

**Municipality of Trinity Bay North
Special Council Meeting November 25, 2013**

**Minutes of a special meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, November 25, 2013 at 4:30p.m.**

<i>Members Present</i>	Mayor Deputy Mayor Councillors	Donald Burt Thomas Cooper Shelly Blackmore Roger Cullimore Albert Johnson Pauline Stagg William Tulk
<i>Also Present</i>	Town Clerk Town Manager	Valerie Rogers Darryl Johnson

The purpose of the meeting was to finish up business that was not dealt with at the regular meeting on November 12, 2013.

1) Review of Policies

Apartments (Water & Sewer)

Resolved that if a landlord notifies the Town Clerk at the first of a month that an apartment is vacant and it remains vacant for the full month there will be no charge for that month.

If the apartment is occupied for any portion of the month the full applicable rate will be charged.

The onus is on the landlord to notify council when there is no tenant and also when a tenant moves into an apartment. If failing to do so, the water and sewer will be applied as usual.

In the future, any new structure that has more than one apartment will be required to install a curbstoep per unit.

Council will not be responsible for damage in case of a water break in the vacant apartment.

Asphalt Replacement (Driveways)

Resolved that we replace asphalt *in permitted driveways* if it has to be removed by the town to make repairs to water and/or sewer lines *that are the town's responsibility*.

Donations

Resolved that we accept the recommendations set forth by the committee on donations as follows:

1. Lions Club for the Santa Claus Parade
2. Cabot Stadium for Ice Time
3. Discovery Collegiate for Scholarships
4. Special Olympics
5. Cabot Loop Games

To be reviewed and renewed at the first regular meeting each year.

Special circumstances can be referred to the Recreation Commission to host a special event to donate the proceeds.

Edge Status Businesses

Resolved that we grant an exemption of business tax *for a period determined by council* to any business that has been granted EDGE status by the Provincial Government.

Equipment Damage

Resolved that we send a memo to all employees indicating that any damage to equipment and/or property must be reported on a damage report form and failure to do so, will result in disciplinary action *determined by council*.

Fence Construction

Resolved that any new or replacement fences be erected twenty (20) feet from the centre of the road, *be a maximum height of six (6) feet and not impede line of vision at intersections*.

In-Kind Contributions

Delete this policy

Travel

Resolved that we adopt the recommendations for travel as follows:

1. Council first determine how many will attend the meeting.
2. Council determines who will go based on the agenda and who would be the best representatives to attend.
3. *Meeting or events that do not involve an overnight stay, minimal vehicles shall be used.*
4. Per Diem – Breakfast \$10.00, Dinner \$20.00 and Supper \$25.00.
5. Per Diem - \$40.00 per night for private accommodations
6. *Provincial database for distances be used.*
7. *Supplementary travel claims be paid for any additional travel.*

Motion #2013-11-25-2736 – Johnson/Stagg

Resolved that the above noted policies be adopted with the changes that are noted in italics with the exception of the travel rates which are referred to the Finance Committee to review and make recommendations at the next regular meeting.

In favour 7; Opposed 0; Motion Carried

The Town Manager advised of the procedure regarding complaints from residents. He stated that if a councillor gets a complaint from a resident then contact the Town Manager or the Town Clerk for an explanation and if that is not satisfactory then the complainant put it in writing to be addressed by council.

2) Emergency Plan

Mayor Burt advised that there is an electronic copy available in the office for anyone interested.

3) Town Plan

Mayor Burt advised that there is an electronic copy available in the office for anyone interested.

4) Strategic Plan

Mayor Burt advised to take the Strategic Plan home to review and at the next regular meeting of council adopt the plan if so desired.

5) Job Descriptions

Mayor Burt stated that the previous committee which consisted of the Town Manager, Town Clerk, Councillor Stagg and himself were working on job descriptions for the Town Manager and the Town Clerk. At present the Town Clerk's job description is completed. He wanted to know if the present committee will stay in place or if we will form a new committee.

Motion #2013-11-25-2737 – Cooper/Cullimore

Resolved that the present committee remain to complete the Town Manager's job description.

In favour 7; Opposed 0; Motion Carried

6) Water System

Kirk Peddle from our Engineering Firm, Hatch Mott MacDonald will be at our next regular meeting to discuss the water system and the projects that are currently ongoing.

7) MOG's (Municipal Operating Grants)

The Town Manager stated that he had sent the agenda to the Minister of Municipal Affairs regarding the topics we want to discuss at the meeting. He stated that after he sent the agenda he received an email from Cluney Mercer, Assistant Deputy Minister updating us on the progress of the department's assessment of the Industrial Water rate issue the town raised with Minister O'Brien last winter. He advised that they have completed the assessment and are in the process of submitting it to Cabinet for a decision with the hopes of receiving some form of direction before the end of the calendar year that will clarify where the town stands with regards to the water rate the town will be responsible for and the Municipal Operating Grant perspective as well.

8) ICSP (Integrated Community Sustainability Plan)

Mayor Burt advised that there is an electronic copy available in the office for anyone interested.

9) Properties for Sale

The Town Manager advised that he and the Town Clerk have identified the town's properties to sale and will get the Municipal Assessment Agency to send out any drawings they may have in their files on those properties. It was decided to have a meeting on Monday, December 2, 2013 @ 1:00p.m. to discuss the properties we will put up for sale.

10) Dilapidated Properties

The Town Manager suggested that the Public Works Committee meet and make recommendations on what action will be taken on those properties that didn't

respond to our letter. It was decided to have a Public Works Committee meeting on Tuesday, December 3, 2013 @ 1:00p.m.

Motion #2013-11-25-2738 – Stagg/Blackmore

Resolved the meeting adjourn.

The meeting adjourned at 5:46p.m.

MAYOR

TOWN CLERK

Date

Date