

No business arising from the minutes.

5. Delegations

No delegations listed.

6. Correspondence, Permits & Development

a) Permit Listing # 9383-9385

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

Motion 21-015

D. Doyle / D. Kennedy

Resolved to approve permits # 9383-9385 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 5; Opposed 0; **Carried**

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) Government NL

- Department of Tourism, Culture and Recreation regarding approval of Community Healthy Living Fund in the amount of \$5,700 for Kids in the Kitchen program.
Forwarded to the Recreation, Special Events, Culture and Tourism committee.
Deputy Mayor noted this is good news to be approved for funding for this program.
- Mineral Lands Division regarding Quarry Legislation Review, invitation to review the document and submit additional comments on Engage NL by February 15, 2021.
Copied to Chief Administrative Officer.

b) Municipalities NL

- Info Note – January 21, MNL launches Municipal Platform as part of provincial election advocacy.
Copied to Council.
- Municipal Sector News – January 18
Copied to Council.

c) Property owner, London Road

RE: Inquiry on discretionary notice published
Forwarded to Development committee.

d) Individual inquiry on construction of a new dwelling, Highroad North

Forwarded to Development committee.

e) Property owner, Water Street

RE: front patio

Forwarded to Development committee.

- f) Conservation Corps
RE: 2021 Green Team Project
Forwarded to Recreation, Special Events, Tourism and Culture committee
- g) Joint Council Conception Bay North
RE: Meeting & AGM/Election - Thursday, January 28, 2021 at 6:30pm
Copied to Council.
Deputy Mayor O'Grady noted that he and Councillor Doyle will attend.
- h) People First of NL
RE: Meet and Greet, January 1-2:30 pm at the Legion
Copied to Council.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Councillor Jenkins advised that the committee met on January 13th and noted the following from the meeting:
 - Business Arising / Review of previous minutes – December 9
Items identified and reviewed by the Director of Ops & PW
 - Electrical issue on pole downtown – the Director has notified the contractor of the electrical issue. The electrical appears to be working fine again now.
 - Street lighting Powell Drive by old cinema – investigated
 - Road repair Saddle Hill area – The Director reported road repair will be included on the asphalt list and he is working on the asphalt list for review.
 - MEO Report / Update
Animals being kept on residential properties - The MEO reported he received complaints on some properties where animals are kept on the properties.
Councillor Kennedy inquired about this matter.
Some were advised this was not allowed, but there are more than what is noted in the committee notes.
There was further discussion on the matter at the Committee meeting and the committee identified several other properties where horses and other animals are kept. Per the Animal Control Regulations, goats, cows and horses are not permitted.
The committee recommends further review of the Animal Control Regulations at the next meeting.
Property concerns
Some clean up orders still being investigated
Some are deferred until the spring for follow up
Some issues with Commercial vehicles on property
Recommendations
 - *The committee recommends forwarding a reminder letter indicating the Town will be proceeding with court action if clean-up is not completed to the satisfaction of Council on the property of 33B O'Driscoll's Lane.*

- *The committee recommends forwarding a reminder letter that the Town will be proceeding with court action if clean-up not is not completed to the satisfaction of Council on the property of 71 London Road.*
- *Kelby Corners - A large number of vehicles and other debris remains around the property.
The committee recommends forwarding correspondence as a reminder of the Commercial Vehicle Regulations and request his intention for the vehicles on the property.*

Watershed gate area

There has been a lot of traffic in this area and times when the gate is blocked with vehicles. MEO recommends the Town place "No Parking" signs in this area at any time. It is being suggested to add these signs near the bus turnaround on Valley Road as well.

The committee recommends the placement of "No Parking Signs at the entrance to the Watershed gate in the Line Road and the bus turnaround in Valley Road.

Councillor Kennedy noted that some people park in the area to go for a walk.

Councillor Noel suggested the sign indicate a specific distance where not to park.

Watershed Management Plan

The committee recommends to move forward with development of the plan. The CAO will send a copy of the draft Watershed Management Plan to Council for review. The CAO will have further discussion with Water Resources on next step in the process.

Waste Management & Community Services

Discussion on the option of an automated side load collection for 2022 took place.

The committee recommends the CAO start the research process and contact the sanitation department of municipalities that are using automated side loader garbage trucks.



Correspondence

Chapel Street, Application for new street light

Motion 21-016

V. Jenkins / R. Noel

Resolved that the Town of Carbonear install a new street light situate on Chapel Street as identified by the Director of Operations & Public Works in accordance with the Street Light Policy.

Favour 5; Opposed 0; **Carried**

MMSB, Community Waste Diversion Fund, call for proposals, Deadline is February 15.

The committee recommends to make application for funding for a smaller chipper under the Community Waste Diversion Fund.

Property owner, Forest Road requesting repair of their garbage box damaged by the garbage contractor.

It is the Town's understanding that Eastern Waste does not make repairs to garbage boxes as they do not require them to be used. It is

the choice of the resident to use a garbage box and there will be wear and tear over time that will require maintenance. The town does not make repairs for that type of damage.

The committee does not recommend.

Councillor Doyle noted that the resident put his garbage in the box, it was in good shape. 20 minutes later the cover was damaged on the garbage box. Why is there no onus on the contractor to repair the damage. It took 30-40 minutes for the property owner to repair it. Split the board on the hinge. There were multiple reports from that area that they left the tops of the garbage boxes up, but didn't put them back down.

It was also noted that this damage could just be as a result of wear and tear over time.

Request to paint crosswalk

Requesting to paint a crosswalk the colour of the rainbow at Carbonear Academy in the spring to show support for the LGBTQ community. They are requesting Council's support of this initiative. If it is approved by Council, the design should be the same as the current crosswalk as it could be slippery when wet otherwise. They will supply the paint. Town to determine if they intend to have town staff complete the painting.

The committee is satisfied to approve the request subject to those conditions.

Property owner Hoyles Road, complaint of dumping

Town uses the area to store asphalt that is being recycled. Some material was placed there for a short period before it was properly disposed.

The committee recommends the CAO clarify the situation in a response to the email.

Department of Justice and Public Safety, Fire Fighting

Equipment/Vehicle Cost-Shared Funding Programs

Correspondence was received from the province requesting submission of application for the cost shared equipment and vehicle program. The deadline to apply is March 31. A copy of the correspondence was forwarded to the Fire Chief.

The committee recommends to make application to Fire and Emergency Services for the purchase of 12 SCBA units.

CAO reported there was funds allocated in the budget, but this would reduce the towns cost on this matter.



New Business

Additional work Forest Road sewer line extension – Welcon

Construction

The Director reported the contractor submitted a breakdown of additional cost for work incurred on the project. The contractor encountered rock in the area and these additional costs per the breakdown submitted amounted to \$10,737.30 and includes labourer, operators, and equipment for rock busting. There was no extra cost

included in the quote if rock was encountered. It is possible that the other two bidders included this in their quotes.

The committee does not recommend to approve the cost for additional work in excess of the price quoted as submitted by Welcon Construction for rock busting.

Volunteer Fire Department – Election of Officers

Consideration to defer the Fire Department AGM and Election of Officers due to the COVID-19 restrictions

Committee Recommendation:

Due to the COVID 19 Pandemic, the committee recommends deferring the Carbonear Volunteer Fire Department AGM and Election of Officers for a period of 6 months at which time it will be reviewed by Council.

The current executive to remain in their respective positions.

Motion 21-017

V. Jenkins / D. Kennedy

Whereas the COVID 19 Pandemic is ongoing, Be It Resolved that the Town of Carbonear defer the Carbonear Volunteer Fire Department AGM and Election of Officers for a period of 6 months at which time it will be reviewed by Council. The current executive to remain in their respective positions.

Favour 5; Opposed 0; **Carried**

Councillor Doyle presented the remaining recommendations from the Committee:

Pick up of leaves

The CAO reported the Town received a couple inquiries from residents expressing concerns with leaf pick up. The residents were contacted and advised that leaf collection is not included in the waste collection but leaves can be dropped off at the leaf compost site. The committee did not recommend any changes to the current process.

Property owner, Crowdy Street - Complaint of fireworks

The committee did not recommend any action since it was identified that this happened on New Year's Eve only which is not unusual.

The CAO will respond to the correspondence.

Approval to go to tender to purchase Asphalt Recycler

Motion recommended:

Motion 21-018

D. Doyle / V. Jenkins

Resolved that the Town of Carbonear proceed to tender for the purchase of an Asphalt Recycler for the Public Works Department in accordance with the Public Procurement Act.

Favour 5; Opposed 0; **Carried**

Radon Testing

The Town has learned that Eastern School District as a proactive measure in cooperation with Health Canada placed radon detectors in a number of schools last year. The results of the test for Carbonear Academy identified that the levels were higher than recommended by Health Canada in some areas of the building. The CAO was speaking with a representative of the school board and the district is working with

an Industrial Hygienist to have the issue addressed. All parents and guardians have been notified.

The CAO contacted the Eastern School District to obtain information on where to obtain test kits as the pool facility is just across the street from the school. *Tests will be completed at the municipal depot and town office as well as there are staff in these facilities on a long-term basis.* CAO advised the test kits have been obtained and installed.

Gas Tax Investment Plan

The CAO reported the Town of Carbonear has funds remaining in the Gas Tax allocation from 2020 and more for 2021. Council has to decide on a project so the CAO can complete the Gas Tax Investment Plan for approval by the Gas Tax Secretariat. The committee will recommend Powell Drive project for the Gas Tax Funds.

Motion 21-019

D. Doyle / V. Jenkins

The committee recommends to make application for funding to complete upgrades to Powell Drive under the Gas Tax Funding. A Capital Investment Plan application to be submitted to the Gas Tax Secretariat for approval.

Favour 5; Opposed 0; **Carried**

- b) Economic Development, Planning and Land Use Development
Councillor Doyle advised that the committee met on January 21st and noted the following from the meeting:

➤ Business Arising – January 7

Motion 21-020

D. Doyle / R. Noel

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

- 2 Penney's Lane - to place an accessory building on the property as it does not meet the minimum distance of 1.5 m from the property boundary.

Favour 5; Opposed 0; **Carried**

➤ Development Applications
64 Powell Drive,

Motion 21-021

D. Doyle / V. Jenkins

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

- 64 Powell Drive to install new door entrance conditional upon receiving Service NL approval.

Favour 5; Opposed 0; **Carried**

➤ Correspondence

Inquiry on Home Based Business discretionary notice advertised.

The CAO reviewed an email received with some questions concerning the discretionary notice advertised to operate a home office for a home-based business. The CAO responded to the email answering the questions posed and providing a copy of the Parking of Commercial Vehicle Regulations. *The individual stated he had no issue with a home*

office being operated provided it was only approval for a home office and no further changes to regulations.

- Development Inquiry regarding a permit to construct a dwelling, Highroad North
The area is zoned Residential Rural and a single dwelling is not a permitted or discretionary use. This area is getting further away from the boundary as well. The Town has not received a development application. This will be relayed to the individual who inquired. The area south east of the last dwelling is zoned Residential Rural which does allow for a residential dwelling. This will also be relayed to the individual.

- New Business

Municipal Boundary Extension

This matter will be deferred for a meeting with all of Council. The next step in the process is to complete a feasibility study which could cost up to \$20,000 and after completing the feasibility study, the boundary extension could be refused by the Minister.

- Tender call for lease for office space for the Departments of Children, Seniors and Social Development, and Early Learning Child Development. It specified the location to be within the Town of Harbour Grace or Bay Roberts only. It was questioned why the Town of Carbonear was not included. The EDTO contacted the MHA on the matter and this has since been corrected.

c) Recreation, Special Events, Culture and Tourism

Councillor Noel advised that the committee met on January 19th and noted the following from the meeting:

- Business arising from minutes

Commemorative Donation Policy

The committee felt the town should move forward with adoption of the Commemorative Donation Policy.

Motion 21-022

R. Noel / D. Doyle

Resolved to approve the Commemorative Donation Policy as presented to Council.

Favour 5; Opposed 0; **Carried**

Trail Maintenance

Repairs to Nell's walking trail are required. CAO will inquire with the Director of Operations and Public Works on this matter.

- Culture & Tourism & Special Events

Most communities have cancelled their Winter Carnival activities however, the Special Events Committee will be meeting to discuss possibilities for a winter carnival with Covid-19 guidelines.

- Correspondence

Conservation Corps NL

RE: CCNL is now accepting Green Team Project Applications for 2021 The EDTO reviewed a proposal for an application around recycling and a community art project using recycled materials.

The committee recommends the EDTO submit the application to the Conservation Corps for 2021 as proposed.

The committee recommends to include this item on the next public works committee agenda for their discussion and recommendations.
Community Support, Multiculturalism and Anti-Racism Initiative program

The EDTO reported the department contacted the Town to make application to this program. The proposal will focus on the Community Connections aspect of the funding criteria and include initiatives like Diversity training, conversation cafes, community learning circles and directories of volunteer and housing availabilities.

The committee recommends the EDTO proceed to make application.
Heritage NL

RE: Restoration Grant Application deadline February 15

The EDTO will be submitting an application to Heritage NL to complete maintenance work on the Rorke Store, Old Post Office and the Train Station. This work will be required to be done in accordance with their specifications to receive the grant.

Resident, Concerns with ATV accessing slide path and request to consider marking trails as pedestrian only.

The CAO responded to the resident. She felt he was satisfied with her response since she has not received any further emails on the matter nor has the town received any correspondence from any group on the trail.

Recreation NL

RE: Disability Funding Program, Deadline January 29

The committee recommends the Director of Recreation reach out to the school to offer assistance for the application process, if required.

Department of Tourism, Culture, Arts and Recreation

Funding approved in the amount of \$5,700 under the Community Healthy Living Fund – “Kids in the Kitchen”

This funding will be used for more cooking classes over the winter. The fall program was a success.

➤ New Business

Summer Recreation program

The committee recommends the application for the students for the Summer Recreation Program.

Further discussion to take place at a later date on the details of the Program.

Winter programming

The pool is offering yoga classes to older adults and the “kids in the kitchen” classes will begin shortly. Staff is working on other programming such as art classes and snowshoeing to start in February. 30 sets of snowshoes in various sizes have been ordered. The plan is to target family snowshoeing hikes. Due to the challenges with COVID, inside winter programming is on hold.

d) Administration and Finance

Councillor Kennedy advised that the committee met on January 13th and noted the following from the meeting:

➤ Business arising from December 14

Property Owner, request for adjustment to water/sewer tax for subsidiary apartment. After further investigation and supporting information provided the committee recommends the following motion:

Motion 21-023

R. Noel / D. Kennedy

Whereas the property owner has identified that there is no subsidiary apartment; and

Whereas investigation by the Town could not substantiate that a subsidiary apartment existed;

*Be it resolved to refund the water and sewer rate for the second unit for account number PI**B002 retroactive to the date first invoiced on the account.*

Favour 5; Opposed 0; **Carried**

- Policy on correspondence received - The Town Clerk has researched sample policies and has started to draft a policy. Draft preparation is ongoing.

- Mapping of area from Rorke Store to the Public Wharf

Committee is reviewing this area.

- Donation Listing 2021

Councillors Doyle and Kennedy declared a conflict of interest as they are employed by one of the organizations receiving a donation, noted under Item 1 on the 2021 Donations listing.

Councillor Vic Jenkins declared a conflict of interest on item 3 on the 2021 Donations listing as he is a director/member of the T.C. Shrine Club.

Motion 21-024

D. Kennedy / D. Doyle

Resolved that the Town of Carbonear approve the donation listing for 2021, excluding items 1 and 3.

Favour 5; Opposed 0; **Carried**

Councillors Jenkins then left the meeting.

Motion 21-025

D. Kennedy / R. Noel

Resolved that the Town of Carbonear approve the Item #3 on the Donation listing for 2021.

Favour 4; Opposed 0; **Carried**

Councillor Jenkins was called back into the meeting.

Item #1 on the 2021 Donation Listing is deferred for a future meeting.

- Federation of Canadian Municipalities regarding membership fee for 2021-2022.

Base fee based on population - \$210 plus HST and per capita due calculated per population - \$958.00 plus HST. Committee recommends to renew the Town of Carbonear membership for 2021.

Motion 21-026

D. Kennedy / V. Jenkins

Resolved to renew membership to the Federation of Canadian Municipalities at a cost of \$1,168, plus HST.

Favour 5; Opposed 0; **Carried**

- Correspondence

Registry of Companies, Service NL

RE: Princess Sheila Inc – Updated Directors

The Town receives an Annual Return form for completion for the Princess Sheila Inc. This company still exists, although; it is currently not active. The records need to be updated to remove a former council member and a new director appointed by Council. *The committee recommends to appoint Chris O'Grady as the third director.* CAO advised Deputy Mayor O'Grady would not be in conflict on this matter as this is an appointment by Council.

Motion 21-027

D. Kennedy / V. Jenkins

Resolved to appoint Chris O'Grady as a director with Princess Sheila Inc.

Favour 5; Opposed 0; **Carried**

➤ **New Business**

Airbnb

The government of Newfoundland and Labrador is bringing in new regulations to the tourism sector and make all short-term property rentals— including Airbnb listings register with the province and the municipality. The committee is reviewing how Council intend to tax these properties for business tax. Further research will take place with other municipalities.

Theatre Grant

We have received a verbal inquiry about the \$10,000 theatre grant for 2020. This will be reviewed when a written request has been received from the Theatre Board.

➤ **Human Resources**

Museum Manager

The EDTO is working on an advertisement to hire a museum manager for the summer.

Landscape Technician

Committee will review further to have someone in place for landscaping for the spring season. The committee will review further upon receipt of quotes.

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed the following from her report with Council:

Financial Report Summary

Revenue

Taxes:

Budgeted Tax Revenue is \$5,449,998. Tax revenue levied is \$5,465,202. This is \$5,204 above tax revenue budgeted.

Government Transfers:

Government Transfers should be as budgeted plus other funds approved throughout the year. Received to date is the MOG (\$184,579), Safe Restart Grant (\$285,477), Provincial Gas Tax Revenue (\$49,298), Fire Truck Funds (\$247,561), Other Recreational and Special Grants (\$83,794) and other cost shared amounts for several municipal capital works projects (\$868,819).

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. \$240,144 has been collected. Due to the pool closure, pool revenue is less than budgeted. Pool Revenue budgeted is \$224,890. Revenue collected is \$48,170. This is \$176,720 less than budgeted.

Total Revenues:

Projected revenue is \$7,493,902. This includes funds not spent in 2019 carried forward into 2020 and other grants received and not budgeted. Actual revenues levied and/or collected to the date of this report are \$7,428,579.

Expenses

All Department expenses are within budget as shown on the summary provided.

Note:

Swimming Pool

Budgeted Expenditures: \$662,593. Spent: \$336,897. Difference: \$325,696

Shortfall on Revenue: \$176,720

Budgeted Pool Costs: \$224,890 - \$662,593 = \$437,703

Actual Pool Costs: \$48,170 - \$336,897 = \$288,727

Estimated savings on Pool closure is \$148,976

If Councillors have any questions or require clarification on the Financial Report, please feel free to contact me.

b) Director of Recreation

Pool & Rec Maintenance

- 1.) Family Change room project is progressing. Currently in process of completing the flooring. Change stalls are in process and waiting on their arrival. This part of the project seems to be the headache as production and delivery times are slow.
- 2.) Working on preparing the rinks for flooding. Installing a liner on one of the rinks this year to aid in the process. If it proves to be a benefit will look at getting a liner for both going forward.
We've been able to get ice without them, but the freeze thaw process has always been an issue and melting would cause problems with water runoff. Leaving hollow space below our ice and then cracking.

Financial & Program Analysis

	<u>2021</u>	<u>2020</u>
1.) Pool Revenue (less HST)	\$8,553.00	\$17,214.50
2.) Lesson Registration	90	191
3.) Pool Visitation	810	611

Pool operations have been running smoothly with the transition to the new normal. All of our swims to be performing at or above normal to this point of

the new year. We have seen a big decrease in Lesson registration as well as rentals. Staff are currently working on researching methods to determine if we can serve the population better, keeping our restrictions in mind.

Currently we are not offering private lessons, however we are reviewing that to determine if we can implement it.

Children 12 and under are required to be accompanied by adults. There are not as many interested in lessons due to that change. Staff are looking at other options.

Programs & Grants

- 1.) The recreation department has been fortunate enough to have received some funding opportunities through the Community Healthy Living Fund.
 - A.) Kids in the Kitchen will be returning with expanded programming. (\$5,700)
 - B.) Snowshoes have been ordered and are on route to provide some winter family fun. (\$4,400) Will also have on hand for sign out by individuals.
 - C.) We will also be incorporating some Active Start and Programming for the Little Ones as well. (\$4,600)
- 2.) Recreation Department is also offering a yoga program that has been filling up and will be doing some other programs for the month of February of the Adult population.
- 3.) Step Aerobics is also being offered at the swimming pool facility 2 nights per week.

9. Finance

- a) Operating Invoices over \$2,000.00 in the amount of..... \$20,265.56
Motion 21-028 D. Kennedy / R. Noel
Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 as submitted, totaling \$20,265.56.
Favour 5; Opposed 0; **Carried**
- b) Capital Invoices:
Conception Bay Regional Community Centre Extension
Eastern Contracting CP # 1.....\$69,189.75
Highroad South Water & Sewer project, 19-GI-00039
Dynamic Engineering Ltd, Engineering Invoice # 1295.....\$11,341.88
Motion 21-029 D. Kennedy / V. Jenkins
Resolved that the Town of Carbonear approve for payment the following capital project invoices:
Conception Bay Regional Community Centre Extension
Eastern Contracting CP # 1.....\$69,189.75
Highroad South Water & Sewer project, 19-GI-00039
Dynamic Engineering Ltd, Engineering Invoice # 1295.....\$11,341.88
Favour 5; Opposed 0; **Carried**

10. Regulations
None listed.

11. New Business

- Councillor Kennedy inquired if there is a specific time that we are doing Newsletters.

CAO advised we are looking at doing it quarterly. One done in December. The EDTO will be looking at preparing the next one for the spring. Councillor Kennedy noted that it would be a good idea to remind residents about installing numbering on their houses to assist first responders when needed and also to remind residents to assist with clearing snow in front of fire hydrants near their homes.

This could be done on social media prior to the spring newsletter as well.

- Deputy Mayor O'Grady attended a meeting with the RCMP where they stressed the serious financial situation with their operating funds in this district. They are requesting the towns to lobby government for more operating funds to be provided to the RCMP. Currently they are underfunded with a very large district to cover.

12. Notices of Motion
No notices of Motions were filed.

13. Adjournment

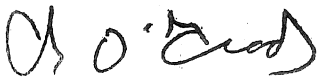
Motion 21-030

R. Noel / D. Kennedy

Resolved that the meeting adjourn at 6:36pm.

Deputy Mayor O'Grady advised that the next meeting is scheduled for February 9th, 2021 at 5:30pm.

Favour 5; Opposed 0; **Carried**



Deputy Mayor O'Grady



Cathy Somers, Town Clerk