

Town of Carbonear
Regular Council Meeting April 25, 2023
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, April 25, 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
EDTO Kerri Abbott
Director of Operations & Public Works Ian Farrell
Director of Recreation Rob Button

1. Calling of Meeting to Order
Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:31pm. The meeting is being broadcasted through YouTube.
2. Approval of the Agenda for April 25, 2023 Regular Meeting
Motion 23-114 R. Noel / P. Snow
Resolved to adopt the agenda of the April 25, 2023 Regular Meeting of Council as presented to Council.
Favour 7; Opposed 0; **Carried**
3. Adoption of the minutes
 - a) Regular Meeting – April 11, 2023
Motion 23-115 C. O'Grady / M. Seymour
Resolved to adopt the minutes of the April 11, 2023 Regular Meeting of Council as presented.
Favour 7; Opposed 0; **Carried**
4. Business Arising from Minutes
No business arising.
5. Proclamations / Presentations / Delegations
 - a) Municipalities NL
Proclamation to be signed

Mental Health Week, May 1-7, 2023

Motion 23-117

P. Snow / C. O'Grady

Whereas CMHA Mental Health Week promotes mental health awareness through education campaigns, activities, and events held across Newfoundland and Labrador and offers practical ways to maintain and improve mental health and support recovery from mental health problems and illnesses

Whereas the Canadian Mental Health Association encourages everyone to share their story by using hashtags #MyStory & #MentalHealthWeek to shine a light on your personal journey, a program you offer, and how your community supports the mental health of others.

Whereas increased awareness and understanding of mental health will promote the use of mental health services and supports and ensure Canadians with mental health-related illnesses are afforded the opportunity to recover

Whereas the Canadian Mental Health Association actively supports and encourages good mental health in all aspects of our lives, during CMHA Mental Health Week and throughout the year

Now therefore Be It Resolved that the Town of Carobnear hereby proclaim the week of May 1-7, 2023, as CMHA MENTAL HEALTH WEEK. I encourage all citizens to join me and share your story by using hashtags #MyStory & #MentalHealthWeek to shine a light on your personal journey, a program you offer, and how your community supports the mental health of others.

Favour 7; Opposed 0; **Carried**

- b) **Community Sector Council - Volunteer Week Proclamation**
Proclamation to be signed. The Town is hosting volunteer night April 27
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 WEAVES US TOGETHER" for Volunteer Week 2023 and recognizes the many people who contribute to our town by volunteering
Therefore, the Town of Carbonear proclaims the period from April 16-22, 2023 be observed as Volunteer Week in the Town of Carbonear.
Favour 7; Opposed 0; **Carried**

6. Permits and Correspondence

6.1 Permit Listing # 10164-10176

Councillor Doyle asked Council to review the list of permits for any conflicts of interest. Deputy Mayor Slade declared a conflict of interest on Permit # 10176 for the Hr. Authority as he is a member of the Hr. Authority.

Motion 23-118

D. Doyle / P. Snow

Resolved to approve permits # 10164-10175 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**

Deputy Mayor Slade then left the meeting.

Motion 23-119

D. Doyle / R. Noel

Resolved to approve permit # 10176 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 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 action taken:

a) Government of NL

- Seniors & Aging Division – 2023 – 2024 Age Friendly NL Communities Grant.

Forwarded to the Director of Recreation, Economic Development and Tourism Officer and Chief Administrative Officer

- Department of Transportation and Infrastructure

RE: Changes to Master Specification and other updates

Forwarded to the Director of Operations and Public Works and the Chief Administrative Officer

b) Property owner

RE: Concerns with road conditions, blind spot at the corner of Fraize Avenue and Highroad South and activity in neighbourhood.

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

c) Eastern Regional Service Board

RE: Community Clean up Event – June 3

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

- d) Property owner, Highroad North
RE: Traffic concern at the intersection
Forwarded to Public Works, Waste Management and Community Services committee
- e) Hospitality NL
RE: 40th Anniversary Hospital NL Decal to display in Town facility
Forwarded to the Economic Development and Tourism Officer
- f) NL Public Libraries
RE: Potential partnership with NL Public Libraries
Forwarded to the Administration and Finance committee
- g) Conservation Corps NL
RE: Application under the Green Team project is being recommended pending funding.
Forwarded to the Economic Development and Tourism Officer and the Chief Administrative Officer

7. Committee Reports

a) Administration and Finance

Councillor O'Grady noted the following:

- The committee has been working on revising the terms of reference for Special Events Committee and Recreation Commission. This will be brought forward at a later date.
- Carbonear Heritage Society, request for 2023 operational grant
Motion 23-120 **C. O'Grady / P. Snow**
Resolved that the Town of Carbonear issue a grant to the Carbonear Heritage Society for 2023 in the amount of \$2,500 plus 50% of the museum ticket sales for previous year.
Favour 7; Opposed 0; **Carried**
- NL Public Libraries, launch of partnership "NLPL connect pass" with cultural and recreational facilities across the province. These passes are available for free with a library card, but are limited in quantity. The Carbonear Railway Museum was recommended to participate. CAO noted that participation in the partnership would encourage other library card holders outside our community to visit our museums
Motion 23-121 **C. O'Grady / D. Doyle**
Resolved to participate with Newfoundland Labrador Public Library Connect Pass program by providing tickets to the Town of Carbonear Museums in accordance with Connect Pass Guidelines.
Favour 7; Opposed 0; **Carried**

- b) Public Works, Waste Management and Community Services
Deputy Mayor Slade advised Council they can peruse the minutes, any questions can be directed to the committee. At this time there are no motions being recommended by the committee.

Councillor Doyle inquired about the following:

- Property of 190 Water Street, an expression of interest was placed on the Town's social media. Councillor Doyle asked if Council can also place signage on the property indicating it is for sale and have contact information for the town representative to be contacted regarding the property and review with committee bi-weekly.
Council agreed with that suggestion. Staff to have appropriate signage ordered and placed on the property.
- Resident concern with debris on the Southside Lower beach – Councillor Doyle noted that the beach is sometimes littered with items such as plastic tampon covers that are being flushed into the Town's sewer system. She asked if residents could be reminded on items that should not be flushed down the toilet, but rather should be placed in the garbage for disposal.
CAO noted that this would be reviewed further with the committee.
Deputy Mayor Slade noted that the committee has discussed couple of things to pursue on the matter. He noted that Worlds Ocean Day is coming up soon and the committee recommends that the Town participate in that event.

- c) Development Committee
Councillor Doyle noted that the Development Committee met on April 20th.
Councillor Doyle noted that the Municipal Enforcement Officer attended that meeting, and she pointed out that as a councillor she has a problem with town staff being bullied on social media for doing their job with the Town.
The onus is on council and staff to indicate that this behavior is not acceptable. The Municipal Enforcement Officer is in a very difficult position in enforcing the Town's rules and regulations. He is retiring soon and the position has been advertised.

Councillor Doyle presented the following motions:

Motion 23-122

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 Ice Cream and Snacks, Bistro and take away at 183 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 operate a home-based business (Excavating) from no fixed address at 144 Valley Road, conditional upon no objections or representations being received from the discretionary use advertisement; and Further conditional upon the application being referred to committee and council for further review if objections are received in response to the discretionary notice;*
- *To construct a greenhouse at 41 Mahaney's Lane.*

Favour 7; Opposed 0; **Carried**

Motion 23-123

D. Doyle / P. Snow

Resolved to refuse the following application:

- *To construct a garage at 2 Ash Avenue as the development is not in compliance with the Town of Carbonear Development Regulations.*

Favour 7; Opposed 0; **Carried**

The committee has several ongoing items: there are some development applications where we are waiting for people to decide if they are going to proceed with their applications, some are working on alternate plans so that the application complies with the Municipal Plan and Development Regulations and others are waiting on Service NL approval.

d) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted that the committee met and council can review the minutes, and direct any questions to the committee.

Councillor Seymour presented the following motion:

Motion 23-124

M. Seymour / C. O'Grady

Resolved to contract Urban Forester to prepare the planting areas including providing plants and other materials in accordance with the conditions provided by the Town per the quote received in the amount of \$13,440 plus HST; and

Be it Further Resolved to contract Urban Forester to provide weekly maintenance in accordance with the conditions provided for 16 weeks for an amount not to exceed \$980 plus HST per week.

Favour 7; Opposed 0; **Carried**

Councillor Doyle noted that the pergola area was not regularly weeded last year and she asked if this area is included in the contract this year. Also, last year there were areas downtown that had weeds growing that

was not weeded.

She also noted that the seeding of the pergola area was not completed last year.

Director of Recreation advised that the seeding is a separate contract, but will also be done.

The other items are included in this contract this year.

Councillor Snow asked if the planters can be weighted down so they don't tip over and get damaged.

Director of Recreation and Tourism advised the planters will be weighted.

Councillor Seymour noted that this year the baskets will be left out for an additional month at the end of the season.

8. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer Report

CAO noted that there are no significant changes or concerns from her last report. Council members can review and inquire with her later on any question they may have.

b) Director of Recreation

Director of Recreation reviewed the following from his report with Council:

Pool & Rec Maintenance

- 1.) Work in the Universal/Family Change room at the pool is near completion. There has been a little bit of a delay. Work commenced based on time line of receiving product, however, the tiles needed for replacement haven't arrived. All other work is complete. Tiles are expected shortly and will be installed once they are received.
- 2.) Seasonal staff are being recalled next week. Spring cleanup and outdoor facilities will be prepared for use.

Financial & Program Analysis

	<u>2023</u>	<u>2022</u>
1.) Pool Revenue (less HST)	\$50,595	\$41,411
2.) Lesson Registration	593	393
3.) Pool Visitation	6,426	5,658

Reviewing possible other programs that could be added to the pool schedule.

Programs & Grants

- 1.) Annual Awards applications have been submitted. Review of applications this week and presentation event will be determined.
- 2.) Recreation Master Plan is ongoing. Consultant is meeting with the

CAO and the Director of Operations 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 it was nice for the swings to have been left up as she has already noticed children using the playground already this year. In previous years they had to wait until later in May for the equipment to be installed.

- c) Director of Operations and Public Works
The Director of Operations and Public Works reviewed the following from his report with Council:
- Infrastructure & Public Works**
Winter schedule has been dialed back to one sander. No weekend or evening shifts on right now. Most seasonal labourers are called back for Spring cleanup.
- Facilities**
Tender call has been advertised for HVAC Service Contract. Closes next week
- Capital Projects**
- Water Street Phase 3**
Evaluations are finalized. Awaiting approval to award from Province.
- Water Street Phase 2**
Construction underway.
- Adelaide Street Water Sewer and Road Upgrades Phase 2**
Predesign and design work is underway and expecting review drawings by 8 May 2023.
- Water System Vulnerability Study**
RFP documents are finalized.
- Grassey Lane Water Sewer Storm Upgrades**
Field work to be carried out imminently.
- Adelaide Street Water Sewer and Road Upgrades (Phase 1)**
Awaiting update from contractor on construction schedule. Advised will start on May 8
- 2022 Paving Program**
Awaiting update from contractor on construction schedule.
- Powell Drive Street Upgrading Phase 2**
Awaiting update from contractor on construction schedule.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 118,700.93
Motion 23-125 **C. O'Grady / P. Snow**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$118,700.93 as submitted to Council.

Favour 7; Opposed 0; **Carried**

b) Capital Invoices:

Water Street – Landscaping Phase 2

Harris & Associates Invoice # 7035..... \$8,297.25

Motion 23-126

C. O’Grady / S. Slade

Resolved that the Town of Carbonear approve for payment the following capital project invoice as submitted to Council:

Water Street Landscaping Phase 2

Harris & Associates Invoice # 7035.....\$8,297.25

Favour 7; Opposed 0; **Carried**

10. Regulations for Adoption

None listed.

11. Notices of Motion

No notices of motions were filed.

12. New Business

a) Department of Digital Government and Service NL

RE: Information Sharing Agreement

CAO advised that this is an agreement the Town would enter into with the province. This will allow the MEO access to information in their system for ticketing non-moving violations.

She noted that we’ve had this before but it will now be available electronically.

This would be an ongoing agreement unless there are changes in the future.

Motion 23-127

C. O’Grady / S. Slade

Resolved to approve the signing of the Information Sharing Agreement between the Town of Carbonear and the Department of Digital Government Service NL of Government of Newfoundland and Labrador (DGSNL) to allow the sharing of personal information for the Town of Carbonear municipal enforcement for the purpose(s) of issuing violation notices; issuing tickets, issuing orders and pursuing fines or legal action

against the registered vehicle or off-road vehicle owner and for provision of information for enforcement of related acts and regulations; and

Further resolved to approve the Mayor and the Town Clerk to sign the agreement on behalf of the Town of Carbonear.

Favour 7; Opposed 0; **Carried**

Councillor Noel noted that he would like to have been more informed on the matter. The CAO noted that this is just for the MEO to do what he has already been doing, but the province now requires a signed agreement. This is information sharing between Digital Government and Service NL. Staff have been in discussion with digital government to ensure that he maintains access to info that he requires to do his job.

b) Announcements

Mayor Butt noted the Municipal Plan Review consultation event on May 2 in the Multi-purpose room at the Theatre.

Mayor Butt noted that the EDTO was busy this past weekend promoting our Town from our booth at the Downhome Expo.

Mayor Butt noted that he attended the 137th anniversary of SA in Carbonear this past weekend

Mayor Butt reminded everyone that the Town is hosting a Volunteer Reception Thursday night, April 27 at 6:30 at the Multi-purpose room at the Theatre.

Volunteers can go online to register, all volunteers and welcome. Council members are encouraged to attend.

13. Adjournment

Motion 23-128

S. Slade / R. Noel

Resolved that the meeting adjourn at 6:14pm and that Council meet again for a Regular Council Meeting on Tuesday, May 9, 2023 at 5:30pm.

Favour 7; Opposed 0; **Carried**

Mayor Frank Butt

Cathy Somers, Town Clerk