

Town of Carbonear
Regular Council Meeting November 26, 2024
Minutes of a regular meeting of the Council of the Town of Carbonear held
In Council Chambers, November 26, 2024 at 5:30pm

Members Present: Mayor Frank Butt
 Deputy Mayor Sam Slade
 Councillors Danielle Doyle
 Ray Noel
 Chris O’Grady
 Peter Snow
 Malcolm Seymour

Also Present: CAO Cynthia Davis
 Town Clerk / Director of
 Financial Operations Cathy Somers
 Director of Operations
 & Public Works Ian Farrell
 EDTO Kerri Abbott
 Director of Recreation Rob Button

1. Calling of Meeting to Order
 Mayor Butt welcomed those present at the meeting and called the meeting to order at 5:38pm. The meeting is being broadcast by Youtube. He welcomed those in attendance and those viewing online.

2. Approval of the Agenda for November 26th, 2024 Regular Council Meeting
 Motion 24-336 C. O’Grady / P. Snow
 Resolved to adopt the agenda for the November 26th, 2024 Regular Council meeting as distributed to Council with the addition of Item 12(a) Presentation and Adoption of the 2025 Budget and accompanying Schedules of Municipal Tax Rates and Fees.
 Favour 7; Opposed 0; **Carried**

3. Adoption of the minutes
 - a) Regular Meeting – November 13, 2024
 Motion 24-337 S. Slade / M. Seymour
 Resolved to adopt the minutes of the November 13, 2024 Regular Meeting of Council as presented.
 Favour 7; Opposed 0; **Carried**

 - b) Privileged Meeting – November 19, 2024
 Motion 24-338 P. Snow / C. O’Grady
 Resolved to adopt the minutes of the November 19, 2024 Privileged Meeting of Council as presented.

Favour 7; Opposed 0; **Carried**

Mayor Butt asked that Motion PR 24-11-19 from the November 19th privileged meeting be ratified.

Councillor Noel declared conflict of interest as his sister and brother own property in this area. Councillor Noel then moved to the public gallery.

Motion 24-339

S. Slade / M. Seymour

Whereas Council has reviewed the draft correspondence prepared by the Town's legal counsel,

Be It Resolved that the Town of Carbonear advise their legal counsel to proceed with the proposed correspondence as drafted pertaining to the Valley Road Phase 3 project.

Favour 6; Opposed 0; **Carried**

Councillor Noel returned to his seat at the Council table.

4. Business Arising from Minutes
No business arising.

5. Proclamations / Presentations / Delegations
None listed

6. Permits and Correspondence

6.1 Permit Listing # 10724-10725

Councillor Doyle asked Council to review the permit listing for possible conflicts.

Motion 24-340

D. Doyle / C. O'Grady

Resolved to approve permits # 10724 – 10725 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 7; Opposed 0; **Carried**

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

- Department of Transportation and Infrastructure, Circular Re. Seasonal Asphalt Reminder.

Copied to Director of Operations and Public Works

b) Carbonear Legion, Re: Request to Keep 75th Sign at the Pergola Park for

- Anniversary
Referred to the Administration and Finance Committee.
- c) 193 Water Street, Re: Heritage Financial Incentive Application
Referred to the Administration and Finance Committee.
 - d) RCMP Wish Tree, Re: Make a Wish Donation Request
Referred to the Administration and Finance Committee.

7. Committee Reports

- a) Public Works, Waste Management and Community Services
Deputy Mayor Slade noted Council can peruse the minutes, any questions can be addressed to the committee or the Director.

Deputy Mayor Slade presented the following from the committee meeting:

Motion 24-341 **S. Slade / R. Noel**

*Whereas a limited call was completed for the services of a prime consultant for the Powell Drive, Phase 3 project; and
Whereas Meridian Engineering Inc. was the lowest qualifying bid received,
Be It Resolved to award a contract to Meridian Engineering Inc. as the prime consultant for the Powell Drive, Phase 3 project for the price of \$60,624.86 HST included.*

Favour 7; Opposed 0; **Carried**

Motion 24-342 **S. Slade / C. O'Grady**

*Whereas a quote was provided by HiTech Communications Ltd. as a provider through Canoe Procurement,
Be It Resolved that the Town of Carbonear proceed to purchase vehicle cameras from HiTech Communications Ltd. complete with installation for the price of \$14,606.21 HST included.*

Favour 7; Opposed 0; **Carried**

Councillor Doyle inquired as to what vehicles will they be placed in. Director advised it is for the heavy equipment.

Motion 24-343 **S. Slade / R. Noel**

*Whereas a quote was provided by HiTech Communications Ltd. as a provider through Canoe Procurement,
Be It Resolved that the Town of Carbonear contract Hitech Communications Ltd. for the monthly service for the Geotab GO9 telematics device, ProPlus plan, universal harness, installation and training complete with AVL monthly charges for the monthly price of \$679.83 + HST.*

Favour 7; Opposed 0; **Carried**

Mayor Butt inquired about these devices. The director advised this is a GPS system for the public works equipment.

Councillor Doyle advised that there is an ongoing issue, where there are times when a car blocking is blocking the driveway to a property on Water Street. Property owner placed a sign there, but people still park and block the driveway. She would like to see additional lines painted to identify it as a "No Parking" area

Motion moved by Councillor Doyle, seconded by Councillor O'Grady
Resolved to paint additional lines in front of the driveway to mark it as a no parking area.

Discussed.

Councillor Noel indicated that it would be nice for this to come back to the committee for further review and recommendation as matters such as these are referred to the appropriate committee for review and recommendation.

We use the committee structure, and it works well, this should have been forwarded back to committee for further review.

Further discussion took place.

Councillor Doyle agreed to withdraw the motion until the committee could review further to determine a solution.

c) Administration and Finance

Councillor O'Grady noted the following from the committee meeting:

- Motion recommended

Motion 24-344

C. O'Grady / P. Snow

Resolved that the Town of Carbonear adopt the revised Human Resource Policy as recommended by the Administration & Finance Committee.

Favour 7; Opposed 0; **Carried**

- Carbonear Legion requested to keep the 75th sign at the Pergola Park for 2025 as this is the Legion's 75th anniversary. They would like to add items to it as well. The committee had no objections to the request.
- Heritage Financial Incentive application for 193 Water Street is recommended for approval subject to completion of the work and receipt of the additional required documentation.
- Preparation of Budget – Much time was spent on the 2025 budget which will be presented under New Business this evening. Much time spent on budget which will be presented under New Business.

d) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted the following from the committee meeting:

- Recreation committee also discussed the request from the Legion, it's great to see the 75th sign being utilized.
- Encouraged residents to attend the Bring the Light event parade on Monday, December 2nd and the Tree Lighting at the Pergola Park.

- d) Economic Development, Planning and Land Use Development
Councillor Doyle noted the following from the committee meeting:
- Meeting was held on November 21st.
 - EDTO emailed business sector and at that point did not receive anything from the businesses. This is an opportunity for us to help the businesses, so she encouraged the businesses to pass along more items and information.
 - Last coffee break coming up in December. This is a great way to get to know new people.
 - Received calls from businesses who are looking for commercial space to rent for business.
 - Motion recommended

Motion 24-345

D. Doyle / P. Snow

Resolved to approve a permit for a Home Based Business – Stone Craft Masonry from the property of 55 Irishtown Road as per the application received, conditional upon receiving no objections to the discretionary use notice advertised on the application and in accordance with the Town of Carbonear Municipal Plan and Development Regulations.

Favour 7; Opposed 0; **Carried**

8. Reports of Chief Administrative Officer and Department Heads

a) Director of Recreation

The Director reviewed the following from his report with Council:

Pool & Rec Maintenance

- 1.) Seasonal work has been completed for this year.
- 2.) All pool play structures have been reinstalled and available for user enjoyment.

Financial & Program Analysis

	<u>2024</u>	<u>2023</u>
1.) Pool Revenue (less HST)	\$213,046.37	\$186,977.23
2.) Lesson Registration	1,772	1,825
3.) Pool Visitation	20,947	14,922

Programs & Grants

- 1.) Annual Tree Lighting and Bring the Light Parade is scheduled for Monday, December 2nd. EDTO and Director have been working together on this initiative and Special Events planning things here in the theatre before the tree lighting.
- 2.) Adult Christmas Paint Night was held last week, with the Youth Art night being hosted on Monday, December 9th. This Wednesday will be the last of our open gym nights, which have been a growing success, until the new year. Our tumbling tots program will continue on Friday

mornings until December 13th. One Step Forward concludes on Tuesday, December 5th.

Open gym nights, children, families, everyone is welcome to attend.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$ 29,603.95

Motion 24-346 **C. O'Grady / M. Seymour**

Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$29,603.95 as submitted to Council.

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices

Water, Sewer & Street Upgrading - Water Street, Phase 2

Black Diamond Construction Limited, Claim #8\$71,610.30

Motion 24-347 **C. O'Grady / P. Snow**

Resolved that the Town of Carbonear approve for payment the following capital invoices:

Water, Sewer & Street Upgrading - Water Street, Phase 2

Black Diamond Construction Limited, Claim #8\$71,610.30

Favour 7; Opposed 0; **Carried**

10. Regulations for Adoption

11. Notices of Motion

12. New Business

- a) Presentation and Adoption of the 2025 Budget and accompanying Schedules of Municipal Tax Rates and Fees

A copy of the draft 2024 Budget was previously provided to Council members for their review.

Finance Chair, Councillor O'Grady, presented his budget speech to Council summarizing the 2024 budget.

Motion 24-348 **C. O'Grady / Doyle**

Resolved to approve the 2024 budget with operating revenues and expenditures of \$9,164,447 and the accompanying Tax Structure identifying the schedule of municipal tax rates and fees for 2025 as presented, excluding the Fire Protection budgeted expenditures totaling \$170,650.

Favour: 7; Opposed 0; **Carried**

Mayor Butt noted that he is a member of the Fire Department and declared a conflict of interest on the matter of the Fire Department Honorarium as part of the Fire Department expenditures.

Mayor Butt left his seat and took a seat in the public gallery.
Deputy Mayor Slade assumed the position of Chair.

Motion 24-349

C. O'Grady / P. Snow

Resolved to approve the operating expenditures for Fire Protection in the 2025 budget totaling \$170,640.

Favour: 6; Opposed 0; **Carried**

Mayor Butt returned to his Council seat and assumed the position of Chair.

Mayor Butt thanked everyone involved for their work in the budget process.

13. Adjournment

Motion 24-350

S. Slade / M. Seymour

Resolved that the meeting adjourn at 6:35pm and that Council meet again for a Regular Council Meeting on Tuesday, December 10th at 5:30pm.

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk