

Town of Carbonear
Regular Council Meeting November 15, 2023
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, November 15, 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 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.
Mayor Butt welcomed those present at the meeting and those watching on Youtube,

Mayor Butt offered condolences to Deputy Mayor's Slade family with the recent passing of his sister-in-law Christine Warford.
 2. Approval of the Agenda for November 15, 2023 Regular Meeting
CAO asked to have the addition of Appointment of Accessibility Committee under New Business.
Motion 23-337 C. O'Grady / M. Seymour
Resolved to adopt the agenda for the November 15, 2023 Regular Council Meeting as presented to Council with the addition of Appointment of Accessibility Committee under New Business.
Favour 6; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – October 24, 2023
Motion 23-338 D. Doyle / M. Seymour
Resolved to adopt the minutes of the October 24th, 2023 Regular Meeting of Council as presented.
Favour 6; Opposed 0; **Carried**

- b) Special Meeting, November 8, 2023

Motion 23-339

P. Snow / C. O'Grady

Resolved to adopt the minutes of the November 8th, 2023 Special Meeting of Council as presented.

Favour 6; Opposed 0; **Carried**

4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations

- a) Crohn's and Colitis Awareness Month - November 2023

Proclamation to be signed.

Motion 23-340

R. Noel / C. O'Grady

WHEREAS Crohn's and Colitis Canada is a national, volunteer-based, non-profit organization supporting more than 322,000 Canadians living with Crohn's disease and ulcerative colitis, chronic autoimmune diseases that causes the body to attack healthy tissue, leading to inflammation of part of or all of the digestive system;

WHEREAS people living with IBD routinely endure abdominal pain, cramping, fatigue, internal bleeding and frequent and urgent bowel movements – in some cases more than 20 times a day. While more than five million people globally live with IBD, Canada has one of the highest prevalence rates in the world, with the Atlantic provinces having the highest rates in the country. By 2035, experts predict the number of Canadians living with IBD to exceed 470,000 – over one per cent of the population. Currently there is no cure for Crohn's disease or ulcerative colitis;

WHEREAS Crohn's and Colitis Canada focuses on improving the lives of people affected by Crohn's disease and ulcerative colitis – at all stages of life, from every corner of the country. This is why Crohn's and Colitis Canada is on a relentless journey to find a cure for these lifelong diseases, and improve the quality of life of everyone in Canada affected by these diseases.

THEREFORE, the Town of Carbonear Council proclaims the month of November 2023 to be Crohn's and Colitis Awareness Month.

FURTHERMORE, we urge people to learn more about Crohn's and Colitis Canada and the work the organization does by visiting their website:
www.crohnsandcolitis.ca.

Favour 6; Opposed 0; **Carried**

6. Permits and Correspondence

- 6.1 Permit Listing # 10402-10417

Councillor Doyle asked Council to review the list for any possible conflicts.

Motion 23-341**D. Doyle / P. SNow**

Resolved to approve permits # 10402 - 10417 as per the applications received and conditional upon 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**

6.2 Correspondence, requiring Council's decision

- a) Department of Transportation and Infrastructure
RE: Beach Road Sewer Sizing Upgrade – 17-GI-24-00052
Approval to enter into contract for consultant services – WSP E & I Canada Ltd in the amount of \$62,222.81, (HST included)
- b) Department of Transportation and Infrastructure
RE: Screenhouse and Chlorine Building Upgrades - 17-GI-24-00051
Approval to enter into contract for consultant services – WSP E & I Canada Ltd In the amount of \$36,529.51, (HST included)
- c) Department of Transportation and Infrastructure
RE: Cross Roads Water Sewer Road Upgrades– 17-GI-24-00053
Approval to enter into contract for consultant services – WSP E & I Canada Ltd in the amount of \$85,394.12, (HST included)

Motion 23-342**R. Noel / P. Snow**

Whereas requests for consultant fees were invited for various upcoming capital works projects, and whereas bids received were in good order,

Be it resolved to award the following projects to WSP E&I Canada Inc:

- 17-GI-24-00051–Screenhouse and Chlorine Building Upgrades – \$36,529.61 HST included;
- 17-GI-24-00052-Beach Road Sewer Sizing-\$62,222.81 HST included;
- 17-GI-24-00053–Cross Roads Water Sewer Road Upgrades \$85,394.12 HST included.

Favour 6; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Government of NL & Labrador
 - Department of Municipal and Provincial Affairs
Approval to borrow – 2023 John Deer 624P Loader in the amount of \$424,198.92. Placed on file.
 - 17-GI-20-00039 – Highroad South Water & Sewer
30 days notice to finalize payments.
Forwarded to the Chief Administrative Officer and Town Clerk.
- b) Municipal Assessment Agency
RE: Update from meeting of September 22, 2023

- Copied to Council.
- c) Metro guide Publishing
RE: Winter scapes 2024, request to advertise. Deadline for booking, Nov 20.
Copied to Recreation, Special Events and Culture Tourism committee
 - d) Ryan Snow, Candidate for Small Towns Director, MNL convention
Copied to Council
 - e) Property owner, Chapel Street
RE: Concern with emergency response vehicles responding to wrong civic address
Forwarded to Public Works, Waste Management and Community Services committee
 - f) Miss NL and Labrador Pageant January 14, 2024
RE: Request for donation
Forwarded to Administration and Finance committee
 - g) Kiwanis Club – 2024 Music Festival, March 9-15
RE: Request for donation and advertisement in booklet
Forwarded to Administration and Finance committee
 - h) Canadian Cancer Society
RE: Fundraiser – One Night Stand Against Cancer – November 16 radiothon
Forwarded to Administration and Finance committee
 - i) Property owner, Valley Road
RE: Driveway
Forwarded to Chief Administrative Officer and the Director of Operations and Public Works
 - j) Carbonear Collegiate
RE: Remembrance Day Assembly, Thursday, November 9 @11:30 a.m.
Copied to the Mayor and Council
 - k) Epilepsy NL & Labrador
RE: Request for donation
Forwarded to Administration and Finance committee
 - l) Property Owner, Pike's Lane
RE: Fence on property
Forwarded to Economic Development, Planning and Land Use Development committee
 - m) RCMP Children's Wish Tree
RE: Request for donation
Forwarded to Administration and Finance committee
 - n) Trinity Conception Square
RE: Annual Toy Tree Opening, Thursday, November 23 @ 7 p.m.
Copied to the Mayor and Council
 - o) MRON

RE: Invitation to our Annual Appreciation Night at the Royal Canadian Legion, Carbonear on November 30, 2023 @ 6:00 p.m. Copied to the Mayor and Council.

Councillor Doyle inquired about Item 6.3e and if a list has been creating identifying the properties that do not have civic numbers on their homes. CAO advised that yes there is a list identified and these property owners are being contacted to have the numbers placed on their property. Councillor Doyle noted that an ambulance vehicle had issued with finding the pool. CAO noted that there is signage on the Carbonear Pool. The New Generation 911 is still being work on. We have been supplying the information, but there are other locations to be completed. When this is implemented, this should improve as well.

7. Committee Reports

a) Administration and Finance

Councillor O'Grady presented the following from the committee:

- The committee met on November 2nd.
- Committee is working on some ongoing issues
- Update on 2023 tax collection was provided: Property tax is 93.30% collected, Water/Sewer Tax is 90.74% collected and Business Tax is 94.52% collected.
- The Town will place an ad in the Kiwanis Music Festival booklet and will sponsor an award for the festival as well.
- Requests for donations
Donation for the Poppy campaign will be prepared as per the approved Donation List for 2023.
Other donation requests received were not recommended as they did not meet the requirements of the Town's Donation Policy.
- Committee had some discussion on the new proposed Towns and Local Service District Act which will replace the current Municipalities Act.
Council can review the proposed legislation
- 2024 Budget process has commenced, and we will continue to work on finalizing the budget over the next few weeks.

b) Economic Development, Planning and Land Use Development

Councillor Doyle presented the following from the committee:

- Correspondence drafted to property owners for not having permits for construction and operating businesses without a permit.

- A draft of the New Municipal Plan and Development Regulations is expected by mid November for Council's review. Then there will be public consultations on the proposed new plan and regulations.
- MEO reported at the meeting. A couple of motions will be recommended properties that are not in compliance
- Committee reviewed budget items for Economic Development and Tourism for 2024.
- Committee discussed inviting MUN Med Students to the area.
- Workshop at 163 Water Street on how to hire foreign talent is scheduled for Wednesday, November 29th.
- The EDTO is invited to attend a Business Resource Information session on Monday, November 20th.
- Committee discussed increasing the reach for the Town's promotional videos to showcase Carbonear to the world.
- Christmas Campaign will be similar to last year, brochure with schedule of events will be emailed
- There are some applications awaiting approval from Service NL.

The following motion was presented:

Motion 23-343

D. Doyle / C. O'Grady

Be It 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 pharmacy and medical office from 1-5 Merchant Drive conditional upon receipt of approval from Service NL and other applicable government departments and agencies;*
- *to replace deck with concrete patio and construct a pergola at 69 White's Road;*
- *to add additional use; sale of prefab sheds, at 64 Columbus Drive conditional upon no objections to a discretionary notice and further conditional upon coming back to council for further review if there are objections to the discretionary notice.*

Favour 6; Opposed 0; **Carried**

c) **Public Works, Waste Management and Community**

Councillor Noel presented the following from the committee:

- The problem with low water pressure has been resolved.
- Motion recommended

Motion 23-344

R. Noel / P. Snow

Resolved that the Town of Carbonear install a new street light at the intersection of Adelaide Street / Grassey Lane in accordance with the Street Light Policy.

Favour 6; Opposed 0; **Carried**

d) Recreation, Special Events, Culture and Tourism

Councillor Seymour presented the following from the committee:

- Committee reviewed the budget items for Recreation.
- Committee would like to review the Recreation Master Plan with all of Council and are looking to set a date for the review to evaluate the ideas within the plan.

Councillor Doyle expressed her concern that the Town of Carbonear's track could not be used for the coming NL Summer Games being hosted by the Town of Bay Roberts. Two previous NL Summer Games were hosted by the Town of Carbonear as the track currently exists. It is unfortunate that the decision was made for Bay Roberts to conduct the Track and Field in Mount Pearl, as recommended by the Provincial Sporting Organization. They will however be using the Carbonear Pool for the swimming events.

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Operations and Public Works

The Director noted the following from his report:

Infrastructure and Public Works

- Connection made on Gladstone and pressures on the north ridge appear to have returned to normal operating.
- For sale by tender – John Deere Loader

Capital Projects

Powell Drive Phase 3

Currently speaking with Gas Tax to finalize project details.

Not sure of the full distance, may not get down as far as Pondsider.

Mayor asked if sidewalks could be continued down to Pondsider.

May not be able to be done in Phase 3

MYCW LeMarchant Road Extension

To be advertised today.

ICIP Screenhouse and Chlorine Building Upgrades

Project to be awarded to WSP.

ICIP Beach Road Sewer Upgrading

Project to be awarded to WSP.

ICIP Cross Roads Water Sewer Street Upgrading

Project to be awarded to WSP.

2023 Paving Program

Project to be awarded to WSP.

Valley Road Phase 4

First lift of asphalt placed

Water Street Phase 2

Curb and gutter is completed. First lift of asphalt should start tomorrow. Brick pavers contract awarded.

Grassey Lane Water Sewer Storm Upgrades

Permit to construct is on file and tender call early in 2024.

2022 Paving Program

Expecting more paving next week.

2023 Paving Program

Councillor Noel will present the motion being recommended:

Motion 23-345

R. Noel / M. Seymour

Whereas requests for consultant fees were invited for the 2023 Paving Project and whereas bids received were in good order, Be it resolved to award the following project to WSP E&I Canada Inc in the amount of \$27,238.62 HST included.

Favour 6; Opposed 0; **Carried**

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of... \$120,345.29

Motion 23-346

C. O'Grady / R. Noel

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$120,345.29 as submitted to Council.

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices:

Valley Road – Phase 4 - Water, Sewer & Street Upgrading

Cougar Engineering & Construction Ltd, Invoice # 2063.....\$330,248.24

Water Street, Water, Sewer & Street Upgrading (17-GI-21-00075) Phase 2, Part A

Harris & Associates, Invoice 7076.....\$29,563.63

Councillor Noel declared a conflict of interest on the Valley Road – Phase 4 project invoices as his brother owns property in that area.

Mayor Butt declared a conflict of interest on the Valley Road – Phase 4 project invoices as his brother owns property in that area.

Mayor Butt and Councillor Noel left their seats at the Council table and sat in the public gallery.

Councillor Doyle assumed the position of Chair.

Motion 23-347

C. O'Grady / P. Snow

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

Valley Road – Phase 4 - Water, Sewer & Street Upgrading
Cougar Engineering & Construction Ltd, Invoice # 2063...\$330,248.24
Favour 4; Opposed 0; **Carried**

Mayor Butt and Councillor Noel returned to their seats at the Council table and Mayor Butt assumed the position of Chair.

Motion 23-348 **C. O'Grady / M. Seymour**
Resolved that the Town of Carbonear approve for payment the following capital project invoices as presented to Council:
Water Street, Water, Sewer & Street Upgrading (17-GI-21-00075)
Phase 2, Part A
Harris & Associates, Invoice 7076.....\$29,563.63
Favour 6; Opposed 0; **Carried**

10. Regulations for Adoption
No regulations listed.

11. Notices of Motion
No notices of motions were filed.

12. New Business

- a) Request for Meeting with our MHA
Councillor Doyle suggested that she would like Council to meet with our MHA. One item for discussion would be the vacant provincial buildings in the Town of Carbonear and other matters as well.

Motion 23-349 **R. Noel / P. Snow**
Resolved to set up a meeting with Council and our MHA Steve Crocker on
Favour 6; Opposed 0; **Carried**

- b) Appointment of Accessibility Committee

Motion 23-350 **C. O'Grady / P. Snow**
Whereas the Town of Carbonear intends to improve accessibility and inclusion; and
Whereas the Town will be developing an accessibility plan to help it become more accessible and inclusive; and
Whereas an Accessibility Advisory Committee can assist the Town in identifying, preventing and eliminating barriers to programs, services and infrastructure;
Be it Resolved to appoint the following persons to the Accessibility Advisory Committee:
- Adam Grant

- Rose Andrews
- Jess Samson
- Kelly Mullins
- Alda Jarvis
- Councillor Danielle Doyle – Councillor Representative and Committee Chair
- Cynthia Davis, CAO – Accessibility Lead
- The following staff as required to provide feedback related to infrastructure and programming and to assist with communication: Kerri Abbott (EDTO), Ian Farrell (Director of Operations and Public Works, Rob Button (Director of Recreation).

Favour 6; Opposed 0; **Carried**

13. Adjournment

Motion 23-351

D. Doyle / M. Seymour

Resolved that the meeting adjourn at 6:05 pm and that Council meet again for a Regular Council Meeting on Tuesday, November 28th at 5:30pm

Favour 6; Opposed 0; **Carried**

Mayor Frank Butt

Cathy Somers, Town Clerk