

**Town of Carbonear**  
**Regular Council Meeting, February 26<sup>th</sup>, 2019**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Held in Council Chambers, February 26<sup>th</sup>, 2019 at 5:30pm

<b>Members Present:</b> Mayor	Frank Butt
Councillors	Danielle Doyle
	Ray Noel
	Amanda Hulan
	David Kennedy
<b>Members Absent:</b> Deputy Mayor	Chris O'Grady
Councillor	Vic Jenkins
<b>Also Present:</b> CAO	Cynthia Davis
Town Clerk	Cathy Somers (absent at start of meeting)
Director of Operations and Public Works	Brian O'Grady
Director of Recreation	Rob Button
EDTO	Kerri Abbott

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1. Calling of Meeting to Order  
Mayor Butt called the meeting to order at 5:30pm and welcomed everyone to the meeting.
  2. Adoption of the Agenda for February 26, 2019 Regular Meeting  
**Motion 19-037** **R. Noel / D. Doyle**  
*Resolved to adopt the agenda as presented for the February 26, 2019 Regular Meeting of Council.*  
Favour 5; Opposed 0; **Carried**
  - 2.1 Adoption of the minutes
    - a) Regular Meeting – February 12, 2019  
**Motion 19-038** **D. Doyle / A. Hulan**  
*Resolved to adopt the minutes of the February 12, 2019 Regular Meeting of Council.*  
Favour 5; Opposed 0; **Carried**
  3. Business Arising From Minutes  
No business arising.
  4. Delegations  
No delegations listed.
  5. Correspondence, Permits & Development
    - a) Permit Listing # 8529-8530  
Councillor Doyle asked that Council members review the list of permits for approval for any possible conflicts of interest.

**Motion 19-039**                      **D. Doyle / A. Hulan**

*Resolved to approve permits # 8529-8530 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 5; Opposed 0; **Carried**

5.1 Correspondence, requiring Council's decision

- a) Heritage Day Proclamation – Monday, February 18 Heritage Day and February 18-24 Heritage Week.

**Motion 19-040**                      **D. Kennedy / D. Doyle**

*WHEREAS, the third Monday in February is recognized nationally as Heritage Day; and*

*WHEREAS, Heritage Day and Heritage Week are a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and*

*WHEREAS, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in our heritage and environment; and*

*WHEREAS, in 2019 the residents of Newfoundland and Labrador will celebrate our rich and diverse heritage.*

*THEREFORE, the Town of Carbonear, do hereby proclaim Monday, February 18, 2019 as Heritage Day and February 18-24, 2019 as Heritage Week, and call upon all citizens to celebrate the richness of our past and the promise of our future.*

Favour 5; Opposed 0; **Carried**

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Communities Against Violence – Wednesday, February 27. Stand Up Day  
Copied to Council and Staff  
*Mayor Butt reminded those present that tomorrow is Stand Up Day.*
- b) Scouts Canada  
Request for donation  
Forwarded to Finance and Administration committee
- c) MMSB  
RE: Backyard Composting Program  
Forwarded to Public Works, Waste Management & Community Services committee
- d) Federation of Municipalities
- Info Note – Presidents Corner
  - Annual Conference, May 30-June 2
- Copied to Council
- e) Resident complaint of properties in the Crocker's Cove area.  
Forwarded to Public Works, Waste Management & Community Services committee
- f) Department of Municipal Affairs and Environment
- RE: Spring 2019 Operator Education Seminars

- Copied to the Director of Operations and Public Works and CAO
  - 2019 Budget Submission – Review of the budget submission has been completed and has revealed no material deficiencies. Placed on file.
  - 2018 Water Systems Report Form. Deadline for completion, February 28.  
Copied to the CAO and the Director of Operations and Public Works.
- g) NL Public Health Laboratory, Test results of water samples collected on January 14 at Bemister’s Hill, TC Square Mall, Department of Justice, 143 Columbus Drive. Results marked satisfactory. Placed on file.
- h) Women in Resource Development  
RE: Creating a Respectful Workplace workshop on March 20, 2019 from 9:30 to 4pm at 21 Industrial Crescent.  
Copied to CAO & Council.
- i) Municipalities NL
  - Info Note – Coastal Matters
  - 2019 NLCA Conference
 Copied to Council.
- j) Municipal Assessment Agency Inc.  
RE: Updates from the Board  
Forwarded to Town Clerk and CAO.
- k) MHA Steve Crocker office
  - Application for Job Creation Partnership, deadline July 31
  - Application for Summer Student Employment, deadline March 28.
- l) Heritage Foundation of NL & Labrador  
RE: National Heritage Week, February 25, 2019  
Copied to Council.
- m) Community Kindness Breakfast in support of the College of the North Atlantic Student Emergency Fund, College of the North Atlantic, Wednesday, February 27 from 8-10 am.  
Copied to Council.
- n) Individual correspondence to support the initiative for a wheelchair accessible change room at the Carbonear Swimming Pool  
Forwarded to Recreation, Special Events, Culture & Tourism committee
- o) Workplace NL  
RE: Occupational Health and Safety Committee  
Copied to the CAO.
- p) Health Promotion, Eastern Health  
RE: Funding opportunities (Participation Community Better Challenge and Recreation & Sport for person with a Disability Funding. Deadline to apply March 1.  
Forwarded to Director of Recreation, CAO, Recreation, Special Events, Culture & Tourism committee
- q) Professional Municipal Administrators  
RE: Professional Development Session and Membership meeting reminder.  
Copied to CAO and Town Clerk.

- r) CMTC 2019 (Canadian Model & Talent Convention)  
RE: Request for donation  
Forwarded to Finance and Administration committee.

6. Committee Reports

a) Finance and Administration

Councillor Noel informed Council that the Finance & Administration Committee met on February 18, 2019 and reported the following from the meeting:

Committee has reviewed the Rules of Procedure for the Conduct of Meetings and is recommending a revised document for adoption by Council. The new document has been distributed to Council for their review.

**Motion 19-041 R. Noel / D. Doyle**

*Resolved that the Town of Carbonear adopt the revised Rules of Procedure for the Conduct of Meetings as presented and recommended by the Finance and Administration Committee.*

Favour 5; Opposed 0; **Carried**

Bradbury Appeal

Ms. Bradbury is appealing the Supreme Court's decision to dismiss her claim against the Town of Carbonear.

Library Lease

Negotiations are ongoing for the extension of the Library Lease. Further research is being done on the matter before a recommendation to Council is made.

Theatre Operating Grant

**Motion 19-042 R. Noel / D. Kennedy**

*Resolved that the Town of Carbonear issue a cheque in the amount of \$10,000 to the Princess Sheila NaGeira Theatre for their 2019 Operating Grant.*

Favour 5; Opposed 0; **Carried**

Insurance Firm, Request to quote group benefits, retirement business and commercial liability, building and equipment policy.

The Town participates in group insurance, pension benefits and commercial liability insurance as a member of MNL. The interested party will be written and directed to contact MNL on the process for providing a quote.

The Compass, Request to sponsor ad for TC Square Mall celebrating 40 years of operation.

**Motion 19-043 R. Noel / A. Hulan**

*Resolved that the Town of Carbonear purchase a ¼ page ad at the cost of \$293 in The Compass marking the celebration of the TC Square 40<sup>th</sup> Anniversary.*

Favour 5; Opposed 0; **Carried**

Quote for Drug & Alcohol testing

A company to provide drug and alcohol testing is being pursued by the committee.

Property owner request for interest adjustment

Residents applying for an interest adjustment under the Interest Adjustment Policy should ensure they make application and make their payments on a timely basis.

Theatre Curtains

The committee is making arrangements for repairs to the curtains in the theatre.

Theatre Facility Improvement Fee

Committee also noted that Council should consider the implementation of a facility improvement fee for the Princess Sheila NaGeira Theatre.

Meeting with Eastern Health officials from the Carbonear Hospital

Councillor Noel referenced that a meeting was held with Eastern Health.

b) Development

Councillor Doyle noted that the Development Committee met on February 21<sup>st</sup> and she reported on the following items from the meeting:

17 Garland's Lane, Application for 55+ Apartment Building

No objections were received on the discretionary use advertisement and the variance notices.

**Motion 19-044** **D. Doyle / R. Noel**

*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: to construct a 50 plus apartment building at 17 Garland's Lane conditional upon there being no objections to the variance and the discretionary use notifications and conditional upon obtaining applicable approvals from Service NL and/or other applicable government departments and agencies.*

Favour 5; Opposed 0; **Carried**

*Councillor Kennedy referenced the problem of dirty water on Garland's Lane due to the dead end water line. The Director of Operations and Public Works will obtain an estimate for to connect the water main to NL Drive.*

Clarke's Road Variance

There were no objections to the variance. The CAO completed the Compliance Letter requested.

**Motion 19-045** **D. Doyle / D. Kennedy**

*Resolved to approve the variance to the maximum building line setback for the new dwelling at Clarke's Road from 32 m to 34.9 m conditional upon receiving no objections to the variance notice provided to the neighbouring properties.*

Favour 5; Opposed 0; **Carried**

Proposed Hotel Development

The CAO emailed the developer on the hotel development. There has been no response from the developer to date.

Development Application 34 White's Road – Home Office

**Motion 19-046** **D. Doyle / R. Noel**

*Resolved to approve a home office for a contracting business from 34 White's Road in accordance with application submitted, the Town of*

*Carbonear Municipal Plan and Development Regulations, subject to receiving no objections to the discretionary use and on the application and conditional upon the development being in accordance with the Home Based Business Regulations.*

Favour 5; Opposed 0; **Carried**

Dairy Queen

It appears that Dairy Queen will not be opening when anticipated. This will allow for road improvements.

203-207 Water Street – Dumpsters

**Motion 19-047**                      **D. Doyle / A. Hulan**

Resolved to request the *Town's lawyer complete an amendment to the Solid Waste Disposal Regulations to only allow dumpsters to be located on a commercial property with an approved business.*

Question: What if a dumpster is required on residential property for renovations? It was noted that this will not be applicable to dumpsters that are located on a temporary basis for repairs. This is for dumpsters that are located on a permanent basis on commercial properties for disposal of garbage which will only be permitted where an approved business is operating.

Questions: What if it is for a disposal business? It was noted that a new business is required to make application to council and then this can be considered by Council.

Favour 5; Opposed 0; **Carried**

There was discussion on work and businesses operating without a permit.

c) Recreation

Councillor Noel informed Council the Recreation Committee met on February 19th and he reported the following from the Committee Meeting:

Pool deck repair

Matting is working as a temporary measure on the pool deck. An estimate to remove the current material and apply the new coating over the entire deck has been obtained. The committee is recommending investigating to determine if this project can also be added to the pool liner and change room project.

Canada Summer Jobs Application

The application has been submitted.

Winter Carnival

Awards night will be taking place tomorrow night.

Coffee Connection, Feb 18

This was a good session that focused on Tourism.

Regional Guide for Tourism

The committee felt partnering with a neighbouring community on a regional guide was a great idea.

Swim for Hope

Event was held on Friday, February 15. Poseidon Swim Club sent along a letter of thanks to the Town of Carbonear. Poseidon raised over \$4,000.

Correspondence was reviewed.

Admission practices, Carbonear Pool

The committee reviewed the admission practices and was okay with practices.

Volunteer Week, April 7-13

The Volunteer Night is scheduled for Thursday, April 8. Committee recommends that a slide show of previous photos be shared on the Town's Facebook prior to the event. The EDTO will work on the completion of the slide show.

Community Healthy Living Fund

There will be follow up on the status of the Town's application and who provided approval on the other project approved under the Community Living Fund.

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed the following from her report with Council:

1. Financial Report – January 2019
2. Water Street Revitalization Project – Meetings have been held with property owners in the project area. The EDTO is completing a web page for the Town's website on the project to keep the public informed. Detour signage will be used. The project is arranged in 3 parts. Part A is MYCW funding and Part B is the Small Communities Fund. These funds are for water, sewer, storm sewer and paving upgrades. The tender for Part A and Part B is advertised now. Part C is for the streetscapes and is being worked on by the Landscape Consultant. This work has to be completed after the water, sewer and storm sewer is installed. This will be tendered in time for an award to start work when required.
3. Theatre Expansion Project – The Town received notification that the application package has been sent to the Account Manager's Manager and hopefully the Town will receive feedback on the status of the application in the near future.

Town Clerk entered meeting in progress.

b) Director of Operations & Public Works

The Directory of Operations & Public Works reviewed the following from his report with Council:

Driver feedback sign:

One driver feedback sign will be relocated to Powell Drive. It didn't get moved this morning due to the difficult day.

Salt and Sand:

Our stock pile remains healthy and we do not anticipate any shortage problems.

Snow Clearing:

Our winter shift schedule remains the same. It will go on that schedule to the end of March and then it will be re-assessed.

Purchase of New Calcium spreading system:

This year we have budgeted \$5,000 to replace purchase a Calcium spreading system to control dust on our gravel roads.

This unit has been difficult to locate as most units are for spraying crops, etc. and are not suitable to spraying brime.

I have been able to located units from a salt/sander supplier.

3 Sizes are available with the medium size being the suitable size for our application. It is available from Western Hydraulics for the price of \$4,995.00. A motion of Council is required to proceed with the purchase.

**Motion 19-048 R. Noel / D. Doyle**

*Resolved that the Town of Carbonear purchase a calcium spreading system from Western Hydraulics for the price of \$4,885 + HST.*

Favour 5; Opposed 0; **Carried**

Security System upgrade – Civic Centre

We have budgeted \$8,000 this year to upgrade the video security system at the Conception Bay Regional Community Centre. This is an upgrade to an existing system that will improve security and video coverage of the facility. Fullerton Agencies installed the existing system. The quote is \$8306.00. I would like to get this approved and completed prior to the large summer projects starting.

A motion of Council is required to proceed with the upgrade.

**Motion 19-049 D. Kennedy / R. Noel**

*Resolved that the Town of Carbonear contract Fullerton Agencies to upgrade the video security system at the Conception Bay Regional Community Centre at the quoted price of \$8,306 + HST.*

Favour 5; Opposed 0; **Carried**

Water Street Project

We anticipate the Water and sewer component of this project to go to tender by the end of this week. We are still on schedule for this project to be award for a start as soon as the weather permits.

Cross Roads Bridge

Met with the Engineer, Contractor, NL Power and Bell Aliant on Tuesday morning. The contract was awarded last year. It was too late to start last year. Met with the contractor on site. Work is now scheduled to start the last Monday in April with setup and site preparation. Work in the brook can not start until the first week in May.

Mahaney's Lane Water and Sewer extension.

I have reviewed the drawing with the Engineer. I expect these to be completed within the next week or so. We should be ready to go to tender with this as well for an early spring start. Currently there are not a lot of projects out on tender, so this is a good time to tender.

c) Director of Recreation

The Director of Recreation reported on the following:

Pool & Rec Maintenance



Matting has been placed around pool deck to protect swimmers from problematic deck surface. Options for repair have been identified and quote received.

Financial & Program Analysis

	<u>2019</u>	<u>2018</u>
Pool Revenue (less HST)	\$36,488.30	\$41,543.98
Lesson Registration	226	227
Pool Visitation	5264	5501

*Director noted that although the numbers are down in comparison to this time last year, he anticipates that the numbers will rebound before the end of the year.*

Grants

- Canada Summer Jobs applications were submitted.
- Community Healthy Living Fund (Small Infrastructure) - \$10,000 for starting blocks at pool
- Community Healthy Living Fund (Programs) - \$5,000 for programming related to community garden.
- Provincial Student grants applications have just been released (Deadline March 28<sup>th</sup>)

Programs

- Youth Community Basketball Program for grades 4-6 has been started. Our goal is to build from this age group. As it grows we will extend the age groups if its warranted. (Tuesday & Thursday at 5:30 - Carbonear Academy). *There are currently 12 individuals registered.*  
*Director advised that the program is for Grades 4-6, as Carbonear Academy already has a K-3 program in place, and there is a senior basketball program in place as well.*
- Seniors programming - event being held on Thursday, High Tea. March schedule should be finalized and released in next day or two.  
*Director advised this event will provide seniors with some healthy options and easy recipes for seniors.*
- Trying to arrange a swim and a movie at the pool. Finer details still need to be finalized before officially released. Looking at making this a monthly program.
- Winter Carnival is currently in progress. Lots of activities still happening. Festival concludes Saturday, March 2<sup>nd</sup>.  
*Director encouraged everyone to check out the Town's website for a complete list of activities and encouraged everyone to participate.*

8. Finance

- a) Operating Invoices over \$2,000.00 in the amount of \$83,139.90

**Motion 19-050**

**R. Noel / A. Hulan**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$83,139.90.*

Favour 5; Opposed 0; **Carried**

- b) Capital Invoices  
Water, Sewer & Storm Sewer (Part C) Bond Street (Tyre's Drung)  
PN11-126C (MA 17-CWWF-17-00027)  
Cougar Engineering & Construction Ltd, Holdback.....\$22,447.08  
**Motion 19-051 R. Noel / D. Doyle**  
*Resolved that the Town of Carbonear approve for payment the list of capital invoices as submitted totaling \$22,447.08.*  
Favour 5; Opposed 0; **Carried**

9. Regulations  
No regulations listed.

10. New Business  
Mayor Butt noted that Council members met with Eastern Health officials and posed many questions. Some answers were provided during the meeting and other questions are being considered and answers will be provided by Ron Johnson of Eastern Health. Council will also be meeting with the Minister of Health as well. The Town is pursuing issues surrounding pathology, family doctors and anesthesiologists.  
Eastern Health has agreed to a Public Meeting on the matters as well.  
Mayor Butt noted that he was informed that the Carbonear Hospital now has four anesthesiologists in place.

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

12. Adjournment  
**Motion 19-052 D. Doyle / R. Noel**  
*Resolved that the meeting adjourn at 6:12 p.m. and the next regular council meeting will be on March 12<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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Cynthia Davis, CAO

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Cathy Somers, Town Clerk