

Town of Carbonear
Regular Council Meeting August 16, 2022
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, August 16, 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: Chief Administrative Officer Cynthia Davis
Town Clerk / Director of Financial Operations Cathy Somers
Economic Development & Tourism Officer Kerri Abbott
Director of Operations & Public Works Ian Farrell

Also Absent: Director of Recreation Rob Button

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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 August 16, 2022 Regular Meeting
Motion 22-222 C. O'Grady / D. Doyle
Resolved to adopt the agenda of the August 16, 2022 Regular Meeting of Council as presented to Council.
Favour 6; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – July 21, 2022
Motion 22-223 R. Noel / S. Slade
Resolved to adopt the minutes of the July 21, 2022 Regular Meeting of Council as presented.
Favour 6; Opposed 0; **Carried**
 4. Business Arising from Minutes
 - a) Rules of Procedure
Motion 22-224 C. O'Grady / S. Slade

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

Favour 6; Opposed 0; **Carried**

- b) Fire Protection Agreement
Item deferred.

5. Proclamations / Presentations / Delegations

- a) Fetal Alcohol Spectrum Disorder (FASD) Awareness Month
September 2022

Motion 22-225

S. Slade / C. O'Grady

WHEREAS: Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term used to describe impacts on the brain and body of individuals prenatally exposed to alcohol. FASD is a lifelong disability. Individuals with FASD will experience some degree of challenges in their daily living, and need support with motor skills, physical health, learning, memory, attention, communication, emotional regulation, and social skills to reach their full potential. Each individual with FASD is unique and has areas of both strengths and challenges.

WHEREAS: FASD NL is a pan-provincial organization that educates, provides supports and resources, and raises awareness about fetal alcohol spectrum disorder (FASD) in Newfoundland and Labrador and Atlantic Canada; and

WHEREAS: FASD NL is leading a three-year FASD prevention, awareness, training, and collaborative action project in the four Atlantic provinces; and

WHEREAS: FASD Awareness week is devoted to raising awareness of fetal alcohol spectrum disorder (FASD) to improve prevention of FASD and diagnosis and support for individuals with FASD and broad public awareness helps to put FASD on the 'map'; and

THEREFORE: The Town of Carbonear do hereby proclaim the month of September, 2022 to be FASD Awareness Month, as cause/issue/special occasion etc. in the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 9999-10024

Councillor Doyle asked Council to review the list of permits for possible conflicts. Councillor Seymour declared a conflict of interest on Permit #10001 as it is for himself.

Motion 22-226

D. Doyle / R. Noel

Resolved to approve permits # 9999-10024, excluding #10001 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**

Councillor Seymour left the meeting.

Motion 22-227

D. Doyle / R. Noel

Resolved to approve permits #10001 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**

Councillor Seymour was called back into the meeting.

6.2 Correspondence, requiring Council's decision

a) Federal Electoral Boundaries Commission of NL

RE: Proposed new electoral map

Deadline is now extended. Council will discuss with our MP.

b) Member of Parliament, Ken McDonald

RE: Request for meeting for discussion in his capacity as a Member of Parliament.

Proposing the 25th of August for a meeting. CAO to confirm with the MP and notify council.

c) Department of Transportation and Infrastructure

RE: Approval to call public tender – 17-GI-21-00075 Water, Sewer, Storm and Street Upgrading, Water Street Phase II

Director of Ops and PW advised we are still waiting until details of the trenching for the electrical component.

CAO noted that the design drawings for Water, Sewer, Storm and Street Upgrading are here now, they have not been reviewed with Council and we will now need to consult with the property and business owners in the area.

Council noted that they would like to review the drawings.

CAO noted that the whole design concept for Water Street was done to promote walking traffic on Water Street and to put traffic calming measures in place.

Discussed.

It was noted that the consultation should be completed as soon as possible, so that does not delay the project any further.

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 Fisheries, Forestry & Agrifoods, Animal Health Division

- RE: Letter of support for property owner
Forwarded to Public Works, Waste Management and Community Services committee
- Department of Municipal and Provincial Affairs
RE: Municipal Come Home Year Celebration grant report
Forwarded to the Economic Development and Tourism Officer
- Department of Transportation and Infrastructure
RE: Natural Infrastructure Fund – Small Projects Stream
Forwarded to the Chief Administrative Officer and the Public Works, Waste Management and Community Services committee
- Department of Municipal and Provincial Affairs
RE: Pension Plan Solvency Deficit Funding Plan
Forwarded to Administration and Finance committee
- Department of Justice and Public Safety, Emergency Services Division
RE: Cooling centers
Forwarded to Public Works, Waste Management and Community Services committee
- d) NL 911
RE: Changes to the 911 service.
Copied to the Chief Administrative Officer and the Fire Department
- e) Alzheimer Society NL
RE: Inquiry on hosting a Coffee Break
Forwarded to the Recreation, Special Events, Culture and Tourism committee
- f) Request for building availability
Forwarded to the Chief Administrative Officer
- g) Property owner, Pondside Road
RE: Request for children at play signs
Forwarded to the Public Works, Waste Management and Community Services committee
- h) Property owner, Long's Hill
RE: Permit inquiry
Forwarded to the Public Works, Waste Management and Community Services committee
- i) Property owner, Long's Hill
Forwarded to the Public Works, Waste Management and Community Services committee
- j) Princess Sheila NaGeira Theatre
Request for annual operating grant
Forwarded to Administration and Finance committee
- k) Property owner, Water Street
RE: Parked vehicle by the playground and water conservation

Forwarded to the Public Works, Waste Management and Community Services Committee.

7. Committee Reports

a) Public Works, Waste Management, and Community Services

Deputy Mayor Slade noted that the committee met on July 26. Council can peruse and ask any questions. Deputy Mayor Slade presented the following motion:

Motion 22-228

S. Slade / M. Seymour

Resolved that the Town of Carbonear accept the deed of conveyance of land on the corner of Mahaney's Lane and Ashley Road in accordance with the survey provided.

Favour 6; Opposed 0; **Carried**

Deputy Mayor Slade noted there are two residents on Southside Lower Road who have serious issues with the water.

Director of Operations and Public Works advised that staff have been doing a lot of investigation on this matter trying to determine the best way to flush the line and find the source of the problem. Staff will continue to investigate the problem to find a solution.

Councillor Doyle asked the status of the tender for the demolition of 47 Water Street. The tender closed for 47 Water Street and there were no bids received. Other options will be reviewed in Public Works.

Councillor Doyle noted that there was a letter received by the Town regarding the old Works Depot site. The letter was signed, and the signature can't be identified, there is no return address, so a response can not be provided.

b) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted that the committee met on July 26. The Recreation Director can answer any questions on the recreation items and the EDTO can answer any questions relating to Tourism items.

Council asked for an update on the requested quotes to install new drains for the open showers in the back change room.

CAO to follow up with the Director of Recreation and discuss further in the next Recreation Committee meeting.

c) Economic Development, Planning and Land Use Development

Councillor Doyle noted the committee met on August 9 and noted the following:

- RFP Municipal Plan has closed. CAO is reviewing and discussing the proposals received and will bring forward a recommendation to award. Once awarded there will be consultation with the public and staff.

- Reminder to property owners to obtain permit for greenhouses, patios, fences, etc.
- The EDTO has applied for funding to host a harvest festival from October 1 to November 30, 2022. The Town will partner with businesses and service organizations to have weekly breakfasts, craft sales, etc. A Business Luncheon is being scheduled for the last week of September.

Councillor Doyle presented the following motion as recommended by the committee:

Motion 22-229

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 operate a childcare afterschool program at 56-58 Lemarchant Street, conditional upon no objections or representations being received from the discretionary use advertisement; and further conditional upon approval from the Department of Digital Government and Service NL;*
- *to repair existing slipway, construct a shed and replace armour rock at 55 Southside Lower Road conditional upon applicable approvals from governmental departments;*
- *to operate a home-based business (knife and tool sharpening) at 80 Lemarchant Street conditional upon no objections or representations being received from the discretionary use advertisement;*
- *to construct a new dwelling (backlot development) at 13 Pike's Lane conditional upon no objections or representations being received from the discretionary use advertisement;*
- *to operate a home-based business specializing in professional accounting services from 18 Willoughby Drive conditional upon no objections or representations being received from the discretionary use advertisement;*
- *to vary the building line setback at 8 Discovery Place from 6 m to 5.6 m conditional upon no objections being received from the variance notice sent to property owners in the vicinity of the development.*

Favour 6; Opposed 0; **Carried**

c) Administration and Finance

Councillor O'Grady advised the committee met on July 18 and presented the following:

- Flatrock Fire Protection
The MEO to deliver notices to the property owners in Flatrock to indicate the Town of Carbonear do not provide fire protection.

