

**Town of Carbonear
Regular Council Meeting April 26, 2022**

Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, April 26, 2022 at 5:30pm

Members Present: Mayor Frank Butt
Deputy Mayor Sam Slade
Councillor Danielle Doyle
Chris O'Grady
Ray Noel
Malcolm Seymour

Members Absent: Councillor Peter Snow

Also Present: Town Clerk / Director
of Financial Operations Cathy Somers
Chief Administrative Officer Cynthia Davis
Director of Operations
& Public Works Ian Farrell
Economic Development &
Tourism Officer Kerri Abbott

1. Calling of Meeting to Order
Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:33pm. The meeting is being broadcasted through Youtube.
Mayor Butt passed along regrets from Councillor Snow who was not in attendance.
2. Approval of the Agenda for April 26, 2022 Regular Meeting
Motion 22-124 R. Noel / C. O'Grady
Resolved to adopt the agenda of the April 26, 2022 Regular Meeting of Council as presented to Council.
Favour 6; Opposed 0; **Carried**
3. Adoption of the minutes
 - a) Regular Meeting – April 12, 2022
Councillor Seymour noted that he voted against Motion 22-117 and would like the minutes amended to reflect that.
Motion 22-125 S. Slade / Doyle
Resolved to adopt the minutes of the April 12, 2022 Regular Meeting of Council as presented and amended to include Councillor Seymour voted against Motion 22-117.
Favour 6; Opposed 0; **Carried**
4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations

a) Municipalities NL

RE: Municipal Awareness Week, May 9-13.

Proclamation to be signed

Motion 22-126

S. Slade / C. O'Grady

Whereas municipal government is responsible for the provision of services that enhance the quality of life of its citizens, and

Whereas dedicated mayors, councillors, and staff are essential for the effective governance of their municipalities, and

Whereas collaboration, partnerships and citizen involvement are essential for active, sustainable and vibrant communities; and

Whereas it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities.

Therefore Be It Proclaimed that May 9-13, 2022, be known as Municipal Awareness Week in municipalities of Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all those efforts that support it.

Favour 6; Opposed 0; **Carried**

b) Community Sector Council - Volunteer Week, April 24-30

Proclamation to be signed

Motion 22-127

R. Noel / D. Doyle

Whereas The Town of Carbonear recognizes the enormous contribution that volunteers and community organizations make to the social, cultural and economic development of our province; and

Whereas It has been recognized that volunteers in Newfoundland and Labrador have a significant and positive impact on the quality of life for our citizens; and

Whereas The Town of Carbonear acknowledges the theme "VOLUNTEERING IS EMPATHY IN ACTION – VOLUNTEERING BRINGS HEART TO CANADA'S COMMUNITIES" for Volunteer Week 2022 and recognizes the many people who contribute to our town by volunteering.

Therefore, we sign this proclamation and declare the period from April 24 to 30 in 2022 be observed as Volunteer Week in the Town of Carbonear.

Favour 6; Opposed 0; **Carried**

- c) World Ovarian Cancer Day - May 8, 2022

Proclamation for signing.

Motion 22-128

C. O'Grady / M. Seymour

Whereas Ovarian Cancer has no early detection testing, and

Whereas Ovarian Cancer symptoms are often confused with other less severe illnesses, and

Whereas Ovarian Cancer has the lowest survival rate of all female cancers, and

Whereas as many as 23 percent of women with Ovarian Cancer have an inherited genetic mutation, and

Whereas genetic testing is a way to identify people at high risk before they develop Ovarian Cancer.

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Carbonear hereby proclaims Sunday, May 8, 2022, World Ovarian Cancer Day in the Town of Carbonear and encourage all citizens of the Town of Carbonear to talk to their health providers about Ovarian Cancer and seek to learn more about the disease.

Favour 6; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 9799-9806, 9808-9818

Councillor Doyle asked Council to review the list of permits.

Deputy Mayor Slade declared a conflict of interest on permit #9802 as it is for his brother-in-law.

Motion 22-129

D. Doyle / R. Noel

Resolved to approve permits #9799-9806, 9808-9818, excluding #9802 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 6; Opposed 0; **Carried**

Deputy Mayor Slade then left the meeting.

Motion 22-130

D. Doyle / C. O'Grady

Resolved to approve permit #9802 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 5; Opposed 0; **Carried**

Deputy Mayor Slade was called back into the meeting.

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 Justice and Public Safety
RE: 2022 Training School Information, forwarded to the Fire Department, Chief Administrative Officer and the Director of Operations and Public Works.
 - Department of Fisheries, Forestry and Agriculture
RE: Community Garden Support Program
Forwarded to the Recreation, Special Events, Culture and Tourism committee, Chief Administrative Officer and the Director of Recreation
 - Department of Transportation and Infrastructure
RE: Changes to Master Specifications
Copied to the Chief Administrative Officer and the Director of Operations and Public Works
- b) Volunteens Coordinator, Splash Centre
RE: potential partnership
Forwarded to the Recreation, Special Events, Culture and Tourism committee, Chief Administrative Officer and the Economic Development and Tourism Officer
- c) Service Canada
RE: Approval of Canada Summer Jobs
Copied to the Recreation, Special Events, Culture and Tourism committee
Councillor Doyle asked how the approval compares to last year.
CAO advised it is in the EDTO report later in the meeting.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Deputy Mayor Slade advised that the committee met on April 13th. Council can peruse the minutes and address any questions to him or the CAO or the Director of Operations and Public Works. Deputy Mayor Slade presented the following motions:

Motion 22-131

S. Slade / R. Noel

Resolved to purchase a 3500HD Regular Cab pickup truck with deck and plow from Hickman, Chevrolet, Cadillac in the amount of \$79,680 plus HST.
Favour 6; Opposed 0; **Carried**

Motion 22-132

S. Slade / C. O'Grady

Resolved that the Town of Carbonear approve change order # 12 for the

Princess Sheila NaGeira Theatre Extension project in the amount of \$3,357.75 to enclose the ceiling in the storage room as required by the Fire Inspection.

Favour 6; Opposed 0; **Carried**

Deputy Mayor Slade noted that the next motion is pertaining to a change order for the White's Road, Storm Sewer and Road Upgrading project. Mayor Butt and Councillor Noel declared a conflict on this matter as Mayor Butt has a sister who owns property in the area and Councillor Noel has a sister-in-law that owns property in the area.

Mayor Butt and Councillor Noel left the meeting.
Deputy Mayor Slade assumed the position of Chair.

Motion 22-133

M. Seymour / C. O'Grady

Resolved that the Town of Carbonear approved change order # 001 for the White's Road, Storm Sewer and Road Upgrading project in the amount of \$5,032.77 for additional asphalt and curb work.

Favour 4; Opposed 0; **Carried**

Mayor Butt and Councillor Noel were called back in to the meeting.

Councillor O'Grady noted that the two previous motions relating to the purchase of the *3500HD Regular Cab pickup truck should be rescinded*. Town Clerk will present the motions to be rescinded at the next meeting.

Inquiry about a time line when the Water Street Phase 2 project will start. We are currently waiting on approval to call tender on the project.

Inquiry on report of the building at 47 Water Street.
Director of Operations and Public Works advised the hazardous assessment report is back on this property. This will be discussed in tomorrow's Public Works meeting.

b) Administration and Finance

Councillor O'Grady advised that the committee met on April 18th and noted the following from the meeting:

- Accounts Receivable Update for current year's taxes collected – 76% Property tax, 76% Water/Sewer tax and 82% Business Tax. Staff are continuing follow up with clients for payment arrangements to avoid discontinuation of water services for outstanding taxes.
- Town Clerk to arrange to have appraisals completed on properties the

Town acquired through tax sale.

- 190 Water Street – There were no responses to the RFP for the property. The Director of Operations and Public Works is obtaining an estimate from a contractor on the cost for the Town to complete structural work to repair the floor. Once this is obtained, there will be further discussion with committee to determine if this is a feasible option prior to advertising the RFP again.
- Committee discussed the strategic planning session. The EDTO will be presenting with each committee to review the information pertinent to each committee.
- Policies and procedure training for Council. Town Clerk to send out an email for a suitable meeting time, possibly May 9th to see who is available.

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

- Discussion on development without permits, reminder again to obtain permits for development before proceeding with work.
- Planner approved to prepare RFP for Town Plan Review
- Several applications still be worked on with staff and developers.
- Development Applications

Town Clerk reminded Council to review the details in the Committee Minutes to ensure there are no conflicts with the properties listed in the motion to approve the applications.

Motion 22-134

D. Doyle / R. Noel

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 replace an existing cabin at longitude 5288312.25 and latitude 326461.34 Line Road conditional upon receipt of applicable approvals from the Department of Environment and Climate Change (Water Resources Division) and other applicable government departments and agencies;*
- *to complete an extension to an existing cabin and install a new well and septic system, at Lot 44 in the Line Road, conditional upon receipt of applicable approvals from Department of Environment and Climate Change (Water Resources Division), Digital Government and Service NL and other applicable government departments and agencies;*
- *to construct an accessory building at 171 – 175 Water Street, conditional upon requirements of the Heritage zone;*

- *to complete renovations to an existing building at 141 Water Street conditional to meeting the requirements of the Heritage area and applicable approvals from Digital Government and Service NL and/or other applicable government departments and agencies;*
- *to complete renovations to an existing building at 151 Water Street conditional upon meeting the requirements of the Heritage area and applicable approvals from Digital Government and Service NL and/or other applicable government departments and agencies.;*
- *a dog and cat grooming business at 42 Mahaney's Lane conditional upon no objections being received from the Discretionary Use Advertisement and approvals from other applicable government departments and agencies.*

Favour 6; Opposed 0; **Carried**

Motion 22-135

D. Doyle / M. Seymour

Whereas there has been no permit issued for residential dwelling units at the street level of 203-211 Water Street; and

Whereas investigation by the Town has confirmed that the street level floor of the building at 203-211 Water Street is being used for residential units without a permit from Council contrary to the Town of Carbonear Municipal Plan and Development Regulations;

Be it Resolved to send an order to the property owner of 203-211 Water Street to cease use of the street level floor of the building at 203-211 Water Street for residential dwelling units in accordance with requirements of other applicable legislation, government departments and/or agencies.

Favour 6; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Economic Development and Tourism Officer

EDTO presented the following from her report to Council:

Summer Student Funding: 30 positions through Canada Summer Job 2 Young Canada Works
Still awaiting notification from the provincial government

Summer Tourism/ Come Home Year preparation: The Museum Manager position has been advertised. The previous museum manager has moved on to another position.

Our summer program will build on the successful initiatives from last year, including adding new performance pieces and programming.

As part of the Come Home Year preparations, we have been working with local community organizations to assist with planning and filling a schedule of a summer of events. The bulk of the Come Home Year specific events will be hosted in the week leading up to the Carbonear Days weekend, however, we will also be showcasing literary/visual arts and live

theatre pieces through the museum staff and those we've been in touch with and continue to build on.

We are happy to report that we will be including performances of a play written by local resident as part of our Come Home Year activities in August. Museum Manager will be working with the EDTO to finetune the performances and will feature both students and local residents.

Advertising:

The Highway signage is printed, with the signs being installed in the next few weeks. Our banners, which have now been placed on poles throughout downtown arrived and have suffered no damage so far. We currently have advertising in place that is reflective of Carbonear as the place to start a business, promoting our businesses, as well as Carbonear being a place to live, work and play. These will continue to run during the months of June, July and August.

Physician Recruitment

The EDTO has been working with the Mun School of Medicine. Initial contact was made prior to COVID, with the Town being invited to attend a fair and set up a booth. For the last 2 years, there have been no opportunities to partner and share information on Carbonear through organized partnerships with the school. However, now things are returning to a new normal. The EDTO has been meeting with medical students on a regular basis who are coming to the area for training. More partnerships have been identified and planned for the start of September.

Immigration/ Welcoming Community Initiative:

2nd Phase has been approved for funding with the position being advertised. The deliverables are clearly defined as per the funding proposal guidelines, which include more engagement sessions with business owners, training programs, and monthly sessions hosted by the Town for those interested.

Carbonear Connect: Created an online registration form for residents/businesses/interested parties to sign up to receive e-updates from the Town of Carbonear. Uptake increases each time the e-updates are sent out.

Social Media/Website Continually working on creating a recognizable branding for different types of notices, for example those for water leaks or notices regarding upcoming bulk/waste collection.

Graphics for different events, press releases, community notices and explanation of do's and don'ts. (ie. What is recyclable)

Economic Development: In 2021, we had 20 new businesses. First quarter 2022, we have had 3 new businesses open or receive approvals to open. Currently, we have 3 going through the process which includes Service NL approvals.

There are 7 more that have intention to open in Carbonear and are in process of securing leases or commercial space in specific locations. Weekly, we receive communication from businesses interested in operating in Carbonear and asking questions about the process and regulations. Our latest businesses have been typically younger, owner/operated businesses with many of the upcoming being a diverse range of types. As expected, there have also been inquiries from those who moved from commercial space to residential (either within

the Town or outside) to move back to commercial spaces. Again, adequate commercial space that is “walk in ready” is a concern as we have businesses searching for ideal locations with minimal start up costs related to that.

EDTO continues to reach out to different types of business to attract/recruit to Carbonear, with more favorable responses in the last 3 months as corporations are starting to think about building again.

Funding applications: Phase II of the Downtown Revitalization Project has been approved. We are currently preparing two applications to funders for portions of the Farmers Market piece of work. A great deal of research has been completed for one application which requires extra information on markets, market readiness of vendors, types of vendors and floor plans.

Additional funding proposals are in various stages of readiness for upcoming funding calls – including cultural/heritage based, accessibility, and marketing.

Video Production: The video production work is continuing, with the film crew visiting Carbonear over various times to capture Carbonear in different seasons. As we head into a greener season, the team have been in touch with the Director of Recreation to determine best times to film use of our recreation facilities. The CAO and EDTO have met with the team to hear preliminary scripts for some of the videos identified in the RFP. The EDTO will build on the video script and imagery to create a cohesion in our marketing/branding. Utilizing some of the concepts from the scripts we can build a more comprehensive and lasting campaign as the video production RFP encompassed all aspects of the Town of Carbonear.

Strategic Plan

Initially started in February of 2021, the Strategic Plan had been extended to ensure that more stakeholders could be comfortable with engagement due to the public health guidelines. Surveys, meetings, focus groups and telephone calls have been completed, including a thorough search of all available plans, policies, research documents for the Town and partner organizations. The Council has been presented the “What we Heard” findings and identified initiatives, which will now be reviewed through the corresponding Standing Committees. A “What We Heard” Document will be released, with the final Strategic Plan within 30 days.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of.....\$ 47,566.63

Motion 22-136

C. O’Grady / R. Noel

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$47,566.63 as submitted to Council.

Favour 6; Opposed 0; **Carried**

10. Regulations for Adoption

None listed.

11. Notices of Motion

No notices of motions were presented.

12. New Business

None listed.

- Mayor Butt advised he met with the RCMP Staff Sergeant and was introduced to the officer who is moving into that position.
- Mayor Butt noted the it was a tremendous job done by Carbonear Volunteer Fire Department and the Victoria Volunteer Fire Department and Salmon Cove Volunteer Fire Departments who were on the scene at the Water Street fire on April 14 and 15. He commended all of them on their work. The Stone Jug is holding an appreciation dinner for them on Thursday. Many people showed appreciation by dropping off food and coffee to the Fire Department members on the scene. Council thanked the members as well.
- Deputy Mayor Slade noted that there are many volunteers with the town and expressed thanks to all who volunteer.

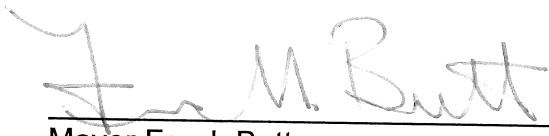
13. Adjournment


Motion 22-137

S. Slade/ R. Noel

Resolved that the meeting adjourn at 6:24pm and that Council meet again for a Regular Council Meeting on Tuesday, May 10, 2022 at 5:30pm.

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt

Cathy Somers, Town Clerk