

Minutes of a regular meeting of the Council of the Town of Carbonear
Electronic meeting (Zoom webinar), September 8th, 2020 at 5:30pm

Also Present:	CAO	Cynthia Davis
	Town Clerk	Cathy Somers
	Director of Operations	
	& Public Works	Brian O’Grady
	Director of Recreation	Rob Button
	EDTO	Kerri Abbott

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.

Mayor Butt passed along condolences to the family of Honorary Fire Fighter, George Janes who recently passed away. He asked that Council keep the family in their thoughts and prayers.

Mayor Butt wished Deputy Mayor O'Grady well as he is recovering at home from a medical procedure.
2. Adoption of the Agenda for September 8 Regular Meeting
Motion 20-173 **D. Doyle/ R. Noel**
Resolved to adopt the agenda as presented for the September 8, 2020 Regular Meeting of Council.
Favour 6; Opposed 0; **Carried**
3. Adoption of the minutes
a) Regular Meeting – August 11, 2020
Motion 20-174 **D. Kennedy / V. Jenkins**
Resolved to adopt the minutes of the August 11, 2020 Regular Meeting of Council.
Favour 6; Opposed 0; **Carried**

- b) Special Meeting – August 27, 2020
Motion 20-175 **R. Noel / V. Jenkins**
Resolved to adopt the minutes of the August 27, 2020 Special Meeting of Council.
Favour 6; Opposed 0; **Carried**
 - c) Special Meeting – September 2, 2020
Motion 20-176 **V. Jenkins / D. Doyle**
Resolved to adopt the minutes of the September 2, 2020 Special Meeting of Council.
Favour 6; Opposed 0; **Carried**
 - 3. Business Arising From Minutes
No business arising.
 - 5. Delegations
No delegations listed.
 - 6. Correspondence, Permits & Development
 - a) Permit Listing # 9192-9247
Councillor Doyle requested Council to review the list of permits for any possible conflict of interest.
Motion 20-177 **D. Doyle / A. Dowden**
Resolved to approve permits # 9192-9247, 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**
 - 6.1 Correspondence, requiring Council's decision
 - a) Fougere Menchenton Architecture
RE: Community Bay Regional Community Centre Extension
Recommendation to award the tender to R & D Construction Ltd for the bid of \$967,000 plus separate price #1 - \$23,000, #2 - \$6,000, #3 - \$3,000 for a total cost of \$999,000 plus HST.
Motion 20-178 **D. Doyle / V. Jenkins**
Resolved to award the tender for the Community Bay Regional Community Centre Extension to R & D Construction Ltd for the bid of \$967,000 plus separate price #1 - \$23,000, #2 - \$6,000, #3 - \$3,000 for a total cost of \$999,000 plus HST.
Favour 6; Opposed 0; **Carried**
Councillor Doyle inquired about the time line for completion of the project.
CAO advised it is expected to be enclosed before the winter weather and the interior work will continue during the winter months.
 - 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
 - August 10, 2020, infoNOTE, Printable COVID-19 Resources
 - August 11, Asset Management Readiness Scale
 - August 24, Protected Areas Plan for the island of Newfoundland
 - August 31, MNL Circular, Mandatory wearing of masks
 Copied to Council
- b) Department of Environment, Climate Change and Municipalities
 - Fire services division regarding the use and storage of alcohol-based hand sanitizers
Forwarded to CAO and the Fire Department
 - RE: Sale of Real Property, 41-43 Goff Ave and 45-47 Goff Ave
Forwarded to the Development committee
 - Documentation Required for Approvals to Borrow
Forwarded to CAO and Town Clerk
 - Water Resources Management Division regarding application for sawmill inside a Protected Public Water Supply Area
Forwarded to Development committee
 - Fire Services Division, RE: Fire Prevention Week 2020
Forwarded to CAO and the Fire Department
 - 2020 Municipal Long Service Awards - Elected Officials
Forwarded to CAO and Town Clerk
 - Community Culture and Recreation,
Barrier Free Family Change Room Renovations, 17-CCR-20-00011
Approval to call tender. Copied to CAO, Town Clerk & Council.
 - Call for 2021-2022 Municipal Infrastructure Applications
Copied to the CAO and Town Clerk
 - Fire Services Division
Request for financial assistance for firefighting equipment has not been approved.
Copied to CAO and the Fire Department
- c) NL Public Health Laboratory, Test results of water samples collected on July 22, 2020 at Midtown Restaurant, Red Circle, North Atlantic and Butt's Esso. Results marked satisfactory.
- d) Make-A-Wish Foundation
RE: Jiggs & Reels Raffle for Wishes 50/50 Draw
Copied to Council and staff
- e) Advanced Education and Skills
RE: Student Summer Employment-Post Secondary Component – Agreement 261711
Forwarded to the CAO, Placed on file
- f) NFPA
RE: Fire Prevention Week Webinar
Forwarded to the CAO and the Fire Department
- g) Ronald McDonald House
RE: Walk for Families, #RedShowWalk2020
Copied to Council and Staff

- h) Correspondence, Out of Town Business
RE: Request to set up "Pop-Up" trailer selling hard goods in the town.
Forwarded to Development committee
 - i) Property owner, Sutton's Hill
RE: Lemarchant Street Extension
Forwarded to Public Works, Waste Management & Community Services committee
 - j) Property owner, Highroad South
RE: water issue
Forwarded to Public Works, Waste Management & Community Services committee
 - k) Newfoundland and Labrador Credit Union Charitable Foundation
RE: Request for donation to the Community Food Sharing Association
Forwarded to Finance and Administration committee
 - l) Property owner, Water Street
RE: application to convert an existing car port to an accessory building
Forwarded to the Development committee
9. Committee Reports
- a) Finance and Administration
Councillor Kennedy advised that the committee met on August 26th and noted the following from the meeting:
Application under the Heritage Financial Incentive Policy for property on Water Street – Additional supporting information has been requested, the committee is working through the matter awaiting the requested information.
Kids Eat Smart Radiothon – November 4, Request for donation – This request does not meet the requirements of the Town's donation policy. It was noted that the Town makes an annual donation to the school each year in the amount of \$200. It was also noted these funds can be used for the school breakfast program which is then matched by the Kids Eat Smart Foundation.
Fire Protection Fee - The CAO updated the Committee on the Fire Protection Fees from Eastern Regional Services Board. The contract will be prepared once the Town decides on the fee. The contract was scheduled to start in October, however most 2020 fees have already been paid. The CAO will contact ERSB to inquire if the contract can start January 2021.
Possible tax sales - further work is being completed on this matter.
Strategic Plan - Per discussion with Council at a recent meeting, it was recommended the CAO follow up with Municipal Affairs and MNL and report back to Council on the matter.
 - b) Recreation, Special Events, Culture & Tourism
Councillor Noel advised that the committee met on August 25th and noted the following from the meeting:
 - Trail debris removal - It was reported the metal debris and other materials collected by the volunteer group have been removed from the trail. There are still car wrecks along the trails and assistance would be

required to have these items removed. Further discussion with Council is needed to determine if Council could assist with the removal of these items. *The committee agreed the group was doing a great job with clean up and recommends to share on Social Media.*

- Rocks on the site of the former Rorke Store shed

Committee discussed the intention for the rocks on the site of the former Rorke Shed. It was noted an individual had volunteered to rebuild the wall. There was previous discussion on relocating the yew shrubbery along the space. The committee did not reach a decision on what would be done.

- Update on Community Centre Extension – Motion to award the tender was obtained earlier in the meeting.

- Recreation & Special Events

The committee felt the summer entertainment sponsored by the Special Events was well received. They hope to see it continue into the fall.

- Staycation - There was some discussion on the Staycation Facebook group and if the Town was participating in the group. EDTO contacted businesses to make them aware of the site so they could post to the site if they wished. It is the responsibility of the business owner to promote their business on the site. Facebook posts are shared if the Town is tagged in the post.

The funk'n supplier has production issues due to the pandemic; therefore, it is unlikely this event will be going ahead.

Podcasts being prepared by the summer students. The plan is to upload the podcasts starting September 8 and they will continue to update during the year following the Council Meeting schedule.

- Donations Items available for memorial

The Town has received a request to donate a bench in memory of a loved one. *The committee recommends setting up a special committee to review the commemorative form and the list of items for inclusion and will include the cost.* The committee will continue work on this matter with a proposed completion date by the end of September.

- Recreation Complex – School start

It is anticipated there will be an increase in traffic during the opening of the school. The Director of Recreation reported he has been in contact with the principal of the school to work on a plan.

- Lights Basketball court – the Director of recreation will obtain a quote

- Football uprights – The items were shipped last week.

- Pool project updates

The pool project process has been slow and people are frustrated. Town will issue an update on the progress and will continue with future updates as progress continues.

- Update on Cross Arms – There were issues with renting a lift truck. Director of Recreation will contact the contractor to complete the installation.

Councillor Doyle noted that the organizing committee for the clean up of the trailway is looking for volunteers to assist them with the clean up.

Back to School Clean Up Event

The town has planned a virtual clean up event. Everyone who participates will be entered to win a \$500 donation to a local charity of your choice. Residents are encouraged to participate. Details are posted on Facebook and the Town's website.

c) Development

Councillor Doyle advised that the committee met on August 27th and noted the following from the meeting:

Land - Valley Road

Potential developer intends to submit a development proposal for review.

41-47 Goff Avenue,

The Town received ministerial approval to sell the land. The correspondence has been forwarded to the Town Lawyer to complete the transaction.

Development Applications Reviewed

Motion 20-179

D. Doyle / V. Jenkins

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:

- *56 White's Road - to encase existing concrete steps with wood and construct a boundary fence*
- *21 Water Street - to construct a back step in accordance with Section 10, Discretionary Powers of Council, in the Development Regulations; and to approve the location of a greenhouse to be removed from its current location to comply with the development standards once plants have been harvested;*
- *16 Hoyles Road - to operate a home-based business (Tattoo Shop) conditional upon no objections or representations being received from the discretionary use advertisement published; further conditional upon compliance with the Town of Carbonear Home Based Business Regulations;*
- *12 White's Road - to construct a front walkway in accordance with Section 10, Discretionary Powers of Council, in the Development Regulations; and to approve the location of a greenhouse to be removed from its current location to comply with the development standards once plants have been harvested;*
- *1 White Carriage Lane to complete renovations and an extension to the barn conditional upon no objections or representations are received from the discretionary use advertisement published and subject to Service NL approval, if applicable.*

Favour 6; Opposed 0; **Carried**

New Home Construction Connolly's Hill

Development application to construct a new home on Connolly's Hill. It was identified this parcel of land does not have road access or frontage off a town street and the proposed dwelling is beyond the current street; therefore, an extension is required to the street and a water and sewer line would have to be extended at the developers cost.

The committee recommends further discussion with Council.

Pop Up Sale Inquiry on Vendor permit

The Town received an email from a company inquiring on setting up a pop-up business selling hard goods. They indicated they do not sell any food or beverages. The CAO responded to the inquiry to advise the Town has Vendor Regulations and such sales require a permit from Council. The Town has not received an application to date. The committee had some discussion on vendor permits. Any vendor applications will be reviewed with committee once they are received.

Revitalization Plan Concept estimate for banners, signage, etc

The committee reviewed the concept plan for the new branding for the Carbonear Historic District Signage including four highway signs.

- d) Public Works, Waste Management & Community Services
Councillor Jenkins advised that the committee met on August 18th and noted the following from the meeting:

Concerns regarding LeMarchant Street Extension Paving

Committee met with a resident to discuss his concerns regarding LeMarchant Street Extension Paving.

The committee committed to further review the options for LeMarchant Street Extension.

Paving Projects for 2020

The committee reviewed the paving list. The list was prepared by the Director of Operations and Public Works using a grading scale he has been using and prioritized according to the condition of the street. Some include water/sewer, and some can be done in sections.

This matter would require further review and discussion with Council.

Fire Protection Agreement

The CAO reported that ERSB advised they received the Minister's approval; however, with the pandemic further work on the agreement was delayed.

They are now finalizing the Fire Protection Services Agreement for the areas to implement this service. They have proposed a start date of October 1, 2020 for 27 months – ending effective December 31, 2022.

CAO advised this may be delayed until January 1, 2020 as some have already been billed for 2020.

Correspondence - Requesting a speed bump on D'Iberville Street area.

Concerns expressed with traffic coming off the dirt road and felt the traffic will increase once the road is paved.

The committee will review the Traffic Calming Policy at the next meeting.

Blue Zone Parking

This was discussed by the Committee. Several blue zone parking places have been installed.

Correspondence - RE: Water line issue, 54 Janes Avenue

Director of Operations and Public Works has relayed the options with the property owner.

Property on Water Street

Vehicles parked in areas where it is not permitted. Deferred to the MEO for further investigation.

Traffic Speed Water Street

It was noted 40 kilometres is the standard speed limit for local streets. It was felt the new design along Water Street has reduced the speed of vehicles along the street.

10. Reports of Chief Administrative Officer and Department Heads

a) CAO Report

CAO reviewed the following from her report with Council:

Revenue

Taxes: Budgeted Tax Revenue is \$5,449,998. Tax revenue levied is \$5,447,482. This is \$2,516 below tax revenue budgeted. There could be additional taxes that will be levied throughout the year for new dwellings but there could also be adjustments made that will reduce revenue.

Government Transfers: Government Transfers should be as budgeted.

Other Revenues-Own Sources: Other revenues include permits, pool revenue, interest, library rental, etc. and those are recorded as they are received. Miscellaneous Revenue includes revenues from grants and other revenue received for land sales, vehicle sales, rent, etc. Revenue from own sources is budgeted at \$464,599. Currently, \$147,228 has been collected. With the restrictions anticipated when the pool opens, the pool could be down revenue over \$120,000 – possibly \$150,000.

Total Revenues: Projected revenue is \$7,493,902. This includes funds not spent in 2019 carried forward into 2020. Actual revenues levied and/or collected to the date of this report are \$6,409,773.

Expenditures

A summary review of expenditures was provided. There are no concerns with expenditures to date.

Note:

Swimming Pool – Budget: \$662,593. Spent to date: \$216,970.

Even though revenue could be down, expenses will be down and it is expected to be down as well and I expect by more than \$150,000 due to payroll, chlorine and supplies.

11. Finance

- a) **Operating Invoices** over \$2,000.00 in the amount of..... \$23,791.88
Motion 20-180 **D. Kennedy / V. Jenkins**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, totaling \$23,791.88.

Favour 6; Opposed 0; **Carried**

b) **Swimming Pool Liner & Deck Replacement**

Project Number #17-CCR-20-00011

Can-Am Platforms & Construction Ltd

Progress Claim CP #1.....\$10,091.25

Progress Claim CP #2.....\$10,608.75

Fougere Menchenton Architecture

Consulting Services, Invoice # FMA 200741.....\$12,305.00

Total Capital Invoices.....**\$33,005.00**

Motion 20-181

D. Kennedy / R. Noel

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

Can-Am Platforms & Construction Ltd

Progress Claim CP #1.....\$10,091.25

Progress Claim CP #2.....\$10,608.75

Fougere Menchenton Architecture Consulting Services

Invoice # FMA 200741.....\$12,305.00

Favour 6; Opposed 0; **Carried**

12. Regulations
None listed.

13. New Business
Mayor Butt noted tomorrow is the start of new school year for students and teachers and he reminded residents to be aware of the increased traffic in school zones.

Mayor Butt noted the SPCA will be in their new location and should be in operation within the next couple of weeks.

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

15. Adjournment

Motion 20-182

R. Noel / D. Doyle

Resolved that the meeting adjourn at 6:03pm.

Mayor Butt advised that the next meeting is scheduled for September 22nd at 5:30pm.

Favour 6; Opposed 0; **Carried**


Mayor Frank Butt


Cathy Somers, Town Clerk