

Town of Carbonear
Regular Council Meeting December 12, 2023
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, December 12, 2023 at 5:30pm

Members Present: Mayor Frank Butt
Deputy Mayor Sam Slade
Councillor Danielle Doyle
Chris O'Grady
Ray Noel
Peter Snow

Members Absent: Malcolm Seymour

Also Present: Chief Administrative Officer Cynthia Davis
Director of Operations & Public Works Ian Farrell
Director of Recreation Rob Button
EDTO Kerri Abbott

Also Absent: Town Clerk / Director of Financial Operations Cathy Somers

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1. Calling of Meeting to Order
Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:36pm. The meeting is being broadcasted through YouTube.
Mayor Butt welcomed those present at the meeting and those watching on YouTube.
 2. Approval of the Agenda for December 12, 2023 Regular Meeting
CAO requested that the Accessibility Plan be added to New Business.
Motion 23-367 **C. O'Grady / S. Slade**
Resolved to adopt the agenda for the December 12, 2023 Regular Council Meeting as presented to Council with the addition of Accessibility Plan to New Business.
Favour 5; Opposed 0; **Carried**
 3. Adoption of the minutes
 - a) Regular Meeting – November 28, 2023
Motion 23-368 **D. Doyle / R. Noel**
Resolved to adopt the minutes of the November 28th, 2023 Regular Meeting of Council as presented.
Favour 5; Opposed 0; **Carried**
 - b) Special Meeting (Budget) – November 30, 2023

Resolved to adopt the minutes of the November 30th, 2023 Special Meeting of Council as presented.

Favour 5; Opposed 0; **Carried**

4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations
None.

6. Permits and Correspondence

6.1 Permit Listing # 10430

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

Motion 23-369

D. Doyle / S. Slade

Resolved to approve permits # 10430 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 5; Opposed 0; **Carried**

Councillor Doyle reported that to date there have been permits issued for 33 new housing units and 12 new businesses.

6.2 Correspondence, requiring Council's decision
Councillor Snow arrived at the meeting.

a) RE: 17-MYCW-24-00031, LeMarchant Street Road Extension, Water, Sewer, Storm and Road Upgrading - Approval to enter into contract for consultant services – WSP E & I Canada Ltd in the amount of \$99,939.32.

Motion 23-370

S. Slade / R. Noel

Whereas an Approval to enter into a contract for consultant services for Project # 17-MYCW-24-00031 LeMarchant Road Extension – Water, Sewer, Storm and Road Upgrades has been received from the Department of Transportation and Infrastructure,

Be It Resolved that the Town of Carbonear award the contract for Consultant Services for the LeMarchant Road Extension – Water, Sewer, Storm and Road Upgrades project to WSP E&I Canada Limited in the amount of \$99,939.32 HST included.

Favour 6; Opposed 0; **Carried**

6.3 Correspondence received and action taken

Council reviewed the following correspondence received and action taken:

a) Government NL

- Department of Health and Community Services, RE: Distribution of Naloxone Kits. Forwarded to Administration and Finance committee
- Department of Justice and Public Safety, RE: The department has no objection to the issuance of a liquor license for restaurant at 195 Water Street and 170 Water Street. Copied to the Fire Department.
- Department of Transportation and Infrastructure, RE: Climate-Resilient Coastal Communities Program, Deadline 13, 2023. Forwarded to Public Works, Waste Management and Communities Services committee.
- Department of Government and Service NL, RE: Speed Cameras Forwarded to Public Works, Waste Management and Community Services.
- Department of Municipal and Provincial Affairs, RE: Highroad South Water and Sewer (17-GI-20-00039):
 - Change order # 6 in the amount of -\$8,603.22
 - Change order # 7 in the amount of -\$10,525.26
 - Change order # 8 in the amount of \$11,537.66.
 Copied to the Chief Administrative Officer and the Director of Operations and Public Works
- b) Skate Canada, Re: Request for donations for the Skate team travelling to Oakville, ON in January. Forwarded to Administration and Finance Committee
- c) Federation of Municipalities, Re: Membership Invoice for 2024 – 2025. Forwarded to Administration and Finance Committee
- d) 2024 Communities in Bloom Atlantic Edition Invitation Forwarded to Recreation, Special Events, Culture and Tourism committee

7. Committee Reports

- a) Economic Development, Planning and Land Use Development
Councillor Doyle noted the committee met on November 23rd and she presented the following from the committee:
 - Some issues with development applications are being reviewed;
 - The draft Municipal Plan and Development Regulations should be received before the end of December. The town will follow through with the process;
 - Reminded property owners to contact the town before proceeding with development so they follow regulations. The Town will provide assistance, where possible;
 - Stressed the importance of engagement and encouraged people to participate in consultations when scheduled and Councillor Noel also stressed the importance of people making their views known as this is a 10-year plan.

The following recommendations were made by the committee and brought forward in the following motions:

Motion 23-371

D. Doyle / C. O'Grady

Resolved to approve the application to operate a thrift store at 149 Water Street conditional upon Compliance with the Town of Carbonear Municipal Plan and Development Regulations, and receipt of approval from the Department of Digital Government and Service NL and other applicable government departments and agencies.

Favour 6; Opposed 0; **Carried**

Motion 23-372

D. Doyle / P. Snow

Resolved to send a Removal Order to the property owner of 14 Quarter's Lane to remove the accessory building (greenhouse) constructed on the property without a permit from Council.

Favour 6; Opposed 0; **Carried**

b)

Public Works, Waste Management and Community Deputy Mayor Slade noted the committee met on December 5th. The following recommendation was made by the committee and brought forward in the following motion:

Motion 23-373

S. Slade / P. Snow

Whereas the Town of Carbonear tendered for the sale of the 2010 Dodge truck and the highest bid received was \$500:
Be It Resolved to sell the 2010 Dodge truck to the highest bidder for the sum of \$500 + HST.

Favour 6; Opposed 0; **Carried**

He presented the following from the committee:

- Deputy Mayor Slade stressed the importance of having civic numbers on buildings and encouraged all property owners to have civic numbers placed on their buildings;
- Information pertaining to requirements to use clear bags in January was shared;
- Changes to collection of bulk garbage is proposed for 2024 which should improve bulk collection for residents. More information will be forthcoming.

c)

Recreation, Special Events, Culture and Tourism Councillor Noel noted that the committee met on December 5th. There are no recommendations coming forward from the committee. He noted the following:

- The town is recruiting for the temporary replacement of the Recreation Programmer position;
There have been some great events organized by the Town and the Special Events but he wanted to recognize the participation of other groups and the community that makes these events such a success. Committee Reports

- b) Reports of Chief Administrative Officer and Department Heads
 - a) Director of Operations and Public Works

The Director reported on the following activities since his last report:

 - The morning shift has started;
 - The PCA for MYCW Lemarchant Street Ext should be executed this week;
 - Kickoff meetings were held for Screenhouse and Chlorine Building Upgrades, Beach Road Sewer Sizing, Cross Roads Water Sewer Street Upgrading and 2023 Street Paving;
 - Construction is complete on Valley Road Ph 4 and currently waiting on closeout records;
 - Pavers are being placed on Water Street Ph 2.
 - b) Director of Recreation

The Director reported on the following:

 - Upgrades to staffroom/washrooms is anticipated to be completed next week;
 - Pool revenue and lesson registration is up from 2022;
 - He doesn't have an accurate count of pool visitation but he has spoken to staff and this should be corrected;
 - Extended a thank you to Special Events Committee for their collaboration on the annual tree lighting in combination with the Bring the Light – Night Parade that was a great success;
 - Extended a thank you to the CVFD for organizing and coordinating the 73rd annual Santa Claus Parade;
 - Other successful activities included the ornament making with clay café and paint night with Michelle Rowe.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of.....\$163,430.49
Motion 23-374 C. O'Grady / P. Snow

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$163,430.49 as submitted to Council.

Favour 6; Opposed 0; **Carried**

- b) Capital Invoices:
 Capital Invoices:
Highroad South Water and Sewer, 17-GI-20-00039
 Black Diamond, Claim # 6.....\$55,778.69

Motion 23-375 C. O'Grady / S. Slade

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

Highroad South Water and Sewer, 17-GI-20-00039

Black Diamond, Claim # 6.....\$55,778.69

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) Accessibility Plan

Motion 23-376

C. O'Grady / R. Noel

Resolved to adopt the Accessibility Plan 2024-2026 as completed by JW Consulting Associates and distributed to Council.

Favour 6; Opposed 0; **Carried**

Mayor Butt extended birthday wishes to office staff, Kerri Abbott and Christa-Lee Earle Baker as well as Councillor Doyle. He wished the citizens, management and staff a Merry Christmas.

The next Council Regular Council Meeting is scheduled for January 9, 2024.

13. Adjournment

Motion 23-377

S. Slade / R. Noel

Resolved that the meeting adjourn at 5:56 pm and that Council meet again for a Regular Council Meeting on Tuesday, January 9th at 5:30pm

Favour 6; Opposed 0; **Carried**



Mayor Frank Butt



Cynthia Davis, CAO