



Town of Paradise
Public Council Meeting Minutes

May 5, 2020, 6:00 p.m.
Virtual Meeting

Council Present: Dan Bobbett, Chair Person
 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 7:30 pm.

2. Safety Moment

Mayor Bobbett shared a safety moment with Council and residents.

3. Proclamation

a. Economic Development Week

Mayor Bobbett read a Proclamation proclaiming May 4-9, 2020 Economic Development Week in the Town of Paradise.

b. World Ovarian Cancer Day

Mayor Bobbett read a Proclamation proclaiming May 8, 2020 World Ovarian Cancer Day in the Town of Paradise.

c. Municipal Clerks Week

Mayor Bobbett read a Proclamation proclaiming the week of May 3-9, 2020 as Municipal Clerks Week in the Town of Paradise and further extended appreciation to our Town Clerk, Terrilynn Smith, and to all Town Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

d. NAOSH Week

Mayor Bobbett read a Proclamation proclaiming May 3-9, 2020 as North American Occupational Safety and Health Week in the Town of Paradise.

e. Mental Health Week

Mayor Bobbett read a Proclamation proclaiming May 4-10, 2020 as CMHA Mental Health Week in the Town of Paradise.

4. Adoption of Agenda and Minutes

a. Adoption of Agenda

Resolution No. M20-074

Moved by Councillor Martin

Seconded by Deputy Mayor Laurie

To adopt the Agenda for the May 5, 2020 Public Meeting.

Motion Carried Unanimously

b. Adoption of Minutes

Resolution No. M20-075

Moved by Councillor Willis

Seconded by Councillor Street

To adopt the Minutes of the April 14, 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. 57 Shelburne Street

Resolution No. M20-076

Moved by Councillor Street

Seconded by Deputy Mayor Laurie

To proceed to advertise and approve the construction of a greenhouse at 57 Shelburne Street subject to no objections and eleven (11) conditions.

Motion Carried Unanimously

b. 1378 Topsail Road

Resolution No. M20-077

Moved by Deputy Mayor Laurie

Seconded by Councillor Street

To approve the application for Approval in Principle to demolish an existing building at 1378 Topsail Road and construct a restaurant and bar subject to no objections from the public notice and seven (7) conditions.

Motion Carried Unanimously

c. Castleview Phase 2

Resolution No. M20-078

Moved by Councillor Martin

Seconded by Councillor Quilty

To approve the application for the development of Castleview Phase 2 for an additional 16 lots subject to twenty-two (22) conditions and waive the usual \$50.00 per lot fee in this instance in favor of a \$50.00 application fee.

Motion Carried Unanimously

d. O'Brien's Way

Resolution No. M20-079

Moved by Councillor Willis

Seconded by Deputy Mayor Laurie

To approve the application for the development of four (4) infill lots on O'Brien's Way subject to nineteen (19) conditions.

Motion Carried Unanimously

b. Memos

a. Business Support Measures During COVID-19

Resolution No. M20-080

Moved by Councillor Willis

Seconded by Deputy Mayor Laurie

Be it resolved, that the Town of Paradise approve the proposed Business Support Measures.

Motion Carried Unanimously

7. Corporate Services Committee

Deputy Mayor Laurie, Chair; Councillor Quilty & Councillor Willis

a. Annual Donation Program

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

Resolution No. M20-081

Moved by Councillor Quilty

Seconded by Councillor Willis

That Deputy Mayor Laurie is in a potential conflict of interest regarding the Annual Donation Policy.

Motion Carried

Deputy Mayor Laurie left the meeting for this discussion.

Resolution No. M20-082

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it resolved that the Town of Paradise extend the deadline for the Annual Donation Program to May 22, 2020 and increase the donation for each membership category by \$500.

Motion Carried

b. Financial Update

Deputy Mayor Laurie provided an update on the potential financial impact due to COVID-19.

8. Infrastructure and Public Works Committee

Councillor Quilty, Chair; Councillor English & Councillor Martin

a. 2018 Water and Sewer Change Order No. 5

Resolution No. M20-083

Moved by Councillor Quilty

Seconded by Councillor Martin

Be it so resolved that the Town of Paradise approve Change Order no. 5 for final quantity adjustments for 2018 Water and Sewer in the amount of \$128,875.85 plus HST to Cougar Engineering & Construction Limited.

Motion Carried Unanimously

b. 2020 Line Painting

Deputy Mayor Laurie declared a potential conflict of interest as her sister owns Clearaway Contracting.

Resolution No. M20-084

Moved by Councillor Quilty

Seconded by Councillor Martin

That Deputy Mayor Laurie is in a potential conflict of interest with regards to the 2020 Line Painting.

Motion Carried

Deputy Mayor Laurie left the meeting for this discussion.

Resolution No. M20-085

Moved by Councillor Quilty

Seconded by Councillor Willis

Be it so resolved that the Town of Paradise award the 2020 Line Painting contract to Clearaway Contracting in the amount of \$234,159.09, HST included.

Motion Carried

c. Installation of Sidewalk Policy

Resolution No. M20-086

Moved by Councillor Quilty

Seconded by Deputy Mayor Laurie

Be it so resolved that the Town of Paradise rescind the Town of Paradise Installation of Sidewalks (PWE-005) policy.

Motion Carried Unanimously

9. Recreation and Community Services Committee

Councillor Martin, Chair; Deputy Mayor Laurie & Councillor Street

10. New/Unfinished Business

a. Department of Corporate Services

- Deputy Mayor Laurie provided an update to Council and residents from the Department of Corporate Services. Since the Town Hall physically closed on March 17 staff has been working remotely for business continuity. Virtually all employees that can reasonably work from home are connected and doing so. We continue to maintain our core services with many of them modified and improved to accommodate the current situation. Staff are currently reviewing the Five Alert levels as outlined to determine the additional programs and services that can be offered at each level.

The Public Health advisory for all alert levels is to work from home where possible and as such, the Town Hall will remain physically closed to the public and the staff will continue to work from home. While Town facilities are closed, the Town is “open” as we

provide services to our residents. Residents can call the main Town phone line (782-1400) or email (info@paradise.ca), and all inquiries are forwarded to staff for follow-up and response.

These are unprecedented times for everyone, and we thank our residents for their cooperation, understanding and support as we adjust operations and work to provide them with essential and core services.

- Deputy Mayor Laurie expressed appreciation to the Town Employees for continuing the recycling service for the residents during the pandemic. Mayor Bobbett responded that all members of Council feel the same way and are thankful that Town Staff were able to develop standard operating procedures to enable recycling to take place while abiding by the guidelines put in place.

b. Department of Infrastructure and Public Works

- Councillor Quilty provided an update to Council and residents from the Department of Infrastructure and Public Works.

Since the week of April 13 IPW has continued to provide altered service delivery in order to meet with latest medical safety recommendations related to COVID-19. This means that the department has been providing essential and key core services on altered or as-needed schedules.

The expectation of snow clearing is nearly gone for the season but the department will provide the service if needed. The official end of our snow clearing season was April 17. Refuse collection is continuing unchanged. Recycling was being offered as a resident drop-off service, however curb-side recycling is being planned to restart on Tuesday, May 5. Water and Sewer repair and maintenance work is performed on an as-required basis to ensure the continued safe service delivery. Hydrant Flushing throughout the town started April 27, 2020. Street/Sidewalk cleaning started on April 28, 2020.

Road maintenance is a primary focus and is proceeding with caution and modified procedures. Repairs are being limited to recycled asphalt patching until asphalt plants are opened.

The 2020 Line Painting Contract has been tendered and was awarded this evening.

- Councillor Quilty expressed her appreciation to residents for their patience and understanding as the Town offers Core and Essential Services during this pandemic. Let's continue to stay focused and stay safe. Councillor Quilty also expressed her appreciation to the staff in Public Works that provide the Essential Service to residents on a daily basis.
- Councillor Quilty expressed her support to the business initiative that was discussed earlier and stated how important it is for the Town to take care of their business community during these difficult times.
- Mayor Bobbett asked when the asphalt plants are expected to open as there are some major areas around Town that need to be completed. Councillor Quilty advised that she will follow up and provide a response.

c. Department of Planning and Protective Services

- Councillor Willis provided an update to Council and residents from the Department of Planning and Protective Services.

The Town of Paradise continues to provide support for our business community, both for existing businesses and those who may wish to start one. Businesses are encouraged to connect with our Economic Development Officer, Jennifer Penney, who is available to answer inquiries, and provide information and support to your business during this time.

If you are looking for greater exposure for your business, you may wish to be listed in our online Business Directory. There is no charge for this service. Just go to directory.paradise.ca where you may provide us with the particulars of your business offerings, contact information and your logo. Interested in starting a business? Now more than ever, the assistance of our Economic Development Officer can play a critical role in your success. Jennifer is available to assist you with understanding the process, providing information needed for business planning and pointing you in the right direction.

Our business community is an integral part of our Town and we are pleased to provide dedicated customer service for its needs.

- Councillor Willis also mentioned his concern with 2 and 4 wheel vehicles that are seen on the streets throughout the Town and encouraged residents to contact the RNC so this can be stopped.

- Councillor Willis expressed his appreciation to staff for their prompt response to the residents when there are questions and concerns.

d. Department of Recreation and Community Services

- Councillor Martin provided an update to Council and residents from the Department of Recreation and Community Services.

As part of our COVID-19 response, the Department of Recreation and Community Services has launched a dedicated Facebook page – Paradise Recreation Connection. The purpose of the page is to be a place for ideas, tips, and suggestions for activities to do at home while we're all practicing physical distancing. We can't offer programming at our recreation facilities but we can help our residents stay active and stay engaged during this time with things like fitness ideas, craft projects, story time and more. While we are physically apart, we can be socially together through online and social media activities.

Also, as of March 13, 2020 reception employees, along with the Recreation Supervisor have been working on completing refunds and cancellations due to COVID-19. In consultation with OHS, it was recommended to have each employees work schedule spread out. Reception staff have been rotating their schedule working Mondays and Thursdays from 9:00am– 1:00pm. Reception staff has been doing a great job connecting with customers and ensuring they receive their refunds. Overall refunds and program areas include Easter Camp, Afterschool Program, Youth Dance, Youth Self Defense, Youth Painting, Divas Show Event, Rentals and Regular User Groups.

- Councillor Martin stated that he has received a number of emails from concerned residents about the number of dirt bikes and ATV's on the streets. Councillor Martin has encouraged residents to contact the RNC directly as the Town Municipal Enforcement do not have the authority to haul over these users. Deputy Mayor Laurie responded that this has been discussed numerous times with the RNC and they advise residents to contact them directly.

e. Other

- Councillor Street encouraged businesses to become part of the online business directory as it is an avenue that residents can use to support local when they are making purchases. Mayor Bobbett responded that the Town's Economic Development Officer has been networking and staying in contact with the local businesses during this pandemic.

- Councillor Street stated that she has also received emails from concerned residents about speeding within the Town and asked for an update on the additional RNC controls that were being implemented and in the budget for 2020. CAO Niblock responded that the Town hasn't heard from the RNC with an update but she will follow up.
- Councillor Street reminded residents of Paradise and CBS about the Alex and Riley Mercer annual food drive that is taking place. This food drive has been an incredible success every year and due to the pandemic this year monetary donations can be made electronically. Donations can be made until May 9. Councillor Street encourages the Town and Council to publicize this event through social media and show their support.
- Councillor Street thanked residents for stepping up during this pandemic and reaching out to neighbors, making masks and being the neighborhood Spiderman. It is encouraging to see residents working together and supporting each other.
- Councillor English noted that he reviewed the financial update provided by Director Smith and he had a couple of questions that he will email to her directly for clarification.
- Councillor English informed Council that he has received concerns from residents on Three Island Pond with regards to water build up in that area. This will be discussed further at the Infrastructure and Public Works meeting tomorrow evening.
- Councillor English stated that there are a few places around Adams Pond Trail that need signage. Councillor English will pass this along to the applicable department.
- Councillor English expressed his concerns about a letter received from the Department of Municipal Affairs and Environment (DMAE) regarding a procedure change with respect to the bills for payment. This letter was in response to a letter of concern that he submitted to the DMAE after Council approved a new Policy in December 2019. He advised that the letter stated that the Town's policy and procedure does not appear to be in compliance with the Municipalities Act but that the DMAE declined to instruct Council to reverse the decision. He goes on to say that he would still like Council to reverse the decision to maintain compliance with the Act. Councillor English also indicated that the DMAE advised the

Town to obtain a legal opinion and that he has requested a copy of the opinion.

Mayor Bobbett responded and advised that the Town did receive both a verbal and written opinion from our legal counsel, and that the Town would proceed accordingly.

CAO Niblock responded that the DMAE letter advised that the mandate of DMAE is to provide guidance and advice only to municipalities and recommended that the Town obtain a legal opinion for a definitive opinion, which is exactly what staff did. She noted that the Town's legal opinion agrees with the Town's policy in place and that the Town is much more transparent and accountable than ever before. CAO Niblock advised that she would forward a copy of the opinion to Council.

11. Adjournment

Resolution No. M20-087

Moved by Deputy Mayor Laurie

Seconded by Councillor Martin

To adjourn the meeting at 9:16 pm.

Motion Carried Unanimously

Dan Bobbett, Mayor

Terrilynn Smith, Town Clerk