

**Town of Carbonear**  
**Regular Council Meeting, April 23<sup>rd</sup>, 2019**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Held in Council Chambers, April 23<sup>rd</sup>, 2019 at 5:30pm

**Members Present:** Mayor Frank Butt  
Deputy Mayor Chris O'Grady  
Councillors Danielle Doyle (Remote Attendance)  
Ray Noel  
Amanda Hulan  
David Kennedy

**Also Present:** CAO/Acting Town Clerk Cynthia Davis  
Director of Operations & Public Works Brian O'Grady  
EDTO Kerri Abbott

**Absent:** Councillor Vic Jenkins  
Town Clerk Cathy Somers (Vacation)

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1. Calling of Meeting to Order  
Mayor Butt called the meeting to order at 5:35pm and welcomed everyone to the meeting.
  2. Adoption of the Agenda for April 23, 2019 Regular Meeting  
**Motion 19-100 R. Noel / C. O'Grady**  
*Resolved to adopt the agenda as presented for the April 23, 2019 Regular Meeting of Council.*  
Favour 6; Opposed 0; **Carried**
  - 2.1 Adoption of the minutes
    - a) Regular Meeting – April 9, 2019  
**Motion 19-101 A. Hulan / D. Kennedy**  
*Resolved to adopt the minutes of the April 9, 2019 Regular Meeting of Council.*  
3A 5Favour 6; Opposed 0; **Carried**
  3. Business Arising From Minutes  
No business arising.
  4. Delegations
    - a) Sarah Stapleton, Registered Nutritionist, Eastern Health, Health Promotion Division and Melissa DeLeon, Lactation Consultant  
*Sarah Stapleton and Melissa DeLeon presented on behalf of the Baby Friendly Council of NL; Re: Space for everyone. A photo was taken with the presenters and Council after the presentation.*

5. Correspondence, Permits & Development

a) Permit Listing # 8545-8552

Councillor Doyle asked that Council members review the list of permits for approval for any possible conflicts of interest.

**Motion 19-102 D. Doyle / R. Noel**

*Resolved to approve permits # 8545-8552 as per applications received and conditional up on the work being completed 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

a) Canadian Mental Health Association

Proclamation to be signed, Mental Health Week May 6-12, 2019

**Motion 19-103 C. O'Grady / D. Doyle**

**WHEREAS,** *CMHA Mental Health Week promotes mental health awareness through education campaigns, activities and events held across Newfoundland and Labrador and offers practical ways to maintain and improve mental health and support recovery from mental health problems and illnesses*

**WHEREAS,** *the Canadian Mental Health Association encourages everyone to Get Loud for mental health – to speak up and take action to improve mental health for all Canadians*

**WHEREAS,** *increased awareness and understanding of mental health will promote the use of mental health services and supports and ensure Canadians with mental health problems and illnesses are afforded the opportunity to recover*

**WHEREAS,** *the Canadian Mental Health Association actively supports and encourages good mental health in all aspects of our lives, during CMHA Mental Health Week and throughout the year*

**NOW THEREFORE BE IT RESOLVED THAT I, Mayor Fran Butt, Town of Carbonear, hereby proclaim the week of May 6-12, 2019, as CMHA MENTAL HEALTH WEEK. I encourage all citizens to join me and #GetLoud about what mental health really is.**

Favour 6; Opposed 0; **Carried**

b) Municipal Awareness Day, May 8

Proclamation to be signed

**Motion 19-104 R. Noel / D. Kennedy**

**Whereas** municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

**Whereas** dedicated mayors, councillors and staff are essential for the effective governance of their municipalities; and

**Whereas** citizen involvement is essential for an active community; and

**Whereas** it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities.

**Therefore Be It Proclaimed**

That May 8, 2019 be known as Municipal Awareness Day in municipalities of Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Favour 6; Opposed 0; **Carried**

5.2 Correspondence received and action taken

The Mayor asked Council to review the correspondence listed below and asked if there were any questions on correspondence listed:

- a) Municipalities NL
  - April 18, Info Note, Municipal Sector news Budget information
  - April 15, Info Note, Municipal Symposium (May 2-4), registration and agenda.
  - April 13, Info Note, Seniors of Distinction Award,
  - April 12, Info Note, Municipal Awareness Day, May 8 & PMA Training Copied to Council & Administration
- b) Department of Municipal Affairs & Environment
  - Approval to Award Consulting Services to Harris & Associates, New Building Canada Fund-Small Communities Fund Mahaney's Lane – Water, Sewer, and Street Upgrading Project No. 17-SCF-19-00094. Placed on file.
  - Municipal Training Opportunities Spring 2019 Copied to Council and the Chief Administrative Officer, Town Clerk
  - 2019/2020 Fire Protection Vehicles Infrastructure Program, Project, No. FES-NL190002  
Re: Funding approved in the amount of \$360,000 for the purchase of a new firefighting vehicle. Cost shared on a 70/30 Municipal/Provincial ratio.  
*The Mayor specifically referenced this correspondence.*  
Copied to Council, Chief Administrative Officer and the Fire Department. Placed on file.
  - Federal Gas Tax Program funding allotment.  
Copied to Chief Administrative Officer and Town Clerk. Placed on file.
- c) Department of Tourism, Culture, Industry and Innovation  
Re: Letter of Financing for Princess Sheila NaGeria Theatre Expansion File Number: 30-08812-030  
Copied to Council and Staff, Placed on file
- d) ACOA

- Re: Funding approval for the Princess Sheila NaGeria Theatre, Project number: 211157. *The Mayor specifically referenced this correspondence.*  
Copied to Council and Staff, Placed on file
- e) Eastern Health  
Re: News Release on application for Healthy Communities Partnership Fund.  
Forwarded to Chief Administrative Officer, Economic Development and Tourism Officer and the Director of Recreation. Placed on file.
- f) Keyin College  
Re: Invitation to attend the Graduation Ceremony on Thursday, April 18, 2019. The Mayor confirmed he will be attending.
- g) Property owner Water Street  
Re: Application for the Heritage Financial Incentive Grant  
Forwarded to Development committee
- h) Royal Canadian Legion
- Re: Request for meeting  
Forwarded to Chief Administrative Officer
  - Battle of the Atlantic – May 5, 2019, Invitation to attend the Battle of the Atlantic Parade and Memorial & Wreath Laying service in Brigus. Copied to Council. RSVP by May 4.
- i) Executive Director, The Duke of Edinburgh's International Award NL  
Re: Nomination form  
Copied to Council and staff
- j) Eastern Regional Service Board  
Re: Conditional of Community Based Clean up Event  
Forwarded to Chief Administrative Officer, Director of Operations & Public Works.
- k) Property owner Joe Taylor's Lane  
Re: Request for property clean up  
Forwarded to Public Works, Waste Management & Community Services committee
- l) Property owner Park Avenue  
Re: Thank you to Town workers for snow clearing.  
Copied to Chief Administrative Officers, Director of Operations & Public Works. Placed on file.
- m) Eastern Regional Service Board  
Re: Joint Council meeting, April 25, North River  
Copied to Council
- n) Department of Transportation & Works  
Re: Ice Control Materials 2019-2020  
Forwarded to Director of Operations & Public Works

- o) Concerned citizen on amount of litter on Goff Avenue between Shoppers Drug Mart and TC Square Mall  
Forwarded to Chief Administrative Officer and Public Works, Waste Management & Community Services committee

*The Mayor referenced that the Town has received a total of about \$3.5 M in funding for various projects including Water Street.*

## 6. Committee Reports

### a) Finance and Administration

Deputy Mayor O'Grady informed those present that the Finance & Administration Committee met on April 11<sup>th</sup>. He noted the following:

- Media Relations Policy

**Motion 19-105 C. O'Grady / R. Noel**

*Resolved that the Town of Carbonear approve the Media Relations Policy as presented and recommended by the Finance, Administration and Human Resources Committee.*

Favour 6; Opposed 0; **Carried**

- The Public Forum with Eastern Health hosted by the Town of Carbonear and held in the Princess Sheila NaGeira Theatre was reported to have been well attended. Eastern Health will provide a debrief session with Council.

- 2019 NL Summer Vacation Guide

**Motion 19-106 C. O'Grady / D. Kennedy**

*Resolved to purchase a full page advertisement in the 2019 NL Summer Vacation Guide at a cost of \$1,572.*

Favour 6; Opposed 0; **Carried**

### b) Development

Councillor Doyle informed those present that the Development Committee met on April 10<sup>th</sup>. She noted the following from the Committee Meeting:

- Draft Sign Regulations - Process ongoing.
- 149 Columbus Drive - Application to rezone  
The Public Consultation has been advertised with a deadline of April 15 for responses.

- Land Purchase Intersection of Water Street and Burnt Head Road East

**Motion 19-107 D. Doyle / A. Hulan**

*Resolved to expropriate the land at the east intersection of Water Street and Burnt Head Road for municipal purposes which will include widening the intersection.*

Favour 6; Opposed 0; **Carried**

*Councillor Doyle noted that this was a cooperative expropriation.*

- Development Application reviewed and recommended approvals:  
Mayor Butt asked Council if he was in conflict on 240 Water Street, which is his property, and 232 Water Street, which is in close proximity to his property.

**Motion 19-108 D. Doyle / D. Kennedy**

*Resolved that Mayor Butt is in conflict on the approval of the applications for permits for 240 and 232 Water Street.*

Favour 5; Opposed 0; **Carried**

**Motion 19-109 D. Doyle / C. O'Grady**

*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:*

- *3 – 5 Burgess Place – To subdivide property.*
- *6 Hillview Avenue - To construct an accessory building conditional upon no objections being received from the variance notice distributed to property owners in the vicinity of the development; and, If there are objections, the application to be further reviewed with Committee and Council.*
- *4 Burnt Head Road - To construct a front step per Section 10, Development Regulations, Discretionary Powers of Council; and, conditional upon the Town not being responsible for any damages that may occur from snow clearing efforts and/or street repairs to the portion of the step that is located within the street reservation.*
- *46 Powell Drive - To operate a Medical Clinic (Methadone Treatment) conditional upon obtaining applicable approvals from Service NL and/or other applicable government departments and agencies.*
- *14 Highroad South - To construct a new patio*

Favour 6; Opposed 0; **Carried**

**Mayor Butt declared a conflict on the next two applications and left the Council Chambers.**

**Motion 19-110 D. Doyle / D. Kennedy**

*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:*

- *240 Water Street – To complete interior repairs conditional upon receipt of approvals from the Department of Service NL and other applicable government departments and agencies.*
- *232 Water Street – To construct a patio enclosure for outdoor seating space conditional upon receipt of approvals from other applicable government departments and agencies and conditional upon the Town not being responsible for any damages that may occur within the street reservation.*

Favour 5; Opposed 0; **Carried**

- *232 Water Street – Request for Municipal Approval for a Restaurant/Lounge License*

**Motion 19-111 D. Doyle / D. Kennedy**

*Resolved to provide municipal approval for the issuance of a Restaurant/Lounge License for the Stone Jug Restaurant at 232 Water Street.*

Favour 5; Opposed 0; **Carried**

### **Mayor Butt returned to the meeting**

Councillor Doyle noted that there was a complaint about signs advertising a business posted on a pole in a residential area. The Municipal Enforcement Officer will be investigating and removing any signs placed without the required permit.

