

Town of Carbonear
Regular Council Meeting, February 17, 2014

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, February 17, 2014 at 7:00 p.m.

Members Present: Acting Deputy Mayor Frank Butt
 Councillors Ray Noel
 Bill Bowman
 David Kennedy
 Ed Goff

Also Present: Town Administrator Cynthia Davis
 Town Clerk Cathy Somers
 Director of Recreation & Tourism Rob Button

Also Absent: Director of Operations Brian O’Grady
 & Public Works

1. Calling of Meeting to Order

2 Adoption of Minutes
 Regular Minutes – February 3, 2014

Motion 14-344 R. Noel / B. Bowman

Resolved that the minutes of the February 3, 2014 Regular meeting of council be adopted as presented.

Favour 5; Opposed 0; **Carried**

3. Business Arising From Minutes

Councillor Kennedy asked if there was any progress to report on addressing the problem with the building located at 234 Water Street.
Discussed. Town Administrator advised that there has been no further response from the last letter that was written to the mortgage holder’s lawyer on the property. Town Administrator to send correspondence to our MHA and MP to determine if they can do anything to assist the town in having this problem addressed.
Finance Committee to review tax status on the property as well. Send notice of sale for tax arrears..

Councillor Bowman asked if the approved correspondence has been sent to the property owner of 4 Kelby Corners. Town Administrator confirmed that the correspondence has been sent.

Councillor Bowman asked if there was anything new to report on the new electronic sign. Town Administrator advised that she has not received any price quotes yet from the Theatre Manager.

4. Delegations
5. Correspondence, Permits & Development
 - a) List of Permits Issued # 6064-6068 (List attached)
Development Listing - Included
 - New dwelling - 7D'iberville Street

Motion 14-345 **E. Goff / D. Kennedy**
Resolved that the Town of Carbonear approve the list of permits #6064-6068 as presented to Council.
 Favour 5; Opposed 0; **Carried**
6. Correspondence, requiring Council's decision
 - a) Epilepsy Newfoundland and Labrador
Proclamation to be signed: Purple Day for Epilepsy March 26th, 2014
Council reviewed the proclamation presented for signing.
Motion 14-346 **R. Noel / B. Bowman**
Resolved that the Town of Carbonear proclaim March 26th, 2014 as Purple Day for Epilepsy in Carbonear.
 Favour 5; Opposed 0; **Carried**
 Copy of signed proclamation attached.
- 6.1 Correspondence received and action taken
Council reviewed the following correspondence and action taken:
 - a) Carbonear Volunteer Fire Department
RE: Parking concerns on Bannerman Street
Forwarded to Public Works Committee
Deputy Mayor Butt asked if the Town in cooperation with the Fire Department could consider a project to have all houses within the town numbered. This will allow first responders for emergency purposes to identify the subject property easier.
Council to consider a project of this nature in the spring. Town Administrator to contact the Fire Chief to determine if this item could be addressed during Fire Prevention week in the schools.
Council noted that another good project would be the Adopt a Fire Hydrant program, and that the Town could install hydrant markers as well.
 - b) Hoyles Road resident
RE: Water issues and concerns
Forwarded to Public Works Committee
 - c) Property owner Park Lane
RE: Request for installation of sewer line
Forwarded to Public Works Committee
 - d) ATIPPA
RE: Promotional material for display amongst colleagues and employees
Placed on display

- e) Municipalities NL
RE: 2014 MNL Membership package & By Laws
Copied to Town Administrator
- f) Professional Municipal Administrators
RE: Request for donations for Convention 2014
Forwarded to Finance Committee for review
- g) Knights of Columbus
RE: Request for donation for the annual Regional Speak Off
Forwarded to Finance Committee for review
- h) Service NL – Office of the Minister
RE: Provincial Development Permit requirements for Crown Lands & privately owned land on protected roads.
Forwarded to Development committee & Town Administrator
- i) Joint Council Spring Dinner – Any town interested in hosting the event to contact the secretary of Joint Council. Date to be June 5th, 2014
Copied to Council
- j) College of the North Atlantic
RE: Invitation for the Mayor to attend the Annual General Meeting.
Friday, February 21, 2014 at Holiday Inn, St. John's (8am to 12pm)
- k) Eastern Health
RE: President's Report 2012-2013
Copied to Town Administrator, placed on file
- l) Trinity Conception Placentia Health Foundation
RE: Request for donation of one hour use of the pool and multipurpose room for the 23rd Annual Auction taking place June 7th, 2014 at the Harbour Breeze.
Forwarded to Director of Recreation & Tourism

7. Committee Reports

- a) Public Works Committee
Councillor Noel presented the recommendations from the Works Committee:
Monitor for chlorination system
Committee recommends the purchase of a monitor for the chlorination system.

Motion 14-347

R. Noel / D. Kennedy

Resolved that the Town of Carbonear purchase a Chlorination Monitoring System from K & D Pratt at a cost of \$6,541.30 plus HST.

Favour 5; Opposed 0; **Carried**

Frozen water lines

Deputy Mayor Butt raised the issue of frozen water lines.

There was some discussion on the town's policy on Frozen Water Lines and some of issues with frozen water lines of several residents over the past couple of weeks. Town Administrator advised that the town will assist after the property owner has tried certain methods to thaw the water

as explained in our Frozen Water Lines policy. Over the past couple of weeks, the town has assisted with this for a number of property owners in cooperation with the contractors working for the property owners.

8. Reports of Town Administrator and Department Heads

a) Director of Recreation and Tourism

Director of Recreation and Tourism reviewed the following report with Council.

Pool & Rec Maintenance

- 1.) General Maintenance continually being completed. Staying on top of Miscellaneous items.
- 2.) Pool Operator Course next week (Feb. 26 & 27). Have registered the 2 maintenance workers as well as myself for a recertification.
- 3.) New Tractor - compiling a list of different models and specifications that are needed for the Recreation Complex as a whole. Should be complete within the next couple of weeks so it will be available for Spring start up.
Looking at a 60" snow blower

Financial & Program Analysis

	<u>2014</u>	<u>2013</u>
1.) Pool Revenue - Feb 15 th (less HST)	\$25, 981.62	\$32, 737.10
2.) Lesson Registration	158	223
3.) Pool Visitation	3420	2461

Programs & Grants

- 1.) The application has been submitted to The Scotts Miracle-Gro Company for funding for the community garden. Will provided up to \$1500 in a combination of cash and in-kind product donation.
- 2.) Career Summer Job have all been submitted.
- 3.) Have received use of the gym at Carbonear Academy. Hoping to begin some programming in the next couple of weeks.
- 4.) Winter Carnival planning is continuing. I've been working closely with the Special Events committee for this event. Carnival is to begin on Thursday, February 27th and close on Sunday, March 2nd.
- 5.) Swim to Survive - going to start some planning for this program. Current funding allows us to offer the program to 5 schools. The Recreation Commission and I are investigating other opportunities to include other schools as well.

Deputy Mayor Butt asked if there were any plans for some different activities with the summer program being offered as he would like to see more variety of things to do. Director advised that he will be reviewing the planned activities.

Councillor Kennedy asked if the community garden project would still go ahead if we don't receive approval for funding for the project. Director advised it would still go ahead as the project can be self sufficient based on the fees they charge per bead, and the support from the participants and the community. Additional funding would allow for expansion

Councillor Bowman asked where the opening ceremonies would be for the Winter Carnival. Director advised it that opening ceremonies will be held at the Recreation Complex.

- b) Director of Operations & Public
Town Administrator noted that the Director of Operations and Public Works is requesting Council's approval for the sale by tender of the 2003 Chev Pick Up. He is hoping to advertise this item together with the other items previously approved for sale by tender.
Council agreed to advertise the sale by tender of the 2003 Chev Pick Up.

9. Finance

- a) Operating Invoices: over \$2,000.00 totaling \$67,340.15
Motion 14-348 **R. Noel / B. Bowman**
Resolved to approve for payment the list of operating invoices over \$2,000 totaling \$67,340.15 as listed to Council.
Favour 5; Opposed 0; **Carried**

- b) Capital Invoices:
Councillor Kennedy declared a conflict of interest on the capital invoices and left the meeting.

Water, Sewer & Street Upgrading (London Road – Phase II)

PN 12-121 (MA 12157)

Cougar Engineering & Construction Ltd

Claim No: 6.....\$291,324.88

Harris & Associates, London Road Phase II & London Road

Phase II Extension

Engineering Invoice No: 5728.....\$11,909.88

Total Capital Invoices:.....\$303,234.76

Motion 14-349 **R. Noel / B. Bowman**

Resolved to approve for payment the list of capital expenditure invoices totaling \$303,234.76 as listed to Council.

Favour 4; Opposed 0; **Carried**

Deputy Mayor Frank Butt inquired about a driveway reinstatement that was completed and asked if there was any further work to be completed on that reinstatement. He identified the property owner to the Town Administrator. The Town Administrator advised that the contractor has completed this work, and advised that the reinstatement has been

completed. The driveway is now in a better condition than it was prior to the start of the project.

Councillor Kennedy was called back into the meeting.

10. Regulations
None

11. General Business

Town Clerk – Recommendations for Councillor By-election

Town Clerk noted that she previously distributed a copy of her recommendations to Council on this matter. She reviewed her recommendations with Council and asked for a motion of Council if they are willing to proceed based on her recommendations.

Discussed.

Motion 14-350

B. Bowman / D. Kennedy

Resolved that the Town of Carbonear conduct a by-election on Thursday, March 27, 2014 to fill the vacancy of Councillor with the Town of Carbonear;

And Be It Further Resolved that the Town of Carbonear hold one nomination day for the upcoming 2014 Town of Carbonear Municipal By-Election for the position of Councillor on Wednesday, March 5, 2014 from 8:00am - 8:00pm.

And Be It Further Resolved that the Town of Carbonear hold an advance poll on Saturday, March 22nd from 8am to 8pm for the 2014 by-election for the vacancy of Councillor with the Town of Carbonear.

And Be It Further Resolved that the Town of Carbonear appoint Cynthia Davis as the Alternate Returning Officer (ARO) for the 2014 Town of Carbonear Municipal By-Election for the position of Councillor.

Favour 5; Opposed 0; **Carried.**

Privileged Meetings

Councillor Noel noted that privileged meetings should have very little items on the agenda. They should be held to address a limited number of topics, such as Human Resources related issues, Contract issues, legal matters, etc.

Town Administrator confirmed that this is what is recommended by Municipal Affairs. It is also suggested that these meetings would not have any formalized minutes, but would be for discussion purposes only and that any decisions would be made and recorded in regular Council meetings.

In the past, all decisions or motions made in a privileged meeting would have to be ratified at the next regular meeting of Council.

Is allowable.

Scheduling of Committee Meetings

Councillor Noel suggested that each Committee of Council should set up a regular time for their committee meetings so that we will have pre-determined times for these meetings.

Committee chairs to discuss with Committee members and determine a preset time for their respective committee meetings.

Paperless meetings

Councillor Kennedy asked if we can get moving on paperless meetings.
Town Administrator noted that money has been allocated in the 2014 budget for the purchase of the equipment and software for this purpose.
Town Administrator to provide details of proposed purchase to Council.

Deputy Mayor Frank Butt noted that he and some other council members attended the Fire Departments AGM, the Kettles on Community meals, and the CBN Joint Council meeting over the past two weeks.
Councillor Noel noted that Deputy Mayor Butt received his 25 year service pin at the Fire Department's AGM.

Councillor Noel noted that on Wednesday night the Heritage Society will be holding an event here at the Civic Centre. Council members are welcome to attend.

Councillor Bowman noted that the NL Basketball Div 3 will be holding a tournament in Carbonear on March 7-9 with 16 teams attending.
Town Clerk noted that the Poseidon Swim Club will be hosting a provincial swim meet at the Carbonear Pool on Feb. 21- 23rd with approximately 200 swimmers in attendance from across the province.

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

13. Adjournment
Motion 14-351 **B. Bowman / R. Noel**
Resolved that the meeting adjourn at 8:51 p.m.

Deputy Mayor Frank Butt

Cathy Somers, Town Clerk