



Town of Paradise
Public Council Meeting Minutes

April 14, 2020, 6:00 p.m.
Virtual Meeting

Council Present: Dan Bobbett, Mayor, Chairperson
 Elizabeth Laurie, Deputy Mayor
 Allan English, Councillor
 Patrick Martin, Councillor
 Deborah Quilty, Councillor
 Kimberley Street, Councillor
 Sterling Willis, Councillor

Staff Present: Lisa Niblock, CAO
 Conrad Freake, Director, Recreation & Community Services
 Alton Glenn, Director, Planning & Protective Services
 Chris Milley, Director, Infrastructure & Public Works
 Terrilynn Smith, Director, Corporate Services
 Diane Keough, Manager of Communications
 Angelina Richards, Administrative Assistant

Other: Lana Roberts - Administrative Assistant

1. Calling of Meeting to Order

The meeting was called to order by Mayor Bobbett at 6:00 pm.

2. Safety Moment

Mayor Bobbett shared a safety moment with Council and residents.

3. Proclamation

Mayor Bobbett read a Proclamation proclaiming the month of April, 2020 as Child Abuse Prevention Month in the Town of Paradise.

4. Adoption of Agenda and Minutes

a. Adoption of Agenda

Resolution No. M20-040

Moved by Deputy Mayor Laurie

Seconded by Councillor Martin

To adopt the Agenda for the April 14, 2020 Public Meeting.

Motion Carried Unanimously

b. Adoption of Minutes

Resolution No. M20-041

Moved by Councillor Quilty

Seconded by Councillor Willis

To adopt the Minutes of the March 3, 2020 Public Meeting.

Motion Carried Unanimously

5. **Business Arising from the Minutes**

There was no business arising from the minutes.

6. **Planning and Protective Services Committee**

Councillor Willis, Chair; Councillor English & Councillor Street

a. **Permits**

a. 11 Harmony Street

Resolution No. M20-042

Moved by Councillor Martin

Seconded by Councillor Street

To defer the application for Development Approval for a home based business at 11 Harmony Street (application C2020-036) until the Town is able to meet the requirement of the Town of Paradise Development Regulations Section 3.32 (2) (b,c).

Motion Carried Unanimously

b. 1155 Kenmount Road

Resolution No. M20-043

Moved by Councillor Willis

Seconded by Councillor Street

To approve the application for Approval in Principle for a vehicle storage/auction yard at 1155 Kenmount Road (application B2020-034) subject to nine (9) conditions.

Motion Carried Unanimously

b. Memos

a. 49 Canterbury Drive

Resolution No. M20-044

Moved by Councillor Willis

Seconded by Councillor Quilty

Be it resolved that Council ratify the decision made via an email poll of Council on March 18, 2020 to advertise a Discretionary Use application for a home based business at 49 Canterbury Drive.

Motion Carried Unanimously

Resolution No. M20-045

Moved by Councillor Willis

Seconded by Councillor Martin

Be it resolved that Council defer a decision on the Discretionary Use application for 49 Canterbury Drive until such time as the Town is able to fully meet the advertising requirements of the Town of Paradise Development Regulations in relation to the matter.

Motion Carried Unanimously

- b. 55 Karwood Drive

Resolution No. M20-046

Moved by Councillor Willis

Seconded by Councillor Martin

Be it resolved that Council ratify the decision made via an email poll of Council on March 18, 2020 to grant parking relief at 55 Karwood Drive.

Motion Carried Unanimously

- c. Emergency Plan Review

Resolution No. M20-047

Moved by Councillor Willis

Seconded by Deputy Mayor Laurie

Be it resolved that Council ratify the decision made via an email poll of Council on March 18, 2020 to retain Pat Curran and Associates to undertake a review of the Town of Paradise Emergency Response Plan at a cost of \$19,780.00 (HST included).

Motion Carried Unanimously

- d. Heritage Workshop

Resolution No. M20-048

Moved by Councillor Willis

Seconded by Councillor Street

Be it resolved that Council ratify the decision made via an email poll of Council on March 18, 2020 to apply to Heritage NL, to have a *People, Places and Culture* workshop in the Town of Paradise.

Motion Defeated Unanimously

- e. Expansion Incentive Application

Resolution No. M20-049

Moved by Councillor Willis

Seconded by Deputy Mayor Laurie

Be it resolved, that Atlantic Pro Sports Inc., located at 1273A Kenmount Road, be granted the three-year tax incentive for the physical expansion of its existing business, as per the Tax Exemption/Incentive Policy.

