

Town of Carbonear
Regular Council Meeting, November 28th, 2017
Minutes of a regular meeting of the Council of the Town of Carbonear
Held in Council Chambers, November 28th, 2017 at 5:30pm

Members Present: Mayor Frank Butt
Deputy Mayor Chris O’Grady
Councillors Danielle Doyle
Ray Noel
Vic Jenkins
Amanda Hulan
David Kennedy

Also Present: Town Clerk Cathy Somers
Chief Administrative Officer Cynthia Davis
Director of Operations & Public Works Brian O’Grady
Director of Recreation Rob Button

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1. Calling of Meeting to Order
Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:41pm.
 2. Adoption of Minutes
 - a) Regular Meeting, November 6
Motion 17-275 **R. Noel / C. O’Grady**
Resolved that the minutes of the November 6th, 2017 Regular meeting of Council be adopted as presented.
Favour 7; Opposed 0; **Carried**
 3. Business Arising From Minutes
No Business Arising
 4. Delegations
None listed.
 5. Correspondence, Permits & Development
 - a) Permit listing #8036, 8046, 8053, 8055, 8057-8062, 8065-8067
Motion 17-276 **D. Doyle / V. Jenkins**
Resolved to approve the list of permits # 8036, 8046, 8053, 8055, 8057-8062, 8065-8067 as per applications received and in accordance with 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) Site Specific Health and Safety Plan – Pick up of Ice Control Materials
CAO advised we adopted last year, and recommend to review each year.
Recommend to adopt the Safety Plan again this year

Motion 17-277

V. Jenkins / C. O’Grady

Whereas the Department of Transportation and Works will allow municipalities to pick up ice control materials ordered by the municipality; and

Whereas the Department of Transportation and Works requires a municipal endorsement passed by council which indicates all measures are in place to meet Occupational Health and Safety compliance standards related to the pick up of ice control materials;

Be It Resolved that the Carbonear Council adopts the attached Safety Plan for the pick up of ice control materials at the Transportation and Works Depot at Route 70, Birch Hills, Bay Roberts.

Favour 7; Opposed 0; **Carried**

- b) Eastern Regional Service Board

List of individuals standing for election in Sub-Region/Ward 9 (Trinity Conception North). (Don Coombs, Mayor, Town of Harbour Grace & Glenn Clarke, Councillor, Town of Victoria)

Deadline for the 2017 Vote Declaration is Thursday, November 30, 2017

Motion 17-278

D. Kennedy / V. Jenkins

Resolved that the Town of Carbonear vote for Don Coombs as the representative in Sub-Region/Ward 9 (Trinity Conception North) to the Easter Regional Service Board.

Favour 7; Opposed 0; **Carried**

- c) PCA Change Order Approval

Clean Water and Wastewater Fund, (Water, Sewer & Storm Sewer – Bond Street – Project No. 17.CWWF-17-00027)

PCA Change Order # 1, (\$3,087.75) - Additional Geotechnical Services testing

Motion 17-279

R. Noel / D. Doyle

Resolved that the Town of Carbonear approve the PCA Change Order for the additional geotechnical services in the amount of \$3,087.75 for the Clean Water and Wastewater Fund, Project No. 17.CWWF-17-00027 (Water, Sewer & Storm Sewer – Bond Street)

Favour 7; Opposed 0; **Carried**

- d) Municipalities NL – Plastic Bag Ban

Deferred to Committee for further discussion.

5.2 Correspondence received and action taken

Council reviewed the action taken on the following correspondence:

- a) Department of Municipal Affairs
RE: Removal of Limit of Service Requirements
Forwarded to Development Committee
- b) Tri Con Gentle Giants Special Olympics Club
Invitation for the Mayor or designate to attend the Annual Christmas dinner on Wednesday, December 13 @ 6p and the Bay Roberts Lion Club.
Copied to the Mayor

