

**Town of Carbonear**  
**Regular Council Meeting, January 19, 2015**

Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, January 19, 2015 at 4:00 p.m.

<b>Members Present:</b>	Mayor Deputy Mayor Councillors	George Butt Jr. Frank Butt Ray Noel Bill Bowman David Kennedy Ed Goff (absent at start of meeting) Brenda Trickett
<b>Also Present:</b>	Town Administrator Town Clerk Director of Recreation & Tourism	Cynthia Davis Cathy Somers  Rob Button
<b>Also Absent:</b>	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 4:00pm and welcomed everyone present.
  
2. Adoption of Minutes
  - Regular Minutes – January 5, 2015  
**Motion 15-011**                      **R. Noel / F. Butt**  
*Resolved that the minutes of the January 5, 2015 Regular meeting of Council be adopted as presented.*  
Favour 6; Opposed 0; **Carried**
  - Special Meeting – January 9, 2015  
**Motion 15-012**                      **F. Butt / B. Bowman**  
*Resolved that the minutes of the January 16, 2015 Special meeting of Council be adopted as presented.*  
Favour 6; Opposed 0; **Carried**

Councillor Goff entered the meeting.
  
3. Business Arising From Minutes  
None
  
4. Delegations  
None

5. Correspondence, Permits & Development
- a) List of Permits Issued # 6592-6594 (List attached)  
**Motion 15-013** **D. Kennedy / B. Trickett**  
*Resolved to approve the list of permits #6592 - 6594 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
- 5.2 Correspondence received and action taken  
 Council reviewed the following correspondence and action taken:
- a) Municipalities NL
- Info Note: January 9, 2015
  - Info Note: January 16, 2015  
 UMC Meeting hosted by the Town of Bay Roberts, January 30 & 31/15  
 Mayor Butt will be in attendance.
  - Membership fees for 2015
- b) Property owner Musgrave Street  
 RE: Snow Clearing concern  
 Forwarded to Public Works, Waste Management & Community Service Committee
- c) Newfoundland Power  
 Take Charge of your Town program  
 Forwarded to Recreation, Tourism & Culture Committee
- d) Service NL
- January 7, 2015, RE: Boil Order Advisory
  - January 9, 2015, RE: Removal of Boil Order
- e) Municipality Assessment Agency Inc (Board of Director's meeting)  
 RE: Invitation to attend Meet & Greet Friday, February 6, 2015 at Bay Roberts Hotel & Scrunchions Restaurant 8:30-9:30 am.
- f) Fire & Emergency Services
- RE: Application Process for Fire Protection Vehicle Program & Firefighting Equipment Program
  - Verification Testing of Emergency Numbers
- Copied to Fire Department, placed on file
- g) Department of Environment and Conservation, Water Resources Management Division  
 Re: Operator of the Year Award  
 Copied to the Director of Operations and Public Works and Public Works Committee
- h) Resident  
 Request to have lights on the Carbonear Pond  
 Forwarded to Public Works, Waste Management & Community Service Committee

- i) Department of Canadian Heritage  
RE: Funding of Community Anniversaries under Building Communities through Art and Heritage- Deadline January 31, 2015  
Forwarded to Recreation, Tourism & Culture committee
- j) K & D Pratt  
RE: Information package on AquaPhalt  
Forwarded to the Director of Operations and Public Works, placed on file.
- k) Professional Municipal Administrators  
RE: Annual Convention & Trade show, April 15-17, 2015  
Copied to Town Administrator, Town Clerk, placed on file.
- l) Department of Tourism  
RE: Doug Wheeler Award  
Forwarded to Recreation, Tourism & Culture committee
- m) Financial Management Institute, St. John's Chapter  
RE: Update on the Financial Condition of the Province  
Copied to Town Administrator
- n) Property owner Stentaford's Lane  
RE: Snow Clearing concern  
Forwarded to Public Works, Waste Management & Community Service Committee
- o) MMSB, RE: 2015 Backyard Composting Program, Compost bins re-order form  
Forwarded to Public Works, Waste Management & Community Service Committee
- p) Carbonear Downtown Business Association  
RE: Request for donation for Jannie's Parade  
Forwarded to Finance, Human Resources & Administration
- q) Princess Sheila NaGeira Theatre  
RE: Request for operating grant  
Forwarded to Finance, Human Resources & Administration

6. Committee Reports

- a) Finance, Human Resources, & Administration Committee

Councillor Noel presented the following:

**Motion 15-014**

**R. Noel / B. Trickett**

*Resolved to approve for payment the list of operating invoices totaling \$54,779.71 as presented to Council.*

Favour 7; Opposed 0; **Carried**

**Motion 15-014**

**R. Noel / B. Trickett**

*Resolved that the Town of Carbonear adopt the list of donations for 2015 as recommended by the Finance, Administration, and Human Resources Committee to be paid upon receipt of written request for each donation.*

Favour 7; Opposed 0; **Carried**

**Motion 15-015**

**R. Noel / D. Kennedy**

*Resolved that the Town of Carbonear approve the payment of \$10,000 to the Princess Sheila NaGeira for their 2015 Budget Allocation.*

Favour 7; Opposed 0; **Carried**

**Motion 15-016**

**R. Noel / F. Butt**

*Resolved to adjust Business Tax on property account number 111433 by 50%. This is a seasonal business operation from May to October each year.*

Favour 7; Opposed 0; **Carried**

**Motion 15-017**

**R. Noel / F. Butt**

*Resolved that the Town of Carbonear adjust the amount of \$675.84 on account number 110129.*

Favour 7; Opposed 0; **Carried**

**Motion 15-018**

**R. Noel / B. Trickett**

*Resolved to adjust the interest on Account 111928.*

Favour 7; Opposed 0; **Carried**

**Motion 15-019**

**R. Noel / B. Bowman**

*Resolved to advertise the position of Receptionist / Instructor for the Carbonear Swimming Pool in accordance with the collective agreement.*

Favour 7; Opposed 0; **Carried**

Other Items discussed.

Eastern Waste Invoice

Eastern Waste billing options: Option 1 was a flat rate amount (\$180 per household) and option 2 (\$112.85 plus the actual tipping fees). Council decided on option 2 where the contract amount and the tipping fees were billed separately. Town Administrator wanted to ensure Council still wanted to go with option 2.

Town Administrator provided details on the tipping fees for 2014.

Discussed.

Council confirmed their choice for Option 2.

Final Payment to Lynch's Trucking Ent. Ltd.

Discussed. Town Administrator to set up meeting with the owner prior to final payment being issued.

- b) Public Works, Waste Management, & Community Services Committee  
Deputy Mayor Butt noted the following recommendations from the committee meeting:

- *To forward copy of the Waste Disposal Regulations and correspondence to property owner of 39A Water Street advising garbage must be placed within 10 feet of the curb as per the regulations.*

- *To forward written correspondence to property owner of 154 Water Street advising council will monitor the area and address any concerns in the spring.*
- *To approve an extension to May 1, 2015 to make arrangements to level the fill on the property situate at 5 Valley Road.*

Deputy Mayor Butt advised that any questions or concerns could be addressed to the Committee.

7. Reports of Town Administrator and Department Heads

a) Town Administrator

Town Administrator reviewed the following from her report with Council:

1) Financial Report - See report distributed to December 31, 2014. She noted that all departments are within budget and the targeted revenue was reached. Additional entries will be recorded during the audit process and some invoices still need to be keyed, but most have already been entered.

2) 2014-2017 Multi Year Capital Works Program

The tender has closed on the Pike's Lane Lift Station Project. The lowest bid is \$574,164.30. This is \$285,950.93 over the proposed budget for the project of \$288,213.37. The difference is attributed to the cost of the generator and pumps which has been identified as increasing in price over the last 4 months as well as the low Canadian Dollar. I have attached the email from the consultant for your information. Council has to decide whether they will be accepting the tender. There is funds available in the Multi Year Capital Works approved, however, this will result in a reduction in the scope of the Lemarchant Street Project. The Director of Operations and Public Works is concerned of failure of the system if the work is not completed and this pump station takes over half of the Town's effluent. Total funds approved for both projects was \$1,634,838 where the contract amount and consulting fees for the Lift Station was \$326,485 and the Lemarchant Street Project was \$1,308,353. The Director is recommending if Council accepts the tender, therefore, a reduction in the Lemarchant Street Project, Council should consider completing the sanitary sewer upgrade to Long's Hill and if required, reduce the curb/storm sewer portion of the project. The correction of the sanitary sewer should be a priority.

Discussed.

**Motion 15-020**

**R. Noel / F. Butt**

*Resolved to award tender to the lowest bidder meeting the tender requirements for the Pike's Lane Lift Station Project, and subject to the approval from the Department of Municipal and Intergovernmental Affairs.*

Favour 7; Opposed 0; **Carried**

- b) Director of Recreation and Tourism  
 Director of Recreation and Tourism reviewed the following from his report with Council:

Pool & Rec Maintenance

- 1.) General Maintenance continually being completed. Staying on top of Miscellaneous items.
- 2.) Annual Christmas Shutdown at the pool. - all assigned tasks were completed, including the cleaning of filters and pool liner. Installation of matting in back change rooms. Cleaning of Sauna and Mural painted on wall of pool deck. The Mural is of the Canadian Red Cross mascot , Buckles, to indicate a height requirement for use of the slide.

Financial & Program Analysis

	<u>2015</u>	<u>2014</u>
1.) Pool Revenue -January 17 <sup>th</sup> (less HST)	\$23,544.50	\$14,070.00
2.) Lesson Registration	231	158
3.) Pool Visitation	969	758

Programs & Grants

- 1.) Outdoor Rink- has been completed. Several individuals were using it yesterday. I would like to thank, Byron Power and Jerry Wrice of the works department, as well as, a special thank you to Jeff Squibb of the Fire department, for their hard work in establishing the rink. Let's be hopeful for some nice, cold winter weather, so the rink can be enjoyed by many during the season.
- 2.) Canadian Tire Jump Start Swim to Survive - Funding has been received. Staff are in process of scheduling schools to begin program as of the first week of February. All Grade 2 students will receive water safety instruction .  
  
 Director of Recreation to complete letter of thanks for the Mayor's signature
- 3.) Canada Summer Jobs - applications will be completed by the end of the week.

Council inquired about the recreation program activities at the school. Director advised that in December, participation was low, but he is hoping to get higher participation in the new year.

8. Finance

- a) **Operating Invoices:** over \$2,000.00 totaling..... \$54,779.71  
 Motion obtained earlier in the Finance, Human Resources, & Administration Committee Report.

9. Regulations

- a) Traffic Regulations

**Motion 15-021**

**F. Butt / B. Bowman**

*Pursuant to the power delegated by the Minister of Transportation and Works under section 189 of the Highway Traffic Act, and pursuant to the authority conferred by sections 414(2) and 421.1 of the Municipalities Act, 1999, the Town of Carbonear hereby adopts the following Traffic Regulations.*

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

Town Administrator advised that notice is required to go in the newspaper and the NL Gazette before it becomes law.

Council requested that for the first month, warning tickets only be issued.

10. General Business  
None

11. Notices of Motion  
None filed.

12. Adjournment

**Motion 15-022**

**F. Butt / R. Noel**

*Resolved that the meeting adjourn at 4:32 p.m.*

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Mayor George Butt

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Cathy Somers, Town Clerk