

**Town of Carbonear**  
**Regular Council Meeting, October 13, 2020**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Electronic meeting (Zoom webinar), October 13<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:** CAO Cynthia Davis  
Town Clerk Cathy Somers  
Director of Operations & Public Works Brian O'Grady  
EDTO Kerri Abbott

**Absent:** Director of Recreation Rob Button

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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.  
  
Mayor Butt offered condolences to the CAO on the passing of her mother a couple of weeks ago and noted to keep her family in our thoughts and prayers at this time.
  2. Adoption of the Agenda for October 13 Regular Meeting  
**Motion 20-211** **C. O'Grady / V. Jenkins**  
*Resolved to adopt the agenda as presented for the October 13, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  3. Adoption of the minutes
    - a) Regular Meeting – September 22, 2020  
**Motion 20-212** **R. Noel / V. Jenkins**  
*Resolved to adopt the minutes of the September 22, 2020 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
    - b) Special Meeting – October 6, 2020  
**Motion 20-213** **C. O'Grady / A. Dowden**  
*Resolved to adopt the minutes of the October 6, 2020 Special Meeting of Council.*  
Favour 7; Opposed 0; **Carried**

Councillor Doyle asked if Motion 20-211 could be amended to add an item under New Business, 13 a) Consideration to Return to In Person Council Meetings

**Motion 20-211A**

**D. Doyle / V. Jenkins**

*Resolved to amend Motion 20-211 as follows:*

*Resolved to adopt the agenda as presented for the October 13, 2020 Regular Meeting of Council with the addition of Item 13(a) Consideration to Return to In Person Council Meetings.*

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 # 9269-9300

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

**Motion 20-214**

**D. Doyle / A. Dowden**

*Resolved to approve permits # 9269-9300 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) Harris & Associates

Re: Storm Sewer & Street Upgrading, Powell Drive PN 20-111

Approval to award.

Dexter Construction Company Ltd in the amount of \$278,613.00, plus HST.

This came in higher than estimate and consultant is no longer recommending to award at this time. Re-tender in the spring.

Council does not recommend at this point.

- b) Department of Transportation and Infrastructure, Municipal Infrastructure

RE: Approval to Award Consulting Services to Harris & Associates Ltd – ICIP Water Street Water, Sewer and Street Upgrading Project No. 17-GI-21-00075  
Defer to Report of CAO.

- c) NLCU – Credit Union Day, Thursday, October 15

Proclamation to be signed.

**Motion 20-215**

**C. O'Grady / D. Doyle**

*Whereas this community benefits from credit unions;*

*Whereas credit unions are community builders, because they help people take pride in "managing their financial well being" and because they make people "masters of their own destiny";*

*Whereas this community benefits from good business conditions;  
Whereas this community benefits from dollars earned by credit unions because those dollars remain in the community;  
Whereas Newfoundland and Labrador Credit Union is a group of people within our community working together to provide the people of Newfoundland and Labrador with goods and services, thus building a better community in which to live,  
Therefore, the Town of Carbonear hereby proclaims the civic support for INTERNATIONAL CREDIT UNION DAY, being observed Thursday, October 15, 2020, and call on all citizens to lend their interest, support and co-operation in making this observance successful in every way.*

Favour 7; Opposed 0; **Carried**

- d) International Stuttering Awareness Day, October 22  
Proclamation to be signed.

**Motion 20-216**

**R. Noel / A. Dowden**

*Whereas, today is intended to raise public awareness of stuttering, a poorly understood disorder that affects about 1% of the population, totaling approximately 70 million worldwide and approximately 350,000 Canadians;  
and*

*Whereas, today the Newfoundland and Labrador Stuttering Association focuses on its Mandate to provide Advocacy and Support for people who stutter while representing a diverse group of individuals with varied occupations, cultural identities, personal experiences, and accomplishments;  
and*

*Whereas, today, millions of children, adolescents, and adults face the daily physical, emotional, and psychological challenges of living with a stutter, including stereotyping and discrimination; and*

*Whereas, today, we must ensure that these children, adolescents, and adults who stutter can access affordable and effective speech therapy if they wish, and find help through the combined efforts of speech-language professionals and consumer support organizations; and*

*Whereas, today is an opportunity to support speech-language pathologists and allied health professionals who work with those who stutter; and*

*Whereas, today is an opportunity to ensure that the voices of people who stutter are heard by influencing and advancing issues relevant to people who stutter at all political levels; and*

*Whereas, today marks an international commitment to educate people about this complex disorder, to work toward the prevention of stuttering in children, and to support continued research to find the causes of stuttering.*

*Now Therefore, The Town of Carbonear do hereby proclaim October 22, 2020 as International Stutter Awareness Day in the Town of Carbonear.*

Favour 7; Opposed 0; **Carried**

- e) World Breastfeeding Week, October 1 – 7  
Proclamation to be signed.

**Motion 20-217****V. Jenkins / C. O'Grady**

*Whereas Breastfeeding is recommended for optimal nutrition and healthy growth and development in the early months and years of life, and is fundamental to the well-being and prosperity of communities; and Whereas Breastfeeding has an impact on lifelong health, with exclusive breastfeeding for the first six months, and continued breastfeeding for two years and beyond, ensuring that mothers and children receive maximum health benefits; and Whereas Breastfeeding is one of the most cost-effective prevention strategies for many infections and chronic and acute diseases; and Whereas Infant feeding is one of the most important decisions that a new family makes; and parents need the support of family, friends, regional health authorities, peer-to-peer support groups, municipalities, community groups and organizations, businesses and employers; and Whereas World Breastfeeding Week provides an opportunity for people to come together to celebrate and to raise public awareness about the importance of breastfeeding and the role everyone can play in normalizing breastfeeding; and Whereas The theme for World Breastfeeding Week 2020 in Newfoundland and Labrador is "Support Breastfeeding for a Healthier Planet". This theme highlights the impact of infant feeding on the environment with respect to climate change and the need to protect, promote, and support breastfeeding for the health of the planet and its people.*

Favour 7; Opposed 0; **Carried**

Councillor Noel declared a conflict and left the meeting for the next item as his brother has a property in the area of Valley Road.

f) Harris & Associates

RE: Street Rehabilitation & Paving 2020, PN 20-123

Approval to award to Concord Paving Ltd in the amount of 193,085.00, plus HST (pulverize & repave Powell Drive), (pulverize & repave Valley Road house #109 to bus turnaround) & (cold plane & recap Beach Road)

**Motion 20-218****V. Jenkins / C. O'Grady**

*Resolved that the Town of Carbonear award contract for Street Rehabilitation & Paving 2020, PN 30-123 to Concord Paving Ltd in the amount of \$193,085.00 plus HST as per the bid received.*

Favour 6; Opposed 0; **Carried**

Councillor Noel was called back into the meeting.

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

- October 5, Ministerial Town Hall at this year's virtual conference at 2:30 on Saturday, November 7. MNL accepting questions for cabinet ministers  
Copied to Council
- October 2, MNL announces Atlantic Partnership to Boost Advocacy  
Copied to Council
- October 1, Plastic bags ban come into effect, October 1  
Advertised on social media and website
- September 30, Virtual conference agenda.  
Copied to Council
- September 28, Upcoming seminars  
Copied to Council
- b) Department of Environment, Climate Change and Municipalities
  - Water Resources Management Division - Permit to Construct WS11353-2020 for the Carbonear - Forest Road Sewer Extension project  
Copied to the Chief Administrative Officer and the Director of Operations and Public Works. Placed on file.
  - Municipal Infrastructure – Regional Engineering contacts  
Copied to the Chief Administrative Officer. Placed on file.
  - Municipal Infrastructure – Asphalt Deadline  
Copied to the Chief Administrative Officer and the Director of Operations and Public Works.
  - Department of Transportation and Infrastructure, Municipal Infrastructure.  
The consultant's recommendation (CAM-AM Platforms and Construction Ltd in the amount of \$257,277) (Swimming Pool Barrier Free Family Change Room – 17-CCR-20-00011) is acceptable to the Department. Placed on file.
  - Climate Change Webinar – October 21 and resources for Municipalities  
Copied to the Chief Administrative Officer and the Director of Operations and Public Works. Placed on file
- c) Ken McDonald's Office regarding information session regarding funding applications for New Horizons for Seniors Program Call for Proposal for 2020-2021 – October 7, 1 pm.  
Copied to Chief Administrative Officer, Director of Recreation and the Economic Development and Tourism Officer
- d) New Horizons for Seniors Program  
RE: 2020-2021 Call for proposals for community based projects  
Forwarded to Chief Administrative Officer, Director of Recreation, Economic Development and Tourism Officer and the Recreation, Special Events, Culture and Tourism committee
- e) MMSB  
RE: Backyard Compost Bin Distribution Program  
Forwarded to the Public Works, Waste Management & Community Services committee

- f) Children's Make A Wish Canada  
RE: Pumpkin Walk  
Forwarded to Recreation, Special Events, Culture and Tourism committee
- g) Service NL  
-RE: Inspection Certificate for Carbonear Pool & Paddy's Garden  
Copied to the Chief Administrative Officer and the Director of Recreation.  
Placed on file.  
-RE: Inspection Certificate for Municipal Depot  
Copied to Chief Administrative Officer and the Director of Operations and Public Works. Placed on file.
- h) Property owner, Water Street  
RE: Request replacement of culvert  
Forwarded to Public Works, Waste Management & Community Services committee.
- i) Property owner, Valley Road  
RE: Water concern  
Forwarded to the Chief Administrative Officer, Director of Operations and Public Works and the Public Works, Waste Management & Community Services committee.
- j) Property owner, Blueberry Crescent  
RE: Complaint of spillage from the garbage truck  
Forwarded to the Chief Administrative Officer and the Municipal Enforcement Officer
- k) Property owner request for tax adjustment  
Forwarded to Finance and Administration committee
- l) NL Association for Community Living  
RE: Workshop / Info seminar, October 8 regarding Registered Disability Saving Plan for people with disabilities  
Forwarded to Chief Administrative Officer and the Economic Development and Tourism Officer. Placed on file.
- m) Property owner, Ash Avenue  
RE: Request for maintenance to public right of way  
Forwarded to Public Works, Waste Management and Community Service committee
- n) Property owner, Beverly Road  
RE: Concern with property damage  
Forwarded to the Director of Operations and Public Works and the Public Works, Waste Management and Community Services committee
- o) The Network of Persons with Disabilities  
RE: Be Kind Campaign.  
Copied to Council. Shared on social media.
- p) Eastern Regional Service Board  
RE: Joint Council Meeting, October 29  
Copied to Council
- q) Department of Justice and Public, Fire Services Division  
RE: Operation 2020 Live Fire Practical Training Evolutions

Copied to the Chief Administrative Officer and the Fire Department.

r) Eastern Health

RE: Grief and Bereavement Information Session, Tuesday, October 13 from 7-9 pm via video conference.

Copied to Council. Placed on Social Media.

9. Committee Reports

a) Finance and Administration

Deputy Mayor O'Grady advised that the committee met on October 5<sup>th</sup> and noted the following from the meeting:

Correspondence Reviewed by Committee

- Correspondence from developer who extended water/sewer to his development.  
*Committee does not recommend any adjustment on the taxation of this property*
- PEASI, Public Emergency Alerting System Inc.  
RE: Alert System  
This is another offer for Emergency Alert System.  
*Committee recommends the correspondence be placed on file as Council has already agreed to further review the Voyent Alert system later in the year.*
- Department of Environment, Climate Change & Municipalities  
RE: 2021 Municipal Budget Form  
Finance Committee will be starting the 2021 budget preparation very soon.
- Property owner, Installation of a new sewer line. Request for payment plan.  
The property owner had a septic system collapse and requested installation of a new sewer line. The property owner requested that Council allow him to pay it out over a period of time.  
The Committee recommended that this matter be considered in a Special Meeting of Council to consider an exemption to the policy for this situation. A motion of Council was passed at that meeting and the new line has since been installed for the resident.

Review of Job Descriptions

Deputy Mayor O'Grady advised that Councillor Noel, CAO and himself met last week and have identified some changes to the draft Job Descriptions and will complete the recommended changes for the next Finance Committee meeting and will then forward to all of Council.

Notice of Arrears for delinquent tax accounts

The Town Clerk has prepared the notice of arrears pending possible tax sale for several properties. The Town's lawyer is following up on various title searches, probate searches, liens etc. before the notices are distributed and posted. The process is continuing, it takes a lot of time and should get done over the next couple of months.

Accounts Receivable Update

The Town Clerk reported to the committee on the AR collections. For the current year collections for Property tax is at 89%, Water/Sewer Tax is at 86% and Business Tax is at 94% completed.

Total interest billed is \$33,021.61 to September 30, 2020. The total budget is \$68,230. There will be a shortfall from the amount budgeted due to the exemption of interest for March to June 2020 as approved by Council. Town Clerk advised there are numerous accounts that have outstanding taxes for 2020 who have not made any payments to date this year on their 2020 taxes, and others who have outstanding taxes for prior years and asked if she could proceed with the normal collection methods used in previous years. *Committee advised the Town Clerk to proceed with the normal collection methods used, including the discontinuation of water services.*

#### Strategic Plan

The committee looked at options of having this project completed in house by our existing staff or contracting out the project. We also had a volunteer offer to complete the project free of charge.

*The Committee recommends that the Town proceed with the development of a Strategic Plan for the Town of Carbonear led by our in-house staff member, Kerri Abbott, EDTO. She has experience with Strategic Planning and is very interested in completing the project.*

#### Operational Review of the Recreation Department

Some committee members expressed that they feel we should have more programming with the funds allocated for Recreation.

#### b) Recreation, Special Events, Culture & Tourism

Councillor Noel advised that the committee met on October 6<sup>th</sup> and noted the following from the meeting:

Business arising from minutes – September 14

#### Rorke Store property

Committee will review design of new rock wall.

#### Commemorative Form

Committee members are still doing some further research on this and will update in the near future. - Special meeting to be scheduled to review

#### Trailway Improvements

Councillor Noel noted that the volunteer committee that is doing work to improve the trailway throughout town involves his son-in-law, Adam Hindy. Councillor Noel asked council if he is in conflict on the matter. Deputy Mayor O'Grady asked if there is a financial benefit to your son-in-law or yourself. Any funds that are obtained are used to complete additional work on the project. It is a group of citizens doing work to improve the Trailways and he does not see any financial benefit associated with the project.

Town Clerk referred Council to Section 207 (1) of Municipalities Act.

#### **Motion 20-219**

**D. Kennedy / D. Doyle**

*Under Section 209 of the Municipalities Act, Be it Resolved that the Town of Carbonear does not consider Councillor Noel to be in conflict of interest on the matter of the Trailway Improvements.*



Favour 6; Opposed 0; **Carried**

Councillor Noel did not vote on the matter.

#### Fall Promotion

The Town's "Harvest at Home" campaign on KIXX has started which encourages people to support local businesses.

#### Culture & Tourism

- Special Events Committee is recommending Bryan Pike be appointed by Council as a new member for their committee.

##### **Motion 20-220**

**R. Noel / D. Doyle**

*Resolved to appoint Bryan Pike as a new member of the Carbonear Special Events Committee.*

Favour 7; Opposed 0; **Carried**

Council congratulated Mr. Pike on his appointment to the Committee.

Mr. Pike is in attendance at today's Council Meeting via Zoom webinar.

- Suggestions for Marketing in the coming months – during the committee meeting, the EDTO reviewed with the committee a section of the Tourism Strategic Plan she is working on for the committee's information.

The committee will be working on some specific ideas and continue to grow the Town's marketing.

#### Correspondence

- Service Canada, RE: Invitation to attend information session on New Horizons for Seniors Program. Deadline to apply for funding is October 20. If Council has any ideas for consideration under this program, please pass them along to the EDTO.
- Pumpkin Walk, Children's Wish – The Children's Wish can organize their event but this is not an event being organizing by the Town.
- Resident, Re: Mess at Crocker's Cove Playground  
Staff have already addressed this concern.
- Newfoundland and Labrador Association for Community Living in partnership with GovNL  
RE: Community Workshop at the Danny Cleary Harbour Grace Community Centre October 8 from 9:30 am to 3 pm. Information workshop dealing with up to date federal and provincial support programs supporting persons with disabilities.  
EDTO will attend.

#### New Business

- Nell's Trail Maintenance – It was identified that there is some maintenance required to the trail after the rains and high-water levels in the brook. The Director of Recreation will investigate.
- Pool reopening plan – There is a lot of detail surrounding the ongoing repairs. The Director of Recreation has prepared a plan for the re-opening of the pool. He will continue to work on his plans for re-opening and will keep the public informed about the progress of the pool renovations and planned pool re-opening.

- Programming review (timing) – The Recreation Director will complete a summary of programming activities throughout the past three years activities, the time of year they occur, duration and ages. The CAO will complete a search for terms of reference for similar reviews and the Recreation Director will follow up with RNL to see if they have any information.
- Use of Town Facilities Without Approval – There are currently three groups advertising programs on town facilities without approval from the Town. The committee expressed that they were in support of new programming; however, there was a procedure and requirements for insurance, etc when individuals were offering programs in town facilities. The CAO has completed research on the matter and prepared a proposal for Council's consideration.

Councillor Kennedy asked if there is any programming to take place this fall for younger people and our seniors. Councillor Noel advised, the town is bringing back staff for Oct. 13 and an additional staff member on Oct. 19 for preparing for the pool re-opening and programming. He noted that there are new protocols for the pool and training will be required for staff before re-opening.

Councillor Kennedy noted that he has concerns and would like to see additional programs now and in the future. He has concerns with enhanced programs as there is no programming in place right now.

Councillor Noel indicated we are hoping to provide some programming now and enhance further for the future.

c) Development

Councillor Doyle noted that she has moved the Development Committee meetings closer to the Council meetings to ensure that most items are reviewed prior to the Council meetings.

Councillor Doyle advised that the committee met on October 8<sup>th</sup> and noted the following from the meeting:

Business Arising

- Resident, 2 Ash Avenue  
The drawing of the deck and pool was reviewed. It was identified that the applicant was constructing a platform on the ground where a pool was to be placed. The committee did not see an issue with the proposal.
- Meeting to review home based regulations, etc  
A meeting to be scheduled to review the regulations to clarify what would constitute a home-based business.
- 47 London Road, Application to construct a wheelchair ramp not approved. The committee recommends to defer sending the refusal letter for at least 6 – 8 weeks.
- Refusal motion, 11B Connolly's Hill  
The committee is recommending a motion to refuse the application to construct a new dwelling situate at 11B Connolly's Hill since the developer is not prepared to incur the cost associated with the

extension of the sewer main and the road per the Town Regulations and Policy.

**Motion 20-221**

**D. Doyle / R. Noel**

*Resolved to refuse the application to construct a new dwelling situate at 11B Connolly's Hill since the proposed development does not meet the conditions of the Town of Carbonear Municipal Plan and Development Regulations.*

Favour 7; Opposed 0; **Carried**

Mayor Butt asked if he was given the cost to extend services to his property. CAO advised that the applicant indicated up front that he wasn't prepared to do it based on his estimate of the cost.

Development Applications

Some applications require further documentation and investigation.

**Motion 20-222**

**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:*

- *191 Water Street to operate a Massage Therapy Business conditional upon approval from Service NL and other applicable approvals from other government department and agencies;*
- *191 Water Street to operate a Massage Therapy Business conditional upon approval from Service NL and other applicable approvals from other government department and agencies;*
- *7 Bannerman Street to complete an extension to building conditional upon approval from Service NL and other applicable approvals from other government department and agencies;*
- *1 Goodison Street to construct a deck conditional upon the property owner adhering to the conditions of permit 9149 issued July 22, 2020 to construct a fence.*

Mayor Butt declared a conflict of interest on the next item as it is for his property. Mayor Butt then left the meeting and Deputy Mayor O'Grady assumed the position of Chair.

**Motion 20-223**

**D. Doyle / R. Noel**

*Resolved to approve the following applications in accordance with application submitted, the Town of Carbonear Municipal Plan and Development Regulations and other conditions as specified:*

- *240 Water Street to complete exterior and interior renovations conditional upon approval from Service NL and other applicable approvals from other government department and agencies;*

Favour 6; Opposed 0; **Carried**

Mayor Butt was called back into the meeting and assumed the position of Chair.

**Motion 20-224**

**D. Doyle / V. Jenkins**

*Resolved to refuse the following applications since the development does not meet the conditions of the Town of Carbonear Development Regulations:*

- *58 Earle's Lane to construct an extension to the dwelling as the extension does not meet the minimum rear yard requirement;*
- *Cherry Orchard to construct an accessory building as the use proposed is not permitted in a Rural Zone;*
- *4 Gould's Lane to construct a fence as the fence is proposed to be located in the street reservation;*
- *1 Russell Street to construct a front fence as it exceeds the maximum height of 42 inches.*

Favour 7; Opposed 0; **Carried**

#### Correspondence

- a) Eastern Newfoundland Regional Appeal Board  
Registration of appeal – Leo Myles  
Councillor Doyle advised the applicant has appealed Council's decision on this application. The property does not have town services, services are required to be extended, therefore, not permitted in our regulations.

#### MEO Report

Two files were forwarded to the Committee for discussion.

#### **Motion 20-225 D. Doyle / R. Noel**

*Resolved to send a removal order to the property situate at 1 Fraize Avenue to remove the greenhouse that has been constructed without a permit.*

Favour 7; Opposed 0; **Carried**

Mayor Butt asked if the next item was the property of his relative. Town Clerk and Councillor Doyle confirmed it wasn't.

#### **Motion 20-226 D. Doyle / R. Noel**

*Resolved to send a removal order to the property situate 7 Pondsides Road to remove the back deck that has been constructed without a permit.*

Favour 7; Opposed 0; **Carried**

#### New Business

##### ➤ Service NL – Blue Zone Parking Spaces on Water Street

A call came from Service NL because a resident requested installation of blue zone parking in front of a business parallel to the road. This could not be done as space is needed on the drivers side for loading and offloading. He confirmed the Town could not do this, however the Town took the correct approach to provide off street blue zone parking.

A representative from Service NL visited the area and contacted the Town to report the Town had done a great job in the Water Street area as it relates to handicapped parking. He also noted in addition to car spaces, the Town is required to add additional spaces for vans. The Director of Operations and Public Works reviewed the required dimensions and the locations to install the handicapped spaces for vans. The CAO noted this requires space for loading

at the rear of the vehicle. The Director of Operations and Public Works will investigate and make changes to accommodate this requirement.

➤ Coalition for Disabilities

Councillor Doyle suggested scheduling a virtual presentation with the Coalition of People with Disabilities prior to the next phase of Water Street. Code is minimum, however there is more that we could do which would be an enhancement to the code requirements.

d) Public Works, Waste Management & Community Services

Councillor Jenkins advised that the committee met on October 8<sup>th</sup> and noted the following from the meeting:

Business Arising

➤ MMSB Community Waste Diversion Fund – funding options

This is a funding initiative that fosters solid waste diversions in Newfoundland and Labrador. Communities are eligible to apply for a non repayable maximum contribution of \$10,000 per project. The committee recommends Council give some thought to project initiatives for further discussion.

➤ Chapel Hill/Street/Place – the Director to complete drawing

The Director reviewed the Google earth image of the street map. It was reported the Municipal Assessment Roll matches the street map. The Director will complete further review of the area to ensure signage is installed correctly.

MEO Report

A number of properties were identified in the MEO Report to the Committee. Various correspondence is recommended to be sent to the property owners including:

- correspondence to request their intention for property clean up,
- correspondence providing a copy of the Town's Policy for Travel Trail in the Line Road advising that motorhomes have to be removed from the Line Road.
- Clean up letters
- Correspondence requesting their intention for demolition or repairs to property.

MEO to check on non-compliance of orders with the Town's lawyer.

Concerns with branches breaking off in Water Street East area. Director of Operations and Public Works will investigate the concern.

Correspondence

a) MMSB Compost Bins

There are enough on hand at the moment, no need to order more.

b) Email requesting to place flyer boxes around Town.

Committee will obtain further information on the matter.

c) Resident, RE: water damage

Matter is deferred.

New Business

a) Resident, Long's Hill, RE: water damage

Matter is deferred.

- b) Sidewalk in front of Medical Supply building  
This was reviewed. The sidewalk is to code, no changes are recommended at this time.

Other

- There was some discussion on the shrubbery and trees going between the rock cut on the banks at the beginning of Powell Drive.
- Connolly's Hill intersection – town staff completed tree trimming in the area.

10. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO reviewed the following from her report with Council:

Financial Report

Revenue

**Taxes:** Budgeted Tax Revenue is \$5,449,998. Tax revenue levied is \$5,457,895. This is \$7,897 above tax revenue 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 were budgeted at \$464,599. Currently, \$170,331 has been collected. Due to the pool closure, pool revenue will be less than budgeted. Pool Revenue budgeted is \$224,890. Revenue collected to the end of June is \$41,658. Pool revenue could be down revenue over \$120,000 - possibly \$150,000.

Expenses

Department	Budget	Actual (Aug)	% Spent
General Government	\$1,001,098	\$609,630	60.9%
Protective Services	\$191,191	\$89,120	46.6%
Transportation Services	\$2,433,489	\$1,060,432	43.6%
Recreation Services	\$1,012,378	\$373,700	36.9%
Environmental Health	\$693,395	\$341,617	49.3%
Fiscal Services (Department Report plus Loan Payments per Trial Balance attached)	\$1,802,461	\$230,826 363,787	33.0%
Planning, Development & Culture	\$359,893	\$82,525	22.9%

Swimming Pool - Budget: \$662,593. Spent to date: \$224,890.

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.

If Councillors have any questions or require clarification on the Financial Report,

they can be directed to the CAO.

Amendment of Approval of Various Consultant

The Town has received a revised estimate for Valley Road Ph 3 Water Sewer and Street Upgrading in the amount of \$79,500 plus HST.

Councillor Noel declared a conflict of interest on the matter as his parents and brother own property in the area.

Councillor Jenkins declared a conflict of interest on the matter as he owns property in the area.

Councillors Noel and Jenkins then left the meeting.

**Motion 20-227** **C. O'Grady / D. Doyle**

*Resolved to rescind Resolution 20-151*

Favour 5; Opposed 0; **Carried.**

**Motion 20-228** **C. O'Grady / A. Dowden**

*Resolved to appoint Harris and Associates as consulting engineers for the Valley Road Phase 3 Water Sewer and Street Upgrading Project per the estimate provided in the amount of \$79,500 upon approval of the project funding by the Department of Municipal Affairs and Environment.*

Favour 5; Opposed 0; **Carried.**

Councillors Noel and Jenkins were called back into the meeting.

The Town has received a revised estimate for Water Street Phase II Water, Sewer and Street Upgrading in the amount of \$75,000 plus HST.

**Motion 20-229** **V. Jenkins / D. Kennedy**

*Resolved to rescind Resolution 20-153*

Favour 7; Opposed 0; **Carried.**

**Motion 20-230** **V. Jenkins / R. Noel**

*Resolved to appoint Harris and Associates as consulting engineers for the Water Street Phase 2 Water, Sewer and Street Upgrading Project per the estimate provided in the amount of \$75,000 upon approval of the project funding by the Department of Municipal Affairs and Environment.*

Favour 7; Opposed 0; **Carried.**

Repairs at the Carbonear Pool

The relief valves are required to be changed at the Carbonear Swimming Pool. This came as a directive from Service NL. The cost of the repair is \$2,244 plus HST.

**Motion 20-231** **R. Noel / V. Jenkins**

*Resolved to approve the supply and install of relief valves at the Carbonear Swimming Pool at a cost of \$2,244 plus HST.*

Favour 7; Opposed 0; **Carried.**

Required repairs to the actuator damper and piping insulation was identified during a recent maintenance inspection. Cost of repairs is \$913 plus HST. This will be repaired as well.

Conception Bay Regional Community Centre Extension

The lowest bidder has decided not to accept award of the tender. The second lowest bidder has been asked to review his bid to and it will be approximately \$16,000 above his previous bid for a total of \$1,025,630 plus HST. We could budget additional funds in the 2021 budget to cover the increased cost that is not funded by ACOA or TCII.

Are Council prepared to proceed with the awarding the tender to the second lowest bidder, if so a Motion of Council is required.

**Motion 20-232**

**D. Kennedy / D. Doyle**

*Resolved to award the tender for the Community Centre Extension to Eastern Contracting in the amount of \$1,025,630 plus HST.*

Favour 7; Opposed 0; **Carried.**

Use of Town Facilities

It has been identified that there are individuals that are proposing to offer programs at some town facilities. As the Town's insurance policy does not provide coverage to users of the facility the town's insurance has recommended that they be required to have a minimum of \$2,000,000 in insurance. There is an option for the Town to provide that insurance. A package is attached for your review to consider for use by the Town.

Since the Town's insurance only covers town programs, other users who offer programs, would require liability insurance.

Council reviewed and discussed the information provided.

Councillor Kennedy noted that he would like to have more time to review this matter.

**Motion 20-233**

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

*Resolved that the Town of Carbonear adopt the Application for use of municipal facilities – Part 1, Application for use of Municipal Facilities Part 2, User Group Rating Schedule as presented with the Conditions listed for Application for use of Municipal facilities.*

Favour 6; Opposed 1; **Carried.**

Councillor Kennedy opposed the motion due to lack of time to consider the proposal being considered.

Mayor Butt asked that we advise the community of this, have it placed on the website and anyone wishing to use the Town's facilities be given the policy from this point on.

It was noted that this is being done for the benefit of the users.

11. Finance

- a) **Operating Invoices** over \$2,000.00 in the amount of..... \$21,193.21

**Motion 20-234**

**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 \$21,193.21.*

Favour 7; Opposed 0; **Carried**

12. Regulations



None listed.

13. New Business

a) Returning to In Person Meetings

Councillor Doyle noted that other municipalities are being in held in person but streamed to the public.

She expressed concerns that things are taking longer to get done when using virtual meetings.

Should we consider moving some meeting to in person adhering to social distancing.

CAO advised we have done measurements in the chambers and in order to allow for the required 2 metre physical distancing for Council members, some changes would have to be made for where each councillor and staff person is located in the chambers.

Discussed.

Council will commence with in person Committee meetings for the next two weeks. If anyone feels at risk, then they can attend by zoom.

b) Other

- Councillor Jenkins inquired about bonfire night. Councillor Doyle advised that the Special Events Committee are meeting tonight, but they are waiting on information from Fire & Emergency Services, and they do not feel that it would be an approved event.

Proposed events being offered by the Special Events Committee will be posted on social media.

- Mayor Butt noted the passing of John Slade who was a long term business man in the Town of Carbonear. He offered condolences to the family and asked that we keep the family in our thoughts and prayers.

14. Notice of Motion

No notices of motions were filed.

15. Adjournment

**Motion 20-235**

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

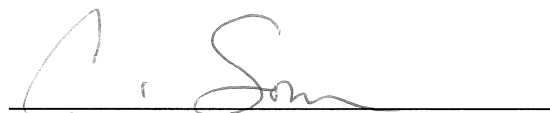
*Resolved that the meeting adjourn at 7:37pm.*

Mayor Butt advised that the next meeting is scheduled for October 27<sup>th</sup> at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk