



ADOPTED MINUTES
Regular Public Council
Tuesday, October 2, 2018
Town Hall - Council Chambers, 7:00 PM

Present Carol McDonald, Mayor
Jeff Laham, Deputy Mayor
Dave Bartlett, Councillor
Johnny Hanlon, Councillor
Darryl J. Harding, Councillor
Tina Neary, Councillor
Madonna Stewart-Sharpe, Councillor

Absent W/Notice Dawn Sharpe, Director of Recreation and Community Services
Jeff Lawlor, Director of EDMC

Also Present Chris Milley, Town Manager
Tony Pollard, Director of Financial Operations/Town Clerk
Charlie Hamlyn, Director of Public Works
Les Spurrell, Planning & Development Coordinator
Nicole Clark, Special Events Coordinator
Claudine Murray, Deputy Town Clerk

1. CALL OF MEETING TO ORDER

1.1 Mayor McDonald called the meeting to order and welcomed a gallery of 19 persons.

2. ADOPTION OF AGENDA

2.1 Adoption of Agenda for October 2, 2018

Motion 2018-313 Moved by Tina Neary; Seconded by Dave Bartlett
Resolved that the Agenda be adopted as corrected.
CARRIED. Unanimously

3. DELEGATIONS/PRESENTATIONS

3.1 Baby Friendly NL
World Breastfeeding week proclamation, October 1-7, 2018

3.2 National Seniors Day Proclamation, October 1, 2018

**3.3 PCSP Volunteer Fire Department
Fire Prevention Week Proclamation, October 7-13, 2018.**

4. ADOPTION OF MINUTES

4.1 Minutes of September 18, 2018

Motion 2018-314 Moved by Dave Bartlett; Seconded by Johnny Hanlon
Resolved that the minutes of September 18, 2018 Regular Council Meeting be adopted as corrected.
CARRIED. Unanimously

5. BUSINESS ARISING FROM MINUTES

None for this meeting

6. COMMITTEE REPORTS

6.1. Planning & Development Committee- Councillor Harding

Minutes of September 25, 2018

In attendance:

- Darryl J. Harding, Councillor
- Jeff Laham, Deputy Mayor
- Johnny Hanlon, Councillor
- Carol McDonald, Mayor
- Chris Milley, Town Manager
- Les Spurrell, Planning & Development Coordinator
- Holly Duffett, Planning Technologist
- Developer

6.1.1 Civic # 28-30 Balda Place – Single Dwelling

Motion 2018-315 Moved by Darryl J. Harding; Seconded by Jeff Laham
Resolved that the application to construct a single dwelling at Civic # 28-30 Balda Place be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.2 Civic # 1-3 Lamswood Lane – Subdivide Property and Construct Single Dwelling

Motion 2018-316 Moved by Darryl J. Harding; Seconded by Johnny Hanlon
Resolved that the application to subdivide property and construct a single dwelling at Civic # 1-3 Lamswood Lane be granted approval in

principle as per Appendix A: Tabled Report.

CARRIED. Unanimously

6.1.3 Civic # 377-387 Old Broad Cove Road – Accessory Building

Note: this item was corrected during the adoption of the agenda from address #337-387 to #377-387.

Motion 2018-317 Moved by Darryl J. Harding; Seconded by Dave Bartlett
Resolved that the application for an accessory building at Civic # 377-387 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

CARRIED. Unanimously

6.1.4 Civic # 12 Ron’s Road – Demolish and Construct Accessory Building

Motion 2018-318 Moved by Darryl J. Harding; Seconded by Dave Bartlett
Resolved that the application to demolish and construct an accessory building at Civic # 12 Ron’s Road be granted approval in principle as per Appendix A: Tabled Report.

CARRIED. Unanimously

6.1.5 Civic # 7-17 Lees Place – Patio/Deck

Motion 2018-319 Moved by Darryl J. Harding; Seconded by Jeff Laham
Resolved that the application to for demolition and reconstruction of a patio/deck at Civic # 7-17 Lees Place be granted approval in principle as per Appendix A: Tabled Report.

