

**Town of Kippens**  
**Regular Council Meeting, June 14, 2018**  
Minutes of a regular meeting of the council  
of the Town of Kippens, held in the  
Town Hall, June 14, 2018 at 8:12 P.M.

<b>Members Present</b>	Mayor	Debbie Brake-Patten
	Deputy Mayor	Leon Benoit
	Councillors	Wayne Howlett
		Heather Shears
<b>Absent with Regrets</b>		Tim Alexander
		John Dawson
		Shawn Boyd
<b>Also Present:</b>	Town Clerk	Debbie Cormier
	CAO/Town Manager	Leonard Hann

**Motion #71/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Shears, be it hereby resolved to adopt the May 10, 2018 Council Meeting Minutes.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #72/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Shears, be it hereby resolved to adopt the June 14, 2018 Council Meeting Agenda.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Financial**

**Motion #73/18:** Motion by Councillor Howlett, seconded by Councillor Shears, be it hereby resolved to approve the invoices totaling \$61,306.28.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #74/18:** Motion by Councillor Howlett, seconded by Deputy Mayor Benoit, be it hereby resolved to approve water wells cleaning and repairs as the Capital Investment Plan and support the use of the gas tax allocation towards this project.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #75/18:** Motion by Councillor Howlett, seconded by Deputy Mayor Benoit, be it hereby resolved to approve the tender for Phase 3 Island Pond Drive Project.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #76/18:** Motion by Councillor Howlett, seconded by Deputy Mayor Benoit, be it hereby resolved to approve a \$10,000 budget for the 50<sup>th</sup> Anniversary Celebration for the Town.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #77/18:** Motion by Councillor Howlett, be it hereby resolved to donate \$150.00 to the Harmon Hustle Road Race Committee. No seconder

**Motion Defeated**

**Motion #78/18:** Motion by Councillor Howlett, be it hereby resolved to donate \$100.00 to Run the Rock.

No seconder

**Motion Defeated**

## **New Business**

### **Permits**

**Motion #79/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to grant a permit to build a shed/garage at the following addresses, being in full compliance

17 Lakeview Drive

178 Kippens Road

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #80/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to grant a permit to build an addition to existing patio at 5 Simon's Drive, being in full compliance.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #81/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Shears, be it hereby resolved to grant a permit to build a fence at 220 Kippens Road, being in full compliance.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #82/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to grant a permit to build a non-conforming patio at 115 Kippens Road, being in full compliance.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #83/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to grant a permit to operate a home-based daycare at 13 Bayview Heights, being in full compliance and subject to government regulations.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

### **Additional Business**

**Motion #84/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to adopt the Electronic Sign Policy.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and S. Boyd

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #85/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to adopt the Email Retention Policy.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #86/18:** Motion by Councillor Shears, seconded by Councillor Howlett, be it hereby resolved to adopt the draft job descriptions for office assistant, lead hand and labourer.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #87/18:** Motion Councillor Howlett, seconded by Deputy Mayor Benoit, be it hereby resolved to form a Nature Trail Ad Hoc Committee.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

**Motion #88/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett, be it hereby resolved to accept the leave of absence request for Councillor Dawson for 6 months due to personal reasons.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

## **Committee Reports**

### **Recreation**

Councillor Shears reported that the summer students have been hired for the Summer Recreation Program which will commence July 3<sup>rd</sup>. The 50<sup>th</sup> anniversary celebrations will be August 17, 18, 19, 2018. There will be music, dances, sock hop, barbeque, fireworks and more.

### **Fire Department**

Councillor Shears reported that fit training has been completed for the fire fighters.

### **Green Committee**

Councillor Shears had nothing to report.

### **Finance**

Councillor Howlett reported that finances are in great shape with approximately 20% of the budget being spent. This is normal for this time of year as many of the expenses are incurred in the winter months. A Capital Investment Plan was approved for the repair and maintenance of the four main wells. Also a \$10,000.00 budget was approved for the 50<sup>th</sup> anniversary celebration.

### **Planning & Development/Public Works**

Deputy Mayor Benoit reported that the capital works improvements to Island Pond Drive will be completed this year. There will be a fund raiser at Clancy's on Saturday, June 16<sup>th</sup> for a former fire fighter of Kippens who served the Town for more than 18 years on the fire department as well as the recreation committee. All are encouraged to attend.

### **Mayor's Report**

Mayor D. Brake-Patten reported that she is looking forward to the celebration of the Town Anniversary as well as Canada Day. The Town of Kippens, Stephenville and the Rotary Club have partnered with the West Coast Correct Centre to assist the inmates with building a greenhouse, the results of which will be shared with Kippens, Stephenville and the Rotary Club.

**Motion #89/18:** Motion by Deputy Mayor Benoit, seconded by Councillor Howlett be it hereby resolved to adjourn the Council Meeting.

**In favour:** Mayor D. Brake-Patten, Deputy Mayor L. Benoit and Councillors H. Shears and W. Howlett

**Opposed:** 0

**Abstaining:** 0

**Motion Carried**

Council meeting adjourned at 8:37 p.m. Next regular council meeting is scheduled for July 12, 2018.

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Debbie Cormier, Town Clerk

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Mayor Debbie Brake-Patten