Motion Carried Unanimously

7. **Corporate Services Committee**

Deputy Mayor Laurie, Chair; Councillor Quilty & Councillor Willis

- a. Extension of Tax Payment Deadline and Waiving Interest

Resolution No. M20-050

Moved by Deputy Mayor Laurie

Seconded by Councillor Martin

Be it resolved that Council ratify the decision to defer the deadline to pay all residential commercial and business taxes to June 30, 2020 and to waive all interest up to June 30, 2020.

Motion Carried Unanimously

- b. Online Bids and Tenders Platform

Resolution No. M20-051

Moved by Deputy Mayor Laurie

Seconded by Councillor Willis

Be it resolved that Council ratify the decision made via an e-poll of Council on March 26, 2020 to purchase the Bids and Tenders online solution from eSolutions Group Limited at a cost of \$5,500 + HST per year.

Motion Carried Unanimously

c. Photocopier Lease Agreement

Resolution No. M20-052

Moved by Deputy Mayor Laurie

Seconded by Councillor Martin

Be it resolved that Council ratify the decision made via an e-poll of Council on March 17, 2020 to award the open call TOP-19-17 – Supply, Deliver & Maintain 4 photocopiers be awarded to Konica Minolta at a cost of \$7,287.24 + HST per year on a 5-year contract.

Motion Carried Unanimously

d. Secure Access and Reliable Connectivity

Resolution No. M20-053

Moved by Deputy Mayor Laurie

Seconded by Councillor Quilty

Be it resolved that Council ratify the decision made via an e-poll of Council on March 26, 2020 to have Triware Technologies implement SonicWall SMA and RDS server with DUO Factor Authentication for 35 users for a total costs of \$16,271 plus HST.

Motion Carried Unanimously

e. Short Term GIC

Resolution No. M20-054

Moved by Deputy Mayor Laurie

Seconded by Councillor Street

Be it resolved that Council ratify the decision made via an e-poll of Council on March 28, 2020 to invest in a short-term non-redeemable 30 to 89 day GICs where interest rate is higher than that of the Town's general account.

Motion Carried Unanimously

8. **Infrastructure and Public Works Committee**

Councillor Quilty, Chair; Councillor English & Councillor Martin

a. Purchase of Land and Easement - 8 Pretty Place

Resolution No. M20-055

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it so resolved that the Town of Paradise offer \$74,030 to the property owners at 8 Pretty Place for property required for municipal infrastructure related to the 2018 Water and Sewer program.

Motion Carried Unanimously

b. Municipal Water Servicing Limits Study

Resolution No. M20-056

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it so resolved that the Town of Paradise approve the Municipal Water Servicing Limits Study as submitted by CBCL Limited on July 10, 2019.

Motion Carried Unanimously

c. St. Thomas Line Wastewater Treatment Plant Secondary Treatment Study

Resolution No. M20-057

Moved by Councillor Quilty

Seconded by Deputy Mayor Laurie

Be it so resolved that the Town of Paradise approve the Secondary Treatment Best Available Technology Study as submitted by CBCL Limited dated March 2020.

Motion Carried Unanimously

d. Supply of Granular Materials for 2020

Resolution No. M20-058

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it resolved that the Town of Paradise obtain Weir's Construction Limited to provide Granular Materials for the 2020 season at the bid price of \$107,000 plus HST.

Motion Carried Unanimously

e. Transportation Planning Review

Councillor Quilty declared a potential conflict of interest due to her husband owning property in the area of Lanark Drive.

Resolution No. M20-059

Moved by Deputy Mayor Laurie

Seconded by Councillor Willis

That Councillor Quilty is in a potential conflict of interest regarding the Transportation Planning Review.

Motion Carried

Resolution No. M20-060

Moved by Councillor English

Seconded by Deputy Mayor Laurie

Be it so resolved that the Town of Paradise approve proposal for Transportation Planning and Additional Tasks to Harbourside Transportation Consultants in the amount of \$19,570 plus HST.

Motion Carried

f. 2020 Contract Snow Clearing Budget

Resolution No. M20-061

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it resolved that Council ratify the decision made via an email poll of council on March 17, 2020 to approve all received bills for payment for contracted snow clearing equipment rentals totaling \$260,759.06 incl HST and furthermore provide staff the authority to approve an additional \$60,000 as required for contract snow clearing equipment rentals for the duration of the 2020 fiscal year.

Motion Carried Unanimously

g. 2020 St. Thomas Line Force Main Repair Contract Services Budget

Resolution No. M20-062

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it resolved that Council ratify the decision made via an email poll of council on March 17, 2020 to approve all received bills for payment for contracted services acquired to complete the repair of the St.Thomas Line sewer force main totaling \$89,092.55 including HST.

Motion Carried Unanimously

h. St. Thomas Line Wastewater Treatment Plant - Change Order No. 18
Miscellaneous Structural and Electrical Work

Resolution No. M20-063

Moved by Councillor Quilty

Seconded by Councillor Street

Be it so resolved that the Town of Paradise ratify the decision made via email poll of council on March 19, 2020 to approve Change Order no. 18 for miscellaneous structural and electrical work in the amount of \$533.18 plus HST to Allied Construction Management Limited, pending approval by the Department of Municipal Affairs and Environment.

Motion Carried Unanimously

- i. St. Thomas Line Wastewater Treatment Plant Upgrades - Sludge Disposal Contract

Resolution No. M20-064

Moved by Councillor Quilty

Seconded by Deputy Mayor Laurie

Be it so resolved that the Town of Paradise ratify the decision made via email poll of council on March 19, 2020 to approve contract with GFL Environmental Limited for sludge disposal at the St. Thomas Line Wastewater Treatment Plant at a rate of \$279 per dump plus \$125/tonne disposal fee.

Motion Carried Unanimously

- j. St. Thomas Line Wastewater Treatment Plant Upgrades - Process Engineering Support

Resolution No. M20-065

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it so resolved that the Town of Paradise ratify the decision made via email poll of council on March 20, 2020 to approve proposal from CBCL Limited to provide Process Engineering Support for the St. Thomas Line Wastewater Treatment Plant within a budget of \$7500.

Motion Carried Unanimously

- k. Supply of Hot Mix Asphalt for 2020

Resolution No. M20-066

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it resolved that Council ratify the decision made via an email poll of council on March 20, 2020 to approve the option to extend the contract to Weir's Construction Limited to supply Hot Mix Asphalt for 2020 at the bid price of \$108.00 Plus HST per ton.

Motion Carried Unanimously

- l. Repairs Unit 18 - Case Front End Loader

Resolution No. M20-067

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it resolved that Council ratify the decision made via an email poll of council on March 20, 2020 to proceed with the necessary repairs to Unit 18 – 2015 Case front end loader as per the quoted price of \$21, 282.00 plus HST.

Motion Carried Unanimously

- m. Supply & Delivery of Protective Clothing for 2020

Resolution No. M20-068

Moved by Councillor Quilty

Seconded by Councillor Street

Be it resolved that the Town of Paradise obtain Source Atlantic Limited, Mount Pearl to Supply & Deliver of Safety Work Boots and Protective Clothing (Jackets) for the bid price of \$20,729 Plus HST.

Motion Carried Unanimously

Resolution No. M20-069

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it resolved that the Town of Paradise obtain Rock Safety Industrial, St. John's to Supply & Deliver of Protective Equipment (eye & hearing protection) for the bid price of \$5565 Plus HST.

Motion Carried Unanimously

Resolution No. M20-070

Moved by Councillor Quilty

Seconded by Councillor Street

Be it resolved that the Town of Paradise obtain Vallen Canada, Mt. Pearl to Supply & Deliver of Protective Clothing (coveralls & rainsuits) for the bid price of \$19795 Plus HST.

Motion Carried Unanimously

9. Recreation and Community Services Committee

Councillor Martin, Chair; Deputy Mayor Laurie & Councillor Street

a. Christmas Brunch Revenue

Deputy Mayor Laurie declared a potential conflict of interest due to being on the executive of the Paradise Girl Guides.

Resolution No. M20-071

Moved by Councillor Quilty

Seconded by Councillor Martin

That Deputy Mayor Laurie is in a potential conflict of interest regarding the Christmas Brunch Revenue.

Motion Carried

Resolution No. M20-072

Moved by Councillor Martin

Seconded by Councillor Willis

Be it resolved that Council ratify the decision made via an email poll of council on March 21, 2020 to approve allocating 100% of the

proceeds from the 2019 Brunch with Santa to the Paradise Girl Guides in the amount of \$5,270.

Motion Carried

10. New/Unfinished Business

a. Department of Corporate Services

- Deputy Mayor Laurie provided an update on deferred payment of taxes. The tax payment deferral is available for any residents including those who have already made arrangements for payment of taxes. If you have set-up pre-authorized debit payments or submitted post-dated cheques for payment of taxes and you would like to avail of tax deferral, you are required to complete the Tax Payment Deferral Form available on the Town's website and submit it via email. However, if the form is not submitted, payment plans will continue to be processed as planned. If you do not have payment arrangements in place, you do not need to take any further action; the Town will not charge interest on taxes until June 30. If taxpayers wish to continue to pay their taxes, there are several payments options available including on-line banking, pre-authorized payment plans and credit card, e-transfer or PayPal using Paysimply. These options are all outlined on the Town's website at www.paradise.ca.

Also, vendors are reminded to reach out to the Town to get set up for electronic funds transfer if they have not already done so to ensure timely payment of invoices.

b. Department of Infrastructure and Public Works

- Councillor Quilty provided an update on service delivery. Since the week of March 16 Infrastructure and Public Works has been providing altered essential and core service delivery in order to meet with latest medical safety recommendations related to COVID-19.

Snow clearing is done in response to weather events, refuse collection is continuing unchanged but curb-side recycling has been suspended in favour of scheduled resident drop off events and water and sewer repair and maintenance work is performed on an as-required basis to ensure the continued

safe service delivery. Road maintenance is our primary focus as we recover from a harsh winter on road infrastructure. We are proceeding with this maintenance with caution and modified procedures to keep everyone safe.

c. Department of Planning and Protective Services

- Councillor Willis provided an update on building and development services for the residents of Paradise through these challenging times.

If you are selling or buying a house, there is usually a need to acquire a Compliance Letter from the Town. The Town has worked closely with members of the legal community (who usually request these letters on behalf of their clients), to develop a process for the request and completion of these letters to assist with real estate transactions.

Residential and commercial construction has also continued. The Town has instituted a series of safety protocols through which our Building Inspectors have been able to safely visit construction projects and undertake the necessary inspections. I'd like to thank our Building Inspectors for their professionalism and diligence in this matter and also thank our colleagues in the construction industry for their continued co-operation. Those needing a building inspection should contact the Town via our main telephone number at 782-1400.

d. Department of Recreation and Community Services

- Councillor Martin provided an update on the Facebook Recreation Connection page. The Town of Paradise uses this page to help residents stay connected and involved in recreation events and programming during the COVID-19 pandemic. The page follows the same monitoring plan as the Town of Paradise Facebook page, which is monitored by Town staff between the hours of 8:30am-4:30pm, Monday to Friday.

The Paradise Recreation Connection page was officially launched on March 31, 2020. The page is currently at 363 likes and 384 followers. Council and staff encourage residents to like and follow this page and get involved in the events and activities that are planned. Check out the page at <https://www.facebook.com/ParadiseRecConnect>.

e. Other

- Deputy Mayor Laurie informed Council and residents that garbage and recycling are considered essential services according to the guidelines provided by the Federal Government. Staff has created a standard operating procedure based on current guidelines to allow for recycling collection. Last week the Town held a recycling collection drop off for the residents and it was very successful. Deputy Mayor Laurie wanted to thank the residents for abiding by the rules. There were Municipal Enforcement Officers on site and ample signage to ensure the proper procedures were followed. There were concerns on traffic back up due to the high response received. These concerns are being reviewed and the recycling collection will take place on a weekly basis based on the collection schedule.
- Deputy Mayor Laurie informed Council that she has received a number of inquiries from residents about the trails becoming one way during this pandemic to allow for proper physical distancing. Staff are reviewing this request and the Recreation and Community Services Committee will be making a recommendation at the next meeting. Deputy Mayor Laurie reminded residents that are using the trail to please clean up after your pets.
- Deputy Mayor Laurie reminded residents and guests to please clean up after yourself. There has been an increase in gloves and latex on parking lots throughout the Town. Businesses are also encouraged to keep their properties cleaned.
- Councillor Quilty expressed her appreciation to staff and residents for the efficiency of the recycling collection drop off. She has heard many positive comments from residents.
- Councillor Quilty reminded Council and residents that there were no new cases of Covid-19 in Newfoundland and Labrador today and that is a step in the right direction but it is not a time to let our guards down. Everyone must remain vigilant and follow the guidelines that have been put into place.
- Councillor English requested an update on the road repairs on St. Thomas Line by Lift Station Number 10. Mayor Bobbett responded that the area needing repair is a large area and the Town has to wait for the asphalt plants to open as the area is too large to patch. This will be completed as soon as the plant opens.

- Councillor Willis expressed his appreciation to the staff for the efforts gone into the recycling drop off. It has been well received by the residents.
- Councillor Willis reminded Council and residents to reach out to others during this time of isolation.
- Councillor Street expressed her appreciation to the essential workers within the Town and without.
- Councillor Street reminded Council and residents to reach out to the seniors and those who are vulnerable during these challenging times.
- Councillor Martin expressed his appreciation to Robbie Griffiths for lifting spirits throughout the community by dressing up as Spiderman. This is bringing joy to the children and adults alike while practicing social distancing.

11. Adjournment

Resolution No. M20-073

Moved by Deputy Mayor Laurie

Seconded by Councillor Willis

To adjourn the meeting at 7:46 pm.

Motion Carried

Dan Bobbett, Mayor

Terrilynn Smith, Town Clerk