CARRIED. Unanimously

6.1.6 Civic # 1910-1914 Portugal Cove Road – Request for Municipal Approval

The Planning Department is in receipt of correspondence from the business owner at Civic # 1910- 1914 Portugal Cove Road with a request for municipal approval to transfer the existing liquor license from “The Angry Urchin” to “62454 NL Inc.” operating as Wild Horses Pub & Eatery.

Motion 2018-320 Moved by Darryl J. Harding; Seconded by Johnny Hanlon
Resolved that Council forward correspondence to the business owner advising that the Town has no objections to the transfer and continuation of the existing liquor license for Civic # 1910-1914 Portugal Cove Road.

CARRIED. Unanimously

6.1.7 Civic # 1614-1616 Portugal Cove Road – Request for Municipal Approval

Councillor Harding read a preamble to clarify for the general public regarding the system of how the application process works and what the Town is responsible for.

There are three Town approvals required for this business to operate as a dispensary of Cannabis in Canada. I will list them out and explain the process including where we are in the process.

1) Development Permit - A development permit to alter building was issued. This permit did not require council decision or public notice. An occupancy permit can be issued against this development permit once the work has been validated by inspection (by all the different authorities including public works).

2) Business Permit – A business permit for a retail business has been established.

- A notice for this business was advertised in the newspaper in accordance with plan policy.
- Council approved the business in principle.
- An approval in principle was issued in accordance with council approval.
- All conditions were met prior to issuance of the business permit.
- The permit requires the proponent to have an occupancy permit before the business occupies or operates from the location
- The Town requires favourable inspection of the site as well as a host of other things before an occupancy permit can be granted.
- Not the Town, but Service NL, also requires final inspection before an occupancy permit can be issued

3) Approval to grant a Licence – The Town doesn't grant a cannabis licence. That is done through Cannabis NL and the Liquor Corporation. Approval to grant a licence is scheduled to go before council tonight. Cannabis NL will not issue a license without any Municipalities approval.

- Cannabis NL publicly advertised this licence in accordance with their licensing requirements because they are the licencing body.
- Cannabis NL will not issue a licence until all the authorities have approved all aspects of the business and building process. This means they need to see final acceptance by Service NL, the Town, and anyone else with authority. This presumably includes having a valid occupancy permit.

In this case, all steps have been followed and advertised as required. There is no reason why the Council cannot make a decision on the licence approval tonight.

The Town even sought public interest for a Cannabis related public meeting in our July-August edition of our newsletter. The meeting was to answer any

public questions or concerns about the legalization and implementation of a cannabis licence. We also gave the province's contact information for anyone wanting to contact and provide input on legalization or our community. We did not receive any responses to this engagement initiative.

What's next if the license is given municipal approval?

- The proponent will have to finish his work required in the development and business permits.
- The work, permit conditions, and approval requirements will have to be validated in appropriate ways (e.g., building code, plumbing code, electrical code sign offs; Fire department inspections, Public Works inspection of finished driveway and access, Service NL inspections for accessibility and others). This is often called final approval.
- All final approvals will be used to issue an occupancy permit.
- The occupancy permit will allow the business to operate a retail location.
- All final approvals need to be sent to Cannabis NL (by the proponent, not us as the Town)
- Once Cannabis NL has all the paperwork and is satisfied they, and they alone, will issue a license to sell cannabis for this or any other location in Newfoundland.

Having clarified the process, Councillor Harding read and moved the motion, Deputy Mayor Laham seconded the motion and the following points were made:

Councillor Hanlon doesn't agree with the site location and has no issue with Cannabis itself. The business permit has been issued for almost a year and the structure does not look like a front line business. The lack of change and upkeep is a concern as to whether this will continue in the future.

Councillor Neary commented that she does not have issue with the selling of legalized cannabis and is trying to keep her personal views out of decision making and discussions. She is basing her vote on the information before her concerning regulations. She is aware of the concerns of area residents, is not in favour of the location however recognizes that this is in fact a business area in the town. She questioned the walkability and public safety concerns received whereas this is the first house on the street.

Deputy Mayor Laham explained that the proponent acquired the business application unanimously though Council without concern over the site at that time. The motion before Council tonight is not concerning a business application; it is concerning support of cannabis.

Councillor Bartlett considered the site, residents concerns, and property value but as a teacher, he sees how cannabis can affect some people's lives in a

negative way and does not support cannabis and other substances.

Councillor Stewart Sharpe has concerns over location and also on the selling of a substance that can cause additions but when the product is legal we cannot deny the sale of the product. The concerns of our citizens will be heard and we will work together going forward to find solutions to those concerns.

Mayor McDonald does not agree with the location but all requirements have been met. The decision to finalize the application will come from NLC and Cannabis NL. The roadway entrance is of concern and so the proponent will have to meet those conditions as set out. Whereas Council has carefully thought about this important decision, and whereas there is no new information coming before Council, the Mayor is ready to put forward the question.

Councillor Harding said when an application like this comes to a public forum, we all think about our personal feelings, morality and what we were taught in school about drug use but we evolve with new medical studies and government decisions. The proponent submitted a second application for a speciality store and was approved in principle by Council knowing the location. The onus is now on the proponent to ensure he continues to meet conditions, and Council must focus on whether or not our regulations are met. We can speculation and voice concerns over safety and security but Council will deal with those situations if they occur. Cannabis will be legal and we can vote our conscious not what we learned years ago in school about drugs.

Councillor Bartlett and Councillor Neary pointed out that schools are still teaching about drugs and substance abuse and many new scientific discoveries, on both sides of the controversy, have occurred.x

Motion 2018-321 Moved by Darryl J. Harding; Seconded by Jeff Laham

Resolved that Council forward correspondence to the business owner advising that the Town has no objections to the issuance of a license to establish a cannabis retailer at Civic # 1614-1616 Portugal Cove Road.

CARRIED. For: Carol McDonald, Jeff Laham, Darryl J. Harding, Tina Neary, and Madonna Stewart-Sharpe
Against: Dave Bartlett and Johnny Hanlon

6.1.8 Other Items

Items # 8 through 23 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

6.1.9 Permits Issued

There were fifteen (15) permits issued from September 7 to September 20, 2018 as per Appendix A: Tabled Report.

6.2. Recreation/Community Services- Councillor Stewart Sharpe

Minutes of September 24, 2018

In attendance:

- Johnny Hanlon, Councillor
- Madonna Stewart-Sharpe, Councillor
- Tina Neary, Councillor
- Dawn Sharpe, Director

6.2.1 Sports Coordinator

Committee discussed the information that was provided by the Recreation Director to Council on Tuesday, September 18th regarding the Sport Coordinator position. Committee members felt that it would be valuable to access the position once the full calendar year has been completed and all invoices have been process. The position would be discussed in dept discussion during budget consultations.. The Recreation Committee would like to put forward the following recommendation;

Motion 2018-322 Moved by Madonna Stewart-Sharpe; Seconded by Dave Bartlett

Resolved that the Town extend the Sports Coordinator position for 4 months to allow for a full year evaluation and for further discussion during the budget consultations.

CARRIED. For: Carol McDonald, Jeff Laham, Dave Bartlett, Johnny Hanlon, Tina Neary, and Madonna Stewart-Sharpe
Against: Darryl J. Harding

Councillor Harding spoke against this motion whereas, he stated, we have a hiring freeze on. Having a sports coordinator for the next 4 months will take us outside that budget and with revenues projected to be down next year, he is against the motion. Councillor Neary asked for clarification if the hiring freeze is still in place as she remembers the motion from a year ago was for a 6 month freeze. Other Councillors agreed that the motion was for a 6 month period. Councillor Hanlon pointed out that the Sports Coordinator was already hired at the time the hiring freeze was approved, and this motion is for an extension, not hiring. He added that we have revenue generated that can pay for this position for 4 months and for that particular reason Councillor Hanlon will be voting in favour of the motion. Councillor Neary pointed out that we have extended other positions in the past 12 months.

6.2.2 The Recreation Director provided committee a list of the remaining programs

and special events for 2018. Please find a list of these items and their dates in the attached committee report.

Note: this item was corrected during the adoption of the agenda. The updated attachment for this item was amended in the Council agenda package to reflect a change in dates.

6.2.3 Lifestyle Centre

The Recreation Director gave an update on the Lifestyle Centre Business Case Analysis. Gardner Pinfold received the recommended changes that the Recreation Director and Vigilant suggested and these changes will be made and the first draft of the report will be tabled at the next Recreation Committee meeting.

6.2.4 Community Grants

The Recreation Committee reviewed the Community Grant applications and would like to make the following recommendations:

- Motion 2018-323 Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary
Resolved that the Town donate \$250.00 to the PCSP Men's Pirates Softball Team to assist with registration for the USSA World's Qualifier.
CARRIED. Unanimously
- Motion 2018-324 Moved by Madonna Stewart-Sharpe; Seconded by Dave Bartlett
Resolved that the Town donate \$200.00 to the Feildians U15 Soccer Team at assist with their travels to Nationals in Laval, Quebec Oct 3rd - 8th.
CARRIED. Unanimously

Members of the team include Edmund Oates, Jonathan Furlong, Taj Exeley, Brandon Toope, and Daniel Hanlon.

- Motion 2018-325 Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary
Resolved that the Town donate \$200 to the PCSP Mixed Dart League to assist with the replacement cost of the dart boards in the Recreation Centre.
CARRIED. Unanimously

Note: this item was corrected from softball league to mixed dart league during the reading of the motion as it was a typo.

- Motion 2018-326 Moved by Madonna Stewart-Sharpe; Seconded by Johnny Hanlon
Resolved that the Town donate \$100.00 to Noah Whittle to assist with his travel to the British Commonwealth Karate Championships in Durban, South Africa from November 29th to December 2nd.

CARRIED. Unanimously

6.3. Public Works- Councillor Bartlett

Minutes of September 26, 2018

In attendance:

- Dave Bartlett, Councillor
- Jeff Laham, Deputy Mayor
- Darryl J. Harding, Councillor
- Charlie Hamlyn, Director of Public Works
- Linda Newhook, Public Works Coordinator
- Jeff Lawlor, Director of EDMC for Item #1

6.3.1 Traffic Calming

Discussions were held with the Director of Economic Development and the Public Works Committee in respect to the Traffic Calming assessments last year for Country Gardens, Olivers Pond Road and Western Gully Road and the subsequent changes to the Town's Speed Limit Policy. Committee agreed the next steps in this process are to reassess traffic calming in these areas based on the new speed limit policy as per the policy changes adopted by Motion 2018-249 on July 24, 2018. Then move forward with the implementation of the 40km/hr speed limits throughout the Town. Communication will be provided to the neighborhoods as these changes are implemented.

6.3.2 Easements - Balda Place

Public Works is in the process of having surveys completed for the installation of storm water management infrastructure.

6.3.3 Small Scale Treatment Plants

Committee was presented with the final recommendations for the use of small scale treatment plants as requested by the Planning and Development Department. In summary, Public Works and the Town Manager/Engineer recommend that developer implementation of small scale treatment plants in semi-serviced (water) areas shall be allowed provided the approval process and conditions as outlined in the full report are applied.

6.3.4 Water Interruption - September 25, 2018

Committee was notified that there was a minor water interruption in the areas of Anglican Cemetery Road, Blast Hole Pond Road, Churchills Road, Legion Road and some parts of Portugal Cove Road. Operators were dispatched, assessed the issues and resolved the matter expediently. On the same day calls were received at Public Works with respect to water escaping on Meadow Heights, issues were quickly repaired resolving the issue.

Operational Updates:

6.3.5 Culverts

An assessment of the culverts at the lower end of School Road following heavy rain storm resulted in immediate necessary replacements as well as a culvert on Farm Road. The required permits for work on Mercers Road culvert have not been received yet from Environment.

6.3.6 Guardrails

Replacements / repairs are ongoing.

6.3.7 Meadow Heights Pedestrian Walkway

Line painting has been completed. This was not part of the scheduled work.

6.3.8 Sign Replacements

Some traffic signage throughout the Town which were damaged or dilapidated are being replaced.

6.3.9 Tenders

Remaining 2018 tenders are under way.

Other Business:

6.3.10 Walkway Portugal Cove Road Pedestrian Walkway

A request has been put forward to EXP regarding the durability of the green paint which was installed as part of a pilot project for the pedestrian walkway on Portugal Cove Road. Public Works is waiting on a response.

6.3.11 Pedestrian Activated Crosswalks

Public Works received quotes for the supply of pedestrian activated crosswalks. Correspondence will be sent to the Department of Transportation and Works requesting their approval for the Town to install these safety measures on Thorburn Road in the area of Brookside Intermediate School.

Motion 2018-327 Moved by Dave Bartlett; Seconded by Tina Neary
Resolved that the purchase of two pedestrian activated crosswalks at a cost of \$9,350 each plus HST be approved.
CARRIED. Unanimously

6.4. Economic Development, Marketing, Communications and Tourism- Councillor Neary

Minutes of September 24, 2018

In attendance:

- Tina Neary, Councillor
- Madonna Stewart-Sharpe, Councillor
- Dave Bartlett, Councillor
- Carol McDonald, Mayor (Items 1- 6,8,9)
- Jeff Lawlor, Director

6.4.1 Budget 2019

A proposed schedule and strategy was shared with the committee; it includes three public meetings, a forum for community groups to make presentations, social media strategy and a dedicated page on our website, including a form for residents to submit their thoughts. The draft budget is planned to be completed in mid-November with a summary flyer to be circulated to all residents, prior to the final public meeting.

6.4.2 Small Business Week

The Town is working with the Chamber of Commerce to celebrate Small Business Week this year. There will be a special event at the Grounds Cafe on Wednesday, October 17th at 7:00 pm with a number of special guests to address members of the Chamber. Final plans are still being confirmed.

6.4.3 Tourism Plan

The Director of Economic Development is supporting the Chamber of Commerce in the application process for funding, through the Community Capacity Building program, with the Department of Tourism, Culture, Industry and Innovation. The Department will then facilitate a 1.5 day session with the business community, Council, advisory groups and stakeholders to develop a Tourism Plan for Portugal Cove - St. Philip's.

6.4.4 Regional Signage - Letter of Support

Committee discussed the regional signage project and the request for a letter of support by the City of St. John's. The Town of Portugal Cove - St. Philip's is identified in the proposal as the pilot project community to have a set of regional signs designed, constructed and installed, at a cost of \$5000. Our municipal neighbors have been signing on to show their commitment and contribute toward the design of the regional template, that will allow for municipal customization. The general municipal way finding signs in our community will be done as a separate project.

Note: Councillor Harding inquired about the number of signs that were not put up after purchase. The Director of Finance/Town Clerk answered none.

Motion 2018-328 Moved by Tina Neary; Seconded by Dave Bartlett

Resolved that the Town provide a letter of support to the City of St. John's for the Regional Signage Plan, with a commitment of \$5000.

CARRIED. Unanimously

6.4.5 Stewardship Association of Municipalities Meeting

Our Heritage and Environment Coordinator attended the Fall meeting of the Stewardship Association on September 20-21 in Labrador City. The association is looking for municipalities to hold future meetings. This will be included as a part of the budget considerations for 2019.

6.4.6 Wooden Boat Museum Conference

The Director of Economic Development will be presenting at the conference in Twillingate on Saturday, September 29.

6.4.7 Eastern Health Clinic

A public meeting has been planned with MHA Brazil for Tuesday, September 25th to discuss the issue with residents, community groups and stakeholders at the Town Hall.

6.4.8 Bus Tour

The proposed route and topics were discussed with the committee. A date is yet to be finalized.

6.4.9 Heritage - Digital Storytelling Project

The Heritage Committee and Family History Club will be partnering with Dale Jarvis and the Heritage Foundation to do a pilot project on digital storytelling in Portugal Cove - St. Philip's. The end product will be a series of short videos, designed as narrated slideshows, which tell stories of people and places in the community. The first workshop will take place on October 16th.

6.4.10 Heritage - Red Earth TV

We have been supporting a television production company looking to do a show on the history of the giant squid in Portugal Cove - St. Philip's.

6.5. Protective Services- Councillor Hanlon

Minutes of September 26, 2018

In attendance:

- Johnny Hanlon, Councillor
- Dave Bartlett, Councillor
- Tina Neary, Councillor
- Carol McDonald, Mayor

- Fred Hollett, Co-Chief
- Heather Coughlan, Employee & Public Relations Admin.

6.5.1 Commissionaires-Municipal Enforcement

On September 21st, the MEO joined Sgt. Kevin Foley of the RNC to do a Facebook live presentation on the Commissionaires role in the community and at what point residents should call the RNC. The discussion also covered the best way to contact the MEO including after hours contact information. Call 895-8000 anytime, even when the office is closed, the after hours call center will ensure contact is made with MEO.

Commissionaires have been once again participating in school safety zone patrols. MEO suggests this would be an ideal topic for the next social media presentation with the RNC as many high speed vehicles are still being witnessed in school zones, including parents dropping off kids and then racing out of the area. MEO contacted RNC Traffic Services on this as a result RNC are increasing patrols in these areas especially during peak school traffic times - morning drop off and afternoon pick up.

On three separate occasions the MEO has contacted the RNC regarding suspected impaired drivers, the suspicion of impairment due to marijuana usage. These vehicles were all noted within the Nearys Pond Road area and Rainbow Gully parking lot area.

Still waiting on Minister's response regarding ticketing ability.

6.5.2 FES Updates:

Total responses: 9 since last Committee meeting.

- 1 Residential Alarm
- 1 RTA (road traffic accident)
- 1 Pole Fire
- 1 Vehicle Fire
- 1 Wire Down
- 1 Extra Service Call
- 2 Medical Calls
- 1 Commercial Alarm

Training Events:

September 17th - fire extinguisher training and equipment checks.

6.5.2 Other Activity:

-Fire Department Annual Firefighters Ball was held on September 22nd at the Royal Canadian Legion, Branch 10. Another great event and a fantastic turn out.

-Fire Department monthly general meeting (GM) was held on September 20th after 2 months of downtime for summer months. GM will continue each month throughout the winter to the end of June.

-Planning for Fire Prevention Week is ongoing. 2018 Fire Prevention Week is October 7-13th and the theme this year is "Look. Listen. Learn. Be aware. Fire can happen anywhere." The Chiefs anticipate having a proclamation for Fire Prevention Week prepared for signature at the next Council meeting, October 2, 2018. Several members of the department will be in attendance for this meeting.

-The Department will be participating in evacuation drills with the schools as well as events for staff.

-The Chiefs are continuing to work with the Special Projects & OHS Advisor on evacuation plans and secure building / lockdown procedures for the Town Offices and Depot.

The Committee review the dashboard snapshot of incident response to date.

6.6. Administration and Finance- Deputy Mayor Laham

Minutes of September 26, 2018

In attendance:

- Jeff Laham, Deputy Mayor
- Darryl J. Harding, Councillor
- Madonna Stewart-Sharpe, Councillor
- Carol McDonald, Mayor
- Chris Milley, Town Manager
- Tony Pollard, Director of Financial Operations/Town Clerk
- Claudine Murray, Deputy Town Clerk

6.6.1 Chamber of Commerce

The Chamber of Commerce (COC) attended the committee meeting from 5:00 to 5:30 to discuss the new Procurement Act.

They offered their services on developing process and procedures for acceptable procurement standards. They stressed that the more bids the Town can get for a service the better.

Staff indicated that specification writing and the grouping of products are areas that the Town can review with process improvement in mind.

6.6.2 Accounts for payment

The Committee has the following motion:

- Motion 2018-329 Moved by Jeff Laham; Seconded by Madonna Stewart-Sharpe
Resolved that Council approve payment of regular accounts in the amount of \$ \$11,905.86, and capital accounts in the amount of \$48,209.92, for a total of \$60,115.78.
- CARRIED. Unanimously

6.6.3 Correspondence Policy

In an effort to be open and transparent to residents about the issues before Council, and to ensure correspondence is responded to, the committee has reviewed the Correspondence Policy and is putting forward our recommendations.

The committee evaluated the distribution process for correspondence that is marked 'Private' and would like to emphasize our position. Correspondence received that is needed by a committee to make a recommendation or needed by the whole Council for decision or action, will be managed in accordance with the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). Whether or not correspondence is marked confidential, private, secret, etc., is a consideration but not the determining factor in deciding whether correspondence is in fact confidential under ATIPPA, 2015.

Please note that all records under the custody and control of the Town are subject to release under the ATIPPA, 2015 legislation.

Note: Councillor Harding asked if all Councillors saw the Correspondence Policy. The Deputy Town Clerk stated it was emailed to Council and a hardcopy is on every desk. Everyone agreed they saw the policy.

- Motion 2018-330 Moved by Jeff Laham; Seconded by Johnny Hanlon
Resolved that the Correspondence Policy be adopted as presented.
- CARRIED. Unanimously

6.6.4 Rules of Procedure

The committee continues to review sections of the Town's Rules of Procedure Governing Meetings and recommendations are being compiled for Council review. Staff are evaluating if other Municipalities simply use Robert's Rules of Order or have summarized Rules as PCSP does.

Councillor Harding clarified the committee didn't recommend to use Robert's Rules of Order because they are so large. The committee would reference

Robert's Rules of Order in conjunction with our own Rules of Procedure for specific items of Robert's Rules of Order.

6.6.5 Canadian Federation of Independent Business

Municipal red tape challenge - this item is for information only.

6.6.6 KidKare Children's Centre

School Bus Courtesy Seating

The Town considered the request and is considering possibilities.

Note: The Mayor explained that Council has been working with MHA Brazil and the Courtesy seating issues at Beachy Cove School have been rectified. They are still working with Brookside Intermediate on a solution.

6.6.7 Municipal Assessments

Committee reviewed the 2019 Assessments that were received. The Town's overall assessed value is down by \$25 million.

6.6.8 Tolt Road project

The town sent questionnaires to the residents of Tolt Road and surrounding cul-de-sacs pertaining to the Tolt Road upgrading project asking for feedback on which services are desired. We have received responses from 45% of the homes. Responses will be reported on the website. Further discussion will take place at the next committee meeting.

7. CORRESPONDENCE

7.1 Council Correspondence for September 17 to 28, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
9/25/2018	KidKare Children's Centre	School Bus Courtesy Seating	A&F Cmte
9/17/2018	Canadian Federation of Independent Business (CFIB)	Red Tape Challenge	A&F Cmte

8. NEW/GENERAL/UNFINISHED BUSINESS

- 8.1 The Mayor mentioned that Joanne Power is going to Australia to represent NL in the Invictus Games and will be carrying her hometown flag of Portugal Cove-St. Philip's. We are all very proud of Joanne and wish her luck.

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

None for this meeting.

10. ADJOURNMENT

10.1 Adjournment of meeting

Motion 2018-331 Moved by Dave Bartlett; Seconded by Tina Neary
*Resolved that there is no further business and the meeting is adjourned
at 8:15 p.m.*
CARRIED. Unanimously



Mayor



Deputy Town Clerk