to date collections are \$2,834,471.02 and year to date expenditures are \$1,172,484.55.

**PUBLIC WORKS COMMITTEE REPORT**

**Residential Extension - #13 Patterson Drive**

The Public Works Committee recommended approval of the permit application for residential extension at #13 Patterson Drive.

**MOTION #14-075 Councillor Woodman/Councillor Coombs**

Be it resolved that the application for a permit to extend the existing residence at #13 Patterson Drive, Placentia be approved.

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

**Accessory Building Construction - #6 Swan's Road**

The Public Works Committee recommended that Council approve the application for construction at #6 Swan's Road.

**MOTION #14-076 Councillor Woodman/Councillor Coombs**

Be it resolved that the application for a permit to construct a storage shed at #6 Swan's Road, Placentia be approved.

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

**Residential Construction - #5-7 Blockhouse Road**

The Public Works Committee recommended that Council approve the application to construct a new residence at #5-7 Blockhouse Road.

**MOTION #14-077 Woodman/Coombs**

Be it resolved that the application to construct a new residence at #5-7 Blockhouse Road, Placentia be approved.

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

**Accessory Building - #44A Fort Louis Road**

The Public Works Committee recommended that Council approve the application for construction of a shed at #44A Fort Louis Road, Jersey side.

**MOTION #14-078 Woodman/Coombs**

Be it resolved that the application to to construct a storage shed at #44A Fort Louis Road, Jersey side was approved.  
(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash & Woodman voted in favour of the motion)

**Ratification of Permits - Approved by the Public Works Supervisor:**

The Public Works committee recommended that Council approve the following permits for ratification that have been authorized by the Public Works Department.

**MOTION #14-079 Councillor Woodman/Deputy Mayor Pearson**

Be it resolved that the following permits be approved:

1. the application on Account #COFFE004 for a vendor permit to use a tractor trailer for transportation of materials.
2. the application from the Provincial Department of Transportation for a quarry permit 2.5 km SW of Lookout Pond.
3. the application from Newfoundland Power's application for a permit to install two poles and two anchors to provide service to a new house at 621-623 Southeast Road, Placentia.
4. the application for a permit to set up a temporary security trailer for the MV John 1 north of Marquise Avenue, Argentia.  
(CARRIED: Mayor Power, Deputy Mayor Pearson, Councillors Collins, Coombs, Greene, Nash & Woodman voted in favour of the motion)

**CULTURE AND TOURISM COMMITTEE**

**REGATTA DAY HOLIDAY**

The Culture and Tourism Committee recommended that the Regatta Day Civic Holiday be declared and held on the day of the event.

**MOTION # 14-079 Woodman/Pearson**

Be it resolved that the day of actual Regatta events is declared a mandatory civic holiday in the Town of Placentia.

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

**RECOGNITION**

Congratulations were extended to the following:

- Patrick Pearson - 1st place at the Lions Club Speak Off
- Laval High School - Gold Medal Winners - Basketball
- Allied Youth Placentia Post 1182 - St. Lawrence Shield for Most Improved Post
- Hammond Award for Dedication to Youth
- Dawe Award for Outstanding Positive Lifestyle Initiatives
- PARC Figure Skating Club - Successful ice show
- Kiwanis Music Festival - local participants Jagger Maher, Lucas White, Maggie Follett & Claire Morrissey are those that have been brought to the Town's attention.

Congratulations to the foregoing and to all community achievers.

### **CORRESPONDENCE**

The monthly correspondence list was circulated to Council prior to the meeting; no comments or objections were noted.

### **CONCERNS OF COUNCILLORS**

**Councillor Collins** asked for an update on the situation with the original contractor for installation of the generator at the Freshwater Fire Hall. Mayor Power reminded Council that this is going through the legal process and therefore should not be discussed publicly.

**Councillor Woodman** cautioned Council on expending funds - emergencies such as the reservoir in Jersey side et al eat up funds that only go so far.

**Councillor Woodman** advised he has been attending Eastern Waste Management meetings since he was appointed to the Eastern Regional Service Board.

**Councillor Nash** said she would like to see some sort of Town newsletter going out and was told that there is one in the works already.

**Mayor Power** reported that the AMA held their annual general meeting and that Hedley Burge is the Chair of the Board, Dan Greene is the Vice Chair and Vivian Smith is the secretary treasurer. Council will meet with the AMA in the very near future; a tentative date will be circulated for Council's consideration.

**Mayor Power** attended last week's announcement of the paving of the Colinet Road to Placentia. He had opportunity to speak with Minister McGrath and requested that he visit our area to review maintenance requirements that have been outstanding for years.

**Deputy Mayor Pearson** reported that there is a large rock on the side of Jersey side Hill that has fallen and that this area as well as Ferndale Road needs ditching for protection.

**Councillor Collins** spoke of the working conditions at the Placentia Health Care Centre due to cutbacks - increased sick leave, decreased opportunity to take vacation, poor quality care for residents, low staff morale, etc. It was suggested a meeting be held with the Eastern Health to discuss local services.

### **RULES & PROCEDURES - LW CONSULTING**

The suggested rules and procedures provided by LW Consulting will be reviewed; Council was asked for input - recommendations are to be sent to the Executive Assistant.

**NEXT MEETING OF COUNCIL**

Due to the non-availability of three Councillors, the next meeting of Council will be moved from May 20th to May 27th. Committee meetings will remain the same date - May 13th.

**ADJOURNMENT**

There being no further business for the public meeting, the Mayor adjourned the meeting at 9:15 p.m. at which time Council entered into a privileged session. It is noted that Public Works Supervisor left the meeting at 9:15 p.m.

The privileged session of Council concluded at 9:20 p.m. without recommendation.

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**WAYNE D. POWER, MAYOR**

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**ED O'KEEFE, CAO**

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**DATE**

## APPENDIX “A”

### TOWN OF PLACENTIA

#### **Policy: Personal Property in the Workplace**

**Purpose:** The Town recognizes that Councilors, employees and volunteers may from time to time bring items of personal property into the workplace. This is especially true with the increasing use of personal electronic devices. As a result, the Town has implemented the below policy with respect to the loss of or damage to personal property in the workplace or in relation to employment duties.

**Policy:** All Councilors, employees and volunteers are responsible for the usage, care and storage of their personal property in the workplace or while on duty away from the workplace.

The Town of Placentia is **NOT** responsible for damage to personal property, loss of personal property or the theft of personal property in the workplace or while an employee is on duty away from the workplace.

Strictly for the purposes of this policy, the workplace shall mean the Town Hall, Town Depot, Fire Hall, Cultural Interpretation Centre, Placentia Bay Cultural Arts Centre, Water Treatment Plant, pump houses and/or any other real property owned by, leased or rented to, or under the control of the Town.

**Exception:** From time to time Councilors, employees or volunteers may wish to use their personal motor vehicles to perform employment duties or to conduct Town business. To qualify for mileage compensation the Councilor, employee or volunteer must seek permission in advance from the CAO as to the use of their personal motor vehicle. Where permission has been provided in advance, Councilors, employees or volunteers may submit a request for compensation of mileage incurred as a result of the use of their personal motor vehicle, which such compensation will be determined in accordance with Town policy.

In any case, all Councilors, employees or volunteers must maintain adequate and proper motor vehicle insurance while conducting their employment duties or while on Town business. Should a Councilor, employee or volunteer suffer injuries or a loss as a result of the use of their personal motor vehicle while conducting employment duties, the Town of Placentia shall not be liable for any uninsured loss or portion thereof. However, the Town of Placentia shall be responsible to pay any deductible incurred by the Councilor, employee or volunteer where a loss occurs to their personal motor vehicle during the conduct of employment duties.