

**Town of Carbonear
Regular Council Meeting, July 9, 2014**

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, July 9 at 4:00 p.m.

Members Present:	Mayor Deputy Mayor Councillors	George Butt Jr. Frank Butt Ray Noel Bill Bowman David Kennedy Ed Goff Brenda Trickett
Also Present:	Town Administrator Town Clerk	Cynthia Davis Cathy Somers
Absent:	Director of Operations and Public Works	Brian O'Grady

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 7:00 pm.
 2. Adoption of Minutes
 - Regular Minutes – June 16, 2014
Motion 14-454 **E. Goff / F. Butt**
Resolved that the minutes of the June 16, 2014 Regular meeting of council be adopted as presented.
Favour 7; Opposed 0; **Carried**
 - Special meeting – June 30, 2014
Motion 14-455 **F. Butt / D. Kennedy**
Resolved that the minutes of the June 30, 2014 Special meeting of council be adopted as presented.
Favour 7; Opposed 0; **Carried**
 3. Business Arising From Minutes
 - Councillor Kennedy suggested that we send out a poster regarding bicycle safety and recommended use of bicycle helmets.
Councillors Kennedy and Bowman to draft poster for mail out.
 - Mayor Butt asked that Motion SPE0630-01 from the June 30, 2014 Special Meeting be ratified.
Councillor Noel left the meeting due to conflict of interest.
Motion 14-456 **D. Kennedy / B. Bowman**
Resolved to extend the date for signing of a Fire Protection Agreement to provide Fire Protection to the Line Road Cabin area per motion 14-448

made at the June 3, 2014 Regular meeting of Council from June 30, 2014 to July 14, 2014.

Favour 6; Opposed 0; **Carried**

Councillor Noel was called back into the meeting.

- Update on 234 Water Street

Deputy Mayor Butt asked for an update on 234 Water Street.

Town Administrator advised there is an update in the committee minutes. A letter has been sent to the owner notifying that the Town is proceeding with a hazard assessment.

A response was received noting that the owner was not available for the scheduled date, as he was out of the country. A new date of July 21 was proposed by the Town Administrator to complete the hazard assessment. Discussed.

Town Administrator to proceed to organize the hazard assessment for July 21.

Deputy Mayor Butt asked if a letter has been sent to CBDC for an update on the property and to request payment for the cost of the hazard assessment.

Discussed.

Motion 14-457

F. Butt / B. Trickett

Resolved that the Town of Carbonear send a letter to CBDC to request that they cover the cost of the hazard assessment on the property of 234 Water Street.

Favour 7; Opposed 0; **Carried**

4. Delegations

None present.

5. Correspondence, Permits & Development

a) List of Permits Issued # 6204- 6310 (List attached)

Deputy Mayor Butt, Councillor Noel and Councillor Bowman left the meeting due to conflict of interest on various permits included on the list.

Motion 14-458

D. Kennedy / B. Trickett

Resolved that the Town of Carbonear approve the list of permits #6204 – 6310 as presented to Council.

Favour 4; Opposed 0; **Carried**

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

b) Permits (Received but not included in the listing)

57 Irishtown Road – Construct a shed

Motion 14-459

D. Kennedy / R. Noel

Resolved that the Town of Carbonear approve the application to construct a shed at 57 Irishtown Road subject to no objections or representations received from the variance advertisement in the local paper and further subject to the Town of Carbonear Municipal Plan and

Development Regulations and other 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) Business Owner – Relocation of business equipment
Forwarded to Development Committee
- b) Resident LeMarchant Street
RE: Snow Clearing Claim
Forwarded to Public Works Committee
- c) NL Heritage Foundation
Municipalities NL (Telus audio conferencing service)
Forwarded to Finance Committee
- d) Municipalities NL – Letter to Minister of Municipal & Intergovernmental
Affairs
from Municipalities regarding resolution 10-2013 First Lien on Property in
addition to Taxes
Forwarded to Finance Committee
- e) St. James Anglican Church
RE: Request for town message to be placed in 150 anniversary booklet
Copied to Town Administrator
- f) U-Turn Drop In Centre
Invitation to attend a BBQ to celebrate 3rd anniversary on August 2, 2014
from 1 -4 pm.
Copied to council
- g) Resident Fraize's Avenue
RE: Concern with fireworks being set off nightly between 9 -12 pm e
Forwarded to Public Works Committee
- h) Department of Tourism, Culture & Recreation
Confirmation of Archaeological Investigation Permit for Carbonear Island
Placed on file.
- i) Municipalities NL
 - RE: Urban Charter Session –Friday, September 12-13, 2014.
Hampton Inn, St. John's.
Copied to Council
 - INFO Note
Copied to Council
- j) Lifesaving Society
RE: Water Smart Campaign 2014
Copied to the Director of Recreation and Tourism for review
- k) Resident Crowdy Street
Request street sign be placed at the intersection of Bond Street and Crowdy
Street.

Forwarded to Public Works Committee & Director of Operations and Public Works

- l) Resident Harbour Grace
RE: Copy of letter sent to MHA regarding reconnecting the old railway bed between Harbour Grace and Carbonear.
Copied to the Mayor

6. Committee Reports

a) Finance Committee

Councillor Noel presented the following recommendations from the Finance Committee:

Mayor Butt left the meeting due to conflict of interest on the motion being recommending and Deputy Mayor Butt assumed the chair.

Motion 14-460 R. Noel / D. Kennedy

Resolved to approve for payment the list of operating invoices in the amount of \$101,681.97 as submitted to council.

Favour 6; Opposed 0; **Carried**

Mayor Butt was called back into the meeting and assumed the chair.

Motion 14-461 R. Noel / F. Butt

Resolved to approve the purchase of a FireKing Fireproof Storage Cabinet from Dicks & Company at a cost of \$3,899.00 plus HST.

Favour 7; Opposed 0; **Carried**

Motion 14-462 R. Noel / B. Bowman

Resolved that the Town of Carbonear approved a 25 cent per hour increase to the position(s) of Lifeguard/Instructor at the Carbonear Pool effective October 1, 2014 and October 1, 2015 to reflect the Provincial Minimum Wage Rate increase.

Favour 7; Opposed 0; **Carried**

Motion 14-463 R. Noel / B. Trickett

Resolved to approve the purchase of a cash register and install a debit machine at the Carbonear Pool.

Favour 7; Opposed 0; **Carried**

b) Development Committee

Councillor Kennedy presented the following recommendations from the Development Committee:

Motion 14-464 D. Kennedy / F. Butt

Resolved to approve construction of a fence at 15 Soper Avenue as per application submitted, subject to the fence meeting the Town of Carbonear Municipal Plan and Development Regulations and subject to meeting the requirements of the Fence Regulations and per exception made per 8(a) of the Fence Regulations.

Favour 7; Opposed 0; **Carried**

Motion 14-465 **D. Kennedy / R. Noel**

Resolved to approve application to subdivide the property situate at Valley Road subject to the subdivision meeting the requirement of the Town of Carbonear Municipal Plan and Development Regulations and further subject to receiving no objections to the variance ad published in the local paper.

Favour 7; Opposed 0; **Carried**

b) Public Works Committee

Deputy Mayor Butt presented the following recommendations from the Works Committee:

Motion 14-466 **F. Butt / B. Bowman**

Resolved to forward a cleanup order to the property owner situate at 172 Water Street to remove dog feces and other debris on the property that is causing a nuisance to the adjacent property owners.

Favour 7; Opposed 0; **Carried**

Fire Protection – Line Road

Councillor Noel declared a conflict of interest on the matter and left the meeting.

Ray declared a conflict and left meeting.

Motion 14-467 **F. Butt / D. Kennedy**

Resolved that the Town of Carbonear enter into an agreement with the Line Road Association to provide Fire Protection, effective date of the agreement will be July 1, 2014, based on the annual rate established for Fire Protection.

Favour 6; Opposed 0; **Carried**

Councillor Noel was called back into the meeting.

7. Reports of Town Administrator and Department Heads

a) Town Administrator

Town Administrator reviewed the following items from her report with Council:

- Financial Report Summary, any questions could be addressed to the Town Administrator.

- Land Purchase – Goff Avenue

The approval to borrow was received from the Department of Municipal and Intergovernmental Affairs. The land purchase has been finalized. The Town should receive the deed shortly.

- Archaeology Project.

The project is ongoing. According to the Project Manager, Florence Button, there are many artifacts being retrieved. The project may be delayed for a couple of weeks due to another commitment of the archaeologist; however, this will not affect the total time approved for the project.

- London Road Phase II
Continuation of this project to the substation is waiting on government approvals. Another request had to be made in writing for this year asking again to utilize remaining funding from other multi-year projects for London Road Phase II. This was previously requested and approved, however, Municipal and Intergovernmental Affairs requires another request to be approved for this year. I have forwarded appropriate correspondence so upon approval this should be able to proceed. Harris & Associates has already written the contractor to advise their contract is being extended to complete the work to the substation.
It was noted that some lawn repairs and sidewalk cracks need to be repaired.
Contractor has been contacted on this matter. Director of Operations and Public Works to follow up on the matter.
- Road Paving
The tender ad has been completed and sent to the paper by the consultant. I copy of the tender ad is attached for your information. The tender closes on July 29 at noon.
- Development Plan for Downtown Infrastructure
A meeting was held with representatives from ACOA. I will be preparing an application for submission to ACOA on the matter.
- Eastern Waste Meeting with Ken Kelly, CAO
The tender requirements were discussed with the PW, Waste Management and Community Services Committee. Eastern Waste inquired about a bag limit for inclusion in the tender. There is no bag limit on recyclable material but typically there is on garbage. This also encourages more people to recycle. I discussed with Eastern Waste and he suggested 7 bags. Apparently Holyrood has gone with 5 but he feels that this may be too few especially where the Town of Carbonear did not have a bag limit previously. There was some discussion on having 1 bulk collection with the Waste Management Facility in Hr. Grace, however, it is recommended to include up to 2 in the event that it is required in the fall to address the collection of leaves if other arrangements cannot be made. Other than that, the contract will be virtually the same as the current contract.
- ❖ **Other**
Going Paperless –Tablets are received, however, they need to be set up before they can be used. I have not had an opportunity to

complete to date.

Website – Most of the information has been uploaded to the new site. There are a few corrections that have been requested and the new video has to be uploaded as well. When I return from vacation the town should be ready to launch the new website and show the new video for the first time. I suggest that the town send out invitations for the launch and include those that were involved in the video and photographs used on the website. Refreshments can follow.

Summer Students – Another summer student has been approved.

b) **Director of Recreation and Tourism**
Director of Recreation and Tourism reviewed his report with Council.

Pool & Rec Maintenance

- 1.) General Maintenance continually being completed. Staying on top of Miscellaneous items. Sauna door has been replaced.
- 2.) Have made contact with electrician regarding timers for exterior lighting. **Complete**
- 3.) Replacement sign for Hr. Rock Hill has been ordered. No word of arrival time. I will follow up this week.
- 4.) Seasonal work is being completed. All parks and playgrounds are near complete with landscaping maintenance. Will be starting to complete some painted of benches and equipment around community next week.
- 5.) Installation of play structure for Crocker's Cove Playground is complete. **Complete**
- 7.) Had brick work of dugout completed. Waiting for installation of roof. **Complete outside of some flashing to case in wood.**

Financial & Program Analysis

	<u>2014</u>	<u>2013</u>
1.) Pool Revenue - June 16 th (less HST)		
2.) Lesson Registration		Will update at August meeting, programs appear to be on par with last year at a glance.
3.) Pool Visitation		

Programs & Grants

- 1.) Canada Day Concert was a great success. In excess of 1200 spectators in attendance, to hear some great live music.
- 2.) Carbonear Day events are being planned. Already have some groups booking activities to aid in the weekend celebrations.
- 3.) Sprint Tri has been rescheduled for Sunday, August 31st. Working with provincial group to ensure we have the same event as in years past. I will have registration posted for the event by the end of next week.
- 4.) "From County Cork to Carbonear" performance is going well. We have a great line up in store. Also, from what I've been told the event is near a sell out crowd already.
- 6.) Annual Awards ceremony will be taking place on Wednesday, July 30th. To be held at the pool starting a 7pm.
- 7.) Summer Program has started and seems to be going well. It's just the first week but children are having fun, while being active.

Deputy Mayor Butt asked if we considered the installation of wheel chair accessible doors for the entrance to the pool.

Director advised he would have quotes for the next meeting.

There has been a report of some issues with water temperatures. Director advised the water temperature is monitored and recorded daily, and have been within acceptable levels, however on July 3 the water temperature was cooler than usual.

Air Conditioning in Viewing Area

The Air Conditioning in the Viewing Area is working, the programming of the system was recently changed to reflect with the change in operations for the summer schedule

How many in summer program.

Director to send a list of community events to sign supplier, so that the events and dates are changed on the sign in a timely manner.

Director to follow up with the Special Events Committee on the matter of providing picnic tables for various user groups on Paddy's Garden.

Director noted that the Under 10 Softball tournament was hosted in Carbonear this past weekend and it was a great success.

8. Finance

Operating Invoices: over \$2,000.00 totaling \$101,681.97
Dealt with earlier in the Finance Committee Report

9. Regulations

None listed.

10. General Business

a) Hiking Trail Proposal

An estimate has been provided by Green Leaf Resources to assess the proposed trail areas and provide a report including GIS mapping that can be provided to crown lands to submit with the application for a license to occupy.

Motion 14-468

D. Kennedy / F. Butt

Resolved that the Town of Carbonear contract Green Leaf Resources to assess the proposed trail areas and provide a report including GIS mapping.

Favour 7; Opposed 0; **Carried**

b) Electronic sign for Theatre

Town Administrator noted that there are still only two quotes.

Council requested that we advertise a request for proposals on this item.

Town Administrator advised she would need more detail from Council as to what they want included in the call for proposals on this item.

c) Dog Park

Deputy Mayor Butt asked for an update on the proposed dog park. Director of Recreation and Tourism advised that we can not repair the fence until we make the necessary improvements to the grounds and the entrance to the park. Director of Recreation to review work required with the Director of Operations and Public Works

d) Mayor Butt noted that the Folk Festival is this weekend at the Knights of Columbus

e) Councillor Kennedy noted that he would like to see regulations implemented that would make bike helmets mandatory in the Town of Carbonear.

11. Notices of Motion
Notice of Motion to amend the Waste Disposal Regulations to address the issue of acceptable containers for garbage boxes.

12. Adjournment
Motion 14-469
Adjourned at 5:25pm
Favour 7; Opposed 0; **Carried**

R. Noel / F. Butt

Mayor George Butt Jr.

Cathy Somers, Town Clerk