

Resolved to approve the list of permits # 8488 – 8501 as per applications received and in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.

Favour 6; Opposed 0; **Carried**

5.1 Correspondence, requiring Council's decision
None listed.

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Property owner, Fraize Avenue
Re: Safety concern with shrubs planted in the intersection
Forwarded to the Public Works, Waste Management & Community Services committee
- b) Harris & Associates
RE: contract documents between the Town of Carbonear and Concord Paving Ltd for Water & Sewer Extension, Columbus Drive South, PN-18-105
Copied to the Chief Administrative Officer
- c) Eastern Regional Service Board
The Board has adopted its 2019 budget for the delivery of services and the fee structure from April 1, 2019-March 31, 2020. (Landfill Bound materials will cost \$67.60 per metric tonne, and recyclable materials will cost \$20 per metric tonne.
Forwarded to the Chief Administrative Officer. Placed on file.
- d) NL 911
RE: Red Emergency 911 Decals (In order to increase public awareness of the 911 service, NL911 has been distributing Emergency 911 decals free of charge to fire departments in the province for display on fire vehicles and apparatus.
Forwarded to the Fire Department. Placed on file.
- e) ICLEI Canada – Local governments for sustainability
RE: Upcoming Livable Cities Forum in St. John's on Thursday, November 15 on "Managing Local Climate Risks"
Copied to Chief Administrative Officer and the Director of Operations and Public Works.
- f) Joint Council of Conception Bay North
 - Agenda for meeting October 25, Upper Island Cove
 - 2018 Joint Council Summit hosted by Northeast Avalon Joint Council, Wednesday, November 14 in St. John'sCopied to Council.
- g) The Kiwanis Club of Carbonear
RE: Kiwanis Music Festival dates: March 30 – April 5, 2019. Request to advertise in the booklet and sponsor an award.

- Forwarded to the Finance and Administration committee
- h) U-Turn Drop in Centre
RE: National Addictions Awareness Week - walk to raise awareness of addiction, Thursday, November 29 @ 7pm followed by presentations, 8pm at 19 Industrial Crescent.
Copied to Council and staff
- i) Department of Municipal Affairs
- Gas Tax Secretariat on changes to the signage policy for Gas Tax projects
Forwarded to Chief Administrative Officer and the Director of Operations and Public Works. Placed on file.
 - Municipal Infrastructure and Support Branch regarding correspondence on 2017-2018 Municipal Capital Works applications not approved.
Forwarded to CAO and Town Clerk. Placed on file.
 - Clarification on rejection letters for 2018-2019 Municipal Capital Works Applications
Forwarded to CAO and Town Clerk. Placed on file.
 - Fire Services Division on Carbon Monoxide Awareness
Copied to the Fire Department
 - Engineering and Infrastructure Branch on asphalt deadline
Copied to the Director of Operations & Public Works and the Public Works, Waste Management & Community Services committee.
- j) Progressive Engineering & Consulting Ltd
RE: Information on company profile
Forwarded to the Chief Administrative Officer. Placed on file.
- k) Kixx Country
Toy Tree Opening, November 15 at 7pm at the TC Square Mall
Copied to Council and staff
- l) Property owner, Masonic Avenue
RE: Traffic concerns from Dowden's Lane to Water Street
Forwarded to the Public Works, Waste Management & Community Services committee.
- m) Municipalities NL
InfoNote, October 26, November 2, Information leaflet on Johnson Insurance
Copied to Chief Administrative Officer, Town Clerk, Council
- n) Women in Resource Development Corporation
RE: Overview of workshops on Creating a Respectful Workplace offered at no charge through funding from AES
Copied to the Finance and Administration committee
- o) Property owner, Park Avenue
RE: Permit related inquiry
Forwarded to the Development committee
- p) Carbonear Collegiate

- Invitation to attend the Remembrance Day Assembly on November 8.
Copied to the Mayor. The Mayor will be attending
- q) Powell's Supermarket
RE: 70th Anniversary, Fall Festival. Request to have a representative of the Town judge the pumpkin carving contest.
Copied to Council. The Mayor will be attending.
 - r) Municipal Assessment Agency
RE: "Working together to improve the Property Assessment System" workshop - December 6, St. John's.
Copied to the Town Clerk and the Chief Administrative Officer
 - s) Professional Municipal Administrators
RE: Professional Development & Training Sessions
Copied to the Chief Administrative Officer and the Town Clerk.
 - t) Trio Benefits
RE: Trio Benefits Group Insurance Update
Forwarded to the Chief Administrative Officer, Town Clerk and the Finance and Administration committee.
 - u) Eastern Health
RE: Grief and the Holiday Season session, December 4 from 6:30-8:30pm in the Multipurpose room at the Carbonear LTC Facility.
Copied to Council and staff and shared on social media.
 - v) NL Public Health Laboratory, Test results of water samples collected on September 26, 2018 at TC Square Mall, Department of Justice, 143 Columbus Drive, Bemister's Hill. Results marked satisfactory. Placed on file.
 - w) Royal Canadian Legion, Carbonear Branch
RE: Request to participate in "The Bells of Peace" program.
Forwarded to the Finance and Administration committee
 - x) Property owner, Discovery Place
RE: Request for interest adjustment
Forwarded to the Finance and Administration committee

6. Committee Reports

- a) Development
Councillor Doyle advised the Development Committee met on October 25. She noted the following from the Development Committee:
 - Town website – The new website has been populated and currently under review. Some additional photos will be added and we will need to set up a date for the launch of the new website.
 - Update – Building Development in Commercial Sub-division off Columbus Drive – Permit to construct a new building for a Dairy Queen Restaurant has been issued, with conditions as additional work and government approval is required before occupancy.
 - Street Name – New Commercial Street off Columbus Drive – The developer advised Council they would like a name assigned for the new street off

Columbus Drive leading to the Commercial centre. The Town has submitted a name for consideration.

- Update – Road to Hotel, Crocker’s Cove Point - The developer is negotiating with land owners in the area.
- New Business Applications for review:

Motion 18-280 D. Doyle / V. Jenkins

Resolved to approve the following applications in accordance with applications submitted, the Town of Carbonear Municipal Plan and Development Regulations and other conditions as specified:

- 49 Bunker Hill – construction of a shed measuring 8 ft x 10 ft;
- 117 Columbus Drive – open a homecare business office per applicable approvals from the Service NL and/or other applicable government departments and agencies.

Favour 6; Opposed 0; **Carried**

Motion 18-281 D. Doyle / D. Kennedy

Whereas the Crown Land application received for land on Fox Farm Road is not in accordance with the Town of Carbonear Municipal Plan and Development Regulations;

Be it resolved that the application for crown land be refused.

Favour 6; Opposed 0; **Carried**

- Other items under consideration
 - Development on Powell Drive/Goff Avenue
Awaiting development application.
 - Servicing of Lot #9 Tilley Place
Under investigation.
 - Offer to purchase property of 45-47 Goff Avenue
Town has submitted a counter offer on the property.
 - Promotional brochures
Deferred until the spring.

Mayor Butt asked for an update on the paving for Canada Place. Director of Operations and Public Works advised that the sub-grade of the road has been completed and Class A has been spread, waiting on paving contractor to complete the asphalt.

- b) Finance and Administration
 - Deputy Mayor O’Grady advised that the Committee met on Oct. 29.
 - Deputy Mayor O’Grady advised that the Committee is recommending approval of the Heritage Financial Incentive Policy. This is a financial incentive being provided to property owners in the Heritage Zone to assist with the maintenance and repair cost of buildings in that area.
 - Mayor Butt asked if he would be considered to be in conflict of interest on this matter as he owns a property located within that zone.

Motion 18-282**C. O'Grady / D. Doyle**

Under Section 209 of the Municipalities Act, Be it Resolved that Council does consider Mayor Butt to be in conflict of interest on the Heritage Financial Incentives Policy as he own property located in the Heritage Zone.

Favour 5; Opposed 0; **Carried**

Mayor Butt did not vote on the matter.

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

Deputy Mayor O'Grady read the Policy as proposed.

Motion 18-283**D. Kennedy / D. Doyle**

Resolved that the Town of Carbonear adopt the Heritage Financial Incentives Policy as recommended by the Finance and Administration Committee.

Favour 5; Opposed 0; **Carried**

Mayor Butt was called back into the meeting and assumed the chair.

Social Media Policy – Copy was forwarded to Council for review.

Deputy Mayor read some of the items that are included in the policy. The policy should ensure that the professionalism is maintained in the content.

Motion 18-284**C. O'Grady / V. Jenkins**

Resolved that the Town of Carbonear adopt the Social Media Policy as recommended by the Finance and Administration Committee.

Favour 6; Opposed 0; **Carried**

Deputy Mayor O'Grady advised the Committee reviewed the following as well:

Royal Canadian Legion, Branch #23

Request to participate in "The Bells of Peace" program.

Director of Ops & PW will investigate to determine if we can have the clock tower bell to ring at the required time.

Royal Canadian Legion, Branch #23

Request for Annual Poppy Campaign Donation.

\$50 Donation is included on the List of Donations approved for 2018.

Cheque was prepared and presented to the Legion.

Revision to Interest Relief Form for Low Income families.

Committee reviewed a proposed change to the Interest Relief Form for Low Income families as presented by the Town Clerk.

Committee agreed with the revision. Town Clerk to include the revised form with the 2019 budget for adoption.

Community Garden Grant

Committee discussed the request for a Community Garden Grant. CAO will discuss with the Director of Recreation to have submitted.

- c) Recreation, Special Events, Culture & Tourism
 Councillor Kennedy noted the Committee met on Oct 24th.
 The following items were noted:
- Pool Deck Repair – Director of Recreation is working on this item.

- Exterior Siding Repair – A motion was made at the October 24, 2018 Council meeting to award the work to a contractor to proceed with the repairs.
- Heritage building maintenance (quote)
A quote was received on an estimate for painting and repairs for all three buildings. It was agreed that it was late in the year for painting but the CAO was requested to have the Director of Operations and Public Works to investigate areas where there was rot and water infiltration so that this can be repaired to prevent further damage throughout the winter months. Painting to be deferred until spring.
- The town will make application for the 2019 Celebrate Canada funding. This is done to assist the Special Events Committee in planning for the annual Canada Day events offered in Carbonear.
- Christmas in Carbonear Campaign
The EDTO is working on this campaign and it will highlight the many events and activities that take place during the 24 days leading up to Christmas Day. The Town would provide the advertisement for the 24 days of Christmas with an event taking place on each of those days.
- Multi Purpose Recreational Trail
Signage and category - The CAO and the EDTO reviewed the draft sign that will be required at the beginning and the end of the trail for the committee's information and approval as well as some smaller signs recommended for along the trail. The committee advised to proceed with the signage as recommended.

Inquiry on Playground equipment. Councillor Kennedy noted that playground equipment has been removed from the playgrounds and will be inspected over the winter to ensure repairs are made before the equipment is installed in the spring.

Inquiry on the Christmas schedule of events. The listing will be made available here at the office and will be sent to businesses. It will be on social media as well.

7. Reports of Chief Administrative Officer and Department Heads
No reports filed.

8. Finance

- a) Operating Invoices over \$2000.00 totaling.....\$58,207.07
Motion 18-285 C. O’Grady / V. Jenkins
Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$58,207.07.
 Favour 6; Opposed 0; **Carried**
- b) Pondside Bridge Replacement, PN 17-129
 Harris & Associates, Engineering Fees, Invoice #6393\$7,245.00
Water, Sewer & Storm Sewer, Part B Bond Street
 Harris & Associates, Engineering Invoice #6384.....\$2,832.94
Water, Sewer & Storm Sewer, Part C Bond Street

Harris & Associates, Engineering Invoice #6383.....	\$4,556.75
Cougar Engineering & Construction, Claim 1	\$44,315.08
Total Capital Invoices	<u>\$58,949.77</u>

Motion 18-286

C. O’Grady / A. Hulan

Resolved that the Town of Carbonear approve for payment the list of capital invoices as submitted totaling \$58,949.77.

Favour 6; Opposed 0; **Carried**

9. Regulations
None listed

10. New Business
None listed

Mayor Butt noted the following activities that were attended by Mayor and Councillors:

- Oct. 25 Launch of the Poppy Campaign
- Oct. 25 CBN Joint Council meeting
- Nov. 5 Carbonear Community bonfire
- Nov. 6 Meeting with RCMP Commissioner of Canada
- Nov. 8 Carbonear Collegiate Remembrance Day Assembly
- Nov. 9 Football competition
- Nov. 11 Remembrance ceremony
- Nov. 11 Ringing of the bells at the cenotaph and churches
- Tour of Fire Hall and viewing of the new commercial washer/dryer for the Carbonear Volunteer Fire Department.

11. Notices of Motion
No notices of motions were filed.

12. Adjournment

Motion 18-287

C. O’Grady / D. Doyle

Resolved that the meeting adjourn at 6:03 p.m. and the next regular council meeting will be on November 27th at 5:30 p.m.

Mayor Frank Butt

Cathy Somers, Town Clerk