CAO advised notices will be delivered and placed on the door of each house. CAO advised she spoke to the Fire Chief on the matter. They will be informed of the notice and when it has been delivered to the property owners.

- Town Clerk completed investigation on various payment options. Our tax clients all have the option to set up pre-authorized payments (PAPs) for their tax accounts with the Town, no matter what financial institution they deal with.
- Collections to August 12, 2022 - For the current year collections for Property tax is 86.51% collected, Water/Sewer tax is 81.91% collected and Business tax is 89.38% collected. Several accounts have not made suitable arrangements or payments, so water disconnects will start next week.
- Correspondence relating to changes to pension plan solvency was reviewed by the Committee. These changes would be in effect for 2024. MNL & PMA are working on the matter to prepare a report to government and further information should be provided over the next while.
- Correspondence from Princess Sheila NaGeira Theatre requesting payment of their operating grant.

Motion 22-230

C. O'Grady / R. Noel

Resolved that the Town of Carbonear approve the operating grant to be paid to the Princess Sheila NaGeira Theatre in the amount of \$10,000 for 2022.

Favour 6; Opposed 0; **Carried**

- CAO is working on updating the Open-Air-Fire Regulations as well. Inquiry on some authority to the Fire Department, CAO and the Mayor in regards to issuing a Fire Ban. CAO advised that the Town abides by the Provincial Fire Bans when implemented. The draft of the new regulations will be distributed to Council when it is completed and reviewed by the Committee.
- It was reported that Craig Pollett, the CAO of Municipalities NL is leaving his position with MNL. The committee recommends to forward correspondence to Mr. Pollett thanking him for his years of service.
- Budget Meeting – Committee agreed to schedule the budget meeting earlier this year.
- Strategic Plan is expected to be available for adoption at the next Council meeting. The "What We Heard" document has been completed.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Recreation

Director of Recreation was not present at the meeting, however he forwarded his report for review by Council.

Council inquired on the following:

- Scoreboards update
- Reinstatement of asphalt
- Pergola area – grass
- Weeding along sidewalks on Water Street
- Crosswalk area from pool parking lot, should there be a low-back for wheelchair access.
- Handicapped washroom for outside.

These items will be further reviewed at the next Recreation Committee meeting.

Mayor Butt asked what the frequency of reports are from Department Heads.

CAO advised that the Director of Recreation reports once monthly, usually at the second meeting of each month.

There is no defined schedule for the Director of Operations and Public Works.

9. Finances

a) Operating Invoices over \$2,000.00 in the amount of..... \$148,520.97

Motion 22-231

C. O'Grady / S. Slade

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$148,520.97 as submitted to Council.

Favour 6; Opposed 0; **Carried**

b) Capital Invoices:

Storm Sewer & Street Upgrading Phase I, Powell Drive PN 20-111

Concord Paving, Release of holdback.....\$50,405.44

Highroad South Water and Sewer

Black Diamond Construction, Claim # 5.....\$67,824.68

Powell Drive Phase II

Harbourside Transportation Consultants, Invoice # 2520..... \$8,390.69

Total Capital Invoices..... \$126,620.81

Motion 22-232

C. O'Grady / D. Doyle


Resolved that the Town of Carbonear approve for payment the list of Capital Project Invoices totaling \$126,620.81 as listed on the meeting agenda.

Favour 6; Opposed 0; **Carried**


10. Regulations for Adoption
None listed.
11. Notices of Motion
No notices of motions were filed.
12. New Business
Mayor noted the following;
- Fire Department responded to a fire. Ground crew from forestry and the water bomber also on site. Fire Departments from Salmon Cove and Victoria also provided mutual aid.
 - Aug 13 another grass fire in Fox Farm Road
Fire Department provided a quick response and forestry came as well and doubted any hot spots,
 - Congratulations to nominees and award winners for the Town of Carbonear athletic and volunteer awards.
 - August 20th is the date of the concert organized by the Special Events Committee. It was noted that tickets are available on Event-Brite. Performers are Bic and the Ballpoints, Masterless Men, and the Aldermen.

Deputy Mayor Slade inquired if the bar area at Paddy's Garden could be secured for the winter months with minimal work by installing plywood panels.
Referred to the Recreation Committee for consideration.

13. Adjournment
Motion 22-233 **S. Slade / R. Noel**
Resolved that the meeting adjourn at 6:27 pm and that Council meet again for a Regular Council Meeting on Tuesday, September 13, 2022 at 5:30pm.
Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk