

Town of Carbonear
Regular Council Meeting, November 16, 2015
Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, November 16, 2015 at 4:00 p.m.

Members Present: Mayor George Butt Jr.
Deputy Mayor Frank Butt
Councillors Bill Bowman
David Kennedy

Members Absent: Councillor Ray Noel
Ed Goff
Brenda Trickett

Also Present: Town Clerk Cathy Somers
Director of Operations & Public Works Brian O'Grady
Director of Recreation Rob Button
Director of Economic Development & Tourism Kai Bath

Also Absent: Chief Administrative Officer Cynthia Davis

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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 – November 2, 2015
Motion 15-289 F. Butt / D. Kennedy
Resolved that the minutes of the November 2, 2015 Regular meeting of Council be adopted as presented.
Favour 4; Opposed 0; **Carried**
 3. Business Arising From Minutes
None
 4. Delegations
None
 5. Correspondence, Permits & Development
 - a) List of Permits Issued (#7105-7122) (List Attached)
Motion 15-290 D. Kennedy / B. Bowman
Resolved to approve the list of permits #7105-7122 as per applications received and per the Town of Carbonear Municipal Plan and Development

Regulations and other applicable regulations and policies.
Favour 4; 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) NL Public Health Laboratory, Test results of water samples collected on October 14, 2015 @ Hayden's Heights New Line. Results marked satisfactory. Placed on file.
- b) Eastern Newfoundland Regional Appeal Board
Re: Copy of correspondence sent to property owner regarding order Forwarded to Development Committee
- c) Eastern Waste Management
RE: User fee structure for 2016 will remain the same @ \$180 per Copied to Chief Administrative Officer & Town Clerk
- d) Trinity Conception RCMP Children's Wish Campaign
Request for donation to the RCMP Wish Tree. Included on the donation listing for 2015. Cheque in the amount of \$50 to be presented by the Mayor on November 29, 2015 @ 6 pm at the Harbour Grace Detachment.
- e) Municipal Assessment Agency
 - RE: Property Assessment Workshop – December 3rd, St. Johns
 - 2014-2015 Annual ReportCopied to Town Clerk and Chief Administrative Officer
- f) PMA – Avalon Regional Meeting on November 20, Holiday. St. Johns
Copied to Chief Administrative Officer and Town Clerk
- g) Property Owner – Water Street
RE: Inquiry on development plan
Forwarded to Development Committee
Councillor Kennedy noted that this will be discussed further in Development Committee this week.
- h) Epilepsy Newfoundland and Labrador
RE: Request for donation
Forwarded to Finance, Human Resources Administration Committee
- i) Office of Climate Change and Energy Efficiency
RE: Information on a new website
Copied to Chief Administrative Officer, placed on file
- j) Department of Environment and Conservation
Re: Proposed undertaking for Harbour Grace Wharf, Dry-dock and Laydown Area.
Forwarded to Chief Administrative Officer

6. Committee Reports

- a) Finance, Human Resources & Administration Committee (Nov 4)
Deputy Mayor Butt presented the following motions as recommended by the Finance Committee:

Motion 15-291

F. Butt / D. Kennedy

Resolved to approve the Town of Carbonear Remote Meeting Attendance Policy as presented to Council.

Favour 4; Opposed 0; **Carried**

Councillor Kennedy noted that the Town Clerk contacted several other municipalities, and reviewed their policies on it as well before drafting this policy.

Motion 15-292

F. Butt / B. Bowman

Resolved that the Town of Carbonear donate the proceeds after expenses of the "For King and Country" musical production to the Royal Canadian Legion Poppy Fund.

Favour 4; Opposed 0; **Carried**

It was noted that the Finance Committee also suggested that Council consider holding a public pre-budget consultation. Discussed. Council agreed to hold a pre-budget consultation. CAO to schedule same.

- b) Public Works, Waste Management & Community Service Com (Nov 3)
Deputy Mayor Butt presented the following motions as recommended by the Committee:

Motion 15-293

F. Butt / B. Bowman

Resolved to send a cleanup order to property situate 11 Crossroads to remove accumulation of debris on the property.

Favour 4; Opposed 0; **Carried**

Motion 15-294

F. Butt / D. Kennedy

Resolved to issue clean up order to property situate at 5 Park Avenue to remove wood, metal and other debris on the property.

Favour 4; Opposed 0; **Carried**

Motion 15-295

F. Butt / B. Bowman

Resolved to send a cleanup order to property situate at 19 LeMarchant Street to remove accumulation of debris on the property.

Favour 4; Opposed 0; **Carried**

Councillor Bowman commended the committee for their recommendation on the Rorke Museum fence.

7. Reports of Town Administrator and Department Heads

- a) Chief Administrative Officer

CAO previously distributed her report to Council.

The following items were noted:

- Update on Plan and Development Amendments
Public Hearing scheduled for November 25 @ 7:30pm.
- Town of Carbonear Christmas Dinner and Dance and Turkeys/Gift Certificates.
Dinner and Dance, scheduled for December 18, 2015. Turkeys/Gift Certificates for staff same as last year.

- Council agreed with the item details as noted in the report from the CAO.
- 4 Butt's Road—Clean Up Order
Town Clerk reviewed the information as noted in the CAO's report on this matter.

Motion 15-296

D. Kennedy / B. Bowman

*Whereas the scrapped vehicle on the property has been removed; and
Whereas the property owner has committed to neatly arranging other
materials on the property;*

*Be It Resolved to revoke the Clean Up Order previously made for 4 Butt's
Road.*

Favour 4; Opposed 0; **Carried**

- Financial report was previously provided to Council as well. The Accounts Receivable Summary as prepared by the Town Clerk and reviewed by the Finance Committee was also attached to the Financial Report.

b) Director of Operations & Public Works

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

- Pikes Lane / Beach effluent station. The underground tie-in to the forced main is now complete. The next step is to place the suction lines in the ground and cut through the concrete to the sump. Once this is complete the concrete pad can be poured in preparation for the system arrival. The automatic transfer switch is the component with the latest arrival date. It will not arrive until mid January. Everything else is scheduled to be completed before that date.
- LeMarchant Street Project – The new water main has been tested and put in to service. The temporary water service has been removed. There is still more underground work to be completed but we have moved to road preparation. We want to have the road ready in the event the weather suddenly turns bad. Once the road is up to class "A" we will return to the underground work. This will put us in the best position to react to bad weather.
- The asphalt work that was tendered for this year is now complete with the exception of Kim's Lane and Chipman's Lane. The contractor has other contractual commitments but will be back in town to complete these two lanes. At the moment it is unlikely we will get any of the extra work completed. However, once that return to do these two small lanes I will make every effort to get them to continue on with some of our extra paving.
- All the concrete work for this year has been completed.
- The remaining seasonal workers have been given a layoff notice effective Friday, November 20, 2015
- We are continuing with our fall ditching work.
- This year we had budgeted for a street sweeper. At a previous meeting it was decided to waiting until the fall to tender for the new street sweeper. This unit will have a 16-18 week delivery. The sweeper will be in the 165k range. I would like council approval to proceed with this tender for a spring delivery. *This is a unit for sweeper only, next year we would look to obtain a second unit for the manhole suction component.*

Motion 15-297

F. Butt / D. Kennedy

Resolved that the Town of Carbonear tender for a street sweeper, with specifications as recommended by the Director of Operations and Public Works.

Favour 4; Opposed 0; **Carried**

Councillor Bowman asked if the additional asphalt work will get completed this fall. Director advised that there are only two (2) areas from the original list that was tendered that are no yet completed. The contractor has moved out of town to complete other tendered work, but will be coming back to town to complete these two areas and they may also be able to complete some of the additional projects as well. If not, these projects will be deferred until the spring.

Deputy Mayor Butt asked about the LeMarchant Street Phase 2 project and if there will be any open ditches left on that street after this project is completed. Director advised there will be some open ditches remaining after the completion of this project. The remaining open ditches would not be eliminated until completion of the Lemarchant Street Phase 3 project.

c) Direct of Recreation

Pool & Rec Maintenance

- 1.) Garage door for storage facility has been installed.
- 2.) Annual Tree Lighting is scheduled for Thursday, Dec. 3rd. Seasonal decorations will be in place by this time.
- 3.) Planning for the Outdoor skating rink is started again for this year.

Financial & Program Analysis

	2015	2014
1.) Pool Revenue –Nov. 14th (less HST)	\$271,577.45	\$245,231.67
2.) Lesson Registration	2012	1762
3.) Pool Visitation	30,424	30,172

Programs & Grants

- 1.) I have received one Request For Proposals for the locomotive. Details will be reviewed by committee before a motion is brought forward to council.
- 2.) Canadian Tire Jump Start has approved funding (\$15,000) for school program again this year. All students have been registered and staff are currently working on scheduling with schools. We are hoping to get first group completed before Christmas break.
- 3.) I am finalizing my list of budget requests for 2016. Should have complete by mid-week.

Other

Problem identified today with strainer basket for pool, will price the necessary repairs and report to the Town Administrator on the requirements.

8. Finance

- a) **Operating Invoices:** over \$2000.00 totaling..... **\$55,629.31**

Motion 15-298

F. Butt / B. Bowman

Resolved to approve for payment the list of operating invoices in the amount of \$55,629.31 as submitted to council.

Favour 4; Opposed 0; **Carried**

9. Regulations
None listed

10. New Business

Councillor Kennedy asked for an update on the progress for the plans for the new Town Depot.

Director of Operations and Public Works advised that he and the CAO have met on the matter several times to discuss the design and plans and they are planning to tender the project so that work can begin in early spring.

Motion 15-299 **D. Kennedy / B. Bowman**

Resolved that the Chief Administrative Officer for the Town of Carbonear proceed to finalize the process for the design stage for the new Works Depot, so that the project can be advertised by tender to have construction start in early spring, 2015.

Favour 4; Opposed 0; **Carried**

Mayor Butt noted that he and Councillor Noel attended the MNL Conference this past weekend. He noted that the Town of Carbonear was presented with the award for Top Fundraising Municipality, with population 3,000 – 4,999 for the Mayor's March for Heart Disease and Stroke. He noted this is the 5th year that Carbonear has received this award. He thanked everyone who organized and participated in the Mayor Claude Garland Memorial Walk.

Mayor Butt noted that opening of the Happy Tree is this Thursday at the TC Square and the RCMP Wish Tree opening is November 29.

Mayor Butt noted that he attended the Legion Banquet this past Saturday night and that he and Deputy Mayor Butt laid a wreath at the war memorial during the Remembrance Day ceremony.

Mayor Butt thanked Deputy Mayor Butt for attending both school Remembrance Day assemblies on behalf of Council.

11. Notices of Motion
No notices of motions were filed

12. Adjournment

Motion 15-300 **F. Butt / B. Bowman**

Resolved that the meeting adjourn at 4:34p.m. The next meeting will be held on Monday, December 7, 2015 at 4:00pm.

Mayor George Butt

Cathy Somers, Town Clerk