

**Town of Carbonear**  
**Regular Council Meeting, February 22, 2016**

Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, February 22, 2016 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:** Chief Administrative Officer Cynthia Davis  
Town Clerk Cathy Somers  
Director of Operations & Public Works Brian O'Grady  
Director of Recreation Rob Button  
Economic Development & Tourism Officer Kai Bath

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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 – February 8, 2016  
**Motion 16-017 R. Noel / E. Goff**  
*Resolved that the minutes of the February 8, 2016 Regular meeting of Council be adopted as presented.*  
Favour 7; Opposed 0; **Carried**
  3. Business Arising From Minutes
  4. Delegations  
None listed
  5. Correspondence, Permits & Development
    - a) List of Permits Issued #7149-7151(List Attached)  
**Motion 16-018 D. Kennedy / F. Butt**  
*Resolved to approve the list of permits #7149 - 7151, 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 listed

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

- a) NLLC, Re. Details on new, convenient and user friendly method for license renewals and payments.  
Placed on file.
- b) Department of Environment & Conservation, Water Resources Management Division, Re. Application for Replacement Cabin in the Island Pond/Flings Long Pond Protected Public Water Supply Area – Community of Carbonear  
Forwarded to the Development Committee for consideration.
- c) Department of Municipal Affairs, Municipal Finance Division, Re. Capital Investment Plan Allocation Remaining, Requesting a Capital Investment Plan Application for project approval.  
Forwarded to Public Works Committee for consideration of list of projects to recommend for completion.
- d) Children’s Wish Foundation, Request for donation  
Forwarded to the Finance Committee for consideration.
- e) Charwood Legion Manor, Request Re. Taxation of property.  
Referred to the Finance Committee for consideration.

6. Committee Reports

- a) Finance, Administration and Human Resources Committee  
Councillor Ray Noel presented the following motions as recommended by the Committee:

**Motion 16-019**

**R. Noel / B. Bowman**

*Resolved to adopt the Digital Sign Policy as presented to council.*

Favour 7; Opposed 0; **Carried**

**Motion 16-020**

**R. Noel / F. Butt**

*Resolved to adopt the Tax Recovery Plan as presented to council.*

Favour 7; Opposed 0; **Carried**

**Motion 16-021**

**R. Noel / B. Trickett**

*Resolved to appoint Mr. Derek Edwards as the Review Commissioner for the Town of Carbonear for 2016.*

Favour 7; Opposed 0; **Carried**

*Councillor Goff noted that the Fox Farm Campgrounds Lease needs to be finalized. The matter has been ongoing for a long time now.*

*Councillor Noel noted that members of the Finance Committee feel the same way. The Committee has been communicating with the former leasee, and nothing has been finalized to date. Another matter relating to the subject has been identified since the last Finance Committee meeting, this will be discussed further by the committee and a report to Council will follow.*

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

**Motion 16-022**

**D. Kennedy / R. Noel**

*Resolved to send an order to the property owner of 36 Burnt Head Road, to*

*cease the operations of a general contracting business operating from 36 Burnt Head Road without a permit from Council.*

Favour 7; Opposed 0; **Carried**

Councillor Kennedy also noted that the Committee is in the process of trying to set up a virtual walking tour of the downtown area. The Committee will continue to work on the project for spring/summer implementation.

c) Public Works Committee Recommendations

Deputy Mayor Butt presented the following motions as recommended by the Public Works Committee:

**Motion 16-023**

**F. Butt / R. Noel**

*Resolved to award the tender of the new tandem axle dump truck to Royal Freightliner, Mount Pearl, in the amount of \$156,080 plus HST; and Be It Further Resolved to request an approval to borrow from the Department of Municipal and Intergovernmental Affairs in the amount of \$168,566 from Scotiabank at an interest rate of prime plus 0.25% for a term of 7 years.*

