

These are the minutes of the public meeting of the Council of the Town of Sunnyside held in the Town Hall at Sunnyside, NL on 10 February 2016.

1.0.0 **CALL TO ORDER**

1.1.0 **The meeting was called to order at 7:00 PM by Mayor Robert Snook**

Attendees;

Mayor:	Robert Snook
Deputy Mayor:	Susan Khaladkar
Councillors:	Cathy Bennett
	Sharon Bennett
	Lisa Reid
	Denise Trowbridge
Town Manager:	Phil Smith
Administrative Asst.	Noreen Reid

1.2.0 **ADOPTION OF THE AGENDA**

Motion 16-02-10-01 Trowbridge/Khaladkar

It is resolved that the Agenda be adopted as presented.

In favour: All
Against: 0
Abstained: 0
Motion Carried.

2.0.0 **ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING**

Deputy Mayor Susan Khaladkar asked if there were any errors or omissions in the minutes of the regular meeting of 27 January 2016 as presented at this meeting.

Motion 16-02-10-02 S. Bennett/Trowbridge

It is resolved that the minutes of the 27 January 2016 regular meeting be adopted as presented.

In favour: All
Against: 0
Abstained: 0
Motion Carried.

3.0.0 **BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

3.0.1 Re 12.1.1; Planning & Works Committee will discuss the taking over of private roads further.

- 3.0.2 Re: 12.1.2; Planning & Works Committee will review quotes for the split heat pump.
- 3.0.3 Re 12.1.3; Administration Committee will review donation request from the Kiwanis.
- 3.0.4 Re 12.1.4; Council will sign the proclamation for National Heritage Day on February 15, 2016.
- 3.0.5 Re: 12.2.1; Manager Smith will complete the Lead Maintenance Person Job Description and bring it to the Administration Committee Meeting.
- 3.0.6 Re 12.2.2; Staff will send out flyer asking Residents when plowing snow, they clear the excess snow from their driveways of the main road in the interest of public safety
- 3.0.7 Re 12.2.3; Staff reported email was sent to Krista Planke at PMA regarding asking other towns if they have a policy for taking over private roads. Still waiting on a reply.
- 3.0.8 Re: 12.2.4; Manager Smith will send reply letter to Mr. Winston Hiscock regarding Council's decision regarding his W/S request.
- 3.0.9 Re: 12.2.5 Staff will inform Paul & Lynette Green regarding Council's decision regarding his building permit at 8 Leander Place

4.0.0 **Delegations**

5.0.0 **COMMITTEE REPORTS**

5.1.0 **Finance**

Councillor C. Bennett presented the Finance Committee report, as per attached

5.2.0 **Planning and Works**

5.3.0 **Administration**

Deputy Mayor Khaladkar discussed the RFP's for the Human Resources Plan. Council received 4 RFPs. Deputy Mayor Khaladkar will make a Notice of Motion for the next meeting to accept RFP from LW Consulting.

6.0.0 **COUNCIL LIAISONS**

6.1.0 **Arnolds Cove Area Chamber of Commerce**

6.2.0 **North Atlantic**

6.3.0 **Bull Arm**

6.4.0 **50 Plus**

Council discussed the liaison person for 50 Plus.

Motion 16-02-10-03 Khaladkar/Trowbridge

It is resolved that Council will remove the liaison person for the 50 Plus group.

In favour: All

Against: 0

Abstained: 0

Motion Carried

6.5.0 **Community Building Advisory Committee**

6.6.0 **Heritage**

7.0.0 **CORRESPONDENCE**

Staff tabled the following

7.1 Email from Calvin Lockyer regarding his 2016 Property Tax.

Motion 16-02-10-04 Trowbridge/S. Bennett

It is resolved that Staff will reply to Mr. Lockyer giving him a general explanation on the Budget and invite him to a meeting to review the documentation with Manager Smith and the Finance Committee.

In favour: All

Against: 0

Abstained: 0

Motion Carried

7.2 2015 Ultimate Recipient Audited Annual Expenditure Report for Gas Tax

Motion 16-02-10-05 Trowbridge/Khaladkar

It is resolved that staff will contact the Town's auditor to have the 2015 Gas Tax Report completed as soon as possible.

In favour: All

Against: 0

Abstained: 0

Motion Carried

7.3 FES Training School Grand Falls, May 28-June 3, 2016

7.4 Training and Professional Development Opportunities - 2016. Council discussed training. Councillor C. Bennett sent email regarding which training sessions she would like to attend. All other Councillors should inform Admin Assistant Reid of which training sessions they would like to attend

- 7.5 Council discussed letter from David Clarke regarding the 2015 Budget Submission. Manager Smith will contact Mr. Clarke to clarify items needed and contact the Gas Tax Authority regarding any outstanding issues.
- 7.6 Staff presented the 44th Annual Convention & Trade Show/St. John's April 20-22, 2016.
- 7.7 Received quote for pump repair from Xylem.

Motion 16-02-10-06 Trowbridge/Reid

It is resolved that based on Manager Smith's recommendations to have the pump repaired.

In favour: All

Against: 0

Abstained: 0

Motion Carried

8.0.0 NEW BUSINESS

- 8.1.0 Manager Smith discussed with Council the need for a Video Surveillance Policy for the Town Hall and Fire Hall.

Motion 16-02-10-07 Trowbridge/S. Bennett

It is resolved that a lock will be put on the cabinet where the video surveillance equipment is being stored. It is also resolved that Manager Smith or designate & Mayor or designate will have access to the key which will be kept in the safe. It is also resolved that a log will be kept for anytime the cabinet is opened.

In favour: All

Against: 0

Abstained: 0

Motion Carried

Motion 16-02-10-08 Trowbridge/Reid

It is resolved that any request to view recorded footage will have to give written request to Council unless requested by Law Enforcement.

In favour: All

Against: 0

Abstained: 0

Motion Carried

9.0.0 FINANCIAL REPORT

10.0.0 NOTICE OF MOTIONS

- 10.0.0 Deputy Mayor Khaladkar served notice that she will make motion to accept LW Consulting RFP for the HR Plan at the next regular Council Meeting.

11.0.0 ADJOURNMENT

Motion 16-02-10-09 C. Bennett/S. Bennett

It is resolved that Council do now adjourn to meet again on 24 February, 2016 at 7:00 PM.

In favour: all


Against: 0

Abstained: 0

Motion Carried.

Meeting adjourned at 9:00 pm.

These minutes approved by:



Mayor Robert Snook



Phil Smith Town Clerk/Manager

24 February 2016
Date Approved

24 February 2016
Date Approved

12.0 ACTION ITEMS FROM THESE MINUTES

12.1.0 COUNCILLORS

12.1.1 Planning & Works Committee will discuss the taking over of private roads further.

12.1.2 Planning & Works Committee will review quotes for the split heat pump

12.1.3 Administration Committee will review donation request from the Kiwanis.

12.1.4 Council will sign the proclamation for National Heritage Day on February 15, 2016.

12.2 STAFF

12.2.1 Manager Smith will complete the Lead Maintenance Person Job Description and bring it the Admin Committee Meeting.

12.2.2 Staff will send out flyer asking Residents when plowing snow, that they clean the main road completely in the interest of public safety.

12.2.3 Staff waiting on rely from Krista Planke at PMA regarding other Town's policy for taking over a private road.

- 12.2.4 Staff will inform Mr. Hiscock Council's decision regarding his request.
- 12.2.5 Staff will inform Paul & Lynette Green regarding Council's decision regarding his building permit at 8 Leander Place.
- 12.2.6 Staff will inform the 50 Plus group that Council will no longer have a liaison person attending their meetings.
- 12.2.7 Manager Smith will send letter to Calvin Lockyer regarding his letter to Council.
- 12.2.8 Manager Smith will contact David Clarke to get clarifications for letter he sent to Council.
- 12.2.9 Manager Smith will speak with Clyde to confirm which pump it is and then contact Xylem to have the pump repaired.
- 12.2.10 Staff will prepare the video surveillance policy.
- 12.2.11 Staff will contact the Town's auditor to have the 2015 Gas Tax Report completed as soon as possible.

13.0 ONGOING ITEMS

- 13.1 Mercer's Landing (work complete until next spring)
- 13.2 Dilapidated properties.
- 13.3 Deputy Mayor will review the Privacy Act.