

**Town of Carbonear
Regular Council Meeting, April 3, 2017**

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, April 3, 2017 at 4:00 p.m.

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

Also Present: CAO Cynthia Davis
Town Clerk Cathy Somers
Director of Operations & Public Works Brian O'Grady

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 4:02pm and welcomed everyone present.
 2. Adoption of Minutes
 - Regular Minutes March 21, 2017
Motion 17-076 **R. Noel / B. Bowman**
Resolved that the minutes of the March 21, 2017 Regular meeting of Council be adopted as presented.
Favour 6; Opposed 0; **Carried**
Councillor Trickett entered the meeting in progress
 3. Business Arising From Minutes
 4. Delegations
None listed
 5. Correspondence, Permits & Development
 - a) Permit listing # 7595-7598
Deputy Mayor Butt declared a conflict of interest on permit #7595 as it was for his brother.
Motion 17-077 **D. Kennedy / F. Butt**
Resolved to approve the list of permits # 7596 – 7598, 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**
Deputy Mayor Butt left the meeting.
Motion 17-078 **D. Kennedy / R. Noel**
Resolved to approve permit # 7595, as per the application received and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.

Favour 6; Opposed 0; **Carried**
Deputy Mayor Butt was called back in to the meeting.

5.1 Correspondence, requiring Council's decision

a) Volunteer Week

Proclamation to be signed.

The Town is hosting an event on Thursday, April 27, 2017.

Motion 17-079 F. Butt / R. Noel

Whereas THE TOWN OF CARBONEAR RECOGNIZES THE ENORMOUS CONTRIBUTION THAT VOLUNTEERS AND COMMUNITY ORGANIZATIONS MAKE TO THE SOCIAL, CULTURAL AND ECONOMIC DEVELOPMENT OF OUR PROVINCE; AND

Whereas IT HAS BEEN RECOGNIZED THAT MORE THAN 46% OF NEWFOUNDLANDERS AND LABRADORIANS OVER THE AGE OF 15 CONTRIBUTE AN AVERAGE OF 150 VOLUNTEER HOURS EACH YEAR, RESULTING IN A SIGNIFICANT AND POSITIVE IMPACT ON THE QUALITY OF LIFE FOR OUR CITIZENS; AND

Whereas THE TOWN OF CARBONEAR ACKNOWLEDGES THE THEME "VOLUNTEERING SHAPES LIVES" FOR VOLUNTEER WEEK 2017, AND RECOGNIZES THE MANY PEOPLE WHO CONTRIBUTE TO OUR COMMUNITY BY VOLUNTEERING.

THEREFORE, THE TOWN COUNCIL OF CARBONEAR DECLARES THE PERIOD FROM APRIL 23 - 29 IN 2017 TO BE OBSERVED THROUGHOUT THE TOWN OF CARBONEAR AS VOLUNTEER WEEK.

Favour 7; Opposed 0; **Carried**

b) Municipal Awareness Day, May 10, 2017

Proclamation to be signed.

Motion 17-080 R. Noel / B. Bowman

Where As municipal government is responsible for the provision of services that enhance the quality of life of its citizens; and

Where As dedicated mayors, councilors and staff are essential for the effective governance of their municipalities; and

Where As citizen involvement is essential for an active community; and;

Where As it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities;

Therefore Be It Proclaimed that May 10, 2017 be known as Municipal Awareness Day in the Town of Carbonear in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Favour 7; Opposed 0; **Carried**

c) Walk for Values

Human Values Day, April 24, 2017

Motion 17-081 R. Noel / F. Butt

Resolved that the Town of Carbonear proclaim April 24, 2017 as "Human Values Day" to support a community where people live in harmony, caring for each other and the environment.

Favour 7; Opposed 0; **Carried**

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Municipalities NL

- Info Note, Dates: March 24, 29, 31

Copied to Council

b) Eastern Regional Service Board

- RE: Community Based Clean up Event
Forwarded to Public Works, Waste Management & Community Services
- c) Local Service District Freshwater
RE: Road Work
Forwarded to Public Works, Waste Management & Community Services
- d) The Duke of Edinburg's International Award –Canada Marketing
Committee
RE: Nomination form
Forward to Recreation, Tourism & Culture committee
- e) Department of Municipal Affairs
RE: 2017 – 2020 Multi-Year Capital Works Programs
Forwarded to CAO & Town Clerk
- f) Rick Hansen Foundation
RE: Request for donation
Forwarded to Finance, Human Resources & Administration committee
- g) Fire & Emergency Services
RE: FES HazMat Awareness and Operations training
Forwarded to the Fire Department and the Director of Operations & Public
Works
- h) Resident
RE: Correspondence to council regarding promotional video of Battle
Harbour featuring a former resident of Carbonear
Copied to Council
- i) Municipalities NL
Request for EnviroFest Proposals NL Power – up to (5) \$5000 grants
awarded.
Forwarded to CAO, Director of Recreation, Public Works, Waste
Management & Community Services Committee
- j) Alzheimer Society NL
Request for donation
Forwarded to Finance, Human Resources & Administration Committee
- k) NL911
RE: NL911 Emergency 911 Decal Initiative
Forwarded to Fire Department, Public Works, Waste Management &
Community Services Committee
- l) Department of Municipal Affairs
RE: Spring 2017 Water and Water courses
Forwarded to Director of Operations & Public Works
- m) Town of Torbay
RE: Email from the Federation of Canadian Municipalities. FMC is seeking
representatives to sit on Technical Working Group for new Municipal Asset
Management Programs.
Copied to CAO
- n) Property owner, Water Street
RE: Portable shelter
Forwarded to Development Committee
- o) Eastern Health
RE: Grief and Bereavement Session, April 4, 2017, Carbonear Hospital
from 7-9 pm.
Placed in the lobby

- p) Business owner, Water Street
RE: Request to clear sidewalk
Forwarded to Director of Operations & Public Works
- q) Department of Municipal Affairs
RE: Municipal Election 2017 documents
Forwarded to Town Clerk and CAO
- r) Property owner, Drakes Hill
RE: Request for road work
Forwarded to Public Works, Waste Management & Public Works
Committee

6. Committee Reports

a) Development Committee

Councillor Kennedy presented the following motions as recommended by the Development Committee:

Motion 17-082 D. Kennedy / B. Bowman

Resolved to approve an application to construct a fence at 192 Valley Road in accordance with the Fence Regulations and further subject to the requirements of the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies.

Favour 7; Opposed 0; **Carried**

Motion 17-083 D. Kennedy / E. Goff

Resolved to approve an application to construct a fence at 111 Water Street as per the Town of Carbonear Fence Regulations and further subject to the requirements of the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies.

Favour 7; Opposed 0; **Carried**

Motion 17-084 D. Kennedy / F. Butt

Resolved to approve a permit to install a french drain at 74 LeMarchant Street; and Be it Further resolved to allow the drain to be connected to the Town's storm drainage system conditional upon Municipal Regulations and per conditions provided by the Town's lawyer with respect to liability and the right of disconnection from the Town's system, if necessary.

Favour 7; Opposed 0; **Carried**

Motion 17-085 D. Kennedy / R. Noel

Resolved that the Town of Carbonear approve the Business Development Application to open a Doctor's office from 22 Goff Avenue in accordance with the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-086 D. Kennedy / B. Bowman

Resolved that the Town of Carbonear approve the Business Development Application to open a Café/Bistro from 179 Water Street in accordance with the Carbonear Municipal Plan and Development Regulations and conditional upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 17-087 D. Kennedy / F. Butt

Resolved to approve a permit to construct a wheelchair ramp at 32

Bemister's Hill per the Discretionary Powers of Council outlined in Section 10, Part 1 of the General Development Regulations of the Town of Carbonear Municipal Plan and Development Regulations and per other applicable regulations and policies.

Favour 7; Opposed 0; **Carried**

Motion 17-088 D. Kennedy / R. Noel

Resolved to approve the application to construct an accessory building at 27 Bemister's Hill conditional upon the building being constructed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon no objections being received from the variance notice distributed to property owners in the vicinity of the development and if there are objections, the application to be further reviewed with Committee and Council.

Favour 7; Opposed 0; **Carried**

Motion 17-089 D. Kennedy / R. Noel

Resolved to approve the application to construct an accessory building at 28 Blueberry Crescent conditional upon the building being constructed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon no objections being received from the variance notice distributed to property owners in the vicinity of the development and if there are objections, the application to be further reviewed with Committee and Council.

Favour 7; Opposed 0; **Carried**

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

The CAO reviewed the following items from her report with Council.

Financial Report—February 2017

A revenue and expense summary and a detailed computer generated report for the end of February was previously distributed to Council. There are no deviations from the budget to date. Any questions on the information can be directed to the CAO.

Cross Roads Bridge Assessment

Nothing new to report at this time.

41-43 Goff Avenue/45-47 Goff Avenue

Once an agent has been chosen, these properties will be listed.

Across the Doors Property

The Tender Notice, as attached, will be placed in the Compass, the Town's website and the Town's Facebook page.

Deputy Mayor Butt & Councillor Noel declared a conflict of interest as Deputy Mayor's spouse and Councillor Noel's brother-in-law are employees included in the contract. Deputy Mayor Butt and Councillor Noel left the meeting.

Motion 17-090 D. Kennedy / E. Goff

Resolved to approve the Collective Agreement as negotiated between the Town of Carbonear and the Transport and Allied Workers (Teamsters) Union for 2017 – 2020.

Favour 5; Opposed 0; **Carried**

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

RFP—Real Estate Companies

The RFP has been sent to the Real Estate agents listed within town. The RFP closing is Friday, March 31 @ 3 pm.

Fox Farm Campgrounds

The RFP has closed. Two proposals have been received. These will be reviewed with the Finance, Administration and HR Committee as soon as possible.

2017-2018 Municipal Capital Works and Cost—Shared Funding Programs

The Multi Year Capital Works Application has been submitted for \$9.2 M in projects approved by Council. The Building Canada Fund was also selected on the application so federal funding will also be considered for these projects. The deadline is not until April 21, 2017 so any further feedback will be after this date. The Town has already been notified of its allotment for MYCW Funding. It is unknown what may be approved from the federal fund. The following was approved and applied for with the priority in the order listed as decided by Council:

Water Street \$5,030,732.50

Pike's Lane/Valley Road, Ph. 3 \$2,418,283.60

Lemarchant Street Ph. 3 \$1,792,509.60

Gas Tax Project

Nothing new to report.

Outstanding Items for Completion

Items in progress include the following:

Emergency Plan— A draft update of the plan is ready for review with the committee. Once approved by the committee, it is required to be reviewed by Council where Council may suggest changes prior to final approval. Once approved by Council, it is sent to Fire & Emergency Services for review. If no recommendations for change, the plan is forwarded to the Minister of Municipal Affairs for approval.

Traffic Calming Policy— Draft for committee review not yet completed. I have completed research on existing policies for reference. Hoping to have a draft started for discussion for next Public Works Committee meeting.

Animal Control Regulations Amendment—Draft for committee review not yet completed. Hoping to have a draft completed for the Public Works Committee meeting in May.

Update to Sign Regulations for Commercial Area

The Bay Roberts CAO and the Planner have been informed of Carbonear Council's decision to collaborate on the sign amendment. I am still waiting to hear from the Town of Bay Roberts on their decision.

b) Director of Operations & Public Works

The Director of Ops & PW reviewed the following items from his report with Council.

New Depot:

Most of the new lighting has been installed in the garage area. The old ductwork have been removed and some the new ductwork has been installed. The concrete is cut and removed for the sections of the floor that will accommodate the plumbing. Now that this concrete has been removed

it has become clear as to why there are low areas in the floor. There is a fair bit of settlement of the floor in that area. Additional concrete cutting and concrete removal will be required to correct this problem. The price for the additional cutting has been received and will require council approval. The approval of the proper engineered fill placement and placement of the additional concrete will follow.

There is a contingency budget amount for these types of issues.

Motion 17-090 F. Butt / B. Trickett

Resolved that the Town of Carbonear proceed with the additional concrete cutting and removal at the New Depot as recommended by the Director of Operations and Public Works at a cost not to exceed \$3,000 + tax.

Favour 7; Opposed 0; **Carried**

Salt & Sand:

We were required to purchase an additional salt/sand to try to get through the winter. We had to send out truck to the Transportation and works depot at the Avalondale Depot on the highway. We picked up an additional 100 tonnes. Hopefully this will be sufficient.

Fountain:

The purchase of the fountain was approved in a previous council meeting. The fountain is now ordered and will be delivered before the end of this month. I was able to get a better price for the same fountain.

Roads:

The roads are taking a beating with the mild weather. We continue to repair them will weather permits. We are unable to use the large plows on the small gravel roads as the roads are too soft. We are using our small loader to do these but that is resulting in them being later to get plowed (i.e Kings Hill, Saunders Av, etc.)

Paving

I have met with the consultant on our list of road to be paved this spring. We visited all of the roads on the list. He is currently preparing an estimate on these roads as per our decisions/instructions.

Training

All of our full time staff have received the necessary training to keep their certificates current. The seasonal staff will have their training renewed, as required, upon re-hire. I will be sending two additional staff persons to the water operators' courses to have additional trained staff available. We are also registered to have our OH&S committee members attend the committee training to keep these certificates current.

- 8. Finance
 - a) **Operating Invoices:** over \$2,000.00 totaling..... **\$185,705.78**
Motion 17-091 R. Noel / D. Kennedy
Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$185,705.78.
 Favour 7; Opposed 0; **Carried**

- 9. Regulations
None listed

- 10. New Business

Councillor Goff congratulated the Cee Bees on their win.
Town to send letter of congratulations.

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

12. Adjournment

Motion 17-092

F. Butt / R. Noel

Resolved that the meeting adjourn at 4:28p.m.

The next meeting is scheduled for Monday, April 17th, 2017 @ 4:00pm.

Mayor George Butt

Cathy Somers, Town Clerk