

**Town of Carbonear**  
**Regular Council Meeting January 11, 2023**  
Minutes of a regular meeting of the Council of the Town of Carbonear held  
In Council Chambers, January 11, 2023 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  
                         EDTO                                      Kerri Abbott

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1.      Calling of Meeting to Order  
         Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:30pm. The meeting is being broadcasted through YouTube.
  2.      Approval of the Agenda for January 11, 2023 Regular Meeting  
         **Motion 23-001**                                      **C. O'Grady / M. Seymour**  
         *Resolved to adopt the agenda of the January 11, 2023 Regular Meeting of Council as presented to Council.*  
         Favour 7; Opposed 0; **Carried**
  3.      Adoption of the minutes
    - a)      Regular Meeting - December 13, 2022  
                 **Motion 23-002**                                      **R. Noel / P. Snow**  
                 *Resolved to adopt the minutes of the December 13, 2022 Regular Meeting of Council as presented.*  
                 Favour 7; Opposed 0; **Carried**
    - b)      Special Meeting – December 15, 2022  
                 **Motion 23-003**                                      **P. Snow / M. Seymour**  
                 *Resolved to adopt the minutes of the December 15, 2022 Special Meeting of Council as presented.*  
                 Favour 7; Opposed 0; **Carried**
  4.      Business Arising from Minutes  
         No business arising.

5. Proclamations / Presentations / Delegations  
None listed.
6. Permits and Correspondence
- 6.1 Permit Listing # 10136-10139  
Councillor Doyle asked Council to review the list of permits for possible conflicts.  
**Motion 23-004 D. Doyle / C. O'Grady**  
*Resolved to approve permits # 10136-10139 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**
- 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) Government of NL  
Department of Municipal and Provincial Affairs
- Approval is given to the town to borrow from the Bank of Nova Scotia an amount not exceeding \$147,149 to finance project No 17-GI-20-00039 Highroad South Water and Sewer.
  - Approval is given to the town to borrow from the Bank of Nova Scotia an amount not exceeding \$205,594 to finance project No 17-GI-21-00041 Valley Road Water and Sewer Phase 3
  - Approval is given to the town to borrow from the Bank of Nova Scotia an amount not exceeding \$53,685 to finance project No 17-GI-20-00092 Marshall Drive Water and Sewer and Street Upgrading  
Copied to the Chief Administrative Officer and the Town Clerk. Placed on file.  
*Question: Councillor Doyle, Is this the completed project. CAO advised the project is completed, it took a while to get the approvals from government.*
- Department of Environment and Climate Change
- RE: 2023 Water and Wastewater Workshop\  
Copied to the Director of Operations and Public Works and the Chief Administrative Officer
  - RE: Waste Water Systems Report



**Motion 23-006****C. O'Grady / R. Noel**

*Under Section 6. (5) of the Municipal Conduct Act, Be it Resolved that the Town of Carbonear Council does not consider Councillor Seymour to be in conflict of interest on the Adelaide Street Water Sewer Storm Street Upgrades Project #17-MYCW-22-00030.*

Favour 6; Opposed 0; **Carried**

Councillor Snow declared a conflict of interest on the Adelaide Street (Phase I) Water Sewer Storm Street Upgrades Project #17-MYCW-22-00030 as his sister owns a property in that area.

Councillor Snow then left the council meeting.

**Motion 23-007****S. Slade / M. Seymour**

*Whereas a tender call was advertised and bids received for the Adelaide Street (Phase I) Water Sewer Storm Street Upgrades Project #17-MYCW-22-00030, and*

*Whereas the engineering consultant has identified that there is a funding shortfall, and*

*Whereas the engineering consultant has verified that the preferred bidder's documents are in good order and recommends to award,*

*Be it resolved that the Town of Carbonear award a contract to Cougar Engineering for \$1,069,500 HST included and then reduce the contract scope to bring the project within budget subject to receipt of Approval to Award from the Department of Municipal and Provincial Affairs.*

Favour 6; Opposed 0; **Carried**.

Councillor Snow was called back in to the meeting.

b) Administration and Finance

*Councillor O'Grady noted that the committee met on January 5<sup>th</sup>.*

*Councillor O'Grady presented the following motions:*

**Motion 23-008****C. O'Grady / P. Snow**

*Whereas it was identified that the Town's current Respectful Workplace Policy does not address changes related to harassment in the provincial legislation; and*

*Whereas the Town's policy is required to be in compliance with provincial legislation;*

*Be it Resolved to adopt the Respectful Workplace Policy and Harassment Prevention Plan as prepared by legal counsel and distributed to Council.*

Favour 7; Opposed 0; **Carried**

**Motion 23-009****C. O'Grady / R. Noel**

*Whereas Ricoh Canada Inc. is an approved supplier with Canoe Procurement, Be It Resolved that the Town of Carbonear purchase a Ricoh IM C3500LT multi-function photocopier from Ricoh Canada Inc. for the price of \$8,193.06 + HST.*

Favour 7; Opposed 0; **Carried**

**Motion 23-010**

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

*Whereas an internal review was completed for the salary of the position of Economic Development and Tourism Officer; and*

*Whereas the review identified that the current position for the salary was not competitive;*

*Be it Resolved to set the salary for the position effective January 1, 2023 as recommended by the Administration and Finance Committee in the January 5, 2023 committee meeting.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Slade inquired about the committee for Locomotive 803 Restoration. Discussed.

Councillor O'Grady noted that Council would review the Terms of Reference for the Committee. Deputy Mayor Slade requested that the Committee meet as soon as possible. Meeting is scheduled for Monday, 3:45pm.

8. Reports of Chief Administrative Officer and Department Heads

a) CAO

CAO advised that she previously distributed her report to Council. The expenses to date for 2022 are within budget. There are other invoices to be entered, but we will be within budget and any funds budgeted but not spent are carried forward to 2023. Any questions can be addressed to the CAO.

9. Finances

a) Operating Invoices over \$2,000.00 in the amount of..... \$143,686.50

**Motion 23-011**

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

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$143,686.50 as submitted to Council.*

Favour 7; Opposed 0; **Carried**

b) Capital Invoices:

Paving 2022

Harbourside Transportation Consultants, Invoice # 2641.....\$12,678.75

Director of Operations and Public Works advised Council of the list of streets included in the Paving 2022 project: Capt. Seth Osmond's Lane, section of

Highroad South (Saddle Hill area), Chapel Street and section of Lower Southside Road.

**Motion 23-012**

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

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


Paving 2022


*Harbourside Transportation Consultants, Invoice # 2641.....\$12,678.75*

Favour 7; Opposed 0; **Carried**

10. Regulations for Adoption  
None listed
11. Notices of Motion  
No notices of motions were filed.
12. New Business
  - Mayor Butt noted that this is the Town's 75<sup>th</sup> anniversary year and the Town will be planning events to celebrate the 75<sup>th</sup> anniversary.
  - Councillor Doyle asked to send get well wishes to our MHA while recovering from surgery. Mayor Butt wished MHA Crocker well during his recovery.
13. Adjournment

**Motion 23-013** **S. Slade / R. Noel**  
*Resolved that the meeting adjourn at 5:57pm and that Council meet again for a Regular Council Meeting on Tuesday, January 24, 2023 at 5:30pm.*  
Favour 7; Opposed 0; **Carried**

  
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Mayor Frank Butt

  
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Cathy Somers, Town Clerk