

Town of Carbonear
Regular Council Meeting, November 24, 2020
Minutes of a regular meeting of the Council of the Town of Carbonear
Electronic meeting (Zoom webinar), November 24th, 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
Director of Recreation Rob Button
EDTO Kerri Abbott

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 5:35 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 former Fire Chief Tom Quinn. He asked that Council keep the family in their thoughts and prayers.

2. Adoption of the Agenda for November 24 Regular Meeting
Motion 20-271 R. Noel / V. Jenkins
Resolved to adopt the agenda of the November 24, 2020 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**

3. Adoption of the minutes
a) Regular Meeting – November 10, 2020
Motion 20-272 V. Jenkins / A. Dowden
Resolved to adopt the minutes of the November 10th, 2020 Regular Meeting of Council.
Favour 7; Opposed 0; **Carried**

4. Business Arising from Minutes
No business arising from the minutes.

5. Delegations

Regular Council Meeting November 24, 2020

No delegations listed.

6. Correspondence, Permits & Development

a) Permit Listing # 9344-9354

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

Motion 20-273

D. Doyle / C. O'Grady

Resolved to approve permits # 9344-9354 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) Department of Transportation & Infrastructure

RE: Motion required - Site Specific Health and Safety Plan

Each year when we collect our salt/sand we have to present our Site Specific Health and Safety Plan

Motion 20-274

V. Jenkins / A. Dowden

Whereas the Department of Transportation and Works will allow municipalities to pick up ice control materials ordered by the municipality; and

Whereas the Department of Transportation and Works requires a municipal endorsement passed by council which indicates all measures are in place to meet Occupational Health and Safety compliance standards related to the pick up of ice control materials;

Be It Resolved that the Carbonear Council adopts the Site Specific Health and Safety Plan for the pick up of ice control materials at the Transportation and Works Depot at Route 70, Birch Hills, Bay Roberts.

Favour 7; Opposed 0; **Carried**

b) Knights of Columbus, McCarthy Council

RE: Request for letter of support, Community Healthy Living Fund to replace lighting system at the building on Adelaide Street.

Motion 20-275

R. Noel / A. Dowden

Resolved that the Town of Carbonear provide a letter of support for the Knights of Columbus, McCarthy Council application under the Community Healthy Living Fund to replace lighting system at their building on Adelaide Street.

Favour 7; Opposed 0; **Carried**

The question was asked if this would interfere with any funding that the Town would make under the same fund. This was discussed last year and Council decided they would not determine which would be approved, we would approve all those that came in requesting a letter of support and it would be up to government to determine who would be approved for funding. The CAO advised that she understood that the Town's application would take priority. This year the Town has received funding for a lift at the pool under

the same program. Council encourages all community groups to apply. Councillor Noel requested that the letter of support be provided promptly. CAO will provide letter as approved.

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, November 16
 - Copied to Council
- b) Department of Transportation & Infrastructure, Municipal Infrastructure
 - E-Procurement Update and Notices
 - Forwarded to the Chief Administrative Officer, Town Clerk and the Director of Operations & Public Works
- c) Children's Make A Wish
 - RE: 34 Annual RCMP Wish Tree Campaign, request for donation.
 - Forwarded to Finance and Administration committee
- d) Clean Harbour Initiatives
 - RE: Launching of Clean Harbour's Initiative boat on November 17 from 1-2 pm in Cupid's
 - Copied to Council
 - Mayor Butt advised that he attended the launching. The group has come a long way and he congratulated them on their initiative. They asked that Council would continue to support their future endeavours.*
- e) RCMP Survey Centre
 - RE: The RCMP is conducting a survey on Contract Partners 2020-2021
 - Copy of the link forwarded to Council
- f) Eastern Health
 - RE: Grief and Bereavement Information Session, Friday, November 27 from 12 to 1:30 pm
 - Copied to Council
 - This will also be shared on the Town's Social Media.*
- g) Business owner, plan to host a Mummers Walk on December 10
 - Forwarded to Recreation, Special Events, Culture & Tourism committee
- h) Department of Municipal Affairs & Environment
 - RE: Community Sustainability Partnership Accountability Measures and Exemptions.
 - Forwarded to the Town Clerk and the Chief Administrative Officer
- i) RE: Minister Bardish Chagger, responsible for Diversity and Inclusion for Youth will be doing a virtual tour of NL on Friday, November 20. Request for youth participation in this event.
 - Forwarded to the Chief Administrative Officer, Mayor and the EDTO to forward to organizations and businesses. Placed on file.
- j) Fire & Emergency Services

RE: Wildfire Community Preparedness Day campaign. Grants available in the amount of \$500.

Forwarded to the Chief Administrative Officer and the Fire Department.
Placed on file.

9. Committee Reports

a) Finance and Administration

Deputy Mayor O'Grady advised that the committee met on November 16th and noted the following from the meeting:

➤ Job descriptions

There have been some discussions over the past few months about the job descriptions for our staff. The Committee has reviewed same and are now recommending adoption.

Motion 20-276

C. O'Grady / R. Noel

Resolved that the Town of Carbonear approve the Job Descriptions as reviewed and recommended by the Finance and Administration committee.

Favour 7; Opposed 0; **Carried**

➤ A map of the area from Rorke Store to the Public Wharf

Committee had some discussion on land west of public wharf and the committee will continue to investigate for the possibility of future development.

➤ Terms of Reference for committees

A copy of the Terms of Reference for Standing Committees of Council was placed in Dropbox for Council review. There were no objections received from Council on the matter. The committee recommends for approval.

Motion 20-277

C. O'Grady / R. Noel

Resolved to approve the Terms of Reference for Standing Committees of Council as submitted.

Favour 7; Opposed 0; **Carried**

Councillor Doyle inquired about the Welcoming Communities Committee and if a Terms of Reference would be adopted for that as well. She would like to ensure that this planning continues.

CAO advised that this is not one of the Standing Committees of Council.

This is a special committee that has been struck by Council which includes members of the community. A mandate for this committee was developed. We have other special committees as well which include members outside of Council. These committees are not included in the Terms of Reference being submitted for approval

➤ Teamsters Union Local 855, RE: Collective bargaining

The Town has received notice to commence collective bargaining.

The current collective agreement expires December 31, 2020. The negotiating committee would typically include the Mayor, the

Finance Chair and Chief Administrative Officer, however Mayor Butt cannot sit on the committee since his spouse is a unionized employee with the Town. The committee inquired if this would apply to the Deputy Mayor as well since his brother is the Director of Operations and Public Works. It was reported that the Director's position is not a unionized position and is not tied to that of the collective agreement for the Union. Management salaries are not being negotiated at this time.

Council approved Deputy Mayor O'Grady to sit on the negotiating committee.

➤ 2021 Budget

Budget work has commenced. We should have a draft later this week.

If you have any specific requests, please send them to the CAO as soon as possible.

➤ Update on the 2019 Financial Statements Draft Financial Statements – The draft statements have been received and under review by the Town Clerk.

➤ Fire Department Request to purchase of 3 new bunker suits at \$2,000 each

The Fire Department advised they would like to purchase 3 new bunker suits at approximately \$2,000 each. Sufficient funds are remaining in their budget. This invoice will be on the list of invoices when received.

Council agreed with the expenditure.

➤ Economic Recovery Team chaired by Moya Greene

The Premier's Economic Recovery Team is tasked with developing a plan of action that will respond to the Province's immediate fiscal challenges and plot a new course forward. In addition, the Economic Recovery Plan is focusing on programming to revitalize the economy and identify the changes required going forward. Committee recommends that the Town forward correspondence to the Economic Recovery Team including suggestions for consideration.

Council agreed. The Committee will proceed to submit a recommendation from the Town.

Councillor Kennedy encouraged residents, citizens do their part to send in representations, to suggest cost saving measures to government.

➤ 2020 Tax Recovery Plan

A copy of the Tax Recovery Plan was distributed to all of Council for their review.

Motion 20-278

C. O'Grady / V. Jenkins

Resolved to adopt the Town of Carbonear 2020 Tax Recovery Plan as prepared and presented by the Town Clerk.

Favour 7; Opposed 0; **Carried**

b) Recreation, Special Events, Culture & Tourism

Councillor Noel advised that the committee met on November 17th and noted the following from the meeting:

- Terms of Reference / RFP - The RFP was forwarded to Council for review. It was felt the document could be condensed. The CAO to review and submit another draft for review.
- Road access by ATV – There was discussion on connecting the east and the west trail system. This was also discussed in the Public Works meeting last week and the matter is being deferred to all of Council for discussion. It was noted the group is doing a lot of good work on the trail systems. Further discussion was held with Council.

Motion 20-279

R. Noel / D. Doyle

Resolved to set up a separate committee, ATV Trailway Committee, to examine the possible options of linking the east trail to the west trail for ATVs and review possible options.

Favour 7; Opposed 0; **Carried**

Committee to consist of Councillor Noel, Councillor Doyle and Councillor Kennedy.

- Tree Lighting ceremony
Christmas Tree Lighting attendance is typically 300-400 people. The Tree Lighting takes place the first Thursday in December and is organized by the Special Events Committee. Following provincial recommendations, this event cannot go ahead as in previous years. The Special Events Committee is proposing to host a virtual Christmas Tree Lighting. Director of Recreation advised the Committee met last night, and it was determined that they will do pre-recording of groups and Christmas messages. The event will be on December 3 and will be posted on the Special Events Committee Facebook.
- 12 Days of Christmas campaign
The EDTO has developed Christmas promotions “Find Christmas Here...” and the “12 Days of Christmas” campaign. The EDTO is requesting suggestions for number 11 & 12 for the calendar. More details will follow and this will be posted on the Town’s social media.
- Department of Tourism, Culture, Arts and Recreation
RE: Funding approved under the Community Healthy Fund:
The town has received approval of the following:
 - \$4,400 Family Snowshoeing Program – includes purchase of snowshoes to offer guided tours.
 - \$4,600 Active Start Program – includes purchase of balance beam and other items.

Further planning on these programs will be announced once reviewed with staff.

- Plans to host a Mummers Walk – A business on Water Street advised the Town of their plans to host a Mummers Walk on December 10th. This was for information purposes only.
- Sport Organization, Request for Sponsorship
This request is passed along to the Recreation Commission for review.
- Transient population
To bring awareness to the issue, correspondence was forwarded to the Town to advise of a most recent event where a homeless individual was taking up residence in an accessory building on Town property. The individual was relocated to suitable housing. It was noted in recent months there has been more individuals in similar situations. It was understood that MRON employed a Housing Support person that people like this could contact.
- Swimming Pool schedule
The Swimming Pool has opened. There have already been changes to schedule, and we will continue to adjust accordingly to try and meet the needs of our patrons.
- Trail maintenance
It was reported that the crushed stone along the Southside Trail has moved to the edge of the trail. Committee to review with the Director of Operations and Public Works to determine if Town equipment can be used to push the stone from the edge to the centre of the trail.

c) Development

Councillor Doyle advised that the committee met on November 19th and noted the following from the meeting:

- English Hill Extension - Further discussion with Council is required on the current situation on this matter. Deferred until the CAO obtains further information.

- Development Applications

The following motions are recommended:

Motion 20-280

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:

- *74 Powell Drive to operate a Security Business conditional upon receiving Service NL approval and other applicable approvals from other government department and agencies.*
- *10 Across the Doors to replace the front step per the Discretionary Powers of Council outlined in Section 10.*

Favour 7; Opposed 0; **Carried**

Councillor Doyle noted that the reason why the Discretionary Powers of Council is referenced is because the property owner had

to remove the front step to be able to make repair the waterline to the property and then the front step was placed back in the same location.

Motion 20-281

D. Doyle / D. Kennedy

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

- *200A Water Street to construct front deck since it does not meet the 1.5m side yard requirement.*

Favour 7; Opposed 0; **Carried**

- Correspondence, Change in proposed use for building on Powell Drive.

A business permit was issued in September to operate a Car Care Business. Business operator is now proposing to change the use of the car care business to buying and selling and rental of tools and supplies for the construction and automotive industry. He inquired if he had to go through the discretionary use process again. *Per the Carbonear Municipal Plan, the new proposed use is a permitted use in Commercial General zone, therefore it does not require a Discretionary Use advertisement.*

- d) Public Works, Waste Management & Community Services
Councillor Jenkins advised that the committee met on November 12th and noted the following from the meeting:

- ATV / Town Street

Committee was appointed on this matter earlier in today's meeting.

- Trailer quote

The Director of Operations and Public Works has requested to purchase a new trailer for water and sewer department. The funds were allocated in the 2020 budget. Three quotes were obtained.

Motion 20-282

V. Jenkins / C. O'Grady

Resolved that the Town of Carbonear purchase a E-Z Hauler Enclosed Trailer for the Water & Sewer Department from Ashford Sales Ltd at a cost of \$15,251.00 plus HST.

Favour 7; Opposed 0; **Carried**

- MEO Report/Update

The MEO updated the Committee on several properties that are being monitored.

No further actions are recommended at this time.

Committee identified one new matter that the MEO will investigate.

- Tree Maintenance

The tree maintenance work has now been started. Posts have been placed on social media and the Town website.

- Request for culvert

A property owner inquired about placement of a culvert in front of his property where there is an open ditch since he had concerns with vehicles running off the road. The Director investigated and reported the property has a large driveway and this should not be a concern. It is not Town Policy to install culverts to eliminate roadside ditches. The committee does not recommend installation of culverts. The Director of Operations and Public Works will discuss the installation of driveway reflector markers with the property owner to address the concern that he has identified.

➤ War Memorial

Committee will set up a meeting with Legion representatives to discuss work on the War Memorial. A lot of work has already been done to repair and clean up the existing Memorial.

➤ Bulk Garbage

There is still bulk garbage around town. The MEO identified some areas in particular. The MEO will contact the property owners to request the bulk items be removed. A notice will be placed on the Town website and social media to remind residents that the bulk clean up has ended for this year and a reminder the metal collection pick up will end on November 27

➤ Corner of Donovan's Lane / Water Street Greenery

Tree has been moved and work around hydrant has been completed.

10. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed the following from her report with Council:

Financial Report – October 2020

A summary report was distributed to Council. There has been no significant change from the last report. Tax revenue is about \$15,000 over budget.

Under Other Revenues, the Pool Revenue is down due to the pool closure, however the expenses are down as well. So this is not concerning.

If expenses were spent equally throughout the year, there would be 83.3% spent to date.

All Department expenses are within budget.

Amendment of Approval of Marshall Drive Consultant

The Town has received a revised estimate from the consultant for Marshall Drive Water Sewer and Street Upgrading in the amount of \$27,500 plus HST. The following is the previous motion made on July 21, 2020:

Motion 20-152 C. O'Grady / V. Jenkins

Resolved to appoint Harris and Associates as consulting engineers for the Marshall Drive Water Sewer and Street

Upgrading Project per the estimate provided in the amount of \$43,700 upon approval of the project funding by the Department of Municipal Affairs and Environment.

*Favour 6; Opposed 0; **Carried***

A motion to rescind motion 20-152 is required and another motion to approve the new rate is also required.

Motion 20-283

C. O'Grady / V. Jenkins

Resolved to rescind Motion 20-152.

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

Motion 20-284

C. O'Grady / A. Dowden

Resolved to appoint Harris and Associates as consulting engineers for the Marshall Drive Water Sewer and Street Upgrading Project per the estimate provided in the amount of \$27,500 plus HST upon approval of the project.

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

Tendered Properties - Goff Avenue

The conveyance is being completed on these properties, and should be finalized in the near future.

Municipal Capital Works Application for 2021

The application has been submitted.

Budget 2021

Working on the 2021 Budget. A draft will soon be provided to Council.

b) Director of Recreation

Director of Recreation reviewed the following from his report with Council:

Pool Project

Pool has officially re-opened!! Staff and Patrons are back in the water. Opened on Wednesday, November 18th. We have implemented a basic schedule, as we learn and weave our way through all the new Covid protocols. So far things have been moving along fairly well and we hope to be back in full swing by the new year.

Would like to inform council and all patrons, that full swing doesn't mean coming and going as we pleased anymore. Attending sessions at the pool requires booking your space in advance. You can do so by calling the pool information line at 596-7535 or emailing

carboney.recreation@nf.aibn.com We do ask for some patience as staff get familiar with the new normal. As well, we would like to advise everyone that additions to schedule will be occurring on a moving forward basis, and to keep checking for updates.

Director of Recreation thanked the Town of Bay Roberts and the City of Mount Pearl for their assistance with a pool cleaner to get our pool open. As for project update, there are some deficiencies that are being dealt with. As the contractor provides recommendations and consultant

provides approvals, I will update as info becomes available. Any work that needs to be completed will be done around our pool scheduling. Starting block are still not on site. However, we are expecting them to arrive any day now.

Barrier Free Family Change Room portion of project is well underway. Demolition of existing rooms is complete and reconstruction has begun. Currently running all new plumbing and electrical components necessary for new fixtures. Brick work to extend shower stalls and close in plumbing has also started. Anticipated time of completion is February 2021.

Funding from Community Healthy Living Fund

A motion is required to purchase the portable Accessibility Lift for the Pool

Motion 20-285

R. Noel / A. Dowden

Resolved that the Town of Carbonear purchase a Portable Accessibility Lift for the Carbonear Pool at a cost of \$9,750 HST included + shipping.

Favour 7; Opposed 0; **Carried**

Pool Vacuum

The pool vacuum is not working and needs to be replaced. The cost to replace it is \$2,365 + HST.

Motion 20-286

C. O'Grady / V. Jenkins

Resolved that the Town of Carbonear purchase a Pool Cleaner for the Carbonear Pool at a cost of \$2,365 + HST and shipping.

Favour 7; Opposed 0; **Carried**

Programming

Annual Halloween Trick or Treat Walk was a huge success.

Approximately 250 trick or treaters attended the event. I would like to thank the Special Events committee for all their assistance help. I would also like to thank all the participants for respecting and following all the physical distancing protocols and using the entrance and exits points as directed.

Basketball and Ball Hockey Program coming to an end this week. Start again in the spring, and if we get access to indoor facility, can do more in the winter.

Kids in the Kitchen Program has been a big hit. Classes are at full capacity. Looking at expanded this program and have applied for funding under the CHLF.

Trek Across Canada Walking Challenge/Program - hasn't been much uptake, but will look at re-introducing in the fall.

We have done some social media coverage on these programs.

It was suggested to do even more social media updates. Director will have staff add more posts to social media on the programs.

Swimming Lesson registration

Lesson registration isn't where we hoped. However, it is the Christmas season and this is usually a slower time for us. Some of the new protocols may also be a deterrent, as parents have to get in with children in the lower levels.

Pop Up Programming

We are putting together some pop-up programming nights for December which should be ready for advertising by weeks end.

11. Finance

- a) **Operating Invoices** over \$2,000.00 in the amount of..... \$6,327.30

Motion 20-287 **C. O'Grady / R. Noel**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, totaling \$6,327.30.

Favour 7; Opposed 0; **Carried**

- b) **Capital Invoices:**

Water, Sewer & Street Upgrading

Mahaney's Lane, PN 18-118, MA 17-SCF-00094

Southern Construction (1981) Ltd, Claim #2.....\$19,541.28

Harris & Associates, Invoice # 6736.....\$1,649.22

Street Rehabilitation & Paving (Beach Road, Powell Drive & Valley Road)

PN 20-123, Harris & Associates, Invoice #6739...../.....\$8,646.07

Total Capital Invoices.....**29,836.57**

Councillor Noel declared a conflict of interest on the *Street Rehabilitation & Paving (Beach Road, Powell Drive & Valley Road* as his brother owns property in that area on Valley Road.

Councillor Noel then left the meeting.

Motion 20-288 **C. O'Grady / D. Doyle**

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

Street Rehabilitation & Paving (Beach Road, Powell Drive & Valley Road) PN 20-123,

Harris & Associates, Invoice #6739.....\$8,646.07

Favour 6; Opposed 0; **Carried**

Councillor Noel was called back in to the meeting.

Motion 20-289 **C. O'Grady / A. Dowden**

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

Mahaney's Lane, PN 18-118, MA 17-SCF-00094

Southern Construction (1981) Ltd, Claim #2.....\$19,541.28

Harris & Associates, Invoice # 6736.....\$1,649.22

Favour 7; Opposed 0; **Carried**

12. Regulations

None listed.

13. New Business

Mayor Butt noted that the Victoria Fire Department responded to a call within their town where there was a fatality. He noted our thoughts are with them as deal with this unfortunate situation.

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

15. Adjournment

Motion 20-290

R. Noel / V. Jenkins

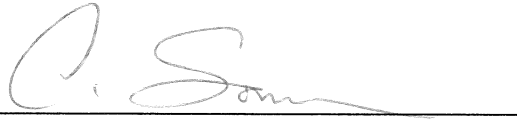
Resolved that the meeting adjourn at 6:28pm.

Mayor Butt advised that the next meeting is scheduled for December 8th at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk