

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 24 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

Town Manager:	Phil Smith
Administrative Asst.	Noreen Reid

1.2.0 **ADOPTION OF THE AMENDED AGENDA**

Motion 16-02-24-01 S. Bennett/C. Bennett

It is resolved that the Amended 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**

Mayor Robert Snook asked if there were any errors or omissions in the minutes of the regular meeting of 10 February 2016 as presented at this meeting.

Motion 16-02-24-02 Khaladkar/Reid

It is resolved that the minutes of the 10 February 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: 12.2.1; Manager Smith will email copy of the Lead Maintenance Person Job Description to Deputy Mayor Khaladkar
- 3.0.5 Re: 12.2.2; The flyer regarding clearing of excess snow from driveways was sent out.
- 3.0.6 Re: 12.2.3; Staff reported still no word from Krista Planke at PMA regarding asking other towns if they have a policy for taking over private roads. Staff will send her another email.
- 3.0.7 Re 12.2.4; Manager Smith reported there should be more discussion regarding letter to Mr. Winston Hiscock regarding Council's decision regarding his W/S request.

Motion 16-02-24-03 Reid/S. Bennett

It is resolved that Council deferred the response to Mr. Hiscock's request regarding his W/S request for the Campground to the Finance Committee for further discussion.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 3.0.8 Re: 12.2.5; Manager Smith reported he responded to Paul & Lynette Green regarding Council's decision regarding his building permit at 8 Leander Place by email, still no response yet from the Greens.
- 3.0.9 Re: 12.2.6 Manager Smith reported he spoke with Marg Sullivan regarding the 50 plus liaison.
- 3.1.10 Re: 12.2.7 Manager Smith stated he responded to Calvin Lockyer's letter to Council.
- 3.1.11 Re: 12.2.8 Manager Smith stated he sent an email to David Clark to get clarifications on the 2015 budget submissions. No reply at meeting time.
- 3.1.12 Re: 12.2.9 Manager Smith recommended that Council have the pump repaired at Xylem.

Motion 16-02-24-04 Trowbridge/S. Bennett

It is resolved that Council get the lift station pump repaired at Xylem as per the quoted cost.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 3.1.13 Re: 12.2.10 Manager Smith reported there is a lock on the cabinet and a log sheet inside the cabinet. Manager Smith recommended that the video policy be made part of our overall privacy policy that the Admin Committee is working on.
- 3.1.14 Re: 13.2 Council discussed the dilapidated property in the Sub division. Needs to take action regarding this property.
- 3.1.15 Re: 13.3 Deputy Mayor Khaladkar stated she will be doing a presentation at the next meeting regarding Privacy. She will bring the draft privacy policy to the next Admin Meeting and then report at the next Council Meeting.

4.0.0 **Delegations**

5.0.0 **COMMITTEE REPORTS**

5.1.0 **Finance**

5.2.0 **Planning and Works**

5.3.0 **Administration**

6.0.0 **COUNCIL LIAISONS**

6.1.0 **Arnolds Cove Area Chamber of Commerce**

Admin Assistant Reid reported the Chamber is looking for a letter of support. Vicky Pond will send a sample letter from other Councils for review.

6.2.0 **North Atlantic**

6.3.0 **Bull Arm**

6.4.0 **Community Building Advisory Committee**

6.5.0 **Heritage**

7.0.0 **CORRESPONDENCE**

Staff tabled the following

- 7.1 PMA/Training Session on Roles, Responsibilities and relationships.
- 7.2 Office of Public Engagement/Community Forums: Sustainability "Report Card" for Clarenville – Bonavista, Arnold's Cove March 1, 2016
- 7.3 Department of Environment/ Bay d'Espoir to Western Avalon TL 267 Transmission Line document.

- 7.4 Reply from Minister Trimper re: Organic Material.

Motion 16-02-24-05 Khaladkar/S. Bennett

It is resolved that Council will contact the Department of Environment regarding organic site and composting at our WMS.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 7.5 Letter from Dept Municipal Affairs re the Capital Investment Plan Allocation remaining.

Motion 16-02-24-06 C. Bennett/S. Bennett

It is resolved that Manager Smith will contact the Gas Secretariat to see if the optimization of the AVIVE Water Project qualify for Gas Tax Funds.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 7.6 Tabled the Community Physical Activity Challenge 2016 from Recreation NL. No action taken.

- 7.7 Tabled email from Independent Living Resource Centre/Inclusive Communities summit: Sharing the Experiences and exploring opportunities. No action taken.

- 7.8 Tabled letter from Municipal Affairs regarding the Maintenance Assurance Manual.

Motion 16-02-24-07 Khaladkar/C. Bennett

It is resolved that Manager Smith will the start the Maintenance Assurance Manual.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 7.9 Tabled minutes from the Community Building Advisory Committee.

