

Town of Carbonear
Regular Council Meeting March 22, 2022
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, March 22, 2022 at 5:30pm

Members Present: Mayor
Councillor

Frank Butt
Danielle Doyle
Chris O'Grady
Ray Noel
Peter Snow

Members Absent: Deputy Mayor
Councillor

Sam Slade
Malcolm Seymour

Also Present:

Town Clerk / Director
of Financial Operations
Chief Administrative Officer
Director of Recreation
Director of Operations
& Public Works
Economic Development &
Tourism Officer

Cathy Somers
Cynthia Davis
Rob Button

Ian Farrell
Kerri Abbott

-
1. Calling of Meeting to Order
Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:31pm. The meeting is being broadcasted through Youtube. Some members of the public are attending the meeting in person as well.
Mayor Butt announced that the winner of the Mayor for a Day contest is Nicholas O'Driscoll. Mayor Butt welcomed Nicholas and his parents to the meeting and asked Nicholas to come forward and take a seat in the Mayor's position.
Mayor Butt asked Nicholas to read his winning letter of submission to Council.
Nicholas read his letter of submission.
 2. Approval of the Agenda for March 22, 2022 Regular Meeting
Motion 22-087 **D. Doyle / C. O'Grady**
Resolved to adopt the agenda of the March 22, 2022 Regular Meeting of Council as presented to Council.
Favour 5; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – March 8, 2022
Motion 22-088 **R. Noel / P. Snow**
Resolved to adopt the minutes of the March 8, 2022 Regular Meeting of Council as presented.
Favour 5; Opposed 0; **Carried**

- b) Special Meeting – March 17, 2022
Motion 22-089 **C. O’Grady / D. Doyle**
Resolved to adopt the minutes of the March 17, 2022 Special Meeting of Council as presented.
Favour 5; Opposed 0; **Carried**

4. Business Arising from Minutes

5. Proclamations / Presentations / Delegations

- a) Green Shirt Day – April 7
Proclamation to be signed.

Mayor for the Day Nicholas O’Driscoll read the proclamation to Council
Motion 22-090 **R. Noel / D. Doyle**

WHEREAS: after the devastating events of the Humboldt Broncos bus crash that took the lives of sixteen passengers, Humboldt Broncos defenseman Logan Boulet succumbed to his injuries April 7th; and
WHEREAS: Logan’s parents Bernadine and Toby Boulet offered to donate his organs so that six lives could live on; and

WHEREAS: Logan had registered as an organ donor, after being inspired by his coach and mentor Ric Suggitt who was also an organ donor and saved six lives when he passed in 2017; and

WHEREAS: as news spread of the organ donation by this young hockey player, it is estimated that almost 150,000 people registered to become organ donors in the days and weeks that followed. To date this is the largest number of Canadians registering to become organ donors in Canadian history due to one event; and

WHEREAS: Green Shirt Day was created to honour, remember, and recognize all the victims and families of the fatal crash and to continue Logan’s legacy by inspiring Canadians to talk to their families and register as organ donors,

THEREFORE, the Town of Carbonear do hereby proclaim April 7, 2022, Green Shirt Day in the Town of Carbonear, and encourage all citizens to wear green, register their decision to become organ and tissue donors, and share their decision with their family.

Favour 5; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 9781-9787

Councillor Doyle asked Council to review the list of permits.

Mayor Butt declared a conflict on permit #9784 as this is for his business.

Motion 22-091**D. Doyle / P. Snow**

Resolved to approve permits #9781-9787, excluding #9784 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 5; Opposed 0; **Carried**

Mayor Butt then left the meeting and Councillor Doyle assumed the position of Chair.

Motion 22-092**C. O'Grady / R. Noel**

Resolved to approve permit #9784 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 4; Opposed 0; **Carried**

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

- 6.2 Correspondence, requiring Council's decision
None listed.

- 6.3 Correspondence received and action taken
Council reviewed the following correspondence and approved the action taken on each item listed:
- a) Government NL
 - Department of Municipal and Provincial Affairs
RE: Summer 2021 Drinking Water Quality Data now available
Forwarded to Director of Operations and Public Works and the Chief Administrative Officer
 - Department of Immigration, Population Growth and Skills
RE: Funding approved in the amount of \$1,500 for cost towards Multiculturalism month celebrations
Copied to the Chief Administrative Officer and the Economic Development and Tourism Officer
 - b) Resident concern regarding Vaxpass at the Carbonear Pool
Forwarded to Chief Administrative Officer
 - c) SPCA Baccalieu Trail
RE: Update of the organization and services and to arrange a meeting to review partnerships and financial assistance.
Forwarded to Administration and Finance committee
 - d) Property owner, O'Driscoll's Lane
RE: garden / lawn sales in residential neighbours

- e) MMSB
RE: Funding approved in the amount of \$2,000 under the Come Home Year Community Cleanup Project Fund. Placed on file.
 - f) Property owner regarding thank you to Municipal Enforcement Officer for his assistance on a matter.
Forwarded to the Director of Operations and Public Works and the Municipal Enforcement Officer.
 - g) Patron Pool regarding COVID guidelines for Carbonear Swimming Pool
RE: Forwarded to Chief Administrative Officer and Council.
 - h) Service Canada
RE: Funding approval in the amount of \$14,667 under the New Horizons Seniors Program
Forwarded to the Chief Administrative Officer and the Economic Development Tourism Officer.
 - i) Eastern Regional Service Board
RE: Conditions of Community Based Cleanup.
Forwarded to Public Works, Waste Management and Community Service committee
 - j) Municipal Assessment Agency
RE: Online Training Modules
Copied to Chief Administrative Officer, Town Clerk/Director of Finance and Council.
 - k) Joint Council Conception Bay North
RE: Virtual Meeting, March 31 at p.m.
Copied to Council.
7. Committee Reports
- a) Public Works, Waste Management and Community Services
CAO advised everyone received a copy of the minutes that was distributed to Council members for the March 9th committee meeting.
She noted a motion is required if Council would like to proceed with the purchase of the pick up truck. Any questions on the matter can be addressed to the CAO.
Motion 22-093 **P. Snow / C. O'Grady**
Resolved to purchase a 3500HD Regular Cab pick up truck with deck and plow from Hickman, Chevrolet, Cadillac in the amount of \$52,780 plus HST.
Favour 5; Opposed 0; **Carried**
 - b) Administration and Finance
Councillor O'Grady advised that the committee met on March 10th and noted the following from the meeting:

- Property of 12 Hayden Heights – Reviewed the requirements on regulations pertaining to the sale of land per Section 201.2. The property can now be listed for sale. The CAO will obtain three quotes from local realtors.
- Policy and procedure training for Council – A meeting with Council will be scheduled to review the Rules of Procedure document.
- Splash Centre request.

Motion 22-094

C. O’Grady / P. Snow

Whereas the Splash Centre Community Youth Network has requested financial support of the facility by the Town of Carbonear; and

Whereas the Town of Carbonear’s Donation Policy allows Council, at its discretion, to consider requests of donations for non-profit organizations outside the municipality where the organization is deemed to provide a direct benefit or service to the municipality; Be it Resolved to provide a donation of \$200 to the Splash Centre.

Favour 5; Opposed 0; **Carried**

- Accounts Receivable Update
At the time of the committee meeting, the current years taxes were: Property tax 67% collected, Water/Sewer tax 65% collected and Business tax 59% collected.
- Canadian Red Cross request for donation

Motion 22-095

C. O’Grady / R. Noel

Whereas the Town of Carbonear has received a request from the Canadian Red Cross to provide aid for those impacted by the current escalation in Ukraine – including food, water, medical supplies, shelter support, psychological support, and mobile health teams; Be it Resolved that the Town of Carbonear donate \$500 to the Ukraine Humanitarian Crisis Appeal to channel support to the Red Cross response.

Favour 5; Opposed 0; **Carried**

- Flag Raising Policy
The town had a Flags to be Flown at Half Mast Policy, but did not have a Flag Raising Policy. A new policy was drafted Community Flag Raising and Flag Protocol Policy and distributed to Council, this will replace the former policy.

Motion 22-096

C. O’Grady / R. Noel

Resolved to approve Policy #A.11 Community Flag Raising and Flag Protocol Policy as presented to Council.

Favour 5; Opposed 0; **Carried**

- Municipalities NL – Request to communities in the province to provide a letter of support to the province in support of

regionalization.

The committee recommends forwarding a letter of support.

Motion 22-097

C. O'Grady / P. Snow

Resolved that the Town of Carbonear provide a letter of support to the province in support of regionalization.

Favour 5; Opposed 0; **Carried**

➤ **Councillor Remuneration Policy**

Changes are recommended to the Councillor Remuneration Policy.

The revised policy was distributed to Council for your review.

Motion 22-098

C. O'Grady / R. Noel

Resolved to approve amended Policy #C.2. Municipal Councillor Remuneration & Benefits Policy as presented to Council.

Favour 5; Opposed 0; **Carried**

- c) **Recreation, Special Events, Tourism and Culture**
Councillor Noel advised that the committee met on March 15th and noted the following from the meeting:

- Active Living, Office of Immigration, funding application has been submitted. If successful, these funds will go towards the cost to construct a pedestrian bridge to join the recreation complex to the trail.
- RFP for the Municipal Recreation Master Plan – This is still being reviewed and more revisions to the RFP are required.
- Triathlon – Recreation Director is looking in to options for this sporting event and will report back with some recommendations.

Questions:

Councillor Doyle asked if there is any update on the pedestrian bridge. Recreation Director advised this is still being investigated. One of the groups we had contacted are not going to be doing community based projects this year, but are concentrating on recruitment and internal projects for this year. They may be interested in doing community based projects in future years. As noted earlier, we have applied for funding and we have some funds included in this year's budget. Hopefully we will be successful in obtaining funding and proceed to have the bridge completed this year. Councillor Doyle noted that it should be a priority for completion this year. Recreation Director advised the plan is to complete it this year and we are looking at other possibilities to be able to complete construction this year.

Councillor Noel declared a conflict of interest on the matter of the cost for rentals of the Princess Sheila building as his sister-in-law is one of the organizers of one of the community groups requesting to rent the facility.

Councillor Noel then left the meeting.

Motion 22-099

C. O'Grady / P. Snow

*Whereas the Town of Carbonear are receiving requests for the use of the Princess Sheila Building by community groups; and
Whereas the Town of Carbonear intends to be consistent in the rental fees for the community groups;*

Be it Resolved to set the rate of \$50/hr for the first hour and \$25/hr for each subsequent hour to be included in the rental agreement between the Town of Carbonear and community groups using the facility.

Favour 4; Opposed 0; **Carried**

Councillor Noel was called back into the meeting.

- d) Economic Development, Planning and Land Use Planning
Councillor Doyle advised that the committee met on March 17th and noted the following from the meeting:
- Monitoring businesses that are not in compliance with the regulations. The Enforcement Officer is continuing his investigation on these items.
 - Several development applications are still being worked on.
 - Development applications to date have increased this year which is very encouraging.
 - There has been a business inquiry on land on Columbus Drive. Staff are working with the developer on this matter.
 - Correspondence on lawn sales, lawn sales are permitted on a periodic basis, but are not permitted on a daily basis.

The following motions are presented.

Motion 22-100

D. Doyle / P. Snow

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:

- *To operate a computer repair/retail store from 27 Goff Avenue conditional upon the following: no objections to the discretionary use notice; obtaining approvals from Service NL and/or other applicable government departments and agencies and the application being referred back to committee and council for further review if objections are received in response to the discretionary notice;*
- *To operate a business office at 27 Goff Avenue conditional upon the following: no objections to the discretionary use notice; obtaining approvals from Service NL and/or other applicable government departments and agencies and the application being referred back to committee and council for further review if objections are received in*

- *response to the discretionary notice;*
 - *To operate a Massage Therapy Clinic at 22 Goff Avenue conditional upon obtaining approvals from Service NL and/or other applicable government departments and agencies;*
 - *To operate a Massage Therapy Clinic at 22 Goff Avenue conditional upon obtaining approvals from Service NL and/or other applicable government departments and agencies;*
- Favour 5; Opposed 0; **Carried**

Mayor Butt declared a conflict on the next motion being recommended as he owns property in the Downtown Heritage Area. Mayor Butt then left the meeting.

Councillor O'Grady assumed the position of Chair.

Motion 22-101

D. Doyle / P. Snow

Whereas it is the objective of the Carbonear Municipal Plan to preserve and enhance the vitality and viability of the Downtown Heritage Area as the economic, historic, social and cultural centre of Carbonear and maximize its economic potential as a tourism resource; and

Whereas the Downtown Heritage Area Policy is for Council to ensure a good mix of commercial uses;

Be it Resolved that only commercial uses will be considered, for the street level space, in the buildings in the Downtown Heritage Area.

Favour 4; Opposed 0; **Carried**

Councillor Doyle noted that this does not affect those currently operating. Prior to this, Council would consider 25% of the street level space of the building for commercial use. With this change, Council will only consider commercial uses for entire ground floor in the buildings in the Downtown Heritage Area.

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

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Recreation

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

Pool & Rec Maintenance

- 1.) New scoreboards are shipped and in transit. Should be here within a couple of weeks

Financial & Program Analysis

Pool revenue up from last year this time, however last year the pool was closed for several months. Pool visits are doubled for the same period last year. Lesson registration is up, next registration will be after Easter.

Programs & Grants

- 1.) Submitted application for funding under the ActiveNL initiative to aid in the construction of a Bridge to connect our trail system with the recreation complex. (\$15,000)
- 2.) Working on some activities for June to promote the Community Better Challenge. Carbonear has been registered to compete for the national prize again this year. We had a strong showing last year, and hoping to build on it this year, to become Canada's most active community. Further information to follow on this challenge.
- 3.) Applications for Athlete of Year are now available. Have been shared online, as well as, sent to sporting groups and schools. Looking forward to seeing all the achievements of the youth over the past year. Deadline to submit is March 31st. Will also put the call out for the scholarship for high school graduates of 2021. Will also have a team award and volunteer award as well. This will be awarded after Easter break.

Questions:

Councillor Doyle asked if there is any update on other recreation programs for other activities. Director of Recreation advised that he is currently working on agreements with other venue providers and staffing for these other recreation programs. He will provide an update to Council when more details are determined.

- b) Director of Operations and Public Works
CAO advised the Director of Operations and Public Works provided a copy of his report to Council.
There are a couple of motions that he is requesting regarding service contracts for electrical and overhead door servicing and maintenance:

In the absence of the Director and both committee members tonight, any questions can be directed to the CAO

Motion 22-102

P. Snow / Doyle

Whereas the Town of Carbonear tendered for a service contract for garage door maintenance and miscellaneous work; and

Whereas Overhead Doors (NFLD) Limited provided the best value in accordance with the tender requirements;

Be it resolved to award the service contract for overhead doors to Overhead Door (NFLD) Limited.

Favour 5; Opposed 0; **Carried**

Motion 22-103

C. O'Grady / D. Doyle

Whereas the Town of Carbonear tendered for a service contract for

electrical services; and
Whereas Oliver Controls and Electric Inc. provided the best value in
accordance with the tender requirements;
Be it resolved to award the service contract for electrical services to Oliver
Controls and Electric Inc.
Favour 5; Opposed 0; **Carried**

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of.....\$66,292.71
Motion 22-104 **C. O'Grady / P. Snow**
Resolved that the Town of Carbonear approve for payment the list of
operating invoices over \$2,000 totaling \$66,292.71 as submitted to Council.
Favour 5; Opposed 0; **Carried**

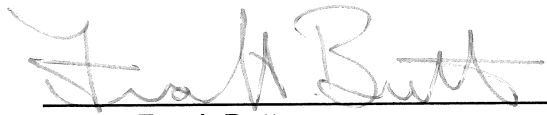
10. Regulations for Adoption
None listed.

11. Notices of Motion
No notices of motions were presented.

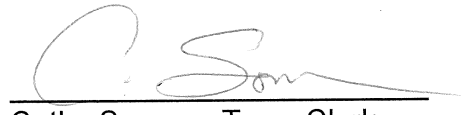
12. New Business
No new business.

Mayor Butt reminded Council that March 26 is Purple Day and yesterday was
World Down Syndrome Day.

13. Adjournment
Motion 22-105 **R. Noel / C. O'Grady**
Resolved that the meeting adjourn at 6:26pm and that Council meet again for a
Regular Council Meeting on Tuesday, April 12, 2022 at 5:30pm.
Favour 5; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk