

**Town of Carbonear**  
**Regular Council Meeting, April 13, 2021**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
Electronic meeting (Zoom webinar), April 13<sup>th</sup>, 2021 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  
EDTO Kerri Abbott

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1. Calling of Meeting to Order  
Mayor Butt called the meeting to order at 5:30 pm and welcomed everyone to the meeting. Several participants are registered for today's virtual meeting of Council.
  2. Adoption of the Agenda for April 13, Regular Meeting  
**Motion 21-104 V. Jenkins / D. Kennedy**  
*Resolved to adopt the agenda of the April 13, 2021 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  3. Adoption of the minutes
    - a) Regular Meeting – March 23, 2021  
**Motion 21-105 C. O'Grady / R. Noel**  
*Resolved to adopt the minutes of the March 23<sup>rd</sup>, 2021 Regular Meeting of Council.*  
Favour 7; Opposed 0; **Carried**
  4. Business Arising from Minutes  
No business arising.
  5. Delegations  
No delegations listed.
  6. Correspondence, Permits & Development
    - a) Permit Listing # 9399-9419  
Councillor Doyle requested Council to review the list of permits for any possible conflict of interest.  
Councillor Noel declared a conflict of interest on permit #9406 as it is for himself.  
Mayor Butt inquired about permit #9409 for his aunt. Town Clerk advised that aunt is not listed as a relative under the conflict of interest section of the Act.

Councillor Dowden inquired about permit #9404 for her neighbour. She noted that her neighbour is not a relative of hers.

**Motion 21-106**

**D. Doyle / V. Jenkins**

*Resolved to approve permits # 9399 – 9419, excluding permit # 9406 as per the applications received and conditional up on the work being completed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

Councillor Noel then left the meeting.

**Motion 21-107**

**D. Doyle / A. Dowden**

*Resolved to approve permit #9406 as per the application received and conditional up on the work being completed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 6; Opposed 0; **Carried**

Councillor Noel was called back into the meeting.

6.1 Correspondence, requiring Council's decision

a) Miles for Smiles

RE: April Child Abuse Prevention Month

Proclamation to be signed

**Motion 21-108**

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

*Whereas: Children are the foundation for a prosperous and innovative society, and the foundation for a child's growth and development is established when the community takes responsibility for creating healthy environments where our children can thrive;*

*Whereas: All children deserve to have a safe, stable, nurturing home and community to foster their healthy growth and development;*

*Whereas: Child abuse and neglect is an important societal concern that may affect the long-term health and well being of not only children, but also the adults they become;*

*Whereas: Child abuse and neglect impacts our entire society and our society's future;*

*Whereas: Child abuse prevention is a shared responsibility and finding solutions requires the involvement and collaboration of citizens, organizations and government entities;*

*Whereas: this month, we emphasize the importance of understanding the devastating problem of child abuse and neglect, and commit to learn more about the behavioural and physical signs of possible abuse.*

*Therefore: The Town of Carbonear do hereby proclaim the month of April 2021 to be Child Abuse Prevention Month in the Town of Carbonear and urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.*

Favour 7; Opposed 0; **Carried**

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, April 8 (MNL looking forward to working with Honourable Krista Lynn Howell) & Candidates for the MNL Board
  - Municipal Sector New, 26, Increased infrastructure funding
  - March 23, Supporting MNL Members through Economic RecoveryCopied to Council
- b) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- c) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- d) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- e) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- f) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- g) Representation regarding discretionary notice, 42 Powell Drive  
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- h) Representation regarding discretionary notice, 42 Powell Drive  
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- i) Representation regarding discretionary notice, 42 Powell Drive  
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- j) Representation regarding discretionary notice, 42 Powell Drive  
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- k) Representation regarding discretionary notice, 42 Powell Drive  
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- l) Representation regarding discretionary notice, 42 Powell Drive  
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- m) Representation regarding discretionary notice, 42 Powell Drive  
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- n) Representation regarding discretionary notice, 42 Powell Drive  
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- o) Representation regarding discretionary notice, 42 Powell Drive  
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- p) Representation regarding discretionary notice, 42 Powell Drive  
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- q) Representation regarding discretionary notice, 42 Powell Drive  
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- r) Representation regarding discretionary notice, 42 Powell Drive  
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- s) Representation regarding discretionary notice, 42 Powell Drive  
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- t) Representation regarding discretionary notice, 42 Powell Drive  
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- u) Representation regarding discretionary notice, 42 Powell Drive  
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- v) Representation regarding discretionary notice, 42 Powell Drive  
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- w) Representation regarding discretionary notice, 42 Powell Drive  
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- x) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- y) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- z) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- aa) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- bb) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- cc) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- dd) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- ee) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- ff) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- gg) Representation regarding discretionary notice, 42 Powell Drive  
Forwarded to Development Committee for review
- hh) Department of Justice and Public Safety, Fire and Emergency Services  
RE: Nasal Naloxone and Distribution Program  
Copied to the Chief Administrative Officer and the Fire Department
- ii) Services Canada  
RE: The application for funding was not recommended under the New Horizons for Seniors Project. Copied to the Chief Administrative Officer. Placed on file.
- jj) Property owner, Highroad South  
RE: Issue with water drainage  
Copied to the Chief Administrative Officer and the Director of Operations & Public Works
- kk) Department of Transportation and Infrastructure  
RE: Preliminary Engineering Requirements, Tender Amendments and Bidding process  
Copied to the Chief Administrative Officer and the Director of Operations & Public Works  
*Councillor Doyle inquired about what changes this includes.*  
*CAO advised it does include some small changes.*  
*Mayor Butt asked if the public tender amount is for projects over \$100,000.*  
*CAO advised the limits are different for contract or consulting work and acquisition of equipment and some changes were also made to those limits during the Covid-19 pandemic.*
- ll) Federation of Municipalities  
RE: New support for municipal Infrastructure  
Copied to the Chief Administrative Officer, Town Clerk, Council

- mm) Explore Downhome  
RE: Request to advertise in the Explore Travel Guide  
Forwarded to the Administration and Finance Committee
- nn) Department of Environment, Climate Change and Municipalities  
RE: 2021 Municipal Budget has been reviewed and there were no material deficiencies identified. Copied to the Chief Administrative Officer, Town Clerk  
Placed on file.
- oo) Individual request to paint the train  
Forwarded to Recreation, Special Events, Culture and Tourism committee
- pp) Heritage NL  
RE: Maintenance Grant approved for the Old Post Office and Rorke Store to a maximum of \$1500 per structure  
Forwarded to the Recreation, Special Events, Culture and Tourism committee  
*Councillor Kennedy inquired if these funds are for a certain project in particular. CAO advised this application was submitted by the EDTO for new doors and repairs for the two facilities.*
- qq) Professional Municipal Administrators  
RE: 2021 Virtual Convention & AGM  
Copied to the Chief Administrative Officer and the Town Clerk
- xx) NL Tourism  
RE: Deadline of April 30 to update business listing  
Copied to the Economic Development and Tourism Officer
- ss) MMSB  
RE: Community Waste Diversion Project, funding approved in the amount of \$9,264  
Forwarded to Public Works, Waste Management & Community Services committee  
*CAO advised this application was submitted by the EDTO for purchase of a chipper. This will now be purchased.*
- tt) The Aguathuna Drafting and Consulting Company  
RE: Introduction on the company  
Copied to the Chief Administrative Officer
- uu) Tight Lines Consulting  
RE: Municipalities NL project to support larger municipalities in efforts of "regional" economic development  
Copied to the Chief Administrative Officer and the Economic Development and Tourism Officer
- vv) Eastern Health  
RE: Grief and Bereavement Information Session, April 13 from 7-9 pm.  
Placed on social media and the Town Website.

## 7. Committee Reports

- a) Public Works, Waste Management and Community Services  
Councillor Jenkins advised that the committee met on March 24<sup>th</sup> and noted the following from the meeting:  
Conservation Corps regarding Internship Project. Deadline March 26  
The Trimble (GPS mapping module) was purchased last year and training was completed last week. The new Gas Tax Agreement requires towns to

have an Asset Management Plan in place.

*The committee recommends to make application under the Conservation Corps NL to employ an intern under the Internship Project Application. The intern placement will assist with Asset Management Inventory.*

Water Treatment Plant facility

Committee had some discussion on this as it was felt that the Town should start the planning process on this matter

MEO Report / Update

The MEO reported he has already received a few calls regarding complaints from last year that had been deferred for the winter season. The MEO will prepare a report of all the properties for review at the next meeting.