*Councillor Doyle left the meeting at 6:20 pm.*

#### c) Public Works, Waste Management and Community Services

Deputy Mayor informed those present that the committee met on April 15. He noted the following from the committee meeting:

- Bemister's Hill/Moores Hill/Tyres Drung Intersection – There have been concerns expressed about changes to the intersection to make it safer. The committee is recommending forwarding correspondence notifying residents that Council has received concerns on the intersection and requesting input from the residents in the area.

- Design Work – Roundabout

**Motion 19-112 C. O'Grady / R. Noel**

*Resolved to proceed with the design of roundabouts at the White's Road/Industrial Crescent/Powell Drive Intersection and the Highroad South/Powell Drive/Pondside Road/Water Street Intersection by Harris & Associates at a cost of \$18,500.*

Favour 5; Opposed 0; **Carried**

- **Motion 19-113 C. O'Grady / A. Hulan**

*Resolved to proceed to tender for the demolition of the former Town Depot Building at 6 Bannerman Street.*

Favour 5; Opposed 0; **Carried**

- No Parking St. Clare Avenue – It was identified that the while work is ongoing on Water Street, sections of Water Street will be closed. The fire pumper will have to access the south side and the west ends of the town via Crowdy Street and St. Clare Avenue. When vehicles are parked on both sides of the street, the fire pumper and aerial truck can't get down the street.

**Motion 19-114 C. O'Grady / R. Noel**

*Resolved to limit parking to one side of the street only along St. Clare Avenue.*

Favour 5; Opposed 0; **Carried**

- Annual Clean Up – The Annual Clean Up is scheduled for June 8. Deputy Mayor O'Grady encouraged residents to participate in the clean up. Lunch will be provided at noon as well as prizes.
- It was reported that the MEO continues to address properties requiring clean up.
- Draft Solid Waste Disposal Regulations  
Deputy Mayor O'Grady informed those present that the following motion will be made at the next regular council meeting:

**Motion**

*Resolved to amend the Town of Carbonear Solid Waste Disposal Regulations as presented.*

The motion will be made by Deputy Mayor O'Grady and seconded by Councillor Noel.

- **Motion 19-115**                    **C. O'Grady / A. Hulan**  
*Resolved that the Town of Carbonear install a new street light on Pole number 10015360, situate Hoyles Road as identified by the Director of Operations and Public Works in accordance with the Street Light Policy.*  
Favour 5; Opposed 0; **Carried**
- *It was reported that quotes are being obtained from a contractor to complete maintenance on the trees in the Crocker's Cove area.*
- **Motion 19-116**                    **C. O'Grady / R. Noel**  
*Resolved to proceed to advertise for sale the following equipment:*
  - 2008 Dodge Ram 2500 pickup truck (minimum bid \$2,500)
  - 2010 Dodge Ram 1500 pickup truck (minimum bid \$2,000)Favour 5; Opposed 0; **Carried**

d) Emergency Management Plan

- **Motion 19-117**                    **R. Noel / D. Kennedy**  
*Resolved to adopt the Emergency Management Plan 2019 as presented.*  
Favour 5; Opposed 0; **Carried**

e) Recreation, Special Events, Culture and Tourism

*Councillor Noel informed those present that the committee met on April 17. He noted the following from the committee meeting:*

- The Town is still waiting on a response from the funding application for the pool deck repair.
- \$5,000 grant was approved by NL Power for work on the boardwalk park.
- A listing off items that can be donated and the amount of the donation is being prepared.
- Quotes are currently being obtained for additional equipment for the Quinn's playground on Remembrance Loop.
- Train Car

**Motion 19-118**                    **R. Noel / A. Hulan**  
*Resolved to advertise the Expression of Interest on Locomotive 803.*

Favour 5; Opposed 0; **Carried**  
*It was noted that the locomotive is in very poor condition as must be addressed.*

- There was correspondence received concerning repairs to the gate at the dog park and garbage removal. The gate may have heaved with the frost. If it does not settle back, repairs will be completed. Garbage has already been addressed by staff.
- The Town is approved to partner with the Conservation Corps, Green Team Project to complete trail inventory and other trail work.

- Ocean Quest Kayak Partnership – Ocean Quest is partnering with municipalities and local businesses to offer lunch and tour packages.
- Seniors of Distinction – Councillor Noel indicated that the town will submit a nomination.
- Trades NL – Community Grassroot Grant – The Town has made application.
- Handicapped Parking Spaces at the Pool  
**Motion 19-119 R. Noel / C. O’Grady**  
*Resolved to add another accessible parking space at the east of Carbonear Pool entrance for a total of 3 accessible spaces.*  
 Favour 5; Opposed 0; **Carried**
- Gate to Skating Rinks – repairs will be completed
- Pool Fees  
**Motion 19-120 R. Noel / A. Hulan**  
*Resolved to adopt the Carbonear Swimming Pool fees as presented.*  
 Favour 5; Opposed 0; **Carried**

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

1. Financial Report – March 2019  
 The CAO reviewed the Financial Report summary that had been distributed to Council.
2. Appointment of Department Head – Fire Chief  
**Motion 19-121 C. O’Grady / A. Hulan**  
*Resolved to appoint Mr. Brent Sweeney as Fire Chief and department head for the Carbonear Volunteer Fire Department effective Wednesday, February 13, 2019.*  
 Favour 5; Opposed 0; **Carried**

b) Director of Operations & Public Works

1. Water Street Project – The project will start at the Community Centre and move towards Bannerman Street. Excavation is scheduled to start next Monday. Temporary water mains are being installed.
2. Cross Road Bridge – Preconstruction meeting has been held. The bridge will be closed during construction. Detour signs have been ordered for placement. Every effort will be made not to confuse detours with the Water Street Project.
3. Mahaney’s Lane Water and Sewer Extension – Design work is being reviewed. The project is expected to go to tender in the near future.
4. Bannerman Street Garage Roof – Three bids were received for this project. The lowest bidder was Tri-Pen Roofing at \$7015. Recommending the contract be awarded to Tri-Pen Roofing.  
**Motion 19-122 D. Kennedy / C. O’Grady**  
*Resolved to award Bannerman Street garage roof project to Tri-Pen Roofing at a cost of \$7,015 as quoted.*

Favour 5; Opposed 0; **Carried**

8. Finance

a) Operating Invoices over \$2,000.00 in the amount of ..... \$33,227.44

**Motion 19-123** **C. O’Grady / A. Hulan**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$33,227.44.*

Favour 5; Opposed 0; **Carried**

b) Capital Invoices:

Cabot Ford Lincoln

2019 Super Duty Pickup, Carpentry Department .....46,617.55

2019 Super Duty Pickup, Water/Sewer Department .....46,617.55

**Total Capital Invoices** ..... **\$93,235.10**

**Motion 19-124** **C. O’Grady / R. Noel**

*Resolved that the Town of Carbonear approve for payment capital invoices as presented totaling \$93,235.10.*

Favour 5; Opposed 0; **Carried**

9. Regulations

No regulations listed.

10. New Business

No new business listed.

11. Notices of Motion

Solid Waste Disposal Regulations

Deputy Mayor O’Grady informed those present during the Public Works, Waste Management and Community Services Committee that the following motion will be made at the next regular council meeting:

**Motion**

*Resolved to amend the Town of Carbonear Solid Waste Disposal Regulations as presented.*

The motion will be made by Deputy Mayor O’Grady and seconded by Councillor Noel.

12. Adjournment

**Motion 19-125** **R. Noel / C. O’Grady**

*Resolved that the meeting adjourn at 6:50 p.m. and the next regular council meeting will be on May 14<sup>th</sup>, 2019 at 5:30 p.m.*

Favour 5; Opposed 0; **Carried**

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Mayor Frank Butt

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Cathy Somers, Town Clerk