Favour 7; Opposed 0; **Carried**

*Councillor Kennedy noted that a couple of years ago we implemented a Vehicle Replacement Policy and he noted that attention should be given to ensure new acquisitions fall within the policy.*

**Motion 16-024**

**F. Butt / B. Bowman**

*Resolved to award the contract for consulting services for the construction of the new Public Works Depot to Amec Foster Wheeler per the proposal submitted.*

Favour 7; Opposed 0; **Carried**

7. Reports of Chief Administrative Officer and Department Heads

a) CAO

CAO noted the following from her report to Council:

Financial report distributed to Council, we are just one month into the year, you can review at your convenience and any questions can be addressed to the Town Administrator.

b) Director of Recreation

Director of Recreation reviewed the following items from his report with Council:

*Pool & Rec Maintenance*

- 1.) Working on tender packages for change rooms and garage. Through discussions with Cynthia and Brian, we are trying to make sure the wording of the packages are done to get exactly what is needed.

*Financial & Program Analysis*

	<u>2016</u>	<u>2015</u>
1.) Pool Revenue -January 21 <sup>st</sup> (less HST)	\$41,827.84	\$37,150.78
2.) Lesson Registration	244	231
3.) Pool Visitation	5027	3897

*Programs & Grants*

- 1.) Swim to Survive program has begun. The 3 local schools are halfway through the programming, with the remainder of the schools scheduled to begin after the Easter Break.
- 2.) Winter Carnival is scheduled for the weekend of March 3<sup>rd</sup> to 6<sup>th</sup>. Schedule of events

- are pretty much completed and flyers will be ready for end of this week.
- 3.) Registration for the next set of swimming lessons begins Monday of next week. *Councillor Trickett advised she had complaints from parents of toddlers, about the cold temperature in the front change rooms. The Director advised that the temperature in the front change rooms is set at 23 degrees. It is felt that this is a sufficient temperature. Councillor Trickett also noted that the counter at the front desk for handicapped accessibility is still not repaired. It has been two years since the request was made to have this repaired. Director of Recreation noted that staff identified concerns with the former design for that counter. We will need to review other options. Director of Recreation to review with the Director of Ops and PW for a different design. If the work can not be completed by our staff, then a price will be obtained from a contractor.*

8. Finance

- a) Operating Invoices: over \$2000.00 totaling.....\$35,422.61  
**Motion 16-025 R. Noel / B. Trickett**  
*Resolved that the Town of Carbonear approve for payment the list of operating invoices in the amount of \$35,422.61 as submitted to council.*  
 Favour 7; Opposed 0; **Carried**
- b) Capital Project Invoices  
Street Upgrading and Paving 2015  
 Concord Paving, Claim #2 .....\$ 8,968.81  
**Motion 16-026 R. Noel / F. Butt**  
*Resolved that the Town of Carbonear approve for payment the following capital project invoice as submitted to Council:*  
Street Upgrading and Paving 2015  
 Concord Paving, Claim #2 .....\$ 8,968.81  
 Favour 7; Opposed 0; **Carried**

9. Regulations  
 None listed

10. New Business

- Deputy Mayor Butt noted that he and Mayor Butt attended meetings this past weekend. Several interesting topics were discussed, one of which was the numbering of houses for emergency services. Deputy Mayor Butt noted that we have been encouraging residents to number their houses for this purpose for some time now. Discussed. Council to place notice in the next Newsletter to encourage residents to number their houses and to stress the importance of this for emergency response vehicles when trying to locate specific properties.
- Mayor Butt noted the Carbonear Lions Club will be having their 50<sup>th</sup> Anniversary Dinner and Dance on March 5<sup>th</sup> at the Carbonear Legion.

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

12. Adjournment

**Motion 16-027**

**F. Butt / R. Noel**

*Resolved that the meeting adjourn at 4:29p.m. with next meeting scheduled for March 7<sup>th</sup>, 2016 at 4:00p.m.*

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Mayor George Butt

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Cathy Somers, Town Clerk