

Town of Carbonear
Regular Council Meeting, January 23, 2017

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, January 23, 2017 at 4:00 p.m.

Members Present: Mayor George Butt
Deputy Mayor Frank Butt (absent at start of meeting)
Councillors Ray Noel
Bill Bowman
David Kennedy
Ed Goff
Brenda Trickett

Also Present: CAO Cynthia Davis
Town Clerk Cathy Somers
Director of Operations & Public Works Brian O'Grady

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 4:00pm and welcomed everyone present.
 2. Adoption of Minutes
 - Regular Minutes January 9, 2017
Motion 17-006 **R. Noel / B. Bowman**
Resolved that the minutes of the January 9, 2017 Regular meeting of Council be adopted as presented.
Favour 6; Opposed 0; **Carried**
 3. Business Arising From Minutes
No Business Arising

Deputy Mayor Butt entered meeting in progress.

4. Delegations
None listed
5. Correspondence, Permits & Development
 - a) List of Permits Issued # 7575-7577 (List Attached)
Motion 17-007 **D. Kennedy / B. Trickett**
Resolved to approve the list of permits # 7575 - 7577, as per applications received and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.
Favour 7; Opposed 0; **Carried**
 - 5.1 Correspondence, requiring Council's decision
 - a) Department of Municipal Affairs
Water System Upgrading – Project No. 17-CWWF No. 17-00027
Approval to award contract to Concord Paving in the amount of

\$963,863.88

Motion 17-008

F. Butt / B. Bowman

Resolved that the Town of Carbonear award the contract for Water System Upgrading – Project No. 17-CWWF No. 17-00027 to Concord Paving in the amount of \$963,863.88.

Favour 7; Opposed 0; **Carried**

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Municipalities NL
 - Info Note, Dates: December 23, January 6, January 13
Urban Municipalities Committee Meeting, Feb. 3 & 4, Bay Roberts
Copied to Council
 - MNL Membership Fees for 2017
Forwarded to Finance, Human Resources & Administration
Committee
- b) Property Owner, Soper Avenue
Inquiry on water services
Forwarded to Chief Administrative Officer
- c) Office of the Information & Privacy Commissioner
RE: Data Privacy Day, January 28, 2017
Placed on file
- d) Individual
RE: Question on a ticket given under Section 6 of the Town of Carbonear
Traffic Regulation
Copied to the Chief Administrative Officer & Municipal Enforcement Officer
- e) Prepared NL Consulting Inc
RE: Safety and Emergency Preparedness
Copied to the Chief Administrative Officer
- f) Department of Municipal Affairs
2016 Ultimate Recipient Audited Annual Expenditure Report for Gas Tax
Copied to Chief Administrative Officer and the Town Clerk
- g) Department of Environment and Climate Change
RE: Drinking Water System Report Form
Copied to the Director of Operations and Public Works for completion
- h) Department of Municipal Affairs
RE: Gas Tax Funds Availability
Forwarded to Chief Administrative Officer & Town Clerk
- i) Newfoundland & Labrador Table Tennis Association
RE: Request for donation, Table Tennis Event, February 18
Forwarded to Special Events Committee

6. Committee Reports

- a) Finance, Human Resources & Administration Princess Sheila NaGeira
Theatre
Councillor Noel presented the following motions as recommended by the
Committee:

Motion 17-009

R. Noel / B. Trickett

Resolved that the Town of Carbonear approve the payment of \$10,000 to the Princess Sheila NaGeira for their 2017 Budget Allocation.

Favour 7; Opposed 0; **Carried**

Motion 17-010 R. Noel / B. Bowman

Resolved that the Town of Carbonear adopt the list of donations for 2017 as recommended by the Finance, Administration and Human Resources Committee to be paid upon receipt of written request for each donation.

Favour 7; Opposed 0; **Carried**

- b) Recreation, Tourism & Culture
Councillor Goff noted the following as discussed by the Recreation Committee

- Trail Signage still being worked on
- Tree of memories dedication scheduled for Friday, June 9
- Winter Carnival planning continuing, awards night will be held then as well.
- Ball Hockey Rink working well

Councillor Goff presented the following motion as recommended by the Committee:

Motion 17-011 E. Goff / F. Butt

Resolved that the Town of Carbonear participate in the National Communities in Bloom competition for 2017.

Favour 7; Opposed 0; **Carried**

- c) Public Works, Waste Management & Community Services
Deputy Mayor Butt presented the following motion as recommended by the Committee:

Pole light at the intersection of Powell Parking lot & Water Street

The Director investigated and determined that this is a dark intersection and would meet the conditions of the Town of Carbonear Street Light Policy.

The Director will obtain the pole number and the EA will notify NL Power to install a new light.

Motion 17-012 F. Butt / B. Bowman

Resolved that the Town of Carbonear install a new street light situate near the intersection of Powell Parking Lot and Water Street as identified by the Director of Operations & Public Works.

Favour 7; Opposed 0; **Carried**

- d) Development
Business Arising from Previous Minutes – December 1, 2016
Councillor Kennedy presented the following motions as recommended by the Development Committee:

Motion 17-013 D. Kennedy / R. Noel

Resolved to issue a permit to construct a new dwelling situate at 16 Crowdy Street in accordance with the Carbonear Municipal Plan and Development Regulations and other regulations and policies.

Favour 7; Opposed 0; **Carried**

Motion 17-014 D. Kennedy / B. Trickett

Resolved to approve the Municipal Recommendation form for Crown Land at Valley Road; and

Be It Further resolved to approve a permit to construct a new dwelling in

accordance with the Town of Carbonear Municipal Plan and Development Regulations conditional upon obtaining approval from Service NL for a well and septic tank; and further conditional upon notification to the applicant that since the road is not currently included in the Limit of Service Agreement with the province for pavement, the property may be subject to a service levy/local improvement assessment in accordance with the Municipalities Act when pavement is completed in the future.

Favour 7; Opposed 0; **Carried**

Motion 17-015

D. Kennedy / E. Goff

Resolved that the Town of Carbonear approve the Business Development Application to open a Pet Boutique from 46 Powell Drive in accordance with the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-016

D. Kennedy / B. Bowman

Resolved that the Town of Carbonear approve the Business Development Application to open an Esthetics and Spa from 48 Powell Drive in accordance with the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-017

D. Kennedy / R. Noel

Resolved that the Town of Carbonear approve the Business Development Application to open a Photography Studio from 52 Powell Drive in accordance with the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-018

D. Kennedy / B. Bowman

Resolved that the Town of Carbonear approve an application to operate a Travel Agency from 117 Columbus Drive per the Town of Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Service NL and/or other applicable government departments and agencies and further conditional upon no objections being received from the discretionary use advertisement in the local paper.

Favour 7; Opposed 0; **Carried**

Motion 17-019

D. Kennedy / B. Trickett

Resolved that the Town of Carbonear approve the application to operate a Home based roofing business from 12 Hoyles Road provided no objections or representations are received from the discretionary use advertisement in the local paper, per application submitted and per the Town of Carbonear

Municipal Plan and Development Regulations and other regulations and policies.

Favour 7; Opposed 0; **Carried**

Motion 17-020

D. Kennedy / F. Butt

Resolved that the Town of Carbonear approve the Business Development Application to operate an After School Program at 88 Valley Road per the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from the Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-021

D. Kennedy / F. Butt

Resolved to construct a new dwelling situate at 8 Gladstone Lane in accordance with application submitted and the Carbonear Municipal Plan and Development Regulations and other regulations and policies and conditional upon notification to the applicant that since the road is not currently included in the Limit of Service Agreement with the province for pavement, the property may be subject to a service levy/local improvement assessment in accordance with the Municipalities Act when pavement is completed in the future.

Favour 7; Opposed 0; **Carried**

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO reviewed the following from her report with Council:

- Financial Report reviewed.
- Purchase of building and land—Pike’s Lane
The sale is complete and the property is now owned by the Town of Carbonear. As Council is aware, the contract has been awarded to complete the renovations.
- Cross Roads Bridge Assessment
The consultant that was approved to complete the assessment (Morrison Hershfield Limited (MH)) has informed us that it may be the spring before the assessment is available due to the snow making it difficult to see the abutments.
- 41-43 Goff Avenue/45-47 Goff Avenue
For Council’s Information, the appraisals have been received for the above properties. The estimated values received for the properties are \$111,000 and \$131,000. It was decided that the Town would request proposals from various real estate companies within the town. The proposals would be reviewed and one selected to list the properties.
- Across the Doors Property
The survey has been completed for this property and received by the Town. This will be forwarded for appraisal as well so this can be advertised for sale.
- Fire Department AGM and Election of Officers

For Council's information, the above will take place on Wednesday, February 8 at 7 pm. There will be no by – law changes at this AGM but there will be an election of officers. I have been speaking to the current Fire Chief who has indicated that he will be running for another term. I will be completing their Revenues and Expenditures Report between now and the meeting as this is tabled at the AGM. I provide a copy of the report to Council once completed.

▪ Outstanding Items for Completion

The following are some items that have been discussed and are on my list for completion. Once negotiations are completed, I will be concentrating on the Fire Department's Financial Report. Other items for completion include the following:

- Fox Farm Campground Call for Proposals—Scheduled completion date is before the end of February so we can ensure there is an operator by the end of March or Early April. I understand that every opportunity will be provided to the current operator provided that the proposal received is competitive.
- Emergency Plan—Much work has been done on this. Hopefully this can be finalized by the spring.
- Traffic Calming Policy– Draft for committee review scheduled to be completed before the end of February
- Animal Control Regulations Amendment-Draft for committee review scheduled to be completed before the end of February

If there are other outstanding items that I have not noted above, please feel free to pass them along.

Councillor Bowman inquired if the Cross Roads Bridge would be replaced this year. CAO advised that originally there were no structural issues with this bridge, all other bridges have been replaced since the structural report was done 7-10years ago. At that time, the Cross Roads Bridge was structurally sound, however it was felt that it should be re-assessed at this time. If still structurally sound then there could be some esthetic improvements made to the bridge. Council can decide what repairs are necessary after the engineering assessment has been received.

Deputy Mayor Butt advised the CAO that she should receive an email relating to the Fox Farm Campground Call for Proposals sometime this evening.

CAO advised that Council has already acted on the recommendation from the Town's lawyer on this matter.

b) Director of Operations & Public Works

The Director of Ops & PW reviewed the following from his report:

New Depot

The purchase of the facility from Land and Sea is now complete.

The tender has been awarded to the low bidder, Eastern Contracting. A pre construction meeting was held at the Eastern Contracting office on Monday

January 16, 2017. A representative of Eastern was on site (today) Monday, January 23, 2017 for a site meeting to plan the startup.

Land and Sea welding has dismantled and remove the Robot from the site. The remaining few items should be removed from the site by the end of the day (Monday 23)

Bond Street Project

This project tender is closed and have been awarded to Concord for a spring startup.

I have met with the engineers on the pumphouse component of this capital project. The specifications are currently being developed for a tender and award for a spring start of this portion of the project as well.

Blueberry Crescent Lift station

The new panel has been installed at this lift station as previously approved by council. One additional component, a H2O level sensor had to be replaced for an additional cost of \$1100.00.

Pike Lane Effluent Pumphouse

The new pump system that was installed at the Pike Lane Effluent station is experience some pump vibrations that has been identified as being caused by a lack of discharge back pressure. The calculation for the back pressure was determined by using the data for the original design or the outfall/manifold system. The existing outfall system has a couple of leaks (bubbles in the harbor) that result in some of the effluent not being pump the full length of the discharge. These leaks reduce the needed back pressure on the pumps for them to run smoothly. Repairing the leaks under the water would prove to be very expensive. A simpler solution would be to install a flanged In-Line check valve. This in-line check valve would be installed inside the pump station. The cost to purchase this check valve would be \$1911.88 + tax. Our guys should be able to install this.

Carpentry Position

This position has been filled by Steve Barrett.

Salt and Sand

1600 tons of salt sand has now been picked up and delivered to the town's new works yard. This was picked up by town staff using our new tandem dump truck. In the past we would have paid \$8.00 per ton (\$12,800.00) to have this delivered.

This has been an unusual winter with regards to freeze/thaw cycles. As a result it is proving to be a difficult winter on salt and sand. We will continue to monitor the consumption and I will report as we move forward.

Meeting adjourned temporarily at 4:30pm

Meeting resumed and called to order at 4:44pm

Hyundai Loader Replacement

The Hyundai loader is in need of replacement as identified during the budget process. The delivery of a new loader normally takes approx 4 months. (requiring only 6 payments rather than the 8 payment allowed for in the budget) I would like to start the process now so we award the tender by the end of February.

Council approval is required to proceed to tender for this piece of equipment.

Motion 17-022

F. Butt / B. Trickett

Resolved that the Town of Carbonear proceed to tender for the supply and delivery of a loader to replace the existing Hyundai loader.

Favour 7; Opposed 0; **Carried**

Yanmar Mini Excavator Replacement

The VIO 35 Yanmar mini excavator is in new of replacement as identified during the budget process. The delivery of this excavator will take approx 3 months. (Also 8 payment allowed for in the budget) I would like to start the process now so we can award the tender by the end of February. Council approval is required to proceed to tender for this piece of equipment.

Motion 17-023

F. Butt / B. Trickett

Resolved that the Town of Carbonear proceed to tender for the supply and delivery of a mini-excavator to replace the existing VIO 35 Yamar mini excavator.

Favour 7; Opposed 0; **Carried**

c) Director of Recreation

The Director of Recreation reviewed the following from his report:

Pool & Rec Maintenance

- 1.) Change Room Renovations have started. Both rooms have been completely stripped. Preparation work for tiles started today. *A discrepancy about the sinks, one piece all molded in. Proposed to replace the countertop, and not the sinks, Change order, \$4,175.*

Motion 17-024

F. Butt / B. Bowman

Resolved that the Town of Carbonear approve a change order in the amount of \$4,175 for the Change Room Renovations at the Carbonear Pool.

Favour 7; Opposed 0; **Carried**

- 2.) Rinks have seen a decent amount of use in the last week. Weather was a struggle early on, but last couple of weeks were able to maintain ice fairly well. Working on making a connection for tractor, to create an ice cleaner/flooder.

Financial & Program Analysis

	<u>2017</u>	<u>2016</u>
1.) Pool Revenue -Jan. 19 th (less HST)	\$22, 522.48	\$23, 418.11
2.) Lesson Registration	199	244
3.) Pool Visitation	1406	1797 (swim meet)

Programs & Grants

- 1.) Application has been made for school swimming program. Later applying this year as online application service was being upgraded. Deadline for applications was November 1st and response is supposed to be by months end. **STILL WAITING ON APPROVAL.** I've been in contact with local chapter, on 2 occasions. They are following up.
- 2.) WinterFest 2017, February 16 - 19. Planning is underway, final program should be completed by end of next week.

Councillor Kennedy suggested to enhance the plaques with the addition of the town's logo.

Publish advertisements for the awards and scholarships and also on the Town's website.

Deputy Mayor advised that the sign on the highway coming in to town still has a Christmas greetings. Recreation Director advised that an email was sent requesting the sign be changed to advertise the winter carnival.

8. Finance

a) **Operating Invoices:** over \$2000.00 totaling..... \$52,990.42

Motion 17-025

R. Noel / F. Butt

Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$52,990.42.

Favour 7; Opposed 0; **Carried**

9. Regulations

None listed

10. New Business

Deputy Mayor Butt noted that he has received several requests to change the time of the Council meetings to evenings.

Discussed.

It was noted that very few members of the public attended Council meetings when they were at 7pm, and there are still some that attend now when the meetings are held at 4pm.

No change was made to the time. Regular Council meetings will continue to be held at 4pm.

11. Notices of Motion

No notices of motions were filed.

12. Adjournment

Motion 17-026

F. Butt / R. Noel

Resolved that the meeting adjourn at 5:00p.m.

The next meeting is scheduled for Monday, February 6th, 2017 @ 4:00pm.

Mayor George Butt

Cathy Somers, Town Clerk