Motion 16-02-24-08 Khaladkar/Reid

It is resolved that Deputy Mayor Khaladkar, Councillors Penney & S. Bennett will set up a committee with the Sunnyside Lions Club to discuss the next step to be taken for the Community Building. It is also resolved to write a letter to the Lions Club to set up a feasibility study and their needs for a Community Building.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 7.10 Tabled letter from Department of Environment & Conservation regarding the Hydrogen Peroxide Pilot Project. Mayor Snook reported that SanEcoTec are working on these issues.
- 7.11 Tabled email from Fire Department naming Dermot Snook as their Fire Chief again this year.

Motion 16-02-24-09 Trowbridge/Reid

It is resolved that Council accept the Fire Departments' appointment of Dermot Snook as Fire Chief.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 7.12 Tabled letter from JS. Deferred to the Finance Committee for consideration.

8.0.0 **NEW BUSINESS**

- 8.1.0 Staff tabled the 24 Person Unit Building proposed by Sunbex Corporation. After consideration Councillors agreed not to approve this proposal at this time.

Motion 16-02-24-10 C. Bennett/Reid

It is resolved that Staff reply to Sunbex Corporation stating the Town Plan don't allow camp type buildings in Residential areas. Apartment type buildings are permitted if they would like to submit a plan.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 8.1.2 Council discussed the Optimization Charter Agreement with SanEcoTec for the Hydrogen Peroxide water treatment project.

Motion 16-02-24-11 Khaladkar/C. Bennett

It is resolved that Council accept the Optimization Charter Agreement SanEcoTec for the AVIVE Water Treatment.

In favour: All

Against: 0

Abstained: 0

Motion Carried

- 8.1.3 Deputy Mayor Khaladkar gave a report on the Our Fiscal future report.

8.1.4 Staff presented a new option to accept payment from Residents the Square Card Reader. Deferred to the Finance Committee.

8.1.5 Mayor Snook discussed the Regional Municipal Public Works Agreement.

Motion 16-02-24-12 Trowbridge/Reid

It is resolved that Council sign the Regional Municipal Public Works Agreement with the Towns of Arnold's Cove, Come by Chance and Southern Harbour.

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 made following motion regarding RFP for the HR Plan

Motion 16-02-24-13 Khaladkar/C. Bennett

It is resolved that Council select LW Consulting to create a Human Resources Plan to the Town of Sunnyside

In favour: All

Against: 0

Abstained: 0

Motion Carried

11.0.0 ADJOURNMENT

Motion 16-02-24-14 Khaladkar/S. Bennett

It is resolved that Council do now adjourn to meet again on 9 March, 2016 at 7:00 PM.

In favour: all

Against: 0

Abstained: 0

Motion Carried.

Meeting adjourned at 9:20 pm.

These minutes approved by:

Mayor Robert Snook

Phil Smith Town Clerk/Manager

Date Approved

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 Finance Committee will discuss Mr. Hiscock's request further.
- 12.1.5 Deputy Mayor Khaladkar will bring the draft privacy policy to the next Admin Meeting and then report at the next Council Meeting.
- 12.1.6 Council will inquire to government regarding organic site proposal and composting at our WMS.
- 12.1.7 Deputy Mayor Khaladkar and Councillors Penney & S. Bennett will meet with the Sunnyside Lions Club to discuss the Community Building.
- 12.1.8 Finance Committee will review letter from JS.
- 12.1.9 Council to sign the Optimization Charter Agreement for the AVIVE Water Treatment Project.
- 12.1.10 Finance Committee to review information regarding the Square Card Reader.
- 12.1.11 Mayor Snook will sign the Regional Municipal Public Works Agreement on behalf of Council.
- 12.1.12 Deputy Mayor Khaladkar will inform LW Consulting that Council accepted their RFP for the HR Plan.

12.2 STAFF

- 12.2.1 Manager Smith will bring the Lead Maintenance Person Job Description to the Admin Committee Meeting.
- 12.2.2 Staff still waiting on reply from Krista Planke at PMA regarding other Town's policy for taking over private roads. Admin Assistant Reid will contact Mrs. Planke again.
- 12.2.3 Manager Smith reported he is still waiting on reply from David Clarke to get clarification on the 2015 budget submissions.
- 12.2.4 Manager Smith will contact Xylem to do repairs on the pump.
- 12.2.5 Manager Smith still working on Video Surveillance Policy.
- 12.2.6 Staff will prepare support letter to ACACC once sample letter is received.
- 12.2.7 Manager Smith will contact the Gas Secretariat to see if the Optimization of the AVIVE Water Project qualifies for the Gas Tax Funds.
- 12.2.8 Staff will start working on the Maintenance Assurance Manual.
- 12.2.9 Staff will inform Sunbex Corporation Council's decision on the 24 Person Unit Building Proposal.
- 12.2.10 Staff will contact the Town's auditor to have the 2015 Gas Tax Report completed as soon as possible.
- 12.2.11 Manager Smith will contact the Lawyers regarding next step to be taken regarding the dilapidated mini home in the subdivision.
- 12.2.12 Manager Smith is waiting on reply from Paul Green regarding his building permit application

13.0 ONGOING ITEMS

- 13.1 Mercer's Landing (work complete until next spring)