

Town of Carbonear
Regular Council Meeting, March 10, 2020
Minutes of a regular meeting of the Council of the Town of Carbonear
Held in Council Chambers, March 10th, 2020 at 5:30pm

Members Present: Mayor Frank Butt
Deputy Mayor Chris O'Grady
Councillors Danielle Doyle
Ray Noel
Amanda Dowden
David Kennedy

Members Absent: Councillor Vic Jenkins

Also Present: CAO Cynthia Davis
Town Clerk Cathy Somers

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 5:30 pm and welcomed everyone to the meeting.
 2. Adoption of the Agenda for March 10 Regular Meeting
Motion 20-052 R. Noel / C. O'Grady
Resolved to adopt the agenda as presented for the March 10, 2020 Regular Meeting of Council.
Favour 6; Opposed 0; **Carried**
 - 2.1 Adoption of the minutes
 - a) Regular Meeting – February 25, 2020
Motion 20-053 A. Hulan / D. Doyle
Resolved to adopt the minutes of the February 25, 2020 Regular Meeting of Council.
Favour 6; Opposed 0; **Carried**
 3. Business Arising from the Minutes
None.
 4. Delegations
No delegations listed.
 5. Correspondence, Permits & Development
 - a) Permit Listing # 8875-8881
Councillor Doyle requested Council to review the list of permits for any possible conflict of interest.
Motion 20-054 D. Doyle / C. O'Grady

Resolved to approve permits # 8875-8881 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) Epilepsy NL

Proclamation to be signed. March 26, 2020 as Purple Day in the Town of Carbonear

Motion 20-055

R. Noel / D. Kennedy

WHEREAS: Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and

WHEREAS: Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy you are not alone; and

WHEREAS: Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide; and

WHEREAS: One in ten persons will have at least one seizure during their lifetime; and

WHEREAS: The public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and

WHEREAS: Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally

NOW, THEREFORE, be it resolved that I, Mayor Frank Butt, of The Town of Carbonear, do hereby proclaim March 26th as Purple Day in an effort to raise awareness and understanding of epilepsy, and to support all those who live with seizures each day.

Favour 6; Opposed 0; **Carried**

b) March is Nutrition Month

Proclamation to be signed

Motion 20-056

C. O'Grady / D. Doyle

WHEREAS the goal of Nutrition Month is to encourage all Canadians to eat well; and

WHEREAS dietitians are a trusted source of credible nutrition information and are launching a campaign to help consumers make healthier food choices and engage in healthy behaviours, like eating with others; and
WHEREAS Canadians are interested in healthy eating and want information to help them achieve this goal - dietitians offer nutrition resources on the Dietitians of Canada website –www.unlockfood.ca

NOW THEREFORE, I, Frank Butt, Mayor of the Town of Carbonear of Newfoundland and Labrador, do hereby proclaim the month of March 2020,

NUTRITION MONTH in the Town of Carbonear of Newfoundland and Labrador.

Favour 6; 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) Municipalities NL
 - February 26, Avalon / Eastern Regional Meeting cancelled for February 28 & 29
 - February 28, The Physician Leadership Team of Eastern Health invites the Mayor or Designate to attend a meet and greet at the multipurpose room at the private Josiah Squibb Memorial Pavilion Long Term Care Facility in Carbonear Tuesday March 10 at 4pm. *Mayor Butt attended the event today. There were three municipalities represented. Several doctors in attendance.*
 - March 3, Info Note: Municipal Sector News
 - March 4, support from the province in dealing with boil orders. Copied to Council
- b) Swim for Hope
Thank you for support for the 24th Annual Swim for Hope
Placed on file
- c) Department of Municipal Affairs & Environment
 - RE: Information related to COVID 19 (Coronavirus) Outbreak
Copied to Council and staff
 - Crown Land application
Forwarded to the Development committee
 - Request to dispose of property
Forwarded to the Development committee
- d) Federation of Municipalities
RE: FCM releases Budget 2020 recommendations
Copied to Council
- e) Splash Centre, Harbour Grace Community Youth Network
RE: Invitation to attend meeting on Friday, March 6 at 12pm to showcase work in the region.
Copied to Council
- f) Individual inquiry on Fire Lane Conception Bay Regional Community Centre
Forwarded to Public Works, Waste Management & Community Services committee
- g) Property owner, Blueberry Crescent
RE: road condition
Copied to the Public Works department. Work order input in the work order system. Placed on file.
- h) CeeBees Minor Hockey
RE: Request to advertise in booklet for upcoming All Newfoundland Tournament from April 13-15, 2020-03-06

- Forwarded to the Chief Administrative Officer
- i) Property owner, Bunker Hill
RE: Request for hydrant flushing
Forwarded to the Chief Administrative Officer and the Director of Operation & Public Works
- j) ACOA
RE: Project completion date, advance notice
Forwarded to the Chief Administrative Officer. Placed on file.
- k) Professional Municipal Administrators
RE: Regional training dates, annual convention and trade show
Forwarded to the Chief Administrative Officer and the Town Clerk
- l) Saltwire
RE: Horizons 2020 magazine
Forwarded to Recreation, Special Events, Culture & Tourism committee
- m) Landscape NL
RE: Landscape NL Horticultural Association beautification project
Forwarded to Recreation, Special Events, Culture & Tourism committee

6. Committee Reports

a) Development

Councillor Doyle advised the Committee met on February 27th and noted the following from the meeting:

Development applications reviewed

Motion 20-057

D. Doyle / A. Dowden

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:

- 74 Powell Drive - Renovate the existing building conditional upon approval from Service NL and other applicable approvals from other government departments and agencies;
- 66A London Road - T & M Associates to operate a home-based business (home office) provided no objections or representations are received from the discretionary use advertisement in the local paper;
- 129 Columbus Drive to replace signage.

Favour 6; Opposed 0; **Carried**

Correspondence reviewed

Department of Municipal Affairs, Land Governance and Planning Division.

The town advertised the intention to dispose of land adjacent to a property on Columbus Drive. The Department is looking for additional information. This matter is deferred until the further information has been provided.

Eastern Regional Lands Office, RE: Crown Land application for Valley Road
The application submitted by the Town to Crown Lands was incomplete pending further documentation. Deferred until further information is obtained and application can be resubmitted.

MEO Report reviewed

The MEO Report identified that there are a number of businesses operating without a permit, renovations, general repairs and new construction being carried out without a permit. MEO is following up on the properties identified and property owners are reminded that a permit is required for all development.

New Business

Committee discussed the possibility of Municipal Plan Review. Funds have been allocated in the 2020 budget for this item. A new Plan is expected to be very costly, possibly between \$40,000 - \$50,000. Committee is evaluating whether some specific amendments would be more cost efficient. Deferred for further review with the planner.

Ongoing Matters

Goff Avenue land for sale, under review and investigation. Deferred for further information.

Several other items deferred until the spring.

- b) Public Works, Waste Management & Community Services
Councillor Dowden advised the committee met on February 26th and reviewed the following from the committee meeting:
- Garbage collection – There are still a few issues with the new garbage contractor, but it has greatly improved since the start of the year.
 - Newfoundland Power, Take Charge challenge, Deadline to apply is April 3. Projects must demonstrate a positive effort to conserve energy that benefits the entire community. The Town is considering submission for upgrades already completed to the depot and the pool.
 - Royal Canadian Legion, Re: Inquiry on Water Street development. The Legion will be hosting the Battle of the Atlantic Parade and Memorial Service on May 3rd and inquired on the status of the Water Street development project for this year. The reported funding has not been approved to date. If funding is approved, the project will have to be designed and tendered so is not likely to be started by May.
- Deputy Mayor O'Grady inquired about the proposed change to the Volunteer Fire Department By-Laws. Under review and will be brought forward at the next meeting.
- Councillor Doyle asked if a motion was required for the cost to replace mirror on vehicle at cost of \$883.52. CAO advised a motion is not required as the CAO can authorize purchases up to \$2,000.
- c) Recreation, Special Events, Culture & Tourism
Councillor Noel advised the committee met on March 3rd and reviewed the following from the committee meeting:

- Triathlon - The triathlon route is being reviewed by the Recreation Commission and the Director of Recreation will bring back recommendations from the review.
- Councillor Noel congratulated the Director of Recreation and members of the Recreation Commission for work and organization of the Recreation Commission Annual Awards Night.
- Councillor Noel congratulated the Special Events Committee for the success of the Winter Carnival.
- Volunteer Recreation Commission

Three individuals have been submitted for consideration and approval as members to volunteer with the Carbonear Recreation Commission

Motion 20-058

R. Noel / D. Doyle

To approve the following for appointments to the Carbonear Recreation Commission conditional upon receipt of a satisfactory certificate of conduct/vulnerable sector check: Paul Underhay, Melissa Butt and Charlie Deering.

Favour 6; Opposed 0; **Carried**

- Splash Centre, RE: Community Youth Network, Invitation for representatives of the Town to attend.
Deputy Mayor O'Grady noted that he attended the Community Youth Network meeting on Friday, March 6 at the Splash Centre. During the meeting they gave an overview of their programs. He noted that they have a serious issue with leaky roof on the building. They are trying to determine if funding can be obtained for repairs to the roof.
- Landscape NL Horticultural Association, RE: Invitation to participate in Forgotten Corner Program Beautification Project. Deadline is March 31. The Committee is looking at possible places throughout town that would be suitable for this purpose.
- Saltwire, RE: Horizons 2020 magazine
The committee reviewed this matter. There are typically two publications of this magazine: one in the spring and one in the fall. Deferred for further information to determine which the committee will recommend.
- Heritage NL, RE: Request for letter of support for provincial funding for Heritage NL. The deadline to forward a letter of support was February 14. There was a very short time frame to forward a letter of support. The correspondence will be filed.
- Selfie wall - Committee is considering the possibility of a designated area to have a selfie wall constructed. Deferred until further research on the cost and location can be determined.
- Summer Programming Coordinator – Museums
The Town will be proceed to advertise the position of Museum Curator / Supervisor.

- Heritage Society, Re: Removal of paint on the locomotive
The Committee reviewed the correspondence and has some discussion on the options for the locomotion. Further information is required before a recommendation can be made on this matter.
- Program Activity guide – Staff are currently working on developing an activity guide similar to the one reviewed. The guide will be uploaded to the website once it is completed.
- Recreation Programming – currently working on a variety of events to be held over the next several months such as line dancing, knitting, yoga, stained glass, etc. Ball hockey will be offered starting soon at Carbonear Academy.
- Update on pool project: Swimming Pool Liner Replacement & Washroom Accessibility & Deck resurfacing - The tender has been submitted for provincial approval.

d) Finance & Administration

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

- Land for Sale Goff Avenue
The CAO is waiting on additional information from the Director of Local Governance and Land Use Planning on this matter.
- Three policies reviewed and recommended for adoption by the Finance Committee. These proposed policies were distributed to Council for their review.

Confidentiality Statement Policy

Motion 20-059

C. O'Grady / R. Noel

Resolved to approve the Confidentiality Statement Policy as distributed to Council.

Favour 6; Opposed 0; **Carried**

Criminal Records Check/Vulnerable Sector Policy

Motion 20-060

C. O'Grady / D. Kennedy

Resolved to approve the Criminal Records Check/Vulnerable Sector Screening Policy as distributed to Council.

Favour 6; Opposed 0; **Carried**

Councillor Code of Ethics Policy

Motion 20-061

C. O'Grady / R. Noel

Resolved to approve Councillor Code of Ethics Policy as distributed to Council.

Favour 6; Opposed 0; **Carried**

- Gas detection device and calibration
The water and sewer crew has requested the purchase of a hand held gas detection device for use in confined spaces. The CAO has obtained one quote. The committee will recommend the purchase of the device, however, recommends to obtain two other quotes for review to ensure that it is a fair and reasonable price.

- Alert system
Committee had some discussion on purchasing an alert system to be able to contact residents for emergency situations. Deferred until pricing and further information is obtained on this type of system.

7. Reports of Chief Administrative Officer and Department Heads

a) CAO Report

Conception Bay Regional Community Centre Extension Project

Tenders have closed on the above referenced project. Approved funding is \$812,895. The lowest tender for all work net of the HST rebate is \$1,031,185. This results in a deficit of \$218,290. CAO requested approval to proceed and request additional funds required from ACOA and TCII.

Council agreed for the CAO to proceed and request approval of additional funds from ACOA and TCII.

2018 Enabling Accessibility Fund - Project# 1591408 - EAF Signed Agreement

The Town has been approved for funding for the changerooms at the Carbonear Swimming Pool in the amount of \$99,450 from the above referenced project. A resolution is required approving the Mayor and the Town Clerk to sign the agreement on behalf of Council.

Motion 20-062

R. Noel / C. O'Grady

Resolved that the Mayor and the Town Clerk sign the agreement under the Enabling Accessibility Fund, Project #1591408 through Employment and Social Development Canada in the amount of \$99,450 to complete renovations to the changerooms at the Carbonear Swimming Pool.

Favour 6; Opposed 0; **Carried**

8. Finance

- a) Operating Invoices over \$2,000.00 in the amount of..... \$193,162.70

Motion 20-063

C. O'Grady / D. Doyle

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, with a total of \$193,162.70

Favour 6; Opposed 0; **Carried**

b) Capital Invoices:

Mayor Butt declared a conflict of interest on the Street Rehabilitation & Paving (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 Valley Road listed under this project.

Councillor Dowden asked if she would be considered in conflict on the Street Rehabilitation & Paving (2019) as Capt. Frank's Lane/LeMarchant Street Intersection is listed as one of the projects and she lives and has an interest in the property of 12 LeMarchant Street.

Motion 20-064 C. O'Grady / D. Doyle

Under Section 209 of the Municipalities Act, be it resolved that the Town of Carbonear does not consider Councillor Dowden to be in conflict of interest on the Street Rehabilitation & Paving (2019) project.

Favour 5; Opposed 0; **Carried**

Note: Councillor Dowden did not vote on the motion.

Mayor Butt and Councillor Noel then left the Council meeting.

Deputy Mayor O'Grady assumed the position of Chair.

Street Rehabilitation & Paving 2019

Concord Paving Ltd, Release of holdback\$62,666.41

Motion 20-065 D. Doyle / D. Kennedy

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

Street Rehabilitation & Paving 2019

Concord Paving Ltd, Release of holdback\$62,666.41

Favour 4; Opposed 0; **Carried**

Mayor Butt and Councillor Noel were called back into the meeting.

Mayor Butt assumed the position of Chair.

9. Regulations
None listed.

10. New Business

The following items were noted:

- Mayor Butt met with the Superintendent of the RCMP last week and the Superintendent would like to attend a meeting with Council at a time that is convenient for Council.
- Mayor Butt attended the CONA presentation of teddy bears to the CVFD last week. The teddy bears are used to comfort children when first responders are responding to an emergency where children are involved.
- Mayor Butt attended the meeting today at the LTC facility in Carbonear. It was attended by several doctors and three municipalities were represented there. The main concern is to improve communications with the municipalities.
- EDTO attended the MUN School of Medicine today meeting Family Medicine residents and sharing information about the Town of Carbonear to those in attendance.
- Mayor Butt advised that Multiculturalism Week in NL takes place March 15-21. The Town has an event scheduled for Wednesday, March 18, 2020 from 6-8pm here in the lobby.
- Councillor Doyle noted that Carbonear Collegiate were the winners of the Regional Drama Festival last week and will now compete at the Provincial Drama Festival. Carbonear Academy won the award for Best Junior Play.

Congratulations to the award winners and participants.

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

12. Adjournment

Motion 20-066

R. Noel / C. O'Grady

Resolved that the meeting adjourn at 6:13pm. Next Council meeting is scheduled for Tuesday, March 24th at 5:30pm.

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk