

Town of Carbonear
Regular Council Meeting, March 21, 2017

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, March 21, 2017 at 4:00 p.m.

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

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1. Calling of Meeting to Order
Mayor Butt called the meeting to order at 4:05pm and welcomed everyone present.
 2. Adoption of Minutes
 - Regular Minutes March 6, 2017

Motion 17-057 **R. Noel / B. Bowman**
Resolved that the minutes of the March 6, 2017 Regular meeting of Council be adopted as presented.
Favour 6; Opposed 0; **Carried**
 3. Business Arising From Minutes
 4. Delegations
None listed
 5. Correspondence, Permits & Development
 - a) Permit listing # 7588-7594 (excluding 7591)
Motion 17-058 **D. Kennedy / E. Goff**
Resolved to approve the list of permits # 7588 – 7594, excluding #7591, as per applications received and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.
Favour 6; Opposed 0; **Carried**
 - 5.1 Correspondence, requiring Council's decision
 - a) Department of Advanced Education & Skills, Immigration Office
RE: Multiculturalism Week, March 19-25
Proclamation to be signed.
The Town is hosting an event on Wednesday, March 22 @ 6pm.

Motion 17-059**F. Butt / R. Noel**

Where As the celebration of Multiculturalism is based on a vision that Newfoundland and Labrador is a dynamic and vibrant Province with welcoming communities where the cultural diversity of all its residents is valued; and,

Where As the Town of Carbonear is committed to the promotion of inclusive citizenship, welcoming communities, and cross-cultural understanding where the cultural diversity of all people is valued, supported and enhanced to collectively build a self-reliant, prosperous community; and,

Where As the Town of Carbonear has made a commitment to partner with community stakeholders through multiculturalism initiatives;

Therefore Be It Resolved that the Town of Carbonear does hereby proclaim the week of March 19-25, 2017 to be Multiculturalism Week. We encourage all residents of the community to recognize that diversity is our strength and to support community celebrations aimed at fostering respect, equality and cross-cultural understanding.

Favour 6; Opposed 0; **Carried**

CAO advised that we are eligible for \$500 funding for the event as well.

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) Municipalities NL
 - Info Note, Dates: March 10, 13, 17
 - Copied to Council
- b) NL Public Health Laboratory, Test results of water samples collected on February 28, 2017 @ TC Square Mall, Department of Justice, 143 Columbus Drive & Bemister's Hill. Results marked satisfactory. Placed on file.
- c) MMSB
 - Recycle my cell Earth Month Challenge, April 1-30
 - Posted in the lobby
- d) Concerned resident
 - RE: Traffic concern near the daycare on Water Street
 - Forwarded to Public Works, Waste Management & Community Services
- e) Department of Municipal Affairs & Environment
 - RE: Call for 2017/2018 Municipal Capital Works and Cost Shared Funding Applications
 - Forwarded to CAO for review.
 - Year End Claims – March 31, 2017
 - Municipal Infrastructure Programs
 - Copied to CAO and Town Clerk
 - Reminder – 2017 Imposition of Taxes Deadline
 - Copied to CAO & Town Clerk
- f) Keyin College
 - RE: Invitation for the Mayor to attend the graduation ceremony on Friday, April 7.
 - Copied to the Mayor
- g) Kiwanis Club of Carbonear
 - RE: Invitation for the Mayor to attend Festival Grand Concert.
 - Copied to the Mayor
- h) MP Office

6. Committee Reports

- a) Public Works, Waste Management & Community Services
Deputy Mayor Butt presented the following motions

Motion 17-060 F. Butt / R. Noel

Resolved to approve the Town of Carbonear Civic Numbering Policy as presented to council, and

Be It Further Resolved to defer enforcement of the policy 6 months from the adoption date to give the Town an opportunity to advertise the policy and for residents to become aware of and make applicable changes in accordance with the policy.

Favour 6; Opposed 0; **Carried**

Motion 17-061 F. Butt / R. Noel

Resolved to allocate 8 handicapped parking spaces on Water Street between the area of O'Donovan's Lane and Church Street where there will be 4 spaces on the north side of the road at the street intersections and on the south side of the road, the handicapped spaces will be between the intersections and at an existing low back curb, where possible.

Favour 6; Opposed 0; **Carried**

Councillor Goff noted that we need to review parking along Water Street and try to clear up more parking availability along the Street. Water Street parking to be reviewed with Tract in their recommendations as well.

