

Town of Carbonear
Regular Council Meeting, June 23, 2020
Minutes of a regular meeting of the Council of the Town of Carbonear
Electronic meeting (Zoom webinar), June 23rd, 2020 at 5:30pm

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

Also Present: CAO Cynthia Davis
Town Clerk Cathy Somers
Director of Recreation Rob Button
EDTO Kerri Abbott

Members Absent: Director of Operations & Public Works Brian O’Grady

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 5:45 pm and welcomed everyone to the meeting. Several participants are registered for today’s virtual meeting of Council.
 2. Adoption of the Agenda for June 23 Regular Meeting
Councillor Doyle requested to add Strategic Plan under New Business
Motion 20-113 **V. Jenkins / R. Noel**
Resolved to adopt the agenda as presented with the addition of Strategic Plan under New Business for the June 23, 2020 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – June 2, 2020
Motion 20-114 **C. O’Grady / A. Dowden**
Resolved to adopt the minutes of the June 2, 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 # 8998-9053

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

Mayor Butt and Councillor Dowden inquired whether they were in conflict on particular permits listed. Council advised that neither of them were in conflict.

Motion 20-115

D. Doyle / V. Jenkins

Resolved to approve permits # 8998 – 9053, 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**

6.1 Correspondence, requiring Council's decision

a) Municipal Awareness Day – June 24

Proclamation

Motion 20-116

C. O'Grady / A. Dowden

Whereas municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and Whereas dedicated mayors, councillors and staff are essential for the effective governance of their municipalities; and Whereas citizen involvement is essential for an active community; and Whereas it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities. Therefore Be It Proclaimed That June 24, 2020 be known as Municipal Awareness Day in the Town of Carbonear, Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Favour 7; Opposed 0; **Carried**

b) Quote for additions for Fire Truck

CAO advised the quotes for the additional items for the Fire Truck were received and forwarded to Council for their review. The supplier needs Council's decision on the matter to proceed with providing the truck.

The total cost of the additions is \$14,455.50 + HST. This cost is over and above the approved funding and would be 100% cost to the Town of Carbonear.

Mayor Butt asked if this includes all the additional items the Fire Department requested. CAO confirmed these are all the items the Fire Department requested.

If Council is willing to approve a motion of Council is required to proceed.

Motion 20-117

V. Jenkins / A. Dowden

Resolved that the Town of Carbonear approve the supply and installation of the additional items for the new Fire Truck at a cost of \$14,455.50 + HST.

Favour 7; Opposed 0; **Carried**

- c) Department of Municipal Affairs & Environment, Office of the Minister
Approval from the Minister to sell property adjacent to 123 Columbus Drive
CAO advised we have now received the approval to sell the property, and if
Council is in agreement to proceed to sell the property a motion of Council is
required.

Motion 20-118

R. Noel / D. Kennedy

*Resolved that the Town of Carbonear sell a portion of the town's property
adjacent to 123 Columbus Drive to the proposed purchaser for the sum of
\$499 + HST.*

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

- InfoNote, June 17 – MNL calls on federal and provincial government
for emergency operation funds
- InfoNote, June 15, municipal conference calls
- InfoNote, June 8, MNL welcomes new Asset Management Officer,
MNL is moving its annual general meeting and conference to an
online, engaging format this year

Copied to Council, Town Clerk and the Chief Administrative Officer

b) Department of Municipal Affairs & Environment

- Reminder to those Ultimate Recipients who receive funding through the
Investing in Canada Infrastructure Projects, that infrastructure Canada
requires photographs of the ICIP projects at some point during
construction, as well project signage must be in place.
Copied to the Chief Administrative Officer and the Director of Operations
& Public Works.-
- Water Resources Division - reminder of the permitting requirements for
work in or within 15 metres of a Water body (including Wetlands) under
the Section 48 of the Water Resources Act
Forwarded to the Chief Administrative Officer and advertised on the town
website.
- Municipal Infrastructure on changes in procurement thresholds due to
pandemic situation
Forwarded to the Chief Administrative Officer and the Town Clerk
- 2020 Community Sustainability Partnership Circular to clarify the
accountability measures required to be eligible for funding under the
Municipal Operating Grant and the Provincial Gas Tax Revenue
programs.

Forwarded to the Chief Administrative Officer and the Town Clerk

c) CBDC Trinity Conception

RE: Youth Ventures program

Forwarded to the Chief Administrative Officer.

- d) Host Home Coordinator
Request to use soccer field
Forwarded to the Recreation, Special Events, Culture and Tourism committee
- e) Public Procurement Agency
RE: Amendments to the Public Procurement Framework
Forwarded to the Chief Administrative Officer & the Town Clerk
- f) Service Canada – New Horizons for Seniors Program – additional funding maybe available
Forwarded to Chief Administrative Officer, Director of Recreation & the Economic Development and Tourism Officer
- g) Eastern Regional Service Board
 - Encouraging communities to apply to Community Garden Support Program. Funding in a maximum amount of \$500 per participant. The Director of Recreation submitted an application.
 - Resumption of Bulk Collection
Copied to Council and Staff and posted on the Town website Eastern Regional Service Board
 - RE: Community based clean up
Forwarded to Public Works, Waste Management, Community Services committee
- h) Canadian Parents for French
RE: Late French Immersion and Intensive Core French for Carbonear Academy
Copied to Chief Administrative Officer, Town Clerk and Council
- i) The Shoreline Newspaper
RE: advertising information for municipal notices
Placed on file.
- j) Property owner, Irishtown
RE: complaint of neighbouring property
Forwarded to Public Works, Waste Management & Community Services committee
- k) Royal Canadian Legion
RE: Plans for Memorial Day ceremony and request for maintenance
Forwarded to the Chief Administrative Officer
- l) Individual correspondence received regarding municipalities response to black lives matter. Copied to Council.
A notice regarding the council's position on racism was placed on the Town Website.
- m) CBN Joint Council
RE: Thriving Regions program to carry out a watershed study in the CBN area to inform infrastructure assessment management decisions for local government. Introductory webinar on Thursday, June 18 from 7-8 pm
- n) Professional Municipal Administrators
 - Avalon & Central Director positions acclaimed
 - PMA Virtual AGM 2020, Friday June 19 at 11 am

- Copied to Chief Administrative Officer and the Town Clerk
- o) Heritage NL
RE: Student Heritage Reporter Challenger
Shared on social media
 - p) Request to hold Zumba classes on the parking lot of the Conception Bay Regional Community Centre
Forwarded to the Chief Administrative Officer

9. Committee Reports

- a) Development – June 4
Councillor Doyle advised the Committee met on June 4 and noted the following from the meeting:

Committee is obtaining some clarification on matters for several businesses operating without a permit.

Motion 20-119

D. Doyle / V. Jenkins

Resolved to approve the subdivision of land and to construct a new dwelling and garage at 27 Bemister's Hill conditional upon amendments to the application to meet the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies provided there are no objections or representations received to the discretionary use advertisement.

Favour 7; Opposed 0; **Carried**

Application for Home Based Business for horse boarding, dog kenneling and mixed farming has been advertised as a discretionary use. Awaiting the deadline of the advertisement.

There were several applications discussed that the committee does not recommend for approval at this time.
CAO advised that these applications will be discussed further with the applicants.

Motion 20-120

D. Doyle / C. O'Grady

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:

- *6 Water Street to replace front step per section 10, Discretionary Powers of the Authority; subject to the front step not to exceed the size of the existing front step;*
- *67 Powell Drive to operate a home-based business (Hair Salon) conditional upon no objections or representations being received from the discretionary use advertisement in the local paper; approval from Service NL and other applicable approvals from other government department and agencies;*

- 14 Quarters Lane to construct front deck per section 10, Discretionary Powers of the Authority; conditional upon the deck being constructed at ground level without railing;
- 14 Whites Road - to construct front deck per section 10, Discretionary Powers of the Authority; conditional upon the front step not to exceed the size of the existing step;
- 17 White's Road – to construct a tool shed conditional upon no objections being received from the discretionary use notice advertised for a total floor area of all accessory buildings on the lot totaling 152m²;
- 155 Water Street to replace existing step;
- 93-99 Powell Drive to complete an extension to the building conditional upon approval from Service NL and other applicable approvals from other government department and agencies;
- 2-6 English Hill to operate a home-based business (Hair Salon) conditional upon no objections or representations being received from the discretionary use advertisement in the local paper; conditional upon approval from Service NL and other applicable approvals from other government department and agencies;

Favour 7; Opposed 0; **Carried**

Committee reviewed some correspondence

- Clarification on building use for a property on Water Street
- Inquiry on regulations on obstructed view from new dwelling being built. The new dwelling meets the requirements of the Town Plan and Regulations.

Committee was advised of an inquiry from a property owner of the removal of an old deep freezer from the street reservation on Water Street that was being used as a garbage box. This is not approved garbage receptacle as per our Waste Disposal Regulations and Council has the right to remove the dilapidated box from the street reservation. The property owner will be informed.

The Burnt Head Road property that Council is acquiring – lawyer's office is handling the final paper work on the acquisition.

Development – June 18

Councillor Doyle advised the Committee met again on June 18th and noted the following from the meeting:

Motion 20-121

D. Doyle / V. Jenkins

Resolved to approve the application to construct an accessory building measuring 10' x 14' situate at 14 Stentaford's Lane in accordance with the application submitted.

Favour 7; Opposed 0; **Carried**

Some matters from the development meeting were also later discussed with the committee of the whole of council.

- Application to construct a sidewalk patio at 180 Water Street
Motion 20-122 **D. Doyle / R. Noel**
Resolved to approve a permit to construct a sidewalk patio at 180 Water Street including front step and temporary fencing subject to the conditions of the Town of Carbonear including approval from all other required government department and agencies.
Favour 7; Opposed 0; **Carried**

- Application to install a sign at 70 Powell Drive. The proposed location of the sign projects into the street reservation.
Motion 20-123 **D. Kennedy / C. O'Grady**
Resolved to approve a permit to install a sign at 70 Powell Drive as per the application submitted.
Question: Mayor Butt asked if approved, are we going against our Regulations. Councillor Doyle advised, yes. Mayor Butt asked if Council could be liable if they approve something that is against their Regulations. CAO advised that it is her understanding that individual councillors can be held liable for their actions but that would be through court proceedings.
Deputy Mayor O'Grady noted that the Town has approved other applications where there is a variance from the Regulations. CAO advised that Council has the authority to vary any standard by up to 10%.
Councillor Noel noted that he would not vote in favour of this application if he felt that it would in any way jeopardize the safety of the public.
Councillor Kennedy noted that Powell Drive has a large street reservation.
Favour 6; Opposed 1; **Carried**
Mayor Butt opposed the motion.

- Application to construct a house at Grasse Lane
Motion 20-124 **D. Doyle / V. Jenkins**
Resolved to approve a permit to construct a single dwelling at Grasse Lane as per the application submitted and subject to receipt of the lot layout meeting the requirements of the Town of Carbonear Development Regulations.
Favour 7; Opposed 0; **Carried**

- Application to construct a licensed outside patio at 232-234 Water Street

Motion 20-125

D. Doyle / V. Jenkins

Resolved to approve a permit to construct a temporary fenced area on the sidewalk in front of the building and to construct a licensed outside patio at 232-234 Water Street on their property subject to the conditions of the Town of Carbonear including approval from all other required government department and agencies.

Favour 7; Opposed 0; **Carried**

Some discussion held on placement of picnic tables. This was referred to the Recreation Committee for further consideration.

Councillor Kennedy noted the following relating to potential land development in Valley Road:

In the last term of council, if not the term before, Council had noted they would not entertain selling a parcel of Crown Land on the Valley Road unless the land was developed as a whole, not by pieces.

In May of 2019 an individual approached the Town with an interest to develop the land as a whole with a well planned subdivision.

Although the Town has exchanged a few emails and some information was sought, no formal decision was made on what the Town plans to do, to allow the development to proceed or simply ignore.

With the current financial environment and the need for an increased tax base, it is hard to believe that at this point our Town has not done more to see that such a development proceed.

As a Town we have noted and seen some reasons why we shouldn't develop, but as a Town, I believe a more proactive approach to ensure that our Town continues to grow, both residentially and commercially, requires that we ask the question - what can we do for the development to proceed so the we realize an increase our tax base, potentially bring in new families and create meaningful construction jobs etc?

In the end the Town may only obtain the Crown Land that the Prov Gov says the Town has first right to purchase for future development.

Councillor Doyle advised that we have considered this matter. However, the Town can't just acquire land, we have to have a reason and provide a sub-division plan. This would be a substantial investment as this time when we already have 4 different sub-divisions within the town with lots available. CAO advised that Council did agree to apply to the Crown to purchase the property. The application was submitted and we received a response advising the Town that would need to submit a sub-division plan for the property and would be required to the pay Fair Market Value for the property if approved to be conveyed to the Town. This is different from the other sub-divisions with lots available throughout town as they are all privately owned. Council now needs to determine if they want to move forward on the matter.

Discussed further.

CAO to obtain a quote on a plot plan for the sub-division and request the Department what would be the Fair Market Value that would be required to purchase the property.

b) Finance and Administration

Deputy Mayor O’Grady advised the committee met on June 4th and noted the following from the meeting:

- Fire Department providing lift assists – there was some discussion by the committee on the Fire Department providing lift assist and whether they would continue to provide lift assists for Eastern Health and ambulance operators.

CAO advised that the CVFD has informed Council that they do not wish to be required to provide lift assists. FES advised that Council need to make a decision as to whether or not to support the CVFD request, and then we can advise the interested parties of Council’s decision on the matter.

Discussed.

Motion 20-126

C. O’Grady / D. Kennedy

Whereas the Carbonear Volunteer Fire Department has advised Council that they no longer wish to be required to provide lift assists, as it is not an item that they are covered for under insurance and it is not listed as one of their requirements with Fire Emergency Services,

Be It Resolved that the Town of Carbonear do not approve lift assists as one of the required duties of the Carbonear Volunteer Fire Department.

Favour 7; Opposed 0; **Carried**

CAO to notify Eastern Health and the Carbonear Volunteer Fire Department of Council’s decision on the matter.

- Committee reviewed an email received from a Special Events Committee member suggesting the Town consider hire a business student to do work on the Town’s Social Media platform. There was some discussion on whether this would be a funded position. Due to the Covid-19 situation this year it is not being considered however the committee will consider in future years and we will obtain further information on the program for business students. The suggestion was appreciated.

Councillor Doyle noted that other municipalities have applied for such students as well as Recreation Program students.

Council will consider this in future years.

- Inquiry from property owner requesting the brush be cut back on the roadway leading to their property at the end of Southside Lower Road. This was forwarded to the Works Committee for consideration.

The property owner also inquired about the minimum tax charged on the property. Committee to review options. CAO advised that Council is required under the Municipalities Act to charge property tax on all properties that are assessed in the Municipality whether it is accessible by road or not.

- Inquiry from land owner about possible encroachment on their property by the Town and/or the group who are grooming the ATV trail. It was confirmed that neither the town or those grooming the ATV trail were encroaching on private property.
- Conservation Corps NL – 2020 Internship Program
The committee recommends to further discuss with the EDTO and apply if suitable.
- Minutes of Pandemic Emergency Meetings
Updates are now provided regularly to Council after each Pandemic Emergency Planning Meeting.
- Councillor Doyle mentioned earlier about a strategic plan. The Committee has some discussion on the importance of Management Staff Reviews and we want to ensure that we are doing proper evaluations and want to proceed with a 5 year strategic plan.
- Business Tax Adjustments
Committee will review further after June 30th.
- Tax Sale – Discussed problem accounts that are outstanding where notice of arrears can be provided and if not paid, Council could proceed to auction the properties for tax arrears.
Town Clerk to prepare summary of these property for the next Finance Committee meeting.

c) Recreation, Special Events, Culture & Tourism

Councillor Noel advised the Committee met on June 10th and noted the following from the meeting:

Summer Programming update

Recreation Commission has been approved for 12 positions in total. 8 for programming and 4 for softball.

At present, softball is a maximum of 10 and ball hockey maximum of 8 participants. This may change as we move to Level 2.

ATV Trail

Discussed the work done on widening the ATV trail and the clean up along the trail. The group have pulled out some old car wrecks and hoping to arrange to have them removed and disposed of.

Recreation Commission

The commission members have indicated that it would be a good idea to obtain Directors Insurance for the members.

Special Events Committee

The regular annual special events have been cancelled for this summer. The Committee is looking to hold a fall event. Some virtual events are being planned for the summer.

Culture & Tourism

EDTO reported on the Thriving Regions: Baccalieu Trail Traditional Bearers Inventory – the project is continuing. The call was put out for people through both traditional and social media. EDTO advised them of a person interested in reporting about his culture, dress and cooking.

EDTO reported on the Fall Events: Pumpkin Festival. The EDTO attended a conference in Ottawa and met with a group of artists who organize the “Pumpkin Inferno” display and festival

Purchase of Mulch

Mulch has been purchased for the pergola area to have the area around the shrubs covered.

Electronic Sign Change

The sign technician has repaired the east facing sign and this sign has been updated and the west sign will be reposted as well.

Quinn Playground

Sand has been placed for the swing area for when the playground re-opens.

Community Garden Guidelines

The signs have been posted and participants have started at the community garden.

Donation Listing Policy

The Director will finalize the donation listing of commemorative items that can be purchased and it will be uploaded to the Town’s website when finalized.

Pool Plan

The contractor is ordering the materials for the pool liner and deck. The material should arrive by the end of the month. It is anticipated that the tender for the changerooms renovations will be advertised soon. With work ongoing, the pool will not be opening in the near future.

- d) Public Works, Waste Management & Community Services
Councillor Jenkins advised the committee met on June 3rd and noted the following from the meeting:

Paving 2020

The Director of Operations and Public Works is waiting on a quote from Harris & Associates for Powell Drive. Once this quote is received, it will be determined what other work can be done.

Complaint

Committee reviewed a complaint of commercial vehicles on residential property. The CAO forwarded a copy of the complaint to the MEO for investigation.

Garbage Collection

The CAO advised the Committee that she forwarded correspondence to Eastern Waste expressing concerns with garbage collection. It was reported that the Town haven't received any collection issues this week. Hopefully the issues have been resolved.

Correspondence Reviewed.

- Correspondence received regarding complaint of roaming cats. The CAO responded to the resident and advised the Town does not have a pound for roaming animals. She noted the Town can issue tickets to residents whose animals are witnessed roaming under the Animal Control Act. It was understood the SPCA is not equipped to accept roaming cats at this time. If the animal owner is identified, the MEO could follow up.
- Water on property located on Soper Avenue. The Director investigated the property and reported there is a small ditch in front of the property and the neighboring property to the south. A work order will be completed to have the ditch cleared of debris.
- Sewer issue, property on Water Street west. The property owner inquired if they could tie into the Town sewer service line. The Director will contact the contractor to inquire on the location of the service and respond to the property owner. The cost of the service is \$1400. This will also be relayed to the property owner.
- Water Street, property owner complaint on neighboring property. The committee reviewed the photos provided and the property is no longer occupied and not in good condition. The committee recommends to send written correspondence to the property owner to advise of the complaint and request their intention for property clean up.
- Snow Clearing Claims
Five claims were reviewed: Two were recommended for approval, one on Water Street- (damage to rails on fence) and one on Valley Road (lawn damage) and three were not recommended (Highroad South, Southside Lower Road and Russell Street).
- Concern with water and sewer if a new home is constructed on Grasse Lane. Director to complete further investigation on the matter.
- Request to cut back brush on east end of Southside Lower Road. Director to investigate to determine if this can be completed.
- Complaint of rodents, complaint was later withdrawn.

10. Reports of Chief Administrative Officer and Department Heads

a) Director of Recreation

Director of Recreation advised the following:

- The contractor was on site today, deck repairs have started.
- Special Events are planning virtual events for Canada Day. They are working on a program and will release further details late this week.
- Interviews for summer students will be conducted this week
Recreation Commission Summer Program will not be the typical Monday-Friday program this year, however they will be doing some different program activities to get kids active and other people as well.
- Tuesday, we will be probably moving to Alert Level 2.
Asking the public to be patient with us as we move through the guidelines for recreation and park facilities as we want to open our facilities in the safest manner. It may be next Monday or Tuesday before they are open.

Councillor Kennedy noted the following:

Carbonear is a fabulous town with many great opportunities for its residents. As noted in this meeting, a strategic plan has been noted yet I am not of the time frame council wishes to proceed and I would appreciate an opportunity to speak more specifically about recreation and cultural services.

The town has a yearly budget of almost \$7.5 million and covers a variety of necessary expenditures with approx \$1.21 mill allotted for Recreation and Cultural Services, close to 15% of the total budget. Yes, some of that is recouped with pool and other miscellaneous revenue.

Carbonear owns and maintains many quality historical properties and fabulous recreation facilities including a tremendous pool.

Of course the Town is assisted by several volunteer committees/associations that provide great work and insight into the recreation and cultural sectors.

The perception, right or wrong, is that the programming offered within and/or by the Town etc on the recreation front is inadequate.

To alleviate perception and to determine if the town is getting its worth at the next public meeting I will making a notion of motion for a joint town/independent study of the total money spent on recreation and cultural services to ensure that we have the employees with proper job description and responsibilities so that the Town of Carbonear has programming and services that match the various needs of our residents, and if possible surrounding areas.

I don't think a reduction in employees or cut to the budget is necessary. Yet a determination of the programs vs money spent is valuable and worthy information to collect.

I look forward to many constructive discussions and if possible an improved strategic plan for sport and recreation locally for participation as well as sport tourism.

The services are not broken but we can certainly determine if constructive changes can be made to see improvements

11. Finance

- a) **Operating Invoices** over \$2,000.00 in the amount of..... \$77,117.33
Motion 20-127 **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 \$77,117.33

Favour 7; Opposed 0; **Carried**

Mayor Butt noted that at the last meeting he indicated that he would not vote to pay the next invoice for the garbage collection because of the problems the Town has been experiencing with garbage collection. However, since then he has been talking with our area’s representative on the EWSB and he indicated that Eastern Waste has agreed to meet with representatives from the Town on the matter.

- b) **Capital Invoices**
Water Street Revitalization – Phase 1, Part C, PN 18-130

Welcon Construction, PC# 4.....\$30,264.65

Mayor Butt declared a conflict of interest on this item as he owns property in that project area on Water Street.

Mayor Butt then exited the meetings and Deputy Mayor O’Grady assumed the position of chair.

Motion 20-128 **R. Noel / D. Kennedy**

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

Water Street Revitalization – Phase 1, Part C, PN 18-130

Welcon Construction, PC# 4.....\$30,264.65

Favour 6; Opposed 0; **Carried**

Mayor Butt was not present to vote on the matter.

Town Clerk advised Mayor Butt to return to the meeting.

Mayor Butt returned to the meeting and assumed the position of Chair.

12. Regulations

None listed

13. New Business

- a) Strategic Plan –

Councillor Doyle noted that after 3 years on Council, sometimes you feel like you are just spinning our wheels. You wonder if we are spreading ourselves too thin. She noted that over the next few years there will be a lot of succession planning, as there will be a number of retirements within management positions: Brian, Cynthia & Cathy. Councillors come and go, but we will have our plan identified in writing. There is a lot to take on and we need to determine what our focus is for the Town on a go forward basis.

Where we want to go with our facilities, public works, finance and recreation.

There are a lot of things going on in our community and we know the projects that we are working on, but it is a lot for someone new to take on for new council members and new staff. It is also nice for our residents to know our plan for the Town. During the Strategic Planning we would hold public consultation, so members of the public to contribute their ideas. In the future, some government funding may be contingent upon having a strategic plan in place.

Councillor Doyle noted she will put forward a Notice of Motion that the Town complete a strategic plan for next number of years. Possibly a 3 to 5 year plan with strategies that Council can measure each year.

Mayor Butt asked what is the difference between this and a 10 year plan. CAO advised that the strategic plan can identify a time frame, most are 5 years, but could be 10 years and would need to be reviewed and updated within that time frame. Councillor Doyle is correct, it is recommended for communities to have a strategic plan in place.

Councillor Noel noted that he felt a 10 year strategic plan is too long. A 5 year strategic plan would be more suitable. Usually within the strategic plan, there is a strategy on how to achieve your goals. These goals are broad and then more specific time frames will be determined for different actions specifically for a town this size.

Deputy Mayor O'Grady noted the he agrees a strategic plan is needed. Most strategic plans are 3-5 years and he feels that a 3-5 year strategic plan is more appropriate.

The question was raised if this is a notice of motion, or if the motion is to be voted on during this meeting.

CAO advised that this does not require a notice of motion, but a notice of motion could be put forward. It was agreed that this will require further discussion and may require an RFP if being completed by an outside firm. Deputy Mayor O'Grady noted that it is a lot of work, however MNL may have templates for a strategic plan.

It was decided that a notice of motion is not being filed at this time. The matter will be further reviewed by the Finance and Administration Committee.

b) Other

Councillor Doyle advised Carbonear Collegiate graduates will have a motorcade from Lady Lake through Hr. Grace and through Carbonear and in to Carbonear Collegiate this Thursday starting at 1:30pm

Deputy Mayor O'Grady congratulated all the graduates on behalf of Council.

Mayor Butt noted that we are currently at Alert Level 3 and soon moving to Alert Level 2. He asked Council and staff not to let their guard down and to continue to be cautious when moving to Covid-19 Alert Level 2.

Councillor Kennedy noted that there will be a wreath laying ceremony on July 1 at the War Memorial. He requested that the area should be cleaned up in preparation for the ceremony. Director of Recreation advised this work will be completed.

14. Notices of Motion
No notice of motions were filed.

15. Adjournment

Motion 20-129

C. O'Grady / V. Jenkins

Resolved that the meeting adjourn at 7:20pm.

Mayor Butt advised that the meetings for the summer months will be held on July 21st and August 11th at 5:30pm.

Favour 7; Opposed 0; **Carried**

Mayor Frank Butt

Cathy Somers, Town Clerk