

**Town of Carbonear  
Regular Council Meeting, January 25, 2016**

Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, January 25, 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 – January 11, 2016  
**Motion 15-338** **R. Noel / E. Goff**  
*Resolved that the minutes of the January 11, 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 #7142-7146 (List Attached)  
**Motion 15-339** **D. Kennedy / R. Noel**  
*Resolved to approve the list of permits #7142-7146, excluding permit # 7143 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**

Deputy Mayor Butt declared a conflict on Permit #7143 as it is issued to his family member. Deputy Mayor Butt then left the meeting.

**Motion 15-340 D. Kennedy / Bowman**

*Resolved to approve permit #7143 as per the application received and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 6; Opposed 0; **Carried**

Deputy Mayor Butt was called back into the meeting.

5.1 Correspondence, requiring Council's decision

a) Heritage Foundation of Newfoundland and Labrador

- Proclamation for signing declaring February 15, Heritage Day.

**Motion 15-341 B. Bowman / R. Noel**

*WHEREAS, the third Monday in February is recognized provincially as Heritage Day; and*

*WHEREAS, Heritage Day is a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and*

*WHEREAS, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in their heritage and environment; and*

*WHEREAS, in 2016 the residents of Newfoundland and Labrador will celebrate their rich and diverse heritage.*

*THEREFORE, the Town of Carbonear hereby proclaims Monday, February 15, 2016 as Heritage Day, and call upon all citizens to celebrate the richness of our past and the promise of our future.*

Favour 7; Opposed 0; **Carried**

5.2 Correspondence received and action taken

Council reviewed the following correspondence and action taken:

a) Royal Canadian Legion

- Invitation for the Mayor to attend Battle of the Atlantic Parade & Service on Sunday, May 1, 2016 at 2 pm & the Memorial Day Parade on July 1, 2016 at 10:50 am.

Copied to the Mayor.

- Request to add flower box to the north end of the highway Forwarded to Public Works, Waste Management & Community Services Committee

b) Carbonear Collegiate

Request for donation to the 11 Annual Dinner, Auction and Dance on February 13 @ 5:30 pm

Forwarded to Finance, Human Resources & Administration Committee

c) Property owner Water Street

RE: Snow clearing concern

Forwarded to Chief Administrative Officer and the Director of Operations and Public Works

- d) Atlantic Canada Opportunities Agency  
RE: Contribution agreement for funding under the Business Development Program – Carbonear Downtown Development Plan Copied to the Chief Administrative Officer. Placed on file.
- e) Forestry and Agrifoods Agency  
RE: Certificate of Appointment for Animal Protection, ID card Copied to the Municipal Enforcement Officer, Placed on file.
- f) Municipalities NL  
InfoNote January 22, 2016
  - MNL Board meets in St. John’s
  - InfoNote-January 22, 2016
  - Avalon Regional Meeting
- g) Office of the Information and Privacy Commissioner  
RE: January 28, 2016, National Privacy Day  
Placed on file
- h) Government Service Centre,  
RE: Water Testing Samples collected on January 12, 2016 in 4 places throughout town. All results marked satisfactory. Placed on file
- i) Department of Environment and Conservation, Water Resources
  - RE: Permit application for development activity in the Protected Public Water Supply area. Forwarded to Development Committee
  - 2016 Clean and Safe Drinking Water Workshop  
Forwarded to the Director of Operations and Public Works
- j) Plan Environment  
RE: Town of Carbonear Municipal Plan Amendments No. 19 and 20, 2015 and Development Regulations Amendments No. 29, 30 and 31, 2015 forwarded to the Department for registration. Placed on file.
- k) Workplace NL  
RE: Prime Audit Report for 2014  
Copied to Chief Administrative Officer. Placed on file.

6. Committee Reports

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

**Motion 15-342**

**R. Noel / B. Trickett**

*Resolved that the Town of Carbonear adopt the list of donations for 2016 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**

Councillor Goff inquired about the new Financial Software. Town Clerk advised that the new firm is in the process of converting the data from our current file. We have not received a firm “go live” date, but it is expected that it will be March or later.

- b) Public Works, Waste Management & Community Services Committee  
Deputy Mayor Butt presented the following recommendations:

**Motion 15-343**

**F. Butt / R. Noel**

*Resolved that the Town of Carbonear name the road between Burnt Head Road and Water Street as Barteau Lane.*

Favour 7; Opposed 0; **Carried**

The following items were also discussed:

Scarlet Ridge – water run off from private property

CAO noted that there may be a natural spring on one property that is running onto a neighbouring property. As per the survey reviewed, it was determined that this problem occurs on private property and was not responsibility of the town.

Water Street business property – Driveway obstructed

A business owner on Water Street advised he has received complaints from disabled customers that they are unable to access the low back in front of an access to his property on Water Street as the area is usually blocked with vehicles. He asked if the town could assist. The best option would be to have a No Parking sign installed in front of the private driveway of the business and then this could be enforced by the MEO.

The Committee recommends the property owner install a No Parking sign in front of the private driveway which is directly in front of the low back on Water Street.

Council discussed if the Town or the property owner should install the “No Parking” sign.

Council agreed with the Committee’s recommendation for the property owner to install a “No Parking” sign.

Gunner’s Pond – Request to Hire Grader

The Director had investigated costs of grader hire and based on this being a new grader he suggested a rate of \$150 per hour. The committee accepted the suggestion and felt it was a reasonable rate.

The committee recommends a charge out rate for the grader of \$150 per hour for other towns and areas such as Gunner’s Pond. Per policy, it would only be available once all streets within the boundary are graded.

Discussed. It was noted that the policy is for groups and not for individuals.

Council agreed with the Committee’s recommendation.

7. Reports of Town Administrator and Department Heads

a) Director of Operations and Public Works

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

- Pikes Lane / Beach effluent station. The contractor has been working on the fence at the site. The transfer switch continues to be delayed. It now looks like it will arrive by mid next week. Our contractor has been pushing the supplier to get this component sooner.
- We have a water leak on the east end of Burnt Head Road that is proving difficult to pinpoint. Excavation is very difficult as there is a lot of front in the

ground under the road surface. We appear to be getting closer and will continue to excavate until the leak is located.

- We had a water leak on Park Avenue near the old Railroad crossing that was repaired today.
- 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.
- Our salt and sand usage is on par with previous years. We have had a lower than normal snow fall but an average requirement for salt and sand.
- New Sweeper - The order has been placed with approx 5 months to delivery.

**Motion 15-344**

**R. Noel / B. Bowman**

*Resolved that the Town of Carbonear submit a request to the Department of Municipal and Intergovernmental Affairs for approval to borrow for the purchase of a sweeper in the amount of \$164,900 + HST = \$186,337.*

Favour 7; Opposed 0; **Carried**

- New Depot – The RFP has been advertised and we have had approx 12 companies contact us so far for the tender packages. The closing date is Friday, Feb 05, 2016 @ 3:00PM.
- We are continuing to investigate the option of obtaining the small parcel of Land to the north of our new depot site. Our Lawyer is in contact with the leaseholder to identify our options.
- Access System - The new card access system is being installed in the Civic Center. The card readers are in place and the software will be installed and tested of the next couple of days. This will allow us to schedule the open/closed time of the front doors and council office doors. It will also log all after hours entries for enhanced security control. This system can be expanded to other town building including the pool if desired in the future.
- Budgeted items – several items have been included in the 2016 budget that were approved to go to tender at the last council meeting.  
The SUV that was approved is included in the Government purchasing agreement (GPA) for vehicles. The town of Carbonear participated in this agreement; therefore we can purchase a vehicle directly through this agreement, without further tendering, and avail of the government's fleet discount of \$5200.00.

I required council approval to proceed with the purchase of a new Ford Escape 4X4 for \$27,018.00 + Tax (after discount)

Delivery of this vehicle will be approx. the end of May

**Motion 15-345**

**F. Butt / R. Noel**

*Resolved that the Town of Carbonear approve the purchase of a Ford Escape 4x4 in the amount of \$27,018 + HST, as per the GPA pricing.*

Favour 7; Opposed 0; **Carried**

**Motion 15-346**

**R. Noel / D. Kennedy**

*Resolved that the Town of Carbonear submit a request to the Department of Municipal and Intergovernmental Affairs for approval to borrow for the purchase of a Ford Escape 4x4 in the amount of \$27,018+ HST.*

Favour 7; Opposed 0; **Carried**

- Councillor Goff inquired about our sidewalk plow. Director advised that we have that machine out doing work, Water Street is done, but we haven't moved to the other sidewalk areas yet.

b) Director of Recreation

Director of Recreation was not present, but his report was tabled as follows:

Pool & Rec Maintenance

- 1.) Installation of new strainer basket appears to have solved some issues we have had in the past. Flow rates have been sustained for longer periods, which is resulting in less water maintenance. Also, typically during swim meets, due to the high volume of swimming, we have experienced some cloudy water. During the swim meet of January 15<sup>th</sup> - 17<sup>th</sup> cloudy water was no issue. However, during the weekend of the swim meet there were issues with heat in the viewing room. With no AC it became very uncomfortable.
- 2.) Outdoor skating rink preparation has started. Slow going as we had part of ice ready but entire liner wasn't covered before snow. Still working on completing this project by week's end.

Financial & Program Analysis

	<u>2016</u>	<u>2015</u>
1.)Pool Revenue -January 21 <sup>st</sup> (less HST)	\$26, 169.56	\$25, 690.50
2.)Lesson Registration	244	231
3.)Pool Visitation	1617	1154

Note: Numbers are significantly higher due to swim meet. With those numbers removed, visitation numbers are on par with last year.

Programs & Grants

- 1.) Have completed an application for funding through the Community Healthy Living Fund. Have applied for funding to help offset some of the cost to the planned renovations of the front change rooms (\$15,000) as well as an 8 week after school program for April and May (\$5,100).
- 2.) School program is all set to begin. The First group of schools are scheduled to begin the 2<sup>nd</sup> week of February. There was a delay as we had to make sure we had staff available to accommodate the number of students.

Town Clerk noted that the cooperation with pool staff was excellent during the swim meet. She noted that the starting blocks in Lanes 3,4 and 5 were temporarily repaired for the meet, but a more permanent solution should be investigated.

Director of Operations and Public Works to review same with the Recreation Director.

Also, with the weekend part time janitorial position in place at the pool during the meet, the facility was kept very clean considering there was 223 swimmers with accompanying parents and guests in attendance at the facility throughout the weekend.

8. Finance
  - a) Operating Invoices: over \$2000.00 totaling.....\$20,130.97.  
**Motion 15-347** **R. Noel / B. Bowman**  
*Resolved that the Town of Carbonear approve for payment the list of operating invoices in the amount of \$20,130.97 as submitted to council.*  
 Favour 7; Opposed 0; **Carried**
9. Regulations  
None listed.
10. New Business  
Mayor Butt noted that the Town does have a harassment policy in place, which also applies to the Fire Department. CAO to forward a copy of the policy to the Fire Department Chief.
11. Notices of Motion  
No notices of motions were filed.
12. Adjournment  
**Motion 15-348** **F. Butt / R. Noel**  
*Resolved that the meeting adjourn at 5:04p.m. with next meeting scheduled for February 8<sup>th</sup>, 2016 at 4:00p.m.*

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Mayor George Butt

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Cathy Somers, Town Clerk