

Town of Carbonear
Regular Council Meeting June 28, 2022

Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, June 28, 2022 at 5:30pm

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

Also Present: Chief Administrative Officer Cynthia Davis
 Town Clerk / Director
 of Financial Operations Cathy Somers
 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 5:32pm. The meeting is being broadcasted through YouTube.
2. Approval of the Agenda as amended for June 28, 2022 Regular Meeting
 Motion 22-197 C. O'Grady / S. Slade
 Resolved to adopt the agenda of the June 28, 2022 Regular Meeting of Council as presented to Council with the following additions:
 6.1 (b) 183 Water Street- to construct a solarium and a rear deck
 (c) 7 Burnt Head Road - to replace front deck at 7 Burnt Head Road
 (d) 50 Long's Hill – to replace front deck and construct a deck on the garage
 Favour 7; Opposed 0; **Carried**
3. Adoption of the minutes
 a) Regular Meeting – June 21, 2022
 Motion 22-198 S. Slade / D. Doyle
 Resolved to adopt the minutes of the June 21, 2022 Regular Meeting of Council as presented.
 Favour 7; Opposed 0; **Carried**
4. Business Arising from Minutes
 a) Notice of Motion, Rules of Procedure
 Motion 22-199 C. O'Grady / P. Snow

Resolved to approve the amendments to the Rules of Procedure as recommended by the Administration and Finance Committee and distributed to Council.

Questions & Discussion on the motion.

Councillor Doyle noted that she would be voting against the changes. She noted that with the previous Council, there were three members on each of the standing committees of council and she felt that having only two members of council on each committee diminishes the voice of the residents, so she would prefer to have three members of Council on each standing committee with the Mayor as ex-officio on all committees.

Council discussed the matter further, and all members of Council indicated they would be fine with three members on each standing committee with the Mayor as ex-officio on each committee.

Vote on the Motion:

Favour 1; Opposed 6; Motion Defeated

Councillor O'Grady was in favour of the motion.

Mayor Butt, Deputy Mayor Slade, Councillors Doyle, Noel, Seymour and Snow opposed the motion.

The Finance and Administration Committee will revise the Rules of Procedure and make a Notice of Motion at the next scheduled Council meeting.

Councillor Doyle also suggested that Council review the schedule of Council meetings as well. Committee to review that further.

5. Proclamations / Presentations / Delegations
None listed.

6. Permits and Correspondence

- 6.1 a) Permit Listing # 9930-9945

Councillor Doyle asked Council to review the list of permits for possible conflicts. There were conflicts identified.

Motion 22-200

D. Doyle / P. Snow

Resolved to approve permits # 9930-9945 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**

- (b) 183 Water Street- to construct a solarium and a rear deck
- (c) 7 Burnt Head Road - to replace front deck at 7 Burnt Head Road
- (d) 50 Long's Hill – to replace front deck and construct a deck on the garage

Motion 22-201

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:

- *to construct a solarium and a rear deck at 183 Water Street, conditional upon requirements of the Heritage zone;*
- *to replace front deck at 7 Burnt Head Road per Section 10, Discretionary Powers of Council;*
- *to replace front deck and construct a deck on the garage at 50 Long's Hill per Section 10, Discretionary Powers of Council.*

Favour 7; Opposed 0; **Carried**

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:

- a) Municipal Assessment Agency
RE: Update from the Board of Directors meeting. Forwarded to Council and Administrative Staff.
- b) Business owner, Water Street
RE: Summer activities
Forwarded to Recreation, Special Events, Culture and Tourism committee
- c) Government of NL
 - i) Department of Municipal and Provincial Affairs
RE: Tax Receivable Summary, Tax Recovery Plan
Forwarded to the Town Clerk and the Chief Administrative Officer and the Administration and Finance committee.
 - ii) Strategic Sourcing Division | Public Procurement Agency
RE: Light-duty Vehicles / Light-duty Specialty Vehicles: Contract Update
Forwarded to the Chief Administrative Officer and the Director of Operations and Public Works.
 - iii) Department of Children, Seniors and Social Development
RE: 2022-23 Age-Friendly Newfoundland and Labrador Communities Program
Forwarded to Recreation, Special Events, Culture and Tourism committee.

- d) Commemoration Donation Application to donate a memorial bench
Forwarded to Recreation, Special Events, Culture and Tourism committee.
- e) Community Organization request to participate in the Come Home Year Festivities
Forwarded to the Economic Development and Tourism Officer and the Recreation, Special Events, Culture and Tourism committee.
- f) Property owner, Irishtown Road
RE: Bulk Garbage
Forwarded to Public Works, Waste Management and Community Services Committee.
- g) Property owner, Burnt Head Road
RE: Permit to replace front step
Forwarded to Development committee.
- h) Property owner, Joe Taylor's Lane
RE: Civic Numbering Policy
Forwarded to Public Works, Waste Management and Community Service.

7. Committee Reports
No reports listed.

8. Reports of Chief Administrative Officer and Department Heads

- a) Director of Operations and Public Works
The Director of Operations and Public Works reviewed the following from his report with Council:
Infrastructure and Public Works
 - New Catch Basin maintenance program is implemented and is going well. 27 catch basins have been inspected and cleaned to date. Inspections so far have uncovered 3 significant problems requiring to be addressed in the future under work orders. This work is currently being performed when other pressing items are closed, and usually during wet weather (warm weather is reserved for asphalt work, mostly).
 - Currently developing a new sanitary manhole maintenance program to ensure regular maintenance and inspection.
 - Currently developing formal report for capital projects to be updated on an on-going basis and reported at public work committee meeting regularly.
 - Currently developing and populating GIS program with better capabilities for organizing information and helping with decision-making.
 - In the past 6 months 329 Work Orders have been issued to Public Works staff, and there are currently 24 outstanding.

Each could be ½ day or 1 to days to complete.

- Public Works are actively repairing asphalt areas as weather and time allows.

Municipal Enforcement

- Have had a number of occurrences of developers/contractors misusing Town property. Fire hydrants are being opened without Town permission, for instance. Even have had two occurrences of ditches being improperly filled-in. Contractor's often close roads/lanes without permission. Currently working on an education piece to publish to social media.

Capital Projects

- Water Street Phase 3
Currently working on RFP for Consultant Services
This work will take place next year
- Water Street Phase 2
Awaiting approval from government to proceed with call for tenders.
They are waiting on environment approval.
Awaiting design revisions from consultant to include trenching for electrical conduit previously omitted.
Mayor Butt asked when this project should proceed.
Director of Operations and Public Works advised it should be another 6-8 weeks. Consultant is working with Municipal Affairs on the matter.

Mayor Butt inquired about questions on the Water Street property damaged by fire.

Director of Operations and Public Works noted he had nothing to report on that matter.

Deputy Mayor Slade noted that in regards to a contractor in the area using the fire hydrant, he well knows how to operate a fire hydrant.

Director of Operations and Public Works noted that the Town is ultimately responsible. CAO also noted that the Town does not complete any flushing of fire hydrants without notice to property owners in the area affected as it stirs up the water. She noted this particular incident was close to a business that depends on water.

Contractors need to contact the staff and the Town could then coordinate with them.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$46,527.65
Motion 22-202 C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$46,527.65 as submitted to Council.
Favour 7; Opposed 0; **Carried**

10. Regulations for Adoption
None listed.

11. Notices of Motion
No Notice of Motion was filed.

12. New Business

a) Mandatory Mask review

Motion 22-203

C. O'Grady / P. Snow

Whereas Newfoundland and Labrador mask guidance states that wearing a non-medical mask that covers the nose and mouth is not mandatory, but strongly recommended for people 5 years or older, with some exceptions; Be it resolved that in accordance with provincial guidance, it is no longer mandatory for the public entering Town of Carbonear facilities to wear a non-medical mask; however, it is strongly recommended; and Be it further resolved that where the public have requested attendance at an in-person meeting with Council and/or staff, a non-medical mask may be required and, if so, a mask will be provided upon arrival.

Favour 7; Opposed 0; **Carried**

b) Other

- Mayor Butt noted the 20TH Anniversary of Tim Hortons in Carbonear.
- Mayor Butt noted that the meetings for July and August are at the call of the Chair.

He then noted the meeting dates will be:

July 21, 2022 and August 16, 2022.

Deputy Mayor Slade asked if any permits will be held up because of there being only one meeting each month.

Councillor Doyle noted that only permits that do not meet the Municipal Plan and Regulations and any application that is a Discretionary Use would have to be considered by Council.

If there are permits held up, we can call a special meeting, where they can be reviewed. Permit applications that meet the conditions of the Municipal Plan and Regulations can be issued.

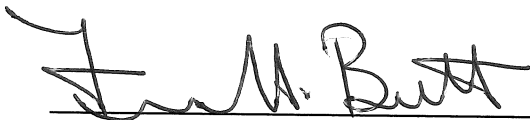
13. Adjournment

Motion 22-204

S. Slade / R. Noel

Resolved that the meeting adjourn at 6:03 pm and that Council meet again for a Regular Council Meeting on Thursday, July 21, 2022 at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk