

**Town of Carbonear
Regular Council Meeting, May 12, 2020**

Minutes of a regular meeting of the Council of the Town of Carbonear
Electronic meeting (Zoom webinar), May 12th, 2020 at 5:30pm

Members Present: Mayor Deputy Mayor Councillors	Frank Butt Chris O'Grady Danielle Doyle Ray Noel Vic Jenkins Amanda Dowden David Kennedy
Also Present: CAO Town Clerk Director of Operations & Public Works Director of Recreation EDTO	Cynthia Davis Cathy Somers Brian O'Grady Rob Button Kerri Abbott

-
1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 5:39 pm and welcomed everyone to the meeting. Several participants are signed on to the first virtual meeting of Council.
 2. Adoption of the Agenda for May 12 Regular Meeting
Deputy Mayor O'Grady asked that the following be added to the Agenda under New Business:
13 a) Rescheduling of Regular Council meetings for May and June, 2020.
Motion 20-084 **V. Jenkins / D. Doyle**
Resolved to adopt the agenda as presented for the May 12, 2020 Regular Meeting of Council with the addition of the following item under New Business
13 a) Rescheduling of Regular Council meetings for May and June, 2020.
Favour 7; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – April 21, 2020.
Motion 20-085 **C. O'Grady / D. Doyle**
Resolved to adopt the minutes of the April 21, 2020 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**
 4. Business Arising From Minutes
No business arising from the minutes.
 5. Delegations
No delegations listed.

6. Correspondence, Permits & Development

a) Permit Listing # 8890-8926

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

Deputy Mayor O'Grady declared a conflict of interest on Permit #8921 as it was for his brother.

Motion 20-086

D. Doyle / V. Jenkins

Resolved to approve permits # 8890 – 8926, excluding # 8921 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**

Deputy Mayor O'Grady then exited the meeting.

Motion 20-087

D. Doyle / A. Dowden

Resolved to approve permit # 8921 as per application 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**

Deputy Mayor O'Grady was not present to vote on the matter.

Deputy Mayor O'Grady then returned to the meeting.

6.1 Correspondence, requiring Council's decision

a) Town of Carbonear Development Regulations Amendment No. 37, 2019

Revised Signage Regulations

Motion to adopt is required:

Motion 20-088

D. Doyle / V. Jenkins

Under the authority of Section 16 of the Urban and Rural Planning Act 2000, the Town Council of Carbonear adopts Development Regulations Amendment No. 37, 2019.

Favour 7; Opposed 0; **Carried**

b) Fougere Menchenton Architecture, Recommendation to award tender for the Swimming Pool Liner and Deck Replacement.

Motion to award is required:

Motion 20-089

R. Noel / A. Dowden

Resolved to award the tender for the Swimming Pool Liner and Deck Replacement to the lowest bidder, CAM-AM Platforms & Construction LTD, for the price of \$219,723.00 HST included subject to receipt of "Approval to Award" from the Government of Newfoundland and Labrador.

Favour 7; Opposed 0; **Carried**

6.2 Correspondence received and action taken

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

a) Municipalities NL

- Canadian Network of Asset Managers will be hosting their annual virtual conference 2020, May 12-14.
- COVID-19 Municipal Impact survey
- MNL Regional Conference Call with Eastern Health, Thursday, April 30.
- Message from the President
Copied to Council, Chief Administrative Officer and Town Clerk
- RCMP Musical Ride seeking interest for performances in August 2021
Copied to Recreation, Special Events, Culture & Tourism committee
- b) Department of Municipal Affairs & Environment
 - Water Resources Division, permit requirements for work within 15metres of water body
Forwarded to Development committee and advertised on the Town website
 - Water Resources Division, Drinking Water Sampling Spring seasons 2020
Forwarded to the Public Works, Waste Management & Community Services committee
 - Emergency Preparedness Week 2020, May 3rd to 9th.
Advertised on Town website, social media and forwarded to the Fire Department
 - Temporary variance of statutory deadlines.
Copied to Chief Administrative Officer and the Town Clerk
 - New MAE tender process during COVID-19.
Copied to Chief Administrative Officer and the Town Clerk
 - Message from the Fire Commissioner regarding requirements for inspection / testing / maintenance of Fire and Life Safety Equipment during COVID-19.
Copied to the Fire Department and the Chief Administrative Officer
 - Department of Transportation regarding Ice Control Materials for 2020/2021
Copied to the Director of Operations & Public Works and the Chief Administrative Officer
 - Department of Health and Community Services – information material on COVID-19
Copied to Council, Chief Administrative Officer and the Town Clerk
 - Business Continuity Guidance Document for Municipalities
Copied to Council, Chief Administrative Officer and the Town Clerk
 - Circular on COVID-19 Alert – Level System
Copied to Council, Chief Administrative Officer and Town Clerk and staff
- c) Property owner, Earle's Lane
RE: complaint of complaint of neighbouring property
Forwarded to Public Works, Waste Management & Community Services committee
- d) Children's Wish Foundation
RE: 25th Annual Run the Rock – Request for donation
Forwarded to the Finance and Administration committee

- e) Individual correspondence with suggestion for accessing the Davis Earle Trail
Forwarded to the Recreation, Special Events, Culture & Tourism committee
- f) Joint Council of Conception Bay North
RE: concern with road conditions in the region.
Forwarded to Public Works, Waste Management & Community Services committee
- g) Professional Municipal Administrators
RE: Municipal Clerks Week, May 3-9
Advertised on social media. Placed on file.
- h) Heritage Foundation of NL
RE: Heritage projects and post COVID-19
Forwarded to the Recreation, Special Events, Culture & Tourism committee
- i) NL Public Health Laboratory, Test results of water samples collected on February 17, 2020 at Town of Carbonear, TC Square Mall, Department of Justice and Carbonear General. Results marks satisfactory. Placed on file.
- j) Western Petroleum
RE: Precautionary measures to ensure health and safety of customer during the COVID-19 pandemic.
Copied to the Director of Operations & Public Works. Placed on file.
- k) Planning Consultant
RE: Introduction and promotional material
Forwarded to Development committee

9. Committee Reports

- a) Development
Councillor Doyle advised the Committee met on April 24th and noted the following from the meeting:
 - Columbus Drive – disposal of land: public notice has been advertised, which is a requirement before the Minister of Municipal Affairs and Environment would give approval for the town to convey the property. The Town is moving forward with the process.
 - Fence Regulations changes
There will be a Notice of Motion put forward later in the meeting under Secion14(a).
 - Several businesses are identified as operating without a permit from the Town and without Service NL approval.
These business operators will be notified that a permit is required to operate in the Town of Carbonear. Staff will follow up on the situation and the matter will be followed up
 - Bulk collection – several property owners have been placing bulk garbage at the curb side for pickup. Eastern Waste has ceased bulk collection during the Covid-19 restrictions.
Residents are reminded to store bulk pick up items inside their home or garage, or at the rear of their property until a bulk pick

up time is scheduled in the future. If they have their items out at the curb side, they should move them to the back of their property until a bulk pickup is scheduled.

b) Finance and Administration

Deputy Mayor O'Grady advised the Committee met on May 1st and noted the following from the meeting:

➤ Land for Sale Goff Avenue

Committee reviewed the matter further and later discussed their findings with Council. The Committee recommends the following motion:

Motion 20-090

C. O'Grady / R. Noel

Resolved to request the approval of the Minister of Municipal Affairs and Environment to sell the properties of 41-43 Goff Avenue for the highest tendered amount of \$66,666 + HST and 45-47 Goff Avenue for the highest tendered amount of \$69,025 + HST as per Section 201.3 of the Municipalities Act.

Favour 7; Opposed 0; **Carried**

➤ Backyard pool regulations – Discussed, however amendments to the Fence Regulations to address this are being brought forward by the Development Committee.

➤ Pool Revenue/Expenditures - This is being monitored due to the closure of the pool and decreased revenue. Expenditures have also been reduced. Committee will continue to monitor.

➤ Requests for business tax adjustment. Committee is continuing their review on this matter.

➤ Town Clerk provided a list of budget expenditures to the committee that could be considered to defer to 2021 if necessary.

➤ Funding for the Conception Bay Regional Community Centre (CBRCC) Extension

The lowest price received on the tender is higher than the estimates for the project. The project is funded by ACOA, TCII and the town. Funding partners have asked the town to increase their contribution to the project to assist with the additional funds required to fund the project per the tendered price. This was discussed with Council prior to today's meeting. The following motion is recommended by the committee:

Motion 20-091

C. O'Grady / D. Doyle

Resolved to change the Town's contribution for the Conception Bay Regional Community Centre Expansion project from 10% to 15%.

Favour 7; Opposed 0; **Carried**

Mayor Butt noted that amount of lift calls for 2019 & 2020 was 5 in total. Finance Committee will review the matter further in their next meeting.

c) Recreation, Special Events, Culture & Tourism

Councillor Noel advised the Committee met on May 1st and noted the following from the meeting:

- Princess Sheila Building – Committee reviewed the operating costs for the past 5 years and are obtaining a list of future projects and costs. Committee is considering how the building could be better utilized.
 - Train – Quote on lead removal was \$50,000. Committee is continuing their research on the matter.
 - Summer Rec Program – This is under review to determine if it will be able to be offered due to the Covid-19 restrictions as outlined by public health. The Recreation Commission will also be meeting to review a plan for the upcoming season.
 - Museum – As most museums may not open this year. The EDTO is reviewing options for alternative projects for summer students to complete which could include research projects.
 - EDTO attended a Heritage NL webinar - Funding for heritage buildings.
 - Community Garden – Recreation Director is working on guidelines for consideration for the community garden to reopen when the province moves to Level 4. These guidelines are to ensure safety. They will be relayed to the Recreation Commission for consideration.
- d) Public Works, Waste Management & Community Services
- Councillor Jenkins advised the Committee met on April 30th and noted the following from the meeting:
- Issue with sediment in water line of a residential home. Home owner requested reimbursement for the cost of installation of a water filtration system on his water service line. There is regular flushing of this line as the residence is at the end of a waterline. The water was turned off in the area for a repair. It is not unusual to have water discoloration and sediment in a line after water repairs. Residents are encouraged to let the water run after a watermain break and repairs are completed. The committee does not recommend reimbursement of the invoice.
 - Relocation of Crosswalk at the corner of Pike's Lane and Beach Road. – The Director reviewed options to relocate the crosswalk which would require some modification to the boardwalk entrance ramps.
The committee recommends proceeding to make the changes to the boardwalk necessary to locate the crosswalk away from the Pike's Lane intersection.
 - Quote for extras for the pumper. The tender for the pumper has been awarded. The list of items identified by the Fire Department will be forwarded to the company for a quote.
 - Mechanical Issues with the 2008 GMC Dump Truck. Director Operations and Public Works is waiting on a diagnostic report and will report on updates regarding repair cost when available.

- Bulk Garage at – Residents are reminded that Waste Recovery sites have been temporarily closed and Eastern Waste has discontinued the collection of bulk garbage due to Covid-19. Resident should keep their bulk garbage items in their house, garage or at the rear of their property.
- Maintenance Agreement for Pump House – One quote has been received. The Director of Operations and Public Works will obtain additional quotes and then make a recommendation to Council to award the contract.
- Drinking Water Sampling Spring Season – Due to the Covid-19 pandemic, the Water Resources Management Division has reached out to municipalities to inquire if municipalities could make arrangements to take samples for the Spring Monitoring Season. They will mail out sampling equipment and the Director of Operations and Public Works will complete the sampling.
- Snow Clearing Damage Claims – 15 Snow Clearing Claims were received to date and 4 of those claims are being recommended for approval.
- Snow Clearing Route – The Director of Operations and Public Works will review the snow clearing route with committee at the next meeting.

Council members stressed to residents to keep their bulk garbage in their house, garage or at the back of their property until a bulk pick up is scheduled. When the Waste Recovery Facility is reopened, many residents will be able to avail of bringing their bulk garbage there. When possible, a bulk pick up will be arranged.

10. Reports of Chief Administrative Officer and Department Heads

- a) CAO Report – CAO reviewed the Financial Summary report she prepared for the period ended April 2020. Council can review further and any questions can be addressed to the CAO.

- b) Director of Recreation

Director of Recreation reviewed his report with Council and requested a motion to proceed with the purchase of Starting Platforms for the pool project.

Motion 20-092

R. Noel / D. Kennedy

Resolved to purchase Starting Platforms for the Carbonear Swimming Pool from Aquam Inc. for the lowest quoted price of \$19,596 + HST.

Favour 7; Opposed 0; **Carried**

The Director of Recreation also noted that he has been reviewing drawings for the change room with the consultants. The drawings will soon be finalized and the tender for the change room renovations should be ready to be advertised next week.

11. Finance

- a) Operating Invoices over \$2,000.00 in the amount of..... **\$52,767.87**
Motion 20-093 **C. O'Grady / V. Jenkins**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, totaling \$52,767.87

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Deputy Mayor O'Grady asked Mayor Butt if he was ok with voting on the Water Street Landscaping Invoice for Phase 2 of the Water Street Upgrading Project. Mayor Butt indicated that Council previously ruled that he was not in conflict on that project.

Town Clerk advised that at the September 24, 2019 Regular Council Meeting, a motion was passed by Council ruling that Council did not consider Mayor Butt to be in conflict of interest on the Water Street, Sewer and Street Upgrading Phase 2 Project.

Capital Invoices listed:

Water Street Landscaping – Phase 2

Harris & Associates, Invoice # 6643.....\$4,600.00

Columbus Drive Infrastructure

Traffic Structures Ltd, Invoice # 4718..... \$40,060.25

Total Capital Invoices..... \$44,660.25

- Motion 20-094** **C. O'Grady / R. Noel**

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

Water Street Landscaping – Phase 2

Harris & Associates, Invoice # 6643.....\$4,600.00

Columbus Drive Infrastructure

Traffic Structures Ltd, Invoice # 4718.....\$40,060.25

Favour 7; Opposed 0; **Carried**

12. Regulations
None listed.

13. New Business

- a) Re-scheduling of Regular Council meetings for May and June, 2020.
Change from Section 1(a) from the Rules of Procedure for Conduct of meetings

Motion 20-095 **C. O'Grady / V. Jenkins**

Resolved to cancel the 2nd Regular Council meeting in May, 2020 and hold the first meeting in June, 2020 on the first Tuesday of June rather than the 2nd Tuesday in June.

Favour 7; Opposed 0; **Carried**

b) Other

- Mayor Butt noted that this is National Nurses Week from May 12-19. He wished all Nurses a Happy Nurses Week and suggested that if you see a nurse this week, be sure to wish them a Happy Nurses Week.
- Garbage Collection Issues – A meeting has been requested with Eastern Waste Management to determine if the problems experienced with garbage collection in the town can be resolved.

14. Notices of Motion

a) Fence Regulations

The proposed revised Fence Regulations have been distributed to Council. Councillor Doyle then read the proposed revisions to the Fence Regulations. The following Notice of Motion was presented to be voted on at the next scheduled Regular Council Meeting

Mover: Councillor Doyle; Second: Councillor Jenkins

Resolved that the Town of Carbonear adopt the revised Fence Regulations as presented to Council.

15. Adjournment

Motion 20-096

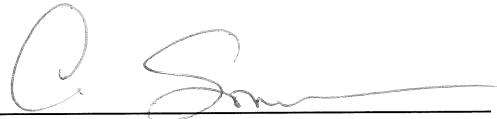
R. Noel / C. O'Grady

Resolved that the meeting adjourn at 6:18pm.

Next Council meeting is scheduled for Tuesday, June 2nd at 5:30pm.

Favour 7; Opposed 0; **Carried**

Mayor Frank Butt



Cathy Somers, Town Clerk