Waste Management & Community Services

Household Hazardous Waste Day is scheduled for June 5

This event takes place on the Community Centre Parking Lot. This is a partnership with the Fire Department and ERSB.

b) Administration and Finance

Deputy Mayor O'Grady advised that the committee met on March 25<sup>th</sup> and noted the following from the meeting:

Business arising

- Working from Home Policy – We are preparing a policy to set the guidelines for future times. Under further review by the Committee.
- Facility Rental Agreement – Under further review by the Committee. The CAO will make contact with the Town's insurance for further clarification and report back to Council.

Correspondence

- Resident inquired about approval for placement of "Community Cupboard"  
*The committee recommends to respond to the group to advise the Town cannot provide approval to place this structure on privately owned land and it could be suggested the group reach out to existing local foodbanks in the Town that may be able to assist.*

New Business

- Estimate for the streetscape's component of Water Street Revitalization Phase 2 –  
The town received estimates from the engineering firm on this project. The EDTO is looking at other funding sources for the War Memorial and the Farmers Market if the project costs are too high for ACOA to fund.
- Update on Next Generation 911  
Street addressing and mapping has been sent to staff and they are proceeding with their work to set up the Town of Carbonear. The project is moving forward. This will assist for first responders to locate properties.
- Reports – Fire Chief and EDTO  
The Rules of Procedure can be amended to include reports from the Economic Development and Tourism Officer.

*The committee recommends to include a report from the EDTO and Fire Chief on a quarterly basis as part of the Regular Council Meeting. The CAO to amend the Rules of Procedure accordingly.*

Ongoing matters

- Strategic Plan

The EDTO is hoping to finalize details of the engagement session with community organizations and is documenting each point of contact and follow up.

The second session with Council will be broken up into 2 sections. The amount of data/feedback collected is considerable to present. This will be presented to the group and allow time for discussion/questions. The second session will involve sorting through the goals identified and choosing which ones will be priorities. Tentative dates and times will be sent out next week.

- Alert System

The committee will schedule a webinar for one or two providers to review the services they provide.

Human Resources

**Motion 21-109**

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

*Resolved to contract Meridia Recruitment Solutions as HR Consultant for the recruitment of the Director of Operations and Public Works in accordance with Option 2 of their proposal.*

Favour 7; Opposed 0; **Carried**

Mayor Butt noted that the current Director of Operations and Public Works has done fine work with the Town and he has made many improvements for the town during his employment with the Town.

- c) Economic Development, Planning and Land Use Development  
Councillor Doyle advised that the committee met on April 7<sup>th</sup> and noted the following from the meeting:

Business Arising -

- A company is inquiring with the Town on a possible project. The EDTO is following up to obtain further details from the company. This is deferred for further information.
- Quote from Harbourside Transportation - A motion was made at the March 9 Regular Meeting to contract Harbourside Transportation. The cost to complete is \$7,955 plus HST.

**Motion 21-110**

**D. Doyle / V. Jenkins**

*Resolved that the Town of Carbonear accept the cost of \$7,955 plus HST as per the quote received from Harbourside Transportation.*

Favour 7; Opposed 0; **Carried**

- Quote from Black and McDonald in the amount of \$25,500.00 plus HST to install Traffic Lights - The Director reported Harbourside

**Motion 21-111**

**D. Doyle / A. Dowden**

*Resolved to contract Black and McDonald to complete the installation of the traffic lights at the intersection of Columbus Drive and Merchant Drive at a cost of \$25,500 plus HST.*

Favour 7; Opposed 0; **Carried**

- Municipal Plan - The committee recommends to complete a Request for Proposals for further review.

#### MEO Report

There continues to be a high number of people building sheds, etc. without permits. A reminder that it is pertinent to obtain a permit before proceeding with development.

There are various recommendations from the committee on the properties reviewed in the MEO Report.

Motion recommended:

#### **Motion 21-112**

**D. Doyle / D. Kennedy**

*Resolved to send removal orders to the following properties without permits from Council contrary to the Town of Carbonear Municipal Plan and Development Regulations:*

- 147 Valley Road, to remove portable shelter;
- 1 Chapel Place to remove accessory building;
- 34 Southside Lower Road, to remove fence constructed in road reservation;
- 6 Woodwynd Heights, to remove front deck;
- 1-3 Chapel Street, to remove greenhouse;
- 16 Gilmour Place, to remove accessory building;
- 37 Gladstone Road, to remove deck

Favour 7; Opposed 0; **Carried**

Councillor Noel noted that these removal orders are not issued without prior attempts to have the situation corrected.

CAO noted that even at this point, if the home owner submits an application that is in compliance, Council can still permit the construction.

Deputy Mayor O'Grady suggested that as it is now spring, we should put a notice on our social media to remind property owners to obtain permits.

#### Development Applications

- 193 Water Street, replace shingles and remove step structure on front roof and replace with peak roof line  
Deferred pending receipt of a drawing showing the proposed roof for the building.
- 4 Grassey Lane to construct a front step and deck

#### **Motion 21-113**

**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:*

- 4 Grassey Lane to construct a front step and deck in accordance with Section 10, Discretionary Powers of Council, in the Development Regulations.

Favour 7; Opposed 0; **Carried**

#### New Business

- Wexford Road  
Over last few years there have been inquiries to develop property on Wexford Road.

The estimate to extend services in Wexford Road is quite expensive. The Director of Operations and Public Works will investigate other options to service the area.

Mayor Butt declared a conflict on the next draft motion as this was for his brother.

Mayor Butt then left the meeting and Deputy Mayor O'Grady assumed the position of Chair.

- 1 Beverley Road, construct a greenhouse

The review process identified the application as submitted does not meet the requirements of the Town of Carbonear Municipal Plan and Development Regulations.

**Motion 21-114**

**D. Doyle / V. Jenkins**

*Resolved to refuse the following application since the development does not meet the minimum floor area requirement of 81m<sup>2</sup>, the minimum 6 m building line setback and the 7% maximum lot coverage in the Town of Carbonear Development Regulations:*

- 1 Beverly Road to construct a greenhouse.

Favour 6; Opposed 0; **Carried**

CAO noted that when a permit application is denied, a motion is required and the applicant is advised of Council's decision and they have the option to appeal council's decision.

Councillor Kennedy noted that sometime this is a bit technical and could be explained to the property owner.

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

8. Reports of Chief Administrative Officer and Department Heads  
None listed.

9. Finance

- a) Operating Invoices over \$2,000.00 in the amount of.....\$108,411.48

**Motion 21-115**

**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 \$108,411.48.*

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Conception Bay Regional Community Centre Extension

Fougere Menchenton Architecture Invoice # FMA – 21-0317.....\$3,312.00

Eastern Contracting Ltd, CP # 3.....\$59,928.82

Water Street Landscaping – Phase II (PN 20-105)

Harris & Associates, Invoice # 6805.....\$11,270.00

Storm, Sewer & Road Upgrading – White's Road, PN 20-126

Harris & Associates, Invoice # 6806.....\$11,195.25

Storm, Sewer & Street Upgrading – Phase II, Powell Drive

Harris & Associates, Invoice # 6807.....\$10,229.25

Mayor Butt declared a conflict of interest on the Invoice for the White's Road project as his sister has a property in that area.  
Councillor Noel declared a conflict of interest on the Invoice for the White's Road project as his sister-in-law has a property in that area.

**Motion 21-116**

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

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

Conception Bay Regional Community Centre Extension

Fougere Menchenton Architecture Invoice # FMA – 21-0317.....\$3,312.00

Eastern Contracting Ltd, CP # 3.....\$59,928.82

Water Street Landscaping – Phase II (PN 20-105)

Harris & Associates, Invoice # 6805.....\$11,270.00

Storm, Sewer & Street Upgrading – Phase II, Powell Drive

Harris & Associates, Invoice # 6807.....\$10,229.25

Favour 7; Opposed 0; **Carried**

Mayor Butt and Councillor Noel left the meeting and Deputy Mayor O'Grady assumed the position of Chair.

**Motion 21-117**

**D. Kennedy / V. Jenkins**

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

Storm, Sewer & Road Upgrading – White's Road, PN 20-126

Harris & Associates, Invoice # 6806.....\$11,195.25

Favour 5; Opposed 0; **Carried**

Mayor Butt and Councillor Noel were called back into the meeting.

Mayor Butt assumed the position of Chair.

10. Regulations  
None listed.
11. New Business
12. Notices of Motion  
No notices of motions were filed.

13. Adjournment

**Motion 21-118**

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

*Resolved that the meeting adjourn at 6:10pm.*

Mayor Butt advised that the next meeting is scheduled for April 27<sup>th</sup>, 2021 at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk