

**Town of Carbonear**  
**Regular Council Meeting, January 28, 2020**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Held in Council Chambers, January 28<sup>th</sup>, 2020 at 5:30pm

<b>Members Present:</b>	Mayor	Frank Butt
	Deputy Mayor	Chris O'Grady
	Councillors	Danielle Doyle
		Ray Noel
		Vic Jenkins
		Amanda Hulan
		David Kennedy
<b>Also Present:</b>	CAO (Acting Town Clerk)	Cynthia Davis
<b>Absent:</b>	Town Clerk	Cathy Somers

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1. Calling of Meeting to Order  
Mayor Butt called the meeting to order at 5:32 pm and welcomed everyone to the meeting.  
Mayor Butt passed along condolences on behalf of Council to the Town Clerk on the passing of her mother.
  2. Adoption of the Agenda for January 28, 2020 Regular Meeting  
**Motion 20-018 R. Noel / C. O'Grady**  
*Resolved to adopt the agenda as presented for the January 28, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  - 2.1 Adoption of the minutes
    - a) Regular Meeting – January 14, 2020  
**Motion 20-019 V. Jenkins / D. Kennedy**  
*Resolved to adopt the minutes of the January 14, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  3. Business Arising from Minutes  
No business arising.
  4. Delegations  
No delegations.
  5.
    - a) Correspondence, Permits & Development  
Permit Listing # 8873-8874  
Councillor Doyle requested Council review the list of permits for any possible conflict of interest.  
**Motion 20-020 D. Doyle / D. Kennedy**

*Resolved to approve permits # 8873-8874 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) Hope Always, Eating Disorder Foundation of NL

RE: February 1-7 is being celebrated as Eating Disorder Awareness Week across Canada. Proclamation to be signed.

**Motion 20-021**

**D. Kennedy / C. O'Grady**

**Whereas:** *An Eating Disorder is a serious mental illness with devastating physical impairments;*

**Whereas:** *Eating Disorders affect many individuals and families in the Province of Newfoundland and Labrador;*

**Whereas:** *Recovery from an eating disorder is a journey that includes support from families and caregivers;*

**Whereas:** *The Eating Disorder Foundation of Newfoundland and Labrador is a leadership advocacy group dedicated to promoting support, treatment services and providing public support services and information about matters related to eating disorders;*

**Whereas:** *February 1-7, 2020 is dedicated across Newfoundland and Labrador and the entire country as a special time when many educational and awareness activities take place to help raise the level of understanding of Eating Disorder Prevention, Treatment and Recovery;*

**Whereas:** *The theme of Eating Disorder Awareness Week 2020 is "Eating Disorders Can't Afford to Wait";*

**Therefore:** *I, Frank Butt, Mayor of the Town of Carbonear, do hereby proclaim February 1 to February 7, 2020 be observed as Eating Disorder Awareness Week in the Town of Carbonear.*

Favour 7; Opposed 0; **Carried**

b) Society Saint Vincent de Paul

Letter of support under the Community Healthy Living Fund for programming. "The Good Food Hub" - Traditional Meals Cooking Classes

**Motion 20-022**

**D. Doyle / V. Jenkins**

*Resolved to write a letter of support for the Society of Saint Vincent de Paul for their application under the Community Healthy Living Fund administered under the Department of Children, Seniors and Social Development. for "The Good Food Hub" – Traditional Meals Cooking Classes.*

Favour 7; Opposed 0; **Carried**

5.2 Correspondence received and action taken

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

- a) Property owner, Park Avenue, RE: Damage Claim. Forwarded to Public Works, Waste Management & Community Service committee.
- b) Conservation Corps Newfoundland & Labrador, RE: 2020 Green Team Project Application – Deadline February 14. Forwarded to Public Works, Waste Management & Community Service committee.
- c) Eastern Health, Health Promotion, RE: New Health Information (HI) Website – A go to place for Health & Wellness Resources. Information forwarded to Council and staff and will be shared on social media.
- d) Department of Municipal Affairs & Environment,
  - Re: Fire & Emergency Services regarding Commercial Vehicle Inspection, Requirements & Insurance. Copied to the Volunteer Fire Department.
  - Storm update and information from Emergency Services Division Information forwarded to Council and staff. Shared on social media.
- e) Municipalities NL, Re:
  - Info Note (January 13), (January 16: Urban Municipalities committee upcoming meeting, Friday, February 14-15, Paradise).
  - (January 21: Blizzard update)
  - (January 24: municipal collaboration)Copied to Council.
- f) Trinity Conception Placentia Health Foundation, RE: Thank you for a donation - 30<sup>th</sup> Annual Telethon. Placed on file.
- g) Inquiry on Sailing ship "Callidora, A copy of the email sent to the Heritage Society for a response.
- h) Poseidon Swim Team, Re: Invitation for Council to attend Swim for Hope on February 14 at 6pm at the Carbonear Swimming Pool. Forwarded to Council.
- i) Property owner, Kim's Lane, RE: Inquiry on Discretionary Use advertised. Forwarded to Development committee.
- j) Property owner, Kim's Lane, Re: Inquiry on Discretionary Use advertised. Forwarded to Development committee.
- k) Pitch In Clean up Week sponsored by Tim Horton's. Register to participate. April 19-26. Forwarded to Public Works, Waste Management & Community Services committee.
- l) Property owner, Janes Avenue, RE: Damage claim. Forwarded to Public Works, Waste Management & Community Services committee.
- m) Property owner, Bunker Hill, RE: Discretionary use advertised. Forwarded to Development Committee.
- n) Property owner, Blueberry Crescent, RE: Damage Claim. Forwarded to Public Works, Waste Management & Community Services committee.

6. Committee Reports

a) Finance and Administration

Deputy Mayor O'Grady reported the Committee met on January 13<sup>th</sup> and reviewed the following from the Committee meeting:

- Tax Sales – The Town is looking at properties with overdue taxes that have not made arrangements to pay and these have been sent to the Town's lawyer to start the tax sale process.
- Received from the Gas Tax Administration, 2019 Ultimate Recipient Audited Annual Expenditure Report Package which will be completed by staff.
- Discussed changes concerning financial reporting for various committees under Town control.
- The committee will be reviewing various maintenance contracts and whether any should be retendered.

b) Recreation, Special Events, Culture & Tourism

Councillor Noel reported the Committee met on January 7<sup>th</sup> and reviewed the following from the committee meeting:

- The prime consultant has been approved by the province. The project is moving forward.
- The cross arms for the lights at the Recreation Complex have been received. The new cross arms have not been installed to date but the existing cross arms should be safe as they are still in place after the recent storm.
- The committee has reviewed safety related suggestions for the Triathlon. Organizers will continue to be vigilant and be prepared for future Triathlons.
- The tarps for the rinks have been ordered and will try to have these installed during the winter.
- Planning is ongoing for the Winter Carnival scheduled for February 21 – March 1.
- The EDTO is identifying where improvements could be made to some local business information on the Hospitality NL site.
- The Recreation Department is hoping to obtain programming funding under the Community Healthy Living Fund for a program in the Town.
- A committee has been established to organize a Welcoming Community Initiative with co-chairs, Deputy Mayor O'Grady and Councillor Doyle. Currently working on Terms of Reference for the committee.
- The committee is waiting on an update from the Theatre Board on information requested.
- Applications are being accepted for the upcoming Annual Awards Night. The Special Events Committee have started planning for the winter carnival. The Southside Playground is being used for sliding. The Director will investigate appropriate signage as there are no maintenance staff to maintain the playgrounds during the winter months. A request was made to have steps added to the Southside Playground. There are concerns that wooden steps could result in injuries if the steps are not kept free from snow and ice; therefore, not recommended.

d) Development

Councillor Doyle reported the Committee met on January 22<sup>nd</sup> and reviewed the following from the Committee meeting:

- The committee has requested further information on the apartment building application for 56 Lemarchant Street.
- The Town is tendering the property for sale at 41-43 and 45-47 Goff Avenue. These properties were previously tendered but no bids received. It was also listed with a real estate agency but no acceptable bids were received.
- An application for a business providing bins for disposal of solid waste at 203-209 Water Street is being advertised as a discretionary use. Discussion was deferred as the deadline is not up for receipt of objections and/or representations. There were some inquiries and these were responded to by the CAO.
- There were concerns expressed about a home-based business that may not be operating in accordance with the Home-Based Business Regulations. Correspondence will be sent reminding the operator of the conditions of the Home-Based Business Regulations and that a home-based business is only permitted to occupy a maximum of 25% of the dwelling.
- Applicants are reminded that the application fee is required to be paid when the application is submitted and prior to processing of the application including review by the committee.
- The MEO continues to monitor sheds, fences, etc. being built without a permit and residents are reminded that if construction takes place contrary to the regulations, they may have to remove it.
- Concern about a property on Water Street was requested to be placed on the Public Works Agenda for review by the committee.
- Still waiting on information from the planner on the sign regulations.
- The committee is recommending an amendment to the Fence Regulations that will not permit fences along the street in newer subdivisions. This is common in other municipalities. The CAO will be drafting an amendment for review and recommendation by the committee.

7. Reports of Chief Administrative Officer and Department Heads

- a) Chief Administrative Officer – A Financial Report was copied to Council for their information. The CAO reviewed the report with Council.
- b) Recreation Director – A report was distributed to Council. The Director reviewed his report with Council. He noted the following:
  - Siding replacement started at the pool;
  - Cross Arms reported by Councillor Noel in Recreation, Tourism and Culture Committee Report;
  - The Prime Consultant Agreement has been approved for the pool project. A meeting is being scheduled with the consultant on project scope to complete design and tender;
  - Information on pool financials was reported;

- Information on pool visitation was reported;
- Revenue and visitation are down for January but it is expected that this is weather related.
- Information on Special Events and partnerships was reported;
- A step aerobics program will be starting on February 3 and will be scheduled on Monday and Thursday at 7 pm. Class is presently full with a wait list.
- The tarps for the rinks are ordered to help with maintenance of the surface. The rinks are still being used. They were used on the weekend. The rain has affected the quality but freezing temperatures should improve the ice surface again.
- Information on the Awards Night has been sent to schools and teachers. Information and applications are online. Summer Games Scholarship is available as well. Awards Night will be held on Feb. 27. Deadline for nominations and applications is Feb. 7.
- Councillor Noel also added that the Recreation Commission is looking for new members. He encouraged those interested to put their name forward.
- Councillor Kennedy recommended that when scheduling the work at the pool, to contact the swim club so their events can be taken into consideration. Councillor Doyle indicated that the Special Olympics have a meet scheduled for May as well that should be considered. The Director indicated that he has been in contact but will be sure to connect with them again before work is scheduled.

8. Finance

- a) Operating Invoices over \$2,000.00 in the amount of..... \$108,163.83

**Motion 20-023**

**C. O'Grady / V. Jenkins**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, with a total of \$108,163.83.*

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Water Street Revitalization Part C, PN 18-130

Harris & Associates, Invoice # 6607.....\$2,737.00

Water, Sewer, Storm & Street Upgrading, PN 17-102 (MA 17-SCF-18-00077)

Water Street, Part B

Cougar Engineering & Construction Ltd, PC # 5.....\$64,231.06

Cougar Engineering & Construction Ltd, PC # 6.....\$44,014.81

Harris & Associates, Invoice # 6604.....\$3,880.34

Water, Sewer, Storm & Street Upgrading, Water Street Part A, PN 17-102 (MA 17-MYCW-18-00033)

Cougar Engineering & Construction Ltd, PC # 4.....\$37,119.62

Cougar Engineering & Construction Ltd, PC # 5.....\$91,063.70

Harris & Associates, Invoice # 6603.....\$924.80

**Total Capital Invoices..... \$243,971.33**

*Mayor Butt declared a conflict of interest as he owns a business on Water Street and left the meeting. Deputy Mayor O'Grady assumed the position of chair.*

**Motion 20-024**

**D. Doyle / R. Noel**

*Resolved that the Town of Carbonear approve for payment the list of capital invoices in the amount of \$243,971.33.*

*Favour 6; Opposed 0; **Carried***

9. Regulations

No regulations listed.

10. New Business

- a) Federation of Canadian Municipalities, Re: Municipal Asset Management Program Application.

*The Town is proposing to apply for funding under the above referenced program. A resolution of Council is required.*

**Motion 20-025**

**C. O'Grady / V. Jenkins**

*Be it resolved that the Town of Carbonear directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program;*

*Be it therefore resolved that the Town of Carbonear commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:*

- *Data Collection and Reporting:*

*To build on current collection categories and information for both core ie.*

*Streets, sidewalks, water/sewer distribution systems and secondary assets ie. Vehicles, equipment, and playground/recreation structures.*

*Through review of current asset management data, we have identified the need to both update and add information ie. Location (GPS*

*Coordinates). Additionally, to complete a detailed condition assessment which will be recorded, and entered into a database. Ensuring current and correct data on assets in each category with the condition and expected lifespan will enable the Town to better plan for future capital costs.*

- *Implement asset management software and undertake training of key staff:*

*By using a software system we are able to enhance reporting and forecasting abilities. The software and training will also ensure efficient and accurate entry of information to enhance maintenance schedules, renewal and preparation for replacement of infrastructure assets.*

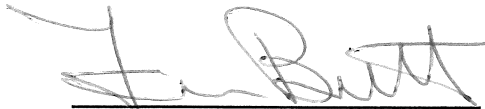
*Be it further resolved that the Town commits \$10,000 from its budget toward the costs of this initiative.*

*Favour 7; Opposed 0; **Carried***

- b) Resolution to Dispose of Property adjacent to 123 Columbus Drive  
**Motion 20-026 C. O'Grady / V. Jenkins**  
*Resolved to write the Minister of Municipal Affairs and Environment to request approval to dispose of a parcel of land on Forest Road adjacent to 123 Columbus Drive that has been occupied by the owner of 123 Columbus Drive.*  
Favour 7; Opposed 0; **Carried**
- c) Mayor Butt reported that the Town's resources were tested during the recent storm and he felt that the Town passed the test. He felt that the Town's response instilled confidence in its residents. He received many calls from residents complimenting the Town on its response. Councillor Noel complimented the efforts of the community - residents and businesses, for efforts during the storm. Residents helped by digging out fire hydrants, helping their neighbours, etc. and businesses closed which helped them stay safe and kept vehicles off the street, which was a contributing factor to how quickly staff cleared the streets.

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

12. Adjournment  
**Motion 20-027 R. Noel / C. O'Grady**  
*Resolved that the meeting adjourn at 6:10 p.m. Next Council meeting is scheduled for Tuesday, February 11<sup>th</sup> at 5:30pm.*  
Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cynthia Davis, CAO (Acting Town Clerk)