

**Town of Carbonear
Regular Council Meeting, February 8, 2016**

Minutes of a regular meeting of the Council of the Town of Carbonear
held in Council Chambers, February 8, 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
Economic Development & Tourism Officer Kai Bath

Absent: Director of Recreation Rob Button

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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 25, 2016
Motion 16-001 R. Noel / B. Bowman
Resolved that the minutes of the January 25, 2016 Regular meeting of Council be adopted as presented.
Favour 7; Opposed 0; **Carried**
 3. Business Arising From Minutes
No Business Arising noted.
 4. Delegations
None listed
 5. Correspondence, Permits & Development
 - a) List of Permits Issued #7147-7148 (List Attached)
Motion 16-002 D. Kennedy / B. Trickett
Resolved to approve the list of permits #7147-7148, 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) Municipalities NL
 - Info Note, January 29, 2016
 - Info Note, February 5, 2016Copied to Council. Placed on file.
- b) Water Street Business
Request for letter of approval from the Town for outside dining
Forwarded to Development Committee
- c) Property Owner – Drake's Hill
Thank you letter to Snow Clearing Operators
Forwarded to the Director of Operations and Public Works & Public
- d) Fire and Emergency Services
RE: Fire and Emergency Services Training School, May 38-June 3, 2016
Copied to the Fire Chief, placed on file.
- e) Joint Council of Conception Bay North
Minutes of January 21, 2016
Copied to Council, placed on file
- f) NL 911 Bureau Inc
Civic addressing information form
Copied to Chief Administrative Officer for completion
- g) Knights of Columbus
Request for donation / Public Speaking contest for NL
Included on the approved donation listing for 2016.
Cheque to be completed in the amount of \$30.
- h) Department of Municipal Affairs, Finance Division
RE: Tax Receivable Summary & Tax Recovery Plan
Copied to Town Clerk and Chief Financial Officer
- i) Department of Municipal Affairs
RE: Training and Professional Development Opportunities 2016
Copied to Council, Town Clerk and Chief Administrative Officer
Placed on file.
- j) Trinity Conception Placentia Health Foundation
Request for donation / Trinity Conception Placentia Health Foundation
Annual Auction, April 23rd, 2016
Forwarded to Finance, Human Resources & Administration Committee.
- k) Air Cadet League of Canada, 75th Anniversary celebrations April 9, 2016
Forwarded to Public Works, Waste Management & Community
committee.
- l) Alzheimer Society
Information/flyer on Alzheimer Society Learning Series.
Placed in lobby, placed on file.

6. Committee Reports

- a) Finance, Human Resources & Administration Committee
Councillor Noel presented the following recommendations from the committee:

Motion 16-003

R. Noel / B. Bowman

Resolved that the Town of Carbonear approve the payment of \$10,000 to the Princess Sheila NaGeira for their 2016 Budget Allocation.

Favour 7; Opposed 0; **Carried**

Councillor Noel noted that the Finance Committee will be recommending the Digital Sign Policy to be approved by Council. The Committee will review same with the Chair of the Theatre Board and copy to council before adoption.

- b) Recreation, Tourism & Culture Committee
Councillor Goff presented the following recommendations from the committee:

Motion 16-004

E. Goff / F. Butt

Resolved that the Town of Carbonear participate in the Provincial Tidy Towns competition for 2016.

Favour 7; Opposed 0; **Carried**

Motion 16-005

E. Goff / B. Trickett

Resolved that the Town of Carbonear advertise for the position of a Full-Time Seasonal Labourer for the Carbonear Parks & Recreation Department.

Favour 7; Opposed 0; **Carried**

Motion 16-006

E. Goff / B. Bowman

Resolved that the Town of Carbonear proceed to advertise for the tender to complete renovations to the change rooms at the Carbonear Pool.

Favour 7; Opposed 0; **Carried**

Motion 16-007

E. Goff / R. Noel

Resolved that the Town of Carbonear proceed to advertise the tender to construct a 20x30 garage at the Recreation Complex.

Favour 7; Opposed 0; **Carried**

Councillor Goff noted that the committee is also looking for new members for the Special Events Committee. If council members know of anyone who is interested in serving on the committee, please pass the names along.

Councillor Goff noted that he has been speaking with the developer, and he will be moved ahead with the development of the subdivision in Forest Road. Councillor Goff noted that we should be able to implement and playground in the area within the next 2-3 years.

- c) Development Committee
Councillor Kennedy presented the following recommendations from the Development Committee:

Motion 16-008

D. Kennedy / E. Goff

Resolved to have a planner complete a draft amendment to change the land use and zoning from Commercial to Residential in the vicinity of 1 CHVO Drive.

Favour 7; Opposed 0; **Carried**

Motion 16-009

D. Kennedy / R. Noel

Resolved to approve a permit to replace a cabin situate on Line Road per the application submitted, per the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies, upon receipt of applicable approvals from the Department of Environment and Conservation and other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 16-010

D. Kennedy / F. Butt

Resolved that the Town of Carbonear approve the Business Development Application to open a Coffee Shop from 195 Water Street per the Carbonear Municipal Plan and Development Regulations and other regulations and policies and upon receipt of applicable approvals from Services NL and/or other applicable government departments and agencies.

Favour 7; Opposed 0; **Carried**

Motion 16-011

D. Kennedy / B. Trickett

Resolved to approve a permit to replace a deck and construct a wheelchair ramp at 98 White's Road 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 16-012

D. Kennedy / B. Bowman

Resolved to approve a permit to construct a fence at 89 London Road as per the Town of Carbonear Municipal Plan and Development Regulations, Fence Regulations and other regulations and policies.

Favour 7; Opposed 0; **Carried**

- d) Public Works, Waste Management & Community Services Committee
Deputy Mayor Butt advised there were not motions being recommended by the Committee. However, he had an item from the Committee that he would like considered by Council.

Item 6g - Valley Road – issue with water/ice in driveway

Councillor Noel declared a conflict of interest and left the meeting.

The Deputy Mayor advised a property owner (Mr. Clarke) continues to have water and ice build up on his driveway. The property owner advised this is an ongoing problem since a new dwelling was constructed to the east. The Deputy Mayor suggested the town send correspondence to the neighbouring property to the east recommending that the property to the west be permitted to allow the water accumulation in the driveway to be directed into the weeping tile pipe of the easterly property. He noted that perhaps the Town over the years has contributed to the problem with the elevation of the road with an added layer of asphalt.

As noted in the Committee minutes, there were concerns raised of liability to the Town if the property to the east ended up with water in their basement as a result of this. It was also suggested that this would be against code for weeping tile installation which could further increase the Town's liability by taking such

action. It was identified that there was no problem identified until the dwelling was constructed to the east so it was not a result of paving of the road. The Director advised he spoke with Mr. Clarke and provided suggestions for a proper drainage system on his property to alleviate water build up on his property.

Discussed.

Council agreed it was a matter to be handled by the property owner and not the town.

Councillor Noel was called back into the meeting.

7. Reports of CAO and Department Heads

a) Chief Administrative Officer

CAO reviewed the following from her report with Council:

1. Financial Report

An updated Financial Report to December 31, 2015 was provided as most invoices have been received and recorded for 2015 so this report more accurately depicts the department expenses for 2015. Council can review the report. Any questions or concerns can be addressed to the CAO.

2. Surplus Land Available for Sale

Currently, the Town is waiting on approval from the Department of Municipal and Intergovernmental Affairs to convey the land on the section of The Gap Road which is being closed.

3. Carbonear Volunteer Fire Department AGM and Audit

The CVFD AGM is scheduled for Wednesday, Feb. 10 at the fire hall. All councillors are invited. CAO is completing the audit and the Revenue Expenses Statement that is presented at the AGM annually. This will also be reviewed by the Finance Committee.

b) Director of Operations and Public Works

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

- Pikes Lane / Beach effluent station. The transfer switch has left the manufacturer and should be at our supplier by Friday, Feb 12. To my knowledge this is the only component that is holding up the completion of the project.
- We had a water leak on the east end of Burnt Head Road that proved difficult to pinpoint. We had Crosbie Industrial come out from St. John's with a leak correlation device and locate the leak. The leak has now been repaired.
- This past weekend we had a leak on Water St. near the bottom of O'Donovan's Lane. The crews were called out on Saturday afternoon and repair this leak.
- Shift Work continues as follows:
 - Morning shift – 5:00am to 1:30pm (7 days per week)
 - Evening shift – 1:30pm to 10:00pm (Monday to Friday)All operators are subject to call-in during snow storms as needed.
- New Depot – The RFP request has now closed. We had 20 companies request packages of which 6 responded. I have included an excel

spreadsheet with this report that shows a breakdown of their cost projections. We will now have to do a close review of the proposals. Discussed. There was quite a difference in pricing, but on the lower scale, the pricing was similar to our estimates.

- We have budgeted \$10,000 for new leak detection equipment. I would like to proceed with the purchase of the Leak listener/leak tuner complete with the Echofoot tripod. This is a product produced by Ecologic, Which is owned by Muller and therefore can be purchased through Wolseley in St. John's. The cost of this equipment is \$6,155.00 + Tax.

The Director requested Council's approval to proceed with the purchase.

Motion 16-013 **R. Noel / D. Kennedy**

Resolved that the Town of Carbonear purchase a leak listener/leak tuner complete with the Echofoot tripod from Wolseley at a cost of \$6,155 + HST.

Favour 7; Opposed 0; **Carried**

- We would also like to purchase a new electric sewer snake (Rigid K7500) . This was not budgeted for but at a cost of \$3,683.69 we would be able to cover the cost of this with the unused portion of the \$10K that was budgeted for the leak detection equipment. (above)

The Director requested Council's approval to proceed with the purchase.

Motion 16-014 **R. Noel / B. Trickett**

Resolved that the Town of Carbonear purchase an electric sewer snake (Rigid K7500) a a cost of \$3,683.69 + HST.

Favour 7; Opposed 0; **Carried**

- The town snow clearing crews are fully prepared for the pending snow storm tonight. As the storm is forecasted to have high winds/snow and is expected to continue through the morning it may be difficult for residents to get out in the morning. The crews will do their very best but it would be appreciated, if you receive calls, that you advise the residents to stay inside and let them know that the operators are on their routes and will get to them as time allows.
- Councillor Goff noted that there is an area down off Chapel Hill, where he noticed a build up of ice this past weekend. Director to investigate.

8. Finance

a) Operating Invoices: over \$2000.00 totaling.....\$ **34,868.63**

Motion 16-015 **R. Noel / F. Butt**

Resolved that the Town of Carbonear approve for payment the list of operating invoices in the amount of \$34,868.63 as submitted to council.

Favour 7; Opposed 0; **Carried**

9. Regulations
None listed.

10. New Business
None listed.

11. Notices of Motion

No notices of motions were filed.

12. Adjournment

Motion 16-016

F. Butt / R. Noel

Resolved that the meeting adjourn at 4:34p.m. with next meeting scheduled for February 22nd, 2016 at 4:00p.m.

Mayor George Butt

Cathy Somers, Town Clerk