

Town of Carbonear
Regular Council Meeting, October 21, 2014

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, October 21, 2014 at 4:00 p.m.

Members Present:	Mayor	George Butt Jr.
	Deputy Mayor	Frank Butt
	Councillors	Ray Noel
		Bill Bowman
		David Kennedy
		Ed Goff
	Brenda Trickett	

Also Present:	Town Administrator	Cynthia Davis
	Town Clerk	Cathy Somers
	Director of Operations and Public Works	Brian O'Grady
	Director of Recreation and Tourism	Rob Button

1. Calling of Meeting to Order
2. Adoption of Minutes
 - Regular Minutes – October 6, 2014
Motion 14-545 **F. Butt / R. Noel**
Resolved that the minutes of the October 6, 2014 Regular meeting of Council be adopted as presented.
Favour 7; Opposed 0; **Carried**
3. Business Arising From Minutes
No business arising
4. Delegations
No delegations present.
5. Correspondence, Permits & Development
 - a) List of Permits Issued # 6507-6533
Motion 14-546 **D. Kennedy / R. Noel**
Resolved to approve the list of permits #6057-6533 as per applications received, and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies
Favour 7; Opposed: 0; **Carried**
- 5.1 Correspondence, requiring Council's decision
None listed.

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Workplace Health and Safety Compensation Commission
RE: Brochure on preparing for a safety audit
Copied to Town Administrator, placed on file
- b) Air Cadet League of Canada
Invitation to attend the 65th Annual General Meeting on October 17 & banquet on October 18, 2014.
Copied to the Mayor.
- c) RCMP Musical Ride Branch
RE: Request for meeting to discuss the Musical Tour for 2015
Copied to Finance Committee & Recreation Committee
- d) Department of Municipal and Intergovernmental Affairs
RE: Multi Year Capital Works Program (Reallocation of funds)
Copied to Town Administrator
- e) Kixx Country
Launch of the Toy Tree Project, TC Square, November 20, 2014
Request for donation. Included on the approved donation listing for 2014. Cheque to be completed. Copied to the Mayor & Finance Committee
- f) VIP Marketing Inc
Request to advertise in the Baccalieu Trail / Central Tourist Guide
Forwarded to Finance Committee
- g) Municipal Assessment Agency Inc.
RE: 2015 Assessment Service Fee.
Forwarded to Finance Committee
- h) Carbonear Collegiate
RE: Invitation for a representative of Council to attend the Remembrance Day Assembly on November 6th at 9:30 am at Carbonear Collegiate.
Copied to the Mayor
- i) Community Handicapped Association
Request to donate to the 27th Annual Community Handicapped Association Christmas Party. Held on Sunday, December 7, 2014 at the Knights of Columbus.
- j) Department of Municipal and Intergovernmental Affairs
RE: Municipal Plan Amendment No. 16, 2014 and Development Regulations Amendment No. 26, 2014 has been reviewed and ready for adoption.
Copied to Development Committee
- k) Ronald McDonald House Newfoundland and Labrador
RE: Light of Love Tree fundraising campaign, request for donation
Forwarded to Finance Committee
- l) Property owner, Valley Road
Request for extension to court order
Forwarded to Development Committee
- m) Property owner Columbus Drive

- RE: Road access off Columbus Drive
Forwarded to Development Committee
- n) RCMP Harbour Grace
RE: Update on Hurricane Gonzalo
Copied to Council and staff
- o) Property owner – Valley Road
Parking concern and land for sale
Forwarded to Recreation Committee

6. Committee Reports

- a) Development Committee

Motion 14-547

D. Kennedy / B. Bowman

Under the authority of Section 16 of the Urban and Rural Planning Act 2000, the Town Council of Carbonear adopts the Town of Carbonear Municipal Plan Amendment No. 16, 2014 and Development Regulations Amendment No. 26, 2014

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

Motion 14-548

D. Kennedy / B. Trickett

Resolved that the Town of Carbonear proceed to have a design completed for a cul de sac for four residential buildings lots off Gap Road on property owned by the Town; and further resolved to incorporate the playground design behind the cul de sac into the drawings.

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

- b) Finance, Human Resources & Administration Committee

Aquatics Supervisor Position

Job description reviewed and recommends to advertise. The Collective Agreement requires that the position be posted internally first. Interviews to be conducted on all internal applicants.

Motion 14-549

R. Noel / B. Trickett

Recommend to proceed to advertise the position of Aquatic Supervisor internally.

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

Motion 14-550

R. Noel / F. Butt

Resolved to approve for payment the list of operating invoices in the amount of \$80,737.51 as submitted to council.

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

Motion 14-551

R. Noel / D. Kennedy

Resolved that the Town of Carbonear purchase an ad in the Twin Cities/Baccalieu Trail & Central NL Tourist and Shoppers Guide at a cost of \$395.50 (hst included)

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

- c) Recreation Committee
Councillor Goff presented the recommendations from the Recreation Committee. He also noted that the Committee is reviewing the option of having the train car painted. There is another community that had several painted and the pricing was good.

Automatic Door

Motion 14-552

E. Goff / B. Bowman

Resolved to purchase automatic door mechanisms for wheelchair accessibility from Fullerton Agencies at a cost of \$6,364.00 plus HST.

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

7. Reports of Town Administrator and Department Heads

a) Town Administrator

1. Financial Report

A Financial Report to September 30, 2014 is attached for your information. Revenue and Expenses are within budget to date. If anyone has any questions on the report, please feel free to contact me.

Councillor Goff asked for the stats on the Receivables. Town Clerk will create a report on the collections and send out to Council.

2. Hiking/Walking Trail Project

Approval to occupy the land proposed for the Hiking/Walking Trail along Powell's Brook still has not been received to date. The staff person I have contacted indicated that they he would mark the file urgent, however, he admitted the department was short staffed. It is looking more and more like this project may have to be deferred until the spring.

3. 2014-2017 Multi Year Capital Works Program

The Director of Operations and Public Works met with the consultants to review the project design for the Pike's Lane Lift Station Project last week. Most of the details should be finalized and the final drawings should be submitted in the near future.

4. Request for Proposals—Demolition 234 Water Street

The RFP closed today.

After proposals are reviewed, Town Administrator to set up a meeting with Council and the town's lawyer on the matter.

5. Electrical Quotes

As Council is aware, the Town invited quotes from Certified Electricians with a registered company within the Town. One quote was received. The hourly rate quoted is \$45 per hour HST included. If the bucket truck is required, it will be provided at a rate of \$90 per hour HST included. A motion is required to award work to A&M Electrical for

the price quoted for electrical work required for the remainder of 2014 and 2015.

Motion 14-553

R. Noel / B. Trickett

Resolved to award A&M Electrical Ltd the contract to complete electrical repairs and maintenance for the Town of Carbonear per the price quoted upon signing the required contract and submission of required documentation.

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

6. Bulk Collection and Fall Newsletter

The last bulk collection of 2014 has been scheduled for the week of November 24. The last bulk collection is scheduled to allow for collection of leaves throughout town. The contractor will typically complete the bulk collection on the week that there is no recycling collection. November 10 would have likely been too early to allow residents to rake all leaves up around their property and place them by the road side for collection. If there are any items councilors feel should be referenced in the fall newsletter, advise the Executive Assistant, Janice. The newsletter is scheduled to be sent out the first week in November to provide approximately 3 weeks notice to residents of the bulk collection.

Councillor Goff asked if a compost facility is being implemented by Eastern Waste Management. Councillor Kennedy requested that we obtain information to set up our own compost facility, if Eastern Waste Management is not proceeding with that plan.

Town Administrator to investigate and report back to Council on the matter.

Councillor Goff noted that some funds have been allocated through Gas Tax funding for MMSB. Town Administrator to obtain details and contact MMSB to discuss options available for a joint program with MMSB and the town in this regard.

b) Director of Operations and Public Works

- Water and sewer leaks are being repairs as they come in.
- Pikes Lane / Beach effluent station. We had a meeting with Harris and the Crosbie (Electrical Engineer) to go over the final details of the drawings. The drawing are to be submitted to the province for approval today (Tuesday, Oct 21). Hopefully with review will happen quickly.
- Our asphalt recycler has problems with the Kubota engine. It is at the shop being checked out. I am dealing with the supplier with regards to warranty.
- The asphalt cold planer has been working on the sections of road

we are paving. Paving should be completed this week.

- Ditching work is being completed around town and will continue into the fall.
- The School has installed asphalt in front of the playground to the west of the pool. They will provide snow clearing and will also clear a portion of the pool lot for early morning drop off. In return we have agreed to paint and maintain the lines.
- We have had to do repairs to our 2008 GMC dump truck. The MVI (motor vehicle Inspection) identified a number of items that need addressing. (i.e. Steering link, exhaust leak, holes in exhaust stack, rear link, etc) All total this is in the \$6000 - \$7000 range. This truck has not given us any serious problems over the years so needing these repairs at this time is not surprising.
- We will be setting up the one Ton dump truck to accommodate a sander. The Sterling truck will not have the sander installed as it is the only one with a trailer air brake system. This truck will have to be used to tow the larger excavator for winter digging. The one ton dump truck will substitute as the third sand truck this winter. The sterling can still be used for plowing if required.
- Additional asphalt repairs.
 - We have a problem with water entering properties near the ramp in the Valley Road. This problem increased when we added a lift of asphalt. The extra lift of asphalt stops the water from crossing the road thereby going into the residents property. This will require approx 50 tons @ \$165/ton = \$8,250. Councillor Noel left the meeting due to a conflict of interest as he has a brother who owns property in this area on Valley Road.
Deputy Mayor Butt left the meeting due to a conflict of interest as he has a brother who owns property in this area on Valley Road.
 - The other area is a dig up where we had a sewer problem. This excavation is larger and will require 15 tons @ \$165/ton = \$2,640.

Motion 14-554

D. Kennedy / B. Bowman

Resolved that the Town of Carbonear proceed to complete road repairs as recommended by the Director of Operations and Public Works at an estimated cost of \$10,890 + HST.

Favour 5; Opposed 0; **Carried**

Deputy Mayor Butt and Councillor Noel were called back into the meeting.

Councillor Goff inquired as to why the concrete work has not been contracted out yet. The Director advised that the Works Committee needs to meet and make a recommendation on the list of projects submitted.

Councillor Goff suggested sidewalk between Carbonear Collegiate and the tennis courts be installed. Director to review as a project for next year. Director also noted the area coming out through the tunnel as well. Both areas to be reviewed for next year.

Councillor Goff noted that the Town of Hr. Grace would like to coordinate their concrete work with ours when it is being done. Director to contact officials from Hr. Grace on this matter.

Deputy Mayor Butt noted a problem that exists on a property Director suggested to the property owner that he move his driveway to solve the problem.

Director to present options for review by the Public Works Committee.

Deputy Mayor Butt inquired about the property on Irishtown. Director advised the property owner that he would have to correct the problem. He suggested he ditch across the back of his property and tie the drainage into an existing ditch. The property owner is open to suggestions as to what needs to be done, but the repairs would be the property owners responsibility.

Director advised there are other property owners who are draining water from their properties onto Pondsideroad as well that creates problems.

Councillor Noel noted that recently we have received several thank you notes for the efficient and professional work of the Works Department. Council commended the Director and his staff in this regard.

c) Director of Recreation and Tourism

Pool & Rec Maintenance

General Maintenance continually being completed. Staying on top of Miscellaneous items.

Replacement sign for Hr. Rock Hill has been installed.

Seasonal work is completed.

Dog park planning and construction will be moving forward over the next several weeks.

Financial & Program Analysis

	<u>2014</u>	<u>2013</u>
Pool Revenue - September 11 th (less HST)	\$228,528.25	\$222,200.48
Lesson Registration	1762	1859
Pool Visitation	27,820	25,789

Programs & Grants

“The Boys and Girls that Went Over”. Our next edition of the community concerts. This one will be a tribute to all the veterans that fought in the World Wars. We will be recognizing the 100th anniversary of WWI.

Will be starting a drop in recreation program on Wednesday's at Carbonear Academy. Advertising for this program will be going out by the end of this week. It will consist of 2 hours for ages 13 - 18 and 2 hours for ages 19+.

Swim to Survive - I have been working with Canadian Tire Jump Start for funding of this program. It looks very positive in receiving a significant partnership. It hasn't been made official as of yet, so we haven't made any contact with the schools. I am hoping to hear officially in the very near future.

8. Finance
- | | |
|---|--------------------|
| Operating Invoices: over \$2,000.00 totaling..... | \$80,737.51 |
| Approved earlier during the Finance Committee Report | |
| Councillor Kennedy declared a conflict of interest on the Capital Invoices as he his father has property on London Road. Councillor Kennedy left the meeting. | |
| Capital Invoices: | |
| Water, Sewer & Street Upgrading, London Road, Phase II Extension | |
| Harris & Associates – Engineering Invoice # 5781..... | \$15,722.83 |
| Water, Sewer & Street Upgrading, London Road, Phase II Extension | |
| Cougar Engineering, CP # 7..... | \$66,990.30 |
| Total Capital Invoices..... | <u>\$82,723.13</u> |

Motion 14-555

R. Noel / B. Bowman

Resolved to approve for payment the list of capital invoices in the amount of \$82,723.13 as submitted to council.

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

Councillor Kennedy was called back into the meeting.

9. Regulations
No regulations presented.

10. General Business
Councillor Kennedy inquired about services that could be shared between Carbonear and surrounding municipalities.
Councillor Goff suggested we hire a business student to obtain stats from the various towns.
Town Administrator advised that some years ago, there was a study and report prepared on this matter. However, the willingness was not there with the other

towns to participate.

Town Administrator to forward a copy of this report to Council.

Town Administrator advised that we can include our asphalt with the Department of Transportation, when they tender for those services.

We do avail of CPA pricing for various types of supplies such as piping, calcium, water/sewer supplies, cutting edges, etc.

Pricing has now been included for trucks and vehicles as well.

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

12. Adjournment
Motion 14-556 **F. Butt / R. Noel**
Resolved that the meeting adjourn at 5:22 p.m.

Mayor George Butt Jr.

Cathy Somers, Town Clerk