

Town of Carbonear
Regular Council Meeting, December 10th, 2019
Minutes of a regular meeting of the Council of the Town of Carbonear
Held in Council Chambers, December 10th, 2019 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: CAO	Cynthia Davis
Town Clerk	Cathy Somers
Director of Operations & Public Works	Brian O'Grady

-
1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 5:32pm and welcomed everyone to the meeting.
 2. Adoption of the Agenda for December 10, 2019 Regular Meeting
Motion 19-343 A. Hulan / C. O'Grady
Resolved to adopt the agenda as presented for the December 10, 2019 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**
 - 2.1 Adoption of the minutes
 - a) Regular Meeting – November 26, 2019
Motion 19-344 R. Noel / D. Kennedy
Resolved to adopt the minutes of the November 26, 2019 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**
 - b) Special Meeting (Budget) - November 28, 2019
Motion 19-345 C. O'Grady / R. Noel
Resolved to adopt the minutes of the November 28, 2019 Special Meeting (Budget) of Council.
Favour 7; Opposed 0; **Carried**
 3. Business Arising from Minutes
No business arising.
 4. Delegations
None listed.
 5. Correspondence, Permits & Development
 - a) Permit Listing # 8859-8864

Councillor Doyle requested Council to review the list of permits for any possible conflict of interest.

Motion 19-346

D. Doyle / V. Jenkins

Resolved to approve permits # 8859-8864 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 7; Opposed 0; **Carried**

5.1 Correspondence, requiring Council's decision

a) Received from Harris & Associates

RE: Department of Municipal Affairs & Environment approval of change orders for increase in construction quantities due to various changes in the condition for the construction site for project:

Mayor Butt declared a conflict of interest on Correspondence Items a) and B) as he owns property in that area on Water Street.

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

The CAO advised that the change orders relate to the increase in construction quantities due to various changes in the condition of the construction site which included such items as: addition of pavement markings, additional manhole and catch basin, additional changes to tie in to the old system, additional curb, trench bedding, additional pipe, etc.

The change orders have been approved by the Department of Municipal and Provincial Affairs, and the project is still within budget.

The changes are split between the two separate funding sources: MYCW and SCF.

- Multi Year Capital Works, Water, Sewer, Storm & Street Upgrading for Water Street
-17-MYCW-18-00033, change order number 2 in the amount of \$41,237.53.

Motion 19-347

D. Doyle / V. Jenkins

Resolved to approve Change Order Number 2 in the amount of \$41,237.53 for the MYCW Water, Sewer, Storm & Street Upgrading for Water Street, Project #17-MYCW-18-00033.

Favour 6; Opposed 0; **Carried**

- Small Communities Fund, Water, Sewer, Storm & Street Upgrading
-17-SCF-18-00077 for Water Street, change order number 2 in the amount of \$60,330.02

Motion 19-348

A. Hulan / D. Kennedy

Resolved to approve Change Order Number 2 in the amount of \$60,330.02 for the SCF Water, Sewer, Storm & Street Upgrading for Water Street, Project #17- SCF-18-00077.

Favour 6; Opposed 0; **Carried**

- b) Approval to award to the construction contract to Welcon Construction in the amount of \$11,875.00 plus HST to complete the canopy at Main Street Restaurant.

Motion 19-349

V. Jenkins / A. Hulan

Resolved to award the contract for construction of a canopy at Main Street

Restaurant to Welcon Construction in the amount of \$11,875.00 + HST.
Favour 6; Opposed 0; **Carried**

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

5.2 Correspondence received and action taken

Council reviewed the following listing of correspondence and approved the action taken on each item:

- a) Department of Municipal Affairs & Environment
 - Acknowledge receipt of 2020 Budget Submission.
Copied to the Chief Administrative Officer
 - Procurement Policy Professional Services
Copied to the Chief Administrative Officer
 - No objection to the issuance of a liquor license for the meeting room at Route 66
Placed on file, Copied to the Fire Department
 - The department has approved Fougere Menchenton Architecture to provide prime consulting services for project number: 17-CCR-20-00011. Community, Culture and Recreation Funding – Swimming Pool Liner Replacement.
Placed on file.
- b) Municipalities NL
Info Notes:
November 28 – President *Fitzgerald brings wastewater concerns to Ottawa*
Copied to Council.
December 2 - survey for completion. Copied to Council.
Copied to Council.
- c) Individual request for letter of support for new business venture
Forwarded to Council for consideration.
Letter of support has been issued.
- d) Property owner, P.F. Finn Street
RE: Request for street name change
Forwarded to Public Works, Waste Management & Community Services committee.
- e) Faculty of Medicine, Memorial University
RE: Thank you to the Town of Carbonear in providing support for the Eastern Stream Academic and Wellness Resident Workshop.
Copied to Council, placed on file.
- f) Institute of Planners
RE: Municipal Plan Review
Copied to the Chief Administrative Officer. Placed on file.
- g) Business owner, Water Street
RE: property damage & heavy equipment parking
Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works.
- h) College of the North Atlantic
RE: Public Post Secondary Education Review on Tuesday, November 26 from 7-9 pm, Carbonear Campus
Copied to Council.
- i) Canadian Federation of Independent Business

RE: Downtown Carbonear Revitalization
Copied to Council and forwarded to Development Committee.

- j) Property owner, Hoyles Road
RE: driveway repair
Forwarded to Public Works, Waste Management & Community Services committee.

6. Committee Reports

a) Development

Councillor Doyle advised the Committee met on December 2nd and reviewed the following from the Committee meeting:

- Sign Regulations
Reviewed comments with planner, continuing review.
- Development Applications
There were no new Development Applications
- Correspondence
There was no new correspondence for review.
- MEO Report
MEO is reviewing ongoing matters related to projects ongoing without permits, etc.

A motion is required for an order being recommended.

Motion 19-350 D. Doyle / R. Noel

Resolved to send an order to the property owner of 45 Long's Hill to remove the shed on the property without a permit from Council, contrary to the Town of Carbonear Municipal Plan and Development Regulations.

Favour 7; Opposed 0; **Carried**

b) Finance and Administration

Deputy Mayor O'Grady advised the Committee met on December 5th and reviewed the following from the Committee meeting:

- Correspondence reviewed
Federation of Municipalities, RE: Membership Invoice 2020-2021 in the amount of \$1,294.27. Recommended for approval.

Motion 19-351 C. O'Grady / V. Jenkins

Resolved to renew membership to the Federation of Canadian Municipalities at a cost of \$1,294.27.

Favour 7; Opposed 0; **Carried**

Municipalities NL, RE: 2020 MNL Fees of \$6,461.14 and 2020 PMA Fees of \$639.55, Totaling \$7,100.69. Reviewed and recommended.

Motion 19-352 C. O'Grady / R. Noel

Resolved to renew membership to Municipalities NL and Professional Municipal Administrators Association at a cost of \$7,100.69.

Favour 7; Opposed 0; **Carried**

Stingray – KIXX Country, RE: Christmas Greetings

The committee recommends to purchase fifteen greetings, each 15 seconds in length between December 17-30 at a cost of \$240.00. This is open to members of Council who would like to record a greeting.

Councillors are responsible to contact the station to arrange a time to record their Christmas greeting.

Councillor Kennedy inquired about the extension to the Community Centre,
 CAO advised a draft tender package has been provided. We will obtain a time frame for completion of the project when possible as we may need to define the working schedule to help accommodate the items that are booked in the Theatre.

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed her Financial Report summary with Council.

8. Finance

a) Operating Invoices over \$2,000.00 in the amount of..... \$88,031.77

Motion 19-353

C. O'Grady / D. Doyle

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted totaling \$88,031.77.

Favour 6; Opposed 0; **Carried**

b) Capital Invoices

Mayor Butt declared a conflict of interest on the Water Street Project invoices as he owns property in the area. Mayor Butt also declared a conflict of interest on the Street Rehabilitation & Paving Project (2019) as he has a brother and sister-in-law who own properties on a couple of the streets listed under this project.

Councillor Noel also declared a conflict of interest on the Street Rehabilitation & Paving (2019) as he has a brother who owns property on a Valley Road listed under this project.

Councillor Jenkins also declared a conflict of interest on the Street Rehabilitation & Paving (2019) as he owns property on a Valley Road listed under this project.

Water, Sewer, Storm & Street Upgrading (Part B) Water Street

PN 102(B) (MA 17-SCF – 18-00077)

Harris & Associates, Invoice #6589.....\$1,280.43

Water, Sewer, Storm & Street Upgrading (Part A) Water Street

PN 102(A) (MA 17-MYCW – 18-00033)

Harris & Associates, Invoice #6588.....\$4,093.85

Water Street Revitalization Part C – PN 18-130

Harris & Associates, Invoice #6586.....\$5,399.25

Welcon Construction Ltd, PC#2.....\$229,161.75

Street Rehabilitation & Paving 2019 – PN 19-108

Harris & Associates, Invoice #6587.....\$4,370.00

Concord Paving, Final Claim.....\$15,564.59

Total Capital Invoices.....\$259,869.87

Mayor Butt left the meeting due to conflict of interest as previously noted.

Deputy Mayor O'Grady assumed the chair.

Motion 19-354

D. Doyle / R. Noel

Resolved that the Town of Carbonear approve for payment the following capital invoices as submitted:

Water, Sewer, Storm & Street Upgrading (Part B) Water Street

PN 102(B) (MA 17-SCF – 18-00077)
Harris & Associates, Invoice #6589.....\$1,280.43
Water, Sewer, Storm & Street Upgrading (Part A) Water Street
PN 102(A) (MA 17-MYCW – 18-00033)
Harris & Associates, Invoice #6588.....\$4,093.85
Water Street Revitalization Part C – PN 18-130
Harris & Associates, Invoice #6586.....\$5,399.25
Welcon Construction Ltd, PC#2.....\$229,161.75
Favour 6; Opposed 0; **Carried**

Councillors Noel and Jenkins then left the meeting due to conflict of interest as previously noted.

Motion 19-355

D. Doyle / D. Kennedy

Resolved that the Town of Carbonear approve for payment the following capital invoices as submitted:

Street Rehabilitation & Paving 2019 – PN 19-108

Harris & Associates, Invoice #6587.....\$4,370.00
Concord Paving, Final Claim.....\$15,564.59
Favour 4; Opposed 0; **Carried**

Mayor Butt, Councillor Noel and Councillor Jenkins were called back in to the meeting. Mayor Butt assumed the chair.

9. Regulations
No regulations listed.

10. New Business
No new business.

Mayor Butt noted he attended the following:

- 69th annual Santa Claus parade,
- Nov 29th Hospital Auxiliary 50th anniversary
- Nov 29th RCL Seniors function
- Dec 9, RCMP wish tree attended by Deputy Mayor O'Grady

Councillor Doyle noted there are 3 Christmas Concerts in the schools this week, 2 at Carbonear Academy and 1 at Carbonear Collegiate.

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


12. Adjournment

Motion 19-356

R. Noel / V. Jenkins

Resolved that the meeting adjourn at 5:55 p.m. Next Council meeting is scheduled for Monday, December 23rd at 4:30pm.

Favour 7; Opposed 0; **Carried**


Mayor Frank Butt


Cathy Somers, Town Clerk