- c) Municipal Assessment Agency
RE: Fees reduced by \$1 to \$27 per assessment for 2018
Forwarded to the Town Clerk, CAO and the Finance, and Administration committee.
- d) CBDC Trinity Conception
RE: November 21, 2017 Update & Newsletter
Copied to Council
- e) NL Public Health Laboratory, Test results of water samples collected on October 23, 2017 @ TC Square Mall, Department of Justice, 143 Columbus Drive, Bemister's Hill. Results marked satisfactory. Placed on file.
- f) Councillor Glenn Clarke, Town of Victoria
RE: Request for support in the Eastern Regional Service Board upcoming election.
Copied to Council
- g) Mayor Don Coombs, Town of Harbour Grace
RE: Request for support in the Eastern Regional Service Board upcoming election.
Copied to Council
- h) Business owner, Crowdy Street
RE: Concern with tree branches in the road way
Forwarded to the Public Works, Waste Management & Community Services committee
- i) Department of Transportation, Equipment Maintenance Division
RE: Vehicle / Equipment Disposal
Copied to the Director of Operations and Public Works and CAO, placed on file.
- j) Property owner, Gladstone Road
Re: Request for copy of Regular Council Minutes
Copied to CAO.
- k) Keyin College
Invitation for the Mayor or designate to attend the Keyin College graduation on Friday, December 1 @ 2:30 pm.
Copied to the Mayor
- l) Harbour Grace RCMP Children's Wish Tree Lighting
Request for donation and an invitation for Council to attend this years tree lighting on November 28 @7:30 pm at the Harbour Grace Detachment.
RE: Invitation copied to Council. Donation included on the approved 2017 Donation Listing. Cheque in the amount of \$50 to be completed and presented at the event.
- m) Eastern Health
RE: Municipal Tax Bill
Forwarded to Finance and Administration Committee.

6. Committee Reports

- a) Recreation, Special Events, Culture & Tourism
Councillor Noel presented the following motions as recommended by the Committee:

Councillor Doyle asked Council to determine if she would be considered in conflict on the motion being recommended on the

Willoughby Playground, as she owns property on Newfoundland Drive and D'Iberville Street.

Councillor Doyle left the meeting.

CAO advised that this is a replacement structure for the existing Willoughby Estates Playground as the existing structure was in a state of disrepair. The replacement of the structure is considered as maintenance of the existing playground.

Discussed.

Motion 17-280

C. O'Grady / V. Jenkins

Resolved that Councillor Doyle is not in conflict of interest on the proposed motion to replace the existing play structure at Willoughby Estates Playgound.

Favour 6; Opposed 0; **Carried**

Councillor Doyle was called back in to the meeting.

Motion 17-281

R. Noel / A. Hulan

Resolved to purchase two play structures (Willoughby Estates Playground & Soper Avenue Playground) for a total cost of \$24,050 plus HST.

Favour 7; Opposed 0; **Carried**

Councillor Kennedy asked for clarification as to whether or not he is in conflict of interest on the recommendation to appoint his sister, Diane Kennedy as member of the Carbonear Special Events Committee.

Councillor Kennedy then left the meeting.

Motion 17-282

R. Noel / D. Doyle

Resolved that Councillor Kennedy is not in conflict of interest on the proposed motion to appoint Diane Kennedy as a member of the Carbonear Special Events Committee.

Favour 6; Opposed 0; **Carried**

Councillor Kennedy was called back in to the meeting.

Motion 17-283

R. Noel / D. Doyle

Resolved to appoint Diane Kennedy and Cheryl Rowe as new members of the Carbonear Special Events Committee.

Favour 7; Opposed 0; **Carried**

Council commended these people for volunteering.

Motion 17-284

R. Noel / D. Doyle

Resolved to purchase an Adult Change Table for the Carbonear Swimming Pool in the amount of \$2,250 plus HST to assist handicapped patrons using the facility.

Favour 7; Opposed 0; **Carried**

Councillor Noel noted that the Town received a letter of thanks from the CBN baseball association thanking Councillor Kennedy, Rob Button and other town staff for their assistance with the Pee Wee All Newfoundland Baseball Tournament. It was noted that the committee was pleased the organization took the time to recognize the contribution from the Town.

- b) Public Works, Waste Management & Community Services
Councillor Jenkins presented the following motion as recommended by the Committee:

Motion 17-285

V. Jenkins / C. O'Grady

Resolved that the Town of Carbonear name the following small lanes off Water Street:

- (1) Harrington's Lane - between Bannerman Street and Musgrave Street*
- (2) Howell's Lane - between P.F Finn Street and Bond Street*
- (3) Dowden's Lane – between Captain Frank's Lane and Church Street*

Favour 7; Opposed 0; **Carried**

- c) Development
Councillor Doyle presented the following motions as recommended by the Development Committee:

Mayor Butt asked if he was considered in conflict on the proposed motion to approve the permit for 227-229 Water Street as he noted he owns property at 225 Water Street.

Mayor Butt then left the meeting and Deputy Mayor O'Grady assumed the chair.

Motion 17-286

D. Kennedy / V. Jenkins

Resolved that Mayor Frank Butt is not in conflict of interest on the proposed motion to approve a permit for the property of 227-229 Water Street – to complete renovations to the exterior of the building in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon the renovations being completed per conditions of the Heritage Zone conditions.

Favour 6; Opposed 0; **Carried**

Mayor Butt was called back in to the meeting.

Motion 17-287

D. Doyle / D. Kennedy

Resolved to approve the following development applications conditional upon the development being completed in accordance with the Carbonear Municipal Plan and Development Regulations and other regulations and policies and in accordance with other conditions as specified:

- *142 Forest Road - to construct a new fence at 142 Forest Road conditional upon the fence being constructed in accordance with the Fence Regulations and the exemption to the maximum height per section 7 (b) of the Fence Regulations;*
- *227-229 Water Street – to complete renovations to the exterior of the building in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon the renovations being completed per conditions of the Heritage Zone conditions;*
- *1 Circular Road – to construct an accessory building as there were no objections to the distribution of the notice distributed to properties in the vicinity identifying the lot coverage of 106.9 m.*

Favour 7; Opposed 0; **Carried**

- d) Finance and Administration
Deputy Mayor O'Grady advised that the Finance & Administration Committee met on November 15th. There are no motions being recommended at this time.
He asked that Council review the nominees for MAA board elections for the next meeting
He noted that the Municipal Assessment Agency fees are going down for 2018.

After the meeting, it was determined that there is a change table located in the upstairs washroom here at the Civic Centre. Signage will be installed to advise patrons of the location. Councillor Kennedy requested that the Committee assess for funding in the 2018 budget to implement further accessibility features for the washrooms in the building.

7. Reports of Chief Administrative Officer and Department Heads

- a) Chief Administrative Officer
Financial Report previously distributed.
Any questions can be addressed to the CAO.
- b) Director of Operations & Public Works
The Director of Operations & Public Works reviewed the following from his report with Council:

New Depot:

The depot is moving slowly at this final stage. With a concentrated effort it could be completed in a week. However, concentrated efforts are hard to come by with this contractor. Contractors were on site today, so work is progressing. Will plan for a grand opening after it is fully completed.

Roads:

Asphalt

The four small Lanes that had the water and sewer upgraded are now paved.

The leaf composting compound is also paved.

The beach (base coat) will be applied tomorrow starting at 9:30, with the second lift being applied in the spring. Two 40mm lifts of asphalt in total.

Rusted Place

The storm system has been installed on this Street. The water system failed in numerous locations during this work. It would not be wise to proceed with the new pavement without first upgrading the water and sewer system. It is estimated, by our consultant, to cost approx. \$135,000 for this upgrade. They can proceed with the design and tendering over the winter for a spring start. Council approval will be required to proceed with this design and tender. Would like to have this work completed in early spring.

Motion 17-288

R. Noel / V. Jenkins

Resolved that the Town of Carbonear proceed with the design and tender for the water & sewer upgrade Project for Rusted Place.

Favour 7; Opposed 0; **Carried**

Bennett's Hill Pumphouse

- The underground piping is completed.
- The concrete slab has been poured
- The building is framed up and shingled.
- The exterior siding will proceed this week.
- The pump system is ordered but do not have a delivery date at this time.

Seasonal Staff

All the seasonal staff have been laid off. I will need a couple of workers for two weeks to assist with the move to the new depot. I would like to request council approval for 4 additional weeks (2 men for 2 weeks)

Motion 17-289

R. Noel / C. O’Grady

Resolved that the Town of Carbonear approve and additional four weeks for seasonal staff to complete the move to the new depot.

Favour 7; Opposed 0; **Carried**

Salt and Sand

The salt and sand is now available for pickup. Our truck has started trucking the product from Transportation and Works depot in Birch Hill. We will be picking up 1600 Tons. This should all be picked up by Christmas.

Snow clearing:

We will move to the shift work schedule mid December depending on forecasted weather.

The shifts will be:

2 operators 5:00 – 13:30 (morning shift) Monday to Friday

2 operators 13:30 – 22:00 (evening shift) Monday to Friday

1 operator 8:00 – 16:30 (day shift) Monday to Friday

We will start the weekend shift the first weekend in January unless weather dictates otherwise.

The weekend shift will be:

5:00 – 13:30 (Morning shift) Saturday and Sunday

The operators on shift will advise the Director of Operation of conditions requiring additional staff. The needs will be assessed and added as required.

Kennedy with respect to snow clearing,

Routes designed, you can distribute to council for their information.

Remembrance Loop and Canada Place have been added. Request that you review to amend the routes based on the area to be cleared.

Councillor Noel inquired about the quantity of salt/sand being obtained.

Director advised that 1600 tonnes is being purchased, which should be sufficient for the season. If we need extra, any additional would cost higher.

c) **Director of Recreation**

The Director of Recreation reviewed the following from his report with Council:

Pool & Rec Maintenance

1.) Regular Maintenance has been continuing. Compiling a list of items to have completed during the slower schedule of holiday season.

Reviewed the holiday schedule

Financial & Program Analysis

	<u>2017</u>	<u>2016</u>
1.) Pool Revenue (less HST)	\$217,192.75	\$235,714.82
2.) Lesson Registration	1798	1896
3.) Pool Visitation	28,929	31,071

At last meeting question was asked how much has the decrease in lessons affecting the difference. In excess of \$11,000 (approx.61%). I believe that a lot of this shortfall was due to no Jumpstart Program last year and there was no funding approved. We should see a rebound in the lessons now that we will be offering that program again this year.

Despite the shortfall from last year, we are well on the way to reach budgeted revenue projections (\$260,000). Revenue collected is at approx. 83%, if distributed evenly revenue collected at this point would be 79%.

Programs & Grants

- 1.) Have received some info to begin an aerobic program for seniors in the new year. I have been in consultation with an instructor and will be following up to start this program. This will be a free program.
- 2.) All recreational facilities have been winterized for the year.
- 3.) Jumpstart funding has been committed for Swim to Survive programming this fall. Approvals have been received, waiting on student info from schools to get this program started. There has been a delay in starting this program as schools have been slow getting the participant info to us. We now have majority of it, so program should start early new year. Grade 2s from 13 schools to participate.
- 4.) Annual Tree Lighting Ceremony - Thursday, December 7th, starting a 7pm. Encouraged all Council members to attend.

Updated LED lighting will be investigated when replacing any existing lighting at the pool facility.

Interac is accepted at the pool. There is a fee per transaction. The minimum for Use of debit is \$7, aerobics is \$5. Will be reviewed by committee this week. The item is on the committee agenda.

8. Finance

- a) Operating Invoices: over \$2,000.00 totaling.....\$76,100.63

Motion 17-290 **C. O’Grady / R. Noel**

Resolved that the Town of Carbonear approve for payment the list of invoices as submitted totaling \$76,100.63.

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Street Upgrading & Paving 2017, Part A – Water Street Beach, PN 17-117

Farrell’s Excavating Ltd, PN # 1..... \$31,864.55

Harris & Associates, Engineering Invoice # 6239.....\$7,762.50

Street Upgrading & Paving 2017, Various Areas, Part B - G, PN 17-117

Includes Rusted Place

Farrell’s Excavating Ltd, PN # 1..... \$25,619.36

Harris & Associates, Engineering Invoice #6240\$5,451.00

Water, Sewer & Storm Sewer (Part B) – Bond Street, PN 11-126 (MA 17-CWWF-17-00027),

Harris & Associates, Invoice # 6228.....\$1,801.94

Water, Sewer & Storm Sewer (Part A) – Bond Street, PN 11-126 (MA 17-CWWF-17-00027),

Harris & Associates, Invoice # 6227..... \$11,954.38

Total Capital Invoices \$84,453.73

Motion 17-291 **C. O’Grady / V. Jenkins**

Resolved that the Town of Carbonear approve for payment capital invoices as listed to Council totaling \$84,453.73.

Favour 7; Opposed 0; **Carried**

9. Regulations

Mayor Butt asked if he was considered in conflict on the proposed motion to adopt the Fire Department Regulations as amended.

Mayor Butt then left the meeting and Deputy Mayor O’Grady assumed the chair.

Motion 17-292

R. Noel / D. Doyle

Whereas there is no monetary interest in the adoption of the Fire Department Regulations, Be It Resolved that Mayor Frank Butt is not in conflict of interest on the proposed motion to adopt the Fire Department Regulations as amended.

Favour 6; Opposed 0; **Carried**

Mayor Butt was called back in to the meeting.

a) Fire Department Regulations

CAO advised that the by-laws are no longer a part of the regulations, legal consult recommended to remove that from the Regulations.

Motion 17-293

V. Jenkins / C. O'Grady

Resolved that the Town of Carbonear adopt the Town of Carbonear Fire Department Regulations as amended.

Favour 7; Opposed 0; **Carried**

10. New Business

No new business.

11. Notices of Motion

No notices of motions were presented.

Mayor Butt noted that he and some members of Council attended a number of civic functions on behalf of Council including the following:

Bonfire night

Remembrance Day Assemblies at the schools

Remembrance Day Memorial Service

U-turn Walk for Addictions

Presentation of Downtonw Revitalization Plan

First Baptist Church dinner

Royal Canadian Legion Banquet

Targa meeting.

Christmas social for Special Events Committee

RCMP Tree lighting tonight.

Mayor advised that the Regular Council Meetings are now changed to the 2nd and 4th Tuesdays at 5:30pm.

12. Adjournment

Motion 17-294

C. O'Grady / R. Noel

Resolved that the meeting adjourn at 6:43 p.m

Next meeting, Tuesday, December 12th at 5:30pm.

Mayor Frank Butt

Cathy Somers, Town Clerk