

**Town of Carbonear**  
**Regular Council Meeting, January 11, 2016**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, January 11, 2016 at 4:00 p.m.

<b>Members Present:</b>	Mayor Deputy Mayor Councillors	George Butt Frank Butt Ray Noel Bill Bowman David Kennedy Ed Goff Brenda Trickett
<b>Also Present:</b>	Chief Administrative Officer Town Clerk Director of Operations & Public Works Director of Economic Development & Tourism	Cynthia Davis Cathy Somers Brian O'Grady Kai Bath
<b>Absent:</b>	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 – December 21, 2015  
**Motion 15-321** **F. Butt / R. Noel**  
*Resolved that the minutes of the December 21, 2015 Regular meeting of Council be adopted as presented.*  
Favour 7; Opposed 0; **Carried**
  3. Business Arising From Minutes  
None
  4. Delegations  
None
  5. Correspondence, Permits & Development
    - a) List of Permits Issued (#7136- 7141) (List Attached)  
**Motion 15-322** **D. Kennedy / B. Trickett**  
*Resolved to approve the list of permits #7136-7141 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) Eastern Newfoundland Regional Appeal Board  
Appeal Board decision on property appeal  
Forwarded to Development Committee
- b) Department of Municipal and Intergovernmental Affairs
  - Proposed Public Service Bodies Rebate for Municipalities in Newfoundland and Labrador
  - Title Document for Crown LandsCopied to Chief Administrative Officer and Town Clerk
- c) Fire & Emergency Services
  - Emergency Plan  
Copied to Chief Administrative Officer
  - NL 911 Process change  
Copied to Chief Administrative Officer and Fire Department
- d) Department of Environment and Conservation  
Operator of the Year Award  
Copied to Director of Operations and Public Works
- e) Property owner  
Inquiry on the purchase of property  
Forwarded to Public Works, Waste Management & Community Services Committee
- f) Municipalities NL
  - December 10 – MNL Website Survey
  - December 11 - Weekly Info Note
  - December 14 – New cabinet announcement
  - December 17 – MNL supports Ministers mandate
  - January 4 – Expression of interest for committee members
  - January 7 – UMC Meetings, Deer Lake (February 5 & 6)Copied to Council
- g) Safe Drinking Water Foundation  
Winter 2015 Newsletter  
Copied to Chief Administrative Officer and Director of Operations and
- h) Property owner  
Suggestions for communication with the public  
Forwarded to Chief Administrative Officer
- i) MMSB  
Backyard composting program and re order for compost bins  
Forwarded to Public Works, Waste Management & Community Services Committee

6. Committee Reports

- a) Development Committee

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

**Motion 15-323**

**D. Kennedy / R. Noel**

*Resolved to approve the application to subdivide property 34 & 36 Water Street per the Town of Carbonear Municipal Plan and Development Regulations other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Butt declared a conflict of interest on the next recommendation as his family member is the applicant and left the meeting.

**Motion 15-324**

**D. Kennedy / B. Bowman**

*Resolved that the Town of Carbonear approve the Business Development Application to open a Automotive Detailing and Window Tinting business from 64 Columbus Drive subject to the application meeting the requirements of the Carbonear Municipal Plan and Development Regulations and subject to applicable approvals from the Services NL and/or other applicable government departments and agencies.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Butt was called back into the meeting.

**Motion 15-325**

**D. Kennedy / R. Noel**

*Resolved to approve application to construct an extension to an existing garage at 5A Northwood Estates subject to the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies subject to no objections to the variance.*

Favour 7; Opposed 0; **Carried**

**Motion 15-326**

**D. Kennedy / F. Butt**

*Resolved to approve in principle the application for an 11 lot subdivision off Forest Road per the Town of Carbonear Municipal Plan and Development Regulations including Subdivision Regulations and other applicable government departments and agencies*

Favour 7; Opposed 0; **Carried**

**Motion 15-327**

**D. Kennedy / B. Bowman**

*Resolved to approved application to subdivide property situate at 43 Valley Road as per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 15-328**

**D. Kennedy / R. Noel**

*Resolved to approve application to place shed on the property situate at 4 Churchill per the Town of Carbonear Municipal Plan and Development Regulations other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 15-329**

**D. Kennedy / B. Trickett**

*Resolved to send a removal order to the property owner of 60 Earle's Lane to*

*remove accessory building on the property built without a permit from Council contrary to the Town of Carbonear Municipal Plan and Development Regulations.*

Favour 7; Opposed 0; **Carried**

**Motion 15-330**

**D. Kennedy / R. Noel**

*Resolved to send a removal order to property situate at 177 Water Street to remove the container on the property contrary to the Town of Carbonear Municipal Plan and Development Regulations.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Butt inquired about the permit application for 50 Highroad South. Town Administrator advised that the permit application could not be approved as the extension to the existing accessory building does not comply with the Town of Carbonear Municipal Plan and Development Regulations. This information would be provided to the applicant in writing. Deputy Mayor Butt asked that he be provided a copy of the details regarding the refusal of the permit.

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

CAO reviewed the following items from her report with Council:

1. Solid Waste Comparison January—December 2014/January—December 2015

Jan—Dec 2014

Jan—Dec 2015

Garbage 1652.82 tonnes

Garbage 1478.50 tonnes

Recycling 32.08 tonnes

Recycling 62.18 tonnes

Difference: 174.32 tonnes less garbage and 30.10 tonnes more of recyclables

Total savings in tipping fees to December 31: \$11,182.03.

Council to place a thank-you to the residents in the next Council Newsletter.

Council also inquired about the implementation of a compost facility.

Town Administrator advised that MMSB is working with Eastern Waste and are considering a pilot project. We have offered to be a participating partner in the pilot project.

CAO to review the compost facility at GFW to determine if we can do something similar. CAO noted we could evaluate the option for our new site.

2. Financial Report

Reviewed Financial Report to December 31, 2015.

3. Surplus Land Available for Sale

The survey has been received for the parcel of land on Willoughby Drive that is to be sold for development. The Municipalities Act has a relatively new section that allows the Town to sell land without tendering under particular conditions but Ministerial Approval is required. I have discussed this with the Town's legal counsel and it is recommended that the town obtain the required approval. A motion is required to start the process. See the following motion for your consideration. Once ministerial approval is obtained, a motion will be required to complete the sale.

**Motion 15-331**

**D. Kennedy / E. Goff**

*Whereas for the purpose of Economic Development, a new street, D'Iberville Street, has been constructed parallel to The Gap Road to extend the*

*Willoughby Estates Subdivision; and  
Whereas a portion of The Gap Road is no longer required due to the  
construction of the new street; and  
Whereas properties situate at 25 Willoughby Drive and 57 The Gap Road  
have accesses off The Gap Road that may be injuriously affected by the  
closure of this portion of the street;  
Be It Resolved to request approval from the Minister of Municipal and  
Intergovernmental Affairs to convey a portion of the street to owners of 25  
Willoughby Drive and 57 The Gap Road for \$1 to continue their access and  
provide compensation for any injurious affection that may be created due to  
closure of this street in accordance with Section 201.2 (7)(8) of the  
Municipalities Act.*

Favour 7; Opposed 0; **Carried**

#### 4. Emergency Management Plan Updates

In the process of completing required updates of the Emergency Plan for review and recommendation by the committee chair. The draft should be ready for recommendation to Council and Council's review by the next meeting or the first meeting in February. Once Council approves the draft, it has to be forwarded to Fire and Emergency Services for review and approval prior to adoption by Council. Once the Emergency Management Plan is adopted, the Emergency Management Committee identified, should meet to review the plan.

#### 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 underground tie-in to the forced main is now complete. The piping is in place and the concrete pad is poured. The lift station has arrived and is in place. The electrical work is completed with the exception of the automatic transfer switch. The transfer switch is scheduled to arrive on Jan 16, 2016. I am waiting on information on the new emergency generator. However, once the transfer switch arrives it can be installed and the new station can be put into operation. The decorative iron fence will be installed around the pad once the new generator is in place. The temp. pump can be removed once the new system is up and running. Once the pump is removed the snow fence can be removed and the site cleaned up. The new pump container and generator will all be inside the decorative fence which will help obscure it from public sight.
- LeMarchant Street - The LeMarchant street project is now shut down until the spring.
- Asphalt work – Two small lanes did not get completed before the end of the paving season. These are scheduled to be completed in the spring. At that time we will make every effort to get some or all of the work from our “additional work” list.
- Shift Work – the following shifts are now in place for snow clearing:
  - 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 Sweeper - The tender has closed on the new street sweeper. Only one company (Saunders Equipment) submitted a bid. The bid amount was \$164,900 +

tax. The budget amount was \$165,000. This unit could take up to 5 months to deliver. I would like to place the order as soon as possible. I would like council approval accept this bid and place the order.

**Motion 15-332 R. Noel / B. Trickett**

*Resolved that the Town of Carbonear award the tender for the purchase of a new Street Sweeper to Saunders Equipment for the price of \$164,900 + HST.*

Favour 7; Opposed 0; **Carried**

Councillor Goff inquired if we are using the old sweeper to clean out manholes and if we will keep that piece of equipment for that purpose. Director advised he would review the matter with the Committee for a recommendation to Council.

- New Depot – The RFP document is now completed for the consulting services. We would like to advertise this RFP the end of this week. This will allow us approx. 8 weeks for selection, planning and design and another 6 weeks for tendering and award. That would give us an early May start on construction. A more accurate schedule can be provided once the consultant is selected.

**Motion 15-333 B. Bowman / F. Butt**

*Resolved that the Town of Carbonear advertise the Request for Proposals for the Prime Consultant Services related to Municipal Building Infrastructure Projects in the Town of Carbonear.*

Favour 7; Opposed 0; **Carried**

- Budgeted items – several items have been included in the 2016 budget that I would like approval to proceed to tender. These items are:
  - Tandem dump truck
  - Sewer jet/vacuum trailer unit
  - SUV

I am requesting this approval now due to projected long delivery dates. I have been speaking to one supplier of dump trucks and learned that the delivery time for truck is approx 4-5 months. This would mean that if we started now we would be looking at a June delivery. I am requesting Council approval to proceed to tender on these budgeted items.

**Motion 15-334 F. Butt / E. Goff**

*Resolved that the Town of Carbonear advertise tenders for the purchase of the following pieces of equipment:*

*Tandem Dump Truck  
Sewer jet/vacuum trailer unit  
Sport Utility Vehicle.*

Favour 7; Opposed 0; **Carried**

8. Finance

- a) Operating Invoices: over \$2000.00 totaling..... \$111,574.02

**Motion 15-335 R. Noel / F. Butt**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices in the amount of \$111,574.02 as submitted to council.*

Favour 7; Opposed 0; **Carried**

9. Regulations  
None listed.
10. New Business  
Council discussed the schedule of meetings for January and February, 2016.
11. Notices of Motion  
No notices of motions were filed.  
**Motion 15-336** **R. Noel / B. Trickett**  
*Resolved that the Town of Carbonear designate the 2<sup>nd</sup> and 4<sup>th</sup> Mondays in January and February, 2016 for the scheduling of Regular Council Meetings, and then to return to the 1<sup>st</sup> and 3<sup>rd</sup> Mondays effective March, 2016 onwards.*  
Favour 7; Opposed 0; **Carried**  
The schedule of meetings for the next three months would be as follows:  
January 25<sup>th</sup>, February 8<sup>th</sup> and 22<sup>nd</sup>, March 7<sup>th</sup> and 21<sup>st</sup>, 2016.
12. Adjournment  
**Motion 15-337** **F. Butt / R. Noel**  
*Resolved that the meeting adjourn at 4:47p.m. with next meeting scheduled for January 25<sup>th</sup>, 2016 at 4:00p.m.*

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Mayor George Butt

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Cathy Somers, Town Clerk