Motion 17-062 F. Butt / R. Noel

Resolved to contract Green Leaf Resources to complete a Tree Assessment along Water Street at a cost of \$3,700 plus HST.

Favour 6; Opposed 0; **Carried**

Motion 17-063 F. Butt / B. Bowman

Resolved to send an order to the property situate at 32 Crowdy Street to trim the hedge where the visibility of motorists stopping at the end of Connolly's Hill is obstructed by the hedge to make the intersection safe for motorists.

Favour 6; Opposed 0; **Carried**

Motion 17-064 F. Butt / D. Kennedy

Resolved to purchase a fountain with LED lights at a cost not to exceed the budget of \$10,000.

Favour 6; Opposed 0; **Carried**

- b) Finance, Human Resources & Administration

Councillor Noel presented the following motions as recommended by the Committee:

Motion 17-065 R. Noel / F. Butt

Resolved that the Town of Carbonear adjust the property tax for 2016 and 2017 for the property of 021-645 in accordance with the revised property assessment value reduction as provided by the Municipal Assessment Agency during the processing of the appeal on this property.

Favour 6; Opposed 0; **Carried**

Motion 17-066 R. Noel / F. Butt

Resolved that the Town of Carbonear adjust the property tax for

2016 and 2017 for the property of 022-268 for 2016 and 2017 as this property has been combined with the property of 022-267 in accordance with the revised property assessment value of 022-267 as provided by the Municipal Assessment Agency.

Favour 6; Opposed 0; **Carried**

Deputy Mayor Butt declared a conflict of interest on the next item as his spouse is a member of the staff and left meeting.

Motion 17-067 R. Noel / D. Kennedy

Resolved to adopt Policy Number A.10 – Payment of wages of staff absent from work due to weather conditions as presented to council.

Favour 5; Opposed 0; **Carried**

Deputy Mayor Butt was called back in to the meeting.

Motion 17-068 R. Noel / F. Butt

Resolved to adopt Policy Number A.17 Dwelling Demolition – Water & Sewer Tax Adjustment as presented to council.

Favour 6; Opposed 0; **Carried**

Motion 17-069 R. Noel / B. Bowman

Be It Resolved that the Town of Carbonear on behalf of the Carbonear Volunteer Fire Department apply to provincial government for funding to be cost shared 80/20 (Province/Town of Carbonear) to cover the cost of 10 sets of bunker gear and a fire rescue saw.

Favour 6; 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.

Cross Roads Bridge Assessment

Nothing new to report at this time.

41-43 Goff Avenue/45-47 Goff Avenue

The RFP has been sent to the Real Estate agents listed within town. Once an agent has been chosen, these properties will be listed.

Across the Doors Property

Nothing new to report at this time. Will prepare advertisement for sale of land prior to the next Council Meeting.

RFP—Real Estate Companies

The RFP has been sent to the various agents listed within the Town.

Fox Farm Campgrounds

The RFP has been sent to the Compass and the Telegram. It has also been placed on the website and on the Town's Facebook Page. A copy was also sent to the existing operator.

2017-18 Municipal Capital Works and Cost—Shared Funding Programs

Deadline for applications is April 21, 2017. The Town has already selected and obtained estimates for water and sewer work proposed.

A Resolution is required to submit the application.

Motion 17-070 F. Butt / R. Noel

Resolved to apply for the following water and sewer projects under the 2017-2018 Municipal Capital Works and Cost—Shared Programs in the following priority:

<i>Water Street</i>	<i>\$5,030,732.50</i>
<i>Pike's Lane/Valley Road, Ph. 3</i>	<i>\$2,418,283.60</i>
<i>Lemarchant Street Ph. 3</i>	<i>\$1,792,509.60</i>

Favour 6; Opposed 0; **Carried**

Gas Tax Project

The project selected by Council when we last met was paving of Water Street from the Adelaide Street to the Gut Bridge. It was decided that the best solution will be to remove the existing asphalt surface and grade the road towards the north side and install a curb on the south side of the road. There was also some discussion during the presentation with Tract Consulting on having them complete a cross section of the curb to provide to the civil engineers. Confirmation is required from Council so that consultants can prepare the required estimates.

Outstanding Items for Completion

Items in progress include the following:

Emergency Plan— A draft update of the plan should be ready next week for review by the Emergency Plan 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. Hoping to have completed for next Public Works Committee meeting.

Animal Control Regulations Amendment—Draft for committee review not yet completed. Hoping to have completed for next Public Works Committee meeting.

Civic Numbering Policy - Draft provided to Committee for recommendation to Council.

Update to Sign Regulations for Commercial Area

I contacted the planner that we have been using concerning this change. The proposed change will also incorporate the requirements of the province to allow the town to manage the section of Columbus Drive (Route 70) where the speed limit is 50 km/h. The planner has indicated that Bay Roberts have also contacted her concerning changes to their plan for the same reason. She is suggesting that we cooperate and split the cost of the amendment. The estimated cost will be \$3,000—\$4,000 for each municipality. If Council is satisfied with this arrangement, a motion will be required. Discussed.

Motion 17-071

F. Butt / B. Bowman

Resolved to contract a planner to complete an amendment to the sign regulations at a cost not to exceed \$4,000.

Favour 6; Opposed 0; **Carried**

Council suggested that the wording of the amendment address any future area if changed to 50km/hour or lower.

b) Director of Recreation

Pool & Rec Maintenance

- 1.) Change Room Renovations nearly complete. Male change room has been reopened to public, female change room should be reopened in next couple of days.
- 2.) Hot water boilers. Need to replace a couple (one is completely out of operation, while another is showing signs of becoming out of order). Reviewed pricing as presented for two different types of

replacement. Discussed.

Motion 17-072 B. Bowman / F. Butt

Be It Resolved that the Town of Carbonear purchase one replacement ASME Electric Storage Water Heater at the price of \$17,218.25 + HST for installation at the Carbonear Pool.

Favour 6; Opposed 0; **Carried**

- 3.) Have had some work done on pool pump (seals replaced). Impeller portion of pump is starting to show signs of deterioration. Will have report for next committee meeting.
- 4.) New playground equipment for the Recreation Complex will be delivered on Wednesday. Installation will begin in May month, when seasonal workers return to work.

Financial & Program Analysis

		<u>2017</u>	<u>2016</u>
1.)	Pool Revenue -Mar. 20 th (less HST)	\$67,133.13	\$74,437.33
2.)	Lesson Registration	463	524
3.)	Pool Visitation	6814	8096

- Biggest area of concern is Lesson Registration. Registration for the first set of Lessons in 2017 was quite low compared to previous years. On a positive note though, registration for this current set was within the average.
- As for pool visitation, there is a fair decrease in revenue collected for ticket sales (- \$1500). Pool passes have been on par with other years and revenue for rentals has actually increased substantially (+ \$4000).
- There are still some group rental fees that haven't been collected in 2017 that were collected at this point in 2016.

Programs & Grants

- 1.) Poseidon's annual Swim for Hope was held at the pool this past Friday, March 17th. Unfortunately, I was unable to attend this year, however, from all accounts it seems it was another successful year.
- 2.) Beginning to look at summer programming and events. I will be contacting user groups of facilities in next little while to determine scheduling. There has been also some recommendations received for Summer Program that I am investigating.
- 3.) Left a message today with the Princess Sheila 50+ Club, to meet and discuss some programming opportunities with this group. CAO advised that the group is willing to work with Council to expand on activities and working with the Town.

8. Finance

a) **Operating Invoices:** over \$2000.00 totaling..... **\$194,784.41**

Motion 17-073 R. Noel / F. Butt

Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$194,784.41.

Favour 6; Opposed 0; **Carried**

b) **Capital Invoices:**

Water, Sewer & Storm Sewer (Part 'B') Booster Station, Bond Street
PN 11-126 (B) (MA 17-CWWF-17-00027)

Harris & Associates, Invoice # 6106.....\$4,936.19
Total Capital Invoices.....**\$4,936.19**

Motion 17-074 **R. Noel / B. Bowman**

Resolved that the Town of Carbonear approve for payment the capital invoice for Harris & Associates, Invoice #6106 in the amount of \$4,936.19 as submitted to Council.

Favour 6; Opposed 0; **Carried**

9. Regulations
None listed.

10. New Business
Director of Recreation to organize an event to welcome home Sandra Smith, Special Olympic Gold Medalist.

Director of Operations and Public Works extended thanks to the Carbonear Volunteer Fire Department for coming out after the wind storm to assist in the clean up.

Deputy Mayor Butt noted that the Fire Department will be bringing on a new member on April 12.

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

12. Adjournment
Motion 17-075 **F. Butt / R. Noel**
Resolved that the meeting adjourn at 5:06p.m.
The next meeting is scheduled for Monday, April 3rd, 2017 @ 4:00pm.

Mayor George Butt

Cathy Somers, Town Clerk