

**Town of Carbonear
Regular Council Meeting March 28, 2023**

Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, March 28, 2023 at 5:30pm

Members Present: Mayor Frank Butt
Councillor Danielle Doyle
Chris O’Grady
Ray Noel
Malcolm Seymour
Peter Snow

Members Absent: Deputy Mayor Sam Slade

Also Present: Chief Administrative Officer Cynthia Davis
Town Clerk / Director of Financial Operations Cathy Somers
Director of Recreation Rob Button
EDTO 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.
Mayor Butt noted the Deputy Mayor is not in attendance this evening due to sickness.
2. Approval of the Agenda for March 28, 2023 Regular Meeting
Motion 23-086 C. O’Grady / M. Seymour
Resolved to adopt the agenda of the March 28, 2023 Regular Meeting of Council as presented to Council.
Favour 6; Opposed 0; **Carried**
3. Adoption of the minutes
 - a) Regular Meeting – March 14, 2023
Motion 23-087 D Doyle / C. O’Grady
Resolved to adopt the minutes of the March 14, 2023 Regular Meeting of Council as presented.
Favour 6; Opposed 0; **Carried**
4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations
None listed.

6. Permits and Correspondence

a) Permit Listing # 10157-10158

Councillor Doyle asked Council to review the list of permits for possible conflicts
Mayor Butt declared a conflict of interest on Permit #10158 as that property is adjacent to his property.

Motion 23-088

D. Doyle / P. Snow

Resolved to approve permits # 10157 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**

Mayor Butt then left the council chambers.

Councillor Doyle assumed the position of Chair.

Motion 23-089

C. O'Grady / P. Snow

Resolved to approve permits # 10158 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 was called back into the meeting and assumed the position of Chair.

6.1 Correspondence, requiring Council's decision
None listed.

6.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Government of NL

- Department of Municipal and Provincial Affairs
RE: 2023 Long Service Award – Municipal Administrators
Copied to the Town Clerk and the Chief Administrative Officer.
- Department of Justice and Public Safety
RE: CRC Municipal Information Session on Emergency Services
Copied to the Chief Administrative Officer, Director of Operations & Public Works and the Fire Department
- Fire Services Division

RE: HazMat, Awareness and Operations training
Forwarded to the Fire Department

- b) Municipal Assessment Agency
RE: Update on meeting of February 17. Copied to Council.
- c) Residents, Newfoundland Drive, RE: Rodent concern
Forwarded to Public Works, Waste Management and Community Services committee
- d) Property owner, Woodwynd Heights
RE: Request for update on Snow Clearing Claim
Forwarded to the Director of Operations and Public Works
- e) SPCA Baccalieu Trail, RE: Community letter
Forwarded to the Administration and Finance committee
- f) Food Cycle Science Corporation, RE: Municipal Food Waste Program Pilot Program
Forwarded to the Public Works, Waste Management and Community Services committee
- g) Newfoundland Power, RE: TakeChargeNL – Town Challenge
Forwarded to the Chief Administrative Officer, Director of Operations and Public Works, Director of Recreation and the Economic Development and Economic Development and Tourism Officer.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Councillor Noel presented the following motions:
Motion 23-090 **R. Noel / P. Snow**
*Whereas Harris & Associates is currently contracted for consulting services on the Water Street Phase 2 project, and
Whereas civil engineering fees are required to provide services for street lighting,
Be it resolved to approve change order # 4 in the amount of \$31,950 plus HST to Harris & Associates.*
Favour 6; Opposed 0; **Carried**
Motion 23-091 **R. Noel / C. O'Grady**
*Whereas Harris & Associates is currently contracted for consulting services on the Water Street Phase 2 project, and
Whereas civil engineering fees are required to provide services for the landscaping component pertaining to pavers,
Be it resolved to approve change order # 5 in the amount of \$49,090 plus HST to Harris & Associates.*
Favour 6; Opposed 0; **Carried**

- b) Recreation, Special Events, Culture and Tourism

Councillor Seymour advised the committee met on March 22, 2023
Great meeting lot of movement on some spring issues.

Councillor Seymour presented the following motion:

Motion 23-092 **M. Seymour / R. Noel**

Resolved to contract Bay Builders to complete repairs to the change room drainage in accordance with the quote provided in the amount of \$5,800 plus HST.

Favour 6; Opposed 0; **Carried**

Councillor Doyle asked if the pergola landscaping can be moved back up on the agenda for the next committee meeting now that spring is approaching.
Director of Recreation advised that the pergola was approved to be done last fall, that will be done early spring when weather permits

Councillor Doyle also asked if the beds in the community garden could be repaired or replaced.

Director of Recreation advised there will be further discussion going forward to review the committee, as some new members may be needed and to identify repairs needed.

c) Development

Councillor Doyle advised the committee met on March 23, 2023.

Councillor Doyle noted the following:

- Municipal Plan Review is continuing.
- Under Development Applications, there will be a motion recommended and there are other applicants who need to submit additional information for their applications to be processed.

Motion 23-093 **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 new business Café / Restaurant and complete interior renovations at 195 Water Street, conditional upon requirements of the Heritage zone; and further conditional upon receipt of approval from the Department of Digital Government and Service NL and other applicable government departments and agencies.*
- *To relocate existing business and complete renovations at 62 Powell Drive upon receipt of approval from the Department of Digital Government and Service NL and other applicable government departments and agencies.*

Favour 6; Opposed 0; **Carried**

Councillor Noel asked if there will be a consultation session scheduled with Council on the Municipal Plan Review.
 CAO advised she will follow up with Upland to schedule a consultation session with Council.

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO advised that a motion of council is required to have the Mayor and CAO to sign an indenture releasing a right of way that is no longer needed.

Motion 23-094 C. O’Grady / R. Noel

Resolved to approve the Mayor and the CAO to sign an indenture releasing a right of way on 54 Water Street and 24 Lemarchant Street Extension as it is no longer required for access as a new access has been created to 24 Lemarchant Street Extension from Lemarchant Street Extension.

Favour 6; Opposed 0; **Carried**

The CAO reviewed the summary of her financial report to February 28, 2023. She noted that the Budgeted Tax Revenue is \$5,564,012. Tax revenue levied is \$5,478,340 to February 28, 2023. There is approximately \$25,000 in additional public utility levy that was invoiced in March reducing the difference to approximately \$60,000. This difference is expected to close throughout the year with new construction.

Total budgeted expenditures for all departments is \$9,267,232 and there is \$954,844 in actual expenditures to February 28, 2023, which is 10.3% of the budget. If expenses were spent equally throughout the year, there would be 16.7% spent to date. All departments are within budget to date.

There are no concerns with the revenue and expenditures to date for 2023.

b) Director of Recreation

The Director reviewed the following from his report with Council:

Pool & Recreation Maintenance

- 1.) Exterior Siding at rear of Pool has been completed.
- 2.) Regular Seasonal staff schedule to begin 1st week of May.
 Posting for vacant position will be released this week.

Financial & Program Analysis

	<u>2023</u>	<u>2022</u>
1.) Pool Revenue (less HST)	\$35,964.33	\$23,211.22
2.) Lesson Registration	593	126
3.) Pool Visitation	4,412	3,715

Lesson registration higher than pre-covid for this time of year.

Programs & Grants

- 1.) New online registration system at the pool/recreation department was put into place for the last registration process. Lots of compliments from the users. Still figuring out some things from our end to tighten up for next round. But overall, we are impressed with how it works. (273 of 344 were completed online)
Need to improve the process of our online wait lists. Still working out details for improvement of this process
- 2.) Recreation Master Plan is ongoing. Consultant is meeting with the CAO and the Recreation Director along with the recreation committee of council to present some of the key findings. Will present full report to Council upon its completion.

Councillor Doyle noted that she has heard lots of positive comments on the online registration system.

Recreation Director noted that he may also be able to include the Special Events items as well going forward.

Councillor Snow inquired about the problems with the pump at the pool, which caused the pool to be closed for a period of time.

Recreation Director indicated the cost to repair was around \$6,000. Parts had to be flown in from Ontario for the repair. Looking at a contingency option which would provide to have parts on hand for future problems

- c) Director of Operations & Public Works
CAO advised that the Director of Operations and Public Works is not present at the meeting. He previously provided Council with his report. Any new items are highlighted in his report.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 190,322.41
Motion 23-095 C. O’Grady / R. Noel
Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$190,322.41 as submitted to Council.
Favour 6; Opposed 0; **Carried**
- b) Capital Invoices:
Water Street Landscaping Phase 2 – PN 20-105
Harris & Associates, Engineering Invoice # 7031\$1,380.00
Motion 23-096 C. O’Grady / R. Noel
Resolved that the Town of Carbonear approve for payment the following capital project invoices submitted to Council.

Water Street Landscaping Phase 2 – PN 20-105

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 Butt congratulated Jasmine Wheadon and Matt ODonaghey on winning Gold at the 2023 Atlantic Canada Skating Championships last week.
 - Mayor Butt congratulated the four new members of the Carbonear Volunteer Fire Department:
 - Maxwell Barrett
 - Trevor Snow
 - Tyler Rodgers
 - Darryl Parsons
13. Adjournment
Motion 23-097 **R. Noel / C. O’Grady**
Resolved that the meeting adjourn at 6:03pm and that Council meet again for a Regular Council Meeting on Tuesday, April 11, 2023 at 5:30pm.
Favour 6; Opposed 0; **Carried**

Mayor Frank Butt

Cathy Somers, Town Clerk