

**Town of Carbonear**  
**Regular Council Meeting, August 11, 2020**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Electronic meeting (Zoom webinar), August 11<sup>th</sup>, 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:** Town Clerk Cathy Somers  
EDTO Kerri Abbott

**Also Absent:** CAO Cynthia Davis (on vacation)  
Director of Operations Brian O'Grady (on vacation)  
& Public Works Rob Button (on vacation)  
Director of Recreation

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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. Several participants are registered for today's virtual meeting of Council.
  2. Adoption of the Agenda for August 11 Regular Meeting  
**Motion 20-157 R. Noel / V. Jenkins**  
*Resolved to adopt the agenda as presented for the August 11, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  3. Adoption of the minutes
    - a) Regular Meeting – July 21, 2020  
**Motion 20-158 C. O'Grady / D. Doyle**  
*Resolved to adopt the minutes of the July 21, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
    - b) Special Meeting – July 30, 2020  
**Motion 20-159 V. Jenkins / R. Noel**  
*Resolved to adopt the minutes of the July 30, 2020 Special Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  4. Business Arising From Minutes  
No Business Arising

5. Delegations  
No delegations listed

6. Correspondence, Permits & Development

a) Permit Listing # 9054-9055, 9138-9191

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

**Motion 20-160**

**D. Doyle / V. Jenkins**

*Resolved to approve permits # 9054-9055 and 9138-9191, 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**

Councillor Doyle noted that from the period January – July 2020, there has been an increase of an additional 100 development permits compared to the same period in 2019. There have been 8 new home permits to date in 2020 compared to a total of 10 new home permits in 2019.

6.1 Correspondence, requiring Council's decision  
None listed.

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

- INFO Notes, July 21, July 22, July 27, August 3

Copied to Council

b) Department of Municipal Affairs & Environment

- Local Governance and Land Use Planning Division  
Development Regulations Amendment No. 37 has been registered.  
Placed on file.

- Gas Tax Secretariat

RE: Ultimate Recipient Gas Tax Agreement Revision

Copied to Chief Administrative Officer and Town Clerk

- Municipal Infrastructure regarding approval to award consulting services to Dynamic Engineering Ltd for the Highroad South Water and Sewer Project – 17-GI-20-00039

Copied to Council.

c) Trinity Conception Placentia Health Foundation

Request for donation – 31<sup>st</sup> Annual Telethon, October 4, 2020

Included on the 2020 donation listing. Cheque to be completed.

d) Property owner, D'Iberville Street

RE: Request for speed bumps

Forwarded to Public Works, Waste Management, Community Services committee

- e) Property owner, Suttons Hill  
RE: Request to speak at Regular Council Meeting  
Forwarded to Town Clerk and Chief Administrative Officer and the Public Works, Waste Management and Community Services Committee
- f) CBCL Limited  
RE: Climate Change Risk Assessment roundtable discussion – September 30 from 9:30 to 12pm over zoom.  
Copied to Director of Operations and Public Works and the Chief Administrative Officer
- g) Heritage NL  
RE: Student Heritage Reporter Challenger for Students  
Forwarded to Economic Development and Tourism Officer
- h) Inquiry to host wedding reception for 2022 at the Rorke Store  
Forwarded to the Chief Administrative Officer and the Economic Development and Tourism Officer
- i) Canadian Red Cross Program  
RE: Request to advertise The Friendly Calls Program on social media  
Forwarded to the Economic Development and Tourism Officer to post on social media.
- j) Individual request to donate a bench to include a plaque in memory.  
Forwarded to the Director of Recreation and the Chief Administrative Officer and the Recreation, Special Events, Culture & Tourism committee
- k) Thriving Regions Initiative  
RE: Project focused on water shed  
Forwarded to the Director of Operations and Public Works, Chief Administrative Officer and the Economic Development and Tourism Officer
- l) DB Randall Consultants  
RE: Introductory email from Urban Planner  
Forwarded to Chief Administrative Officer and the Town Clerk
- m) Eastern Health  
RE: Grief and Bereavement Information Session, Tuesday August 11 from 7-9 pm videoconference
- n) Newfound Riders, 17<sup>th</sup> annual Constable Sam Jeffers Ride, Saturday, September 19. Due to COVID-19 restrictions, there will be no requirements for the Council Office. Mayor and Council are welcome to attend outside to bring greetings. The group is limited to 50 or less and physical distancing and wearing of masks are a requirement.  
Copied to Council.
- o) Town of Twillingate  
RE: Support of hockey for the Town Kraft Hockeyville. Twillingate is in the top 4 for Kraft Hockeyville 2020.  
Copied to Council and staff.
- p) Newfoundland Power  
RE: Take Charge of your Town Initiative Challenge deadline to submit proposal extended to September 4, 2020.

Forwarded to Recreation, Special Events, Culture & Tourism committee,  
Chief Administrative Officer, Director of Recreation and the Economic  
Development and Tourism Officer

q) Dynamic Engineering Inc

RE: Introduction email

Copied to the Chief Administrative Officer, Town Clerk and the Director of  
Operations and Public Works

r) All-Net

RE: 2020 Municipal Solutions publication that includes information and  
pricing on the latest municipal programs

## 9. Committee Reports

a) Development

Councillor Doyle advised the Committee met on August 5<sup>th</sup>.

Councillor Doyle noted the following from the meeting:

### **Motion 20-161**

**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:*

- *Line Road to construct a building for the purpose of a sawmill subject to receipt of approval from Service NL and other applicable approvals from other government department and agencies;*
- *23 Blueberry Crescent to construct a greenhouse conditional upon no objections being received from the discretionary notice advertised;*
- *9A Longs Hill to replace the front step and patio conditional upon the step and patio not to exceed the size of the existing step and patio and that the town will not be responsible for any damages incurred in the street reservation due to snow clearing efforts or street maintenance;*
- *51 Goff Avenue to approve a new business (Heating Sales and Service) conditional upon approval from Service NL and other applicable approvals from other government department and agencies*
- *218 Water Street to operate a new business (Food Speciality and Licensed Café) conditional upon approval from Service NL and other applicable approvals from other government department and agencies*
- *46 LeMarchant Street to repair fence per the Town of Carbonear Fence Regulations;*
- *9 Southside Lower Road to construct a front step conditional upon the front step not to exceed the size of the existing step;*

Favour 7; Opposed 0; **Carried**

### MEO Report

The MEO identified 4 properties that may be operating a home based business from their property. Property owner will be written to request their intent to operate a business from their properties.

Application for extension to dwelling, variance required.

**Motion 20-162**

**D. Doyle / V. Jenkins**

*Resolved to approve the extension to the dwelling at 23 Mahaney's Lane in accordance with the Town of Carbonear Municipal Plan and Development Regulations and subject to receiving no objections to the variance distributed to neighbouring property owner.*

Favour 7; Opposed 0; **Carried**

Ongoing Items – Town Clerk noted that the acquisition of land and 1 Burnt Head Road is now completed.

b) Finance and Administration

Deputy Mayor O'Grady advised that the committee met on July 30<sup>th</sup> and noted the following from the meeting:

- Request for funding under the Heritage Financial incentive Policy – Waiting on receipt of additional information as required per the policy.
- Business Tax adjustment requests – Committee reviewed a couple of requests for business tax adjustment relating to COVID-19. One business remained open, so no adjustment to business tax is being recommended. Another business was closed for several months, the business tax will be adjusted for the months they did not operate. Another business advised they will not operate at all in 2020 due the restrictions put in place relating to COVID-19. An adjustment will be made for the 2020 business tax for this business.
- Some discussion on business tax system. The Town Clerk reported that business tax is based on the space that is occupied. The mill rate varies on the type of business. There was also some discussion on how artisans are taxed. This can be reviewed during budget preparation for 2021.
- Review of Job Descriptions  
A copy of the all office job descriptions were sent to committee for review. The CAO will proceed to make revisions and forward to committee for further review and discussion. The committee recommends a special meeting be scheduled with the HR committee to review and complete the job descriptions for adoption. The committee is suggesting the date of September 22 to have this finalized.
- A/R Report - The Town Clerk reported to the committee that collections are somewhat lower than last year with Property Tax 83.36% collected this year in comparison to July 30, 2019 was 86.18% collected, W/S tax 62.30% compared to 80.75% and Business Tax 89.91% compared to 93.52%. Interest will be applied on July 31<sup>st</sup>. Statements were sent out a few weeks ago and there has been a good response. The statements will be sent again once the interest has been applied for July. It is expected that collections will improve for the remainder of the year.

- Financial Report for June – committee reviewed the financial report for June as provided by the CAO. There was also some discussion on the cost for the cleaning/maintenance contract to keep the playgrounds and playfields open. The contractor will submit invoices for payment for approval by Council. The CAO also reported on a grievance received regarding the hiring of cleaning personnel for the parks and playfields. This grievance has been resolved.
- Correspondence
  - Request for refund of business tax for 2020 since the business will not be operating in *The committee recommends to proceed to refund the amount of business tax on the account since the business will not be operating in 2020.*
  - Trinity Conception Placentia Health Foundation  
Request for donation – 31<sup>st</sup> Annual Telethon – October 4  
*Included on the 2020 Donation Listing. The cheque in the amount of \$1000 to be prepared.*
  - Thank you from the Town of Bay Roberts regarding information sharing and mentorship provided by the MEO to newly hired employee in the Town of Bay Roberts.  
The correspondence has been shared with the Municipal Enforcement Officer.
- COVID-19 Guidance Document / Policy A.31  
The CAO reviewed the document with the Committee and a copy of same was distributed for Council's review. This was forwarded to staff outlining the guidelines and procedures for staff. A motion is required to adopt the policy.

**Motion 20-163**

**D. Doyle / R. Noel**

*Resolved to adopt COVID-19 Guidance Document / Policy A.31 as submitted to Council.*

Favour 7; Opposed 0; **Carried**

- Ongoing Items
  - Tax Sales -The Town Clerk is continuing work on the matter. This is relating to accounts with long standing outstanding taxes. Notices in this regard are being reviewed with the Town lawyer.
  - Strategic Plan - The committee had recommended moving forward with the process of developing a 3-5 year strategic plan. The Town may have to prepare a Request for Proposal (RFP) for this Plan. The plan would be developed in consultation with the Town and stakeholders. This matter will be reviewed further with Council.

- c) Recreation, Special Events, Culture & Tourism  
Councillor Noel advised the committee met on July 30<sup>th</sup> and noted the following from the meeting:
- Trail debris removal – The Town to inquire with NEWCO metals  
It was reported the Town would be collecting the metal in small amounts and place in the Town dumpster. The CAO will follow up with the Director.

- Councillor Noel commended the Special Events Committee for the various activities they held for the Carbonear Days weekend.
- Request for reduction in field fees  
The Recreation Director recommended a reduction in fees to \$25 a night without lights. This fee will be increase if the lights are required. *The committee was satisfied with the amount the Director has suggested.*
- Sharps containers - There was some concern expressed about sharps being found around town. The Town does assist by picking them up when notified. A notice has been posted on the Town's website and social medial on this matter
- Property on Water Street – Committee is discussing the possible purchase of property for future plans for a boardwalk along the water front. Committee will continue to inquire on the property.
- Softball scoreboard – It was felt the scoreboard is not necessary this year. The committee recommends waiting until the New Year to purchase.
- Pool Project – Two change orders are required on the pool deck project.

**Motion 20-164**

**R. Noel / D. Kennedy**

*Resolved to approve the Change Order #1 2020-0053 as submitted from Can-Am Platforms & Construction Ltd for the amount of \$4,268 + HST relating to epoxy painted letters and symbols for the pool deck for the Town of Carbonear Swimming Pool Liner & Deck Replacement Project No. 17-CCR-20-00011.*

Favour 7; Opposed 0; **Carried**

**Motion 20-165**

**R. Noel / C. O'Grady**

*Resolved to approve the Change Order #2 2020-0054 as submitted from Can-Am Platforms & Construction Ltd for the amount of \$8,525 + HST relating to additional deck sloping required to eliminate water pooling on the pool deck for the Town of Carbonear Swimming Pool Liner & Deck Replacement Project No. 17-CCR-20-00011.*

Favour 7; Opposed 0; **Carried**

- Scorer Huts  
The Director of Recreation is suggesting maintenance staff/ town employees construct the 4 x8 scorer huts. They will be placed behind the back stop of both fields. The cost to construct each hut is estimated at \$1500 compared to the \$2500 allocated. The Director is confident staff will be able to construct the structure. *The committee was satisfied with this suggestion.*  
The dug outs will be opened this week.
- Basketball court  
The committee was pleased to hear the basketball court is busy with activity. It was noted that people are using the court after dark. The lights from the ball field and the rink are not sufficient to light this area. *The committee recommends the Director obtain a quote to purchase lights for the basketball area for further discussion.*
- Football - The Director reported the football uprights are ordered and should be on site before the season starts.

Councillor Doyle noted that the Special Events Committee will be arranging additional entertainment on Water Street over the next couple of weekends as well.

- d) Public Works, Waste Management & Community Services  
Councillor Jenkins advised the committee met on August 6<sup>th</sup> and noted the following from the meeting:
- Paving 2020 – The Committee is continuing their review on this matter with Council and are waiting on additional estimates.
  - Snow Clearing Claims – 3 additional snow clearing damage claims were approved and work will be completed by staff for sod repairs.
  - Request for speed bumps on corner of Easton Place/D'Iberville Street.

*The committee did not recommend the installation of speed bumps. The committee recommends the MEO contact the RCMP to monitor the area for ATV traffic.*

*Councillor Kennedy suggested that Council consider installing a couple of speed bumps for the summer months and remove them in the winter months.*

Discussed. It was noted that the last section of the D'Iberville Street has not been paved yet. We could place our speed monitoring signs in the area to determine any excessive speeding and we should advise the RCMP if there is a problem with ATV traffic on the street.

Committee will review further.

10. Reports of Chief Administrative Officer and Department Heads

- a) Chief Administrative Officer Financial Report  
CAO Report was previously distributed to Council and reviewed by the Finance Committee. Any questions on the report could be directed to the Town Clerk.

11. Finance

- a) **Operating Invoices** over \$2,000.00 in the amount of..... \$20,621.94  
**Motion 20-166 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 \$20,621.94.*  
Favour 7; Opposed 0; **Carried**

12. Regulations  
None.

13. New Business

- Mayor Butt noted that a post has been added on our social media relating to Traffic Regulations Awareness. These regulations are in place to assist with traffic safety.



- Councillor Kennedy inquired when Council can return to face to face meetings if social distancing can be maintained.  
This will be discussed further in the next Pandemic Planning Committee meeting.

14. Notices of Motion

Notice of motion as presented at last meeting to be voted on at this meeting.  
Discussed.

**Motion 20-167**

**D. Kennedy / R. Noel**

*Resolved that the Town of Carbonear carry out an operational review of the Recreation and Tourism Department's programming, facilities, events, and employee job descriptions according to the allotted budget provided, as a means to see if the budget addresses the needs of the Town.*

Favour 6; Opposed 1; **Carried**

Mayor Butt opposed the motion as he noted that the town should do a review of all departments.

15. Adjournment

**Motion 20-168**

**R. Noel / V. Jenkins**

*Resolved that the meeting adjourn at 6:20pm.*

Mayor Butt advised that the next meeting is scheduled for September 8<sup>th</sup> at 5:30pm.

Favour 7; Opposed 0; **Carried**

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Mayor Frank Butt

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Cathy Somers, Town Clerk