

**Town of Carbonear**  
**Regular Council Meeting, March 21, 2016**

Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, March 21, 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 4:04pm and welcomed everyone present.
  2. Adoption of Minutes
    - Regular Minutes – March 7, 2016  
**Motion 16-038 R. Noel / B. Trickett**  
*Resolved that the minutes of the March 7, 2016 Regular meeting of Council be adopted as presented.*  
Favour 7; Opposed 0; **Carried**
  3. Business Arising From Minutes  
No business arising
  4. Delegations  
None listed
  5. Correspondence, Permits & Development
    - a) List of Permits Issued #7161 - 7167(List Attached)  
**Motion 16-039 D. Kennedy /B. Bowmant**  
*Resolved to approve the list of permits #7161 - 7167, 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**
    - b) Development Application
      - New dwelling (7 White's Road) Included on permit listing

- Home Based Business (Carpentry) – 137 Highroad South (discretionary use ad advertised)

5.1 Correspondence, requiring Council's decision

- a) FFAW  
Request to forward municipal support letter to Federal Minister of Fisheries & Oceans regarding the inshore northern shrimp fishery.  
**Motion 16-040 F. Butt / R. Noel**  
*Resolved that the Town of Carbonear send municipal support letter to the Federal Minister of Fisheries & Oceans regarding the inshore northern shrimp fishery.*  
Favour 7; Opposed 0; **Carried**
- b) Canadian Forces - Royal Canadian Legion  
Request for a Flyby/Static at the Battle of Atlantic Parade  
RCL has requested it, and the Canadian Armed Forces has indicated that needs to be authorized by council.  
**Motion 16-041 D. Kennedy / B. Trickett**  
*Resolved that the Town of Carbonear authorize the Canadian Armed Forces to do a fly by down to a minimum altitude of 500 feet above ground for the Battle of the Atlantic Parade being held on May 1, 2016.*  
Favour 7; Opposed 0; **Carried**

5.2 Correspondence received and action taken

Council reviewed the following correspondence received and action taken:

- a) Municipalities NL  
- Info Note – March 11  
- Info Note – March 18  
Copied to Council
- b) Department of Advanced Education and Skills  
RE: Multiculturalism Week, March 20-26, 2016  
Forwarded to Recreation, Tourism & Culture Committee
- c) CBN Legendary Car Club  
RE: Request for donation to 20<sup>th</sup> Annual Show & Shine  
Included on the list of approved donations for 2016. Cheque in the amount of \$50 to be completed.
- d) Property owner – Crowdy Street  
Request for road signage  
Forwarded to Public Works, Waste Management & Community Services
- e) Department of Municipal Affairs  
  - RE: Wastewater Systems Effluent Regulations  
Copied to Chief Administrative Officer and Director of Operations and Public Works
  - Permission to convey a parcel of land  
Placed on file
- f) Census 2016 Information Toolkit – job opportunities  
Placed on the Town Website and Facebook page
- g) ACOA  
RE: Business Development Program – Project cash flow forecast related to approved BDP project.  
Copied to Chief Administrative Officer & Economic Development Officer
- h) FireSmart Canada  
RE: Wildfire Community Preparedness Day, Saturday, May 7/16

- Copied to Chief Administrative Officer and the Fire Department
- i) Epilepsy Newfoundland & Labrador  
Request for donation  
Forwarded to Finance, Human Resources & Administration committee
- j) Department of Environment and Conservation, Water Resources Management Division
- 2015 Summer Drinking Water Quality Report  
Ranking was 94 out of 100, which is very good.
  - Burning Prohibition of Demolition Materials
- Copied to Chief Administrative Officer and the Director of Operations and Public Works
- k) Workplace NL  
RE: Occupation Health and Safety Prevention Workshops and Seminars schedule for 2016  
Copied to Chief Administrative Officer
6. Committee Reports
- a) Recreation, Tourism & Culture Committee  
Councillor Goff noted that there were no motions being recommended by the Committee at this time.  
He noted the following items being reviewed by the Committee:
- Virtual Walking Tour for downtown area.
  - Summer / Tourist season, opening after May 24<sup>th</sup> weekend and closing after the Thanksgiving weekend.
  - Rally for Special Olympians to be held April 4, 2016. Deputy Mayor Butt is organizing same with the Knights of Columbus.
  - Volunteer Night will be held on April 12, 2016.
7. Reports of Chief Administrative Officer and Department Heads
- a) Chief Administrative Officer  
Financial Report distributed previously, any questions could be addressed to the CAO.
- b) Director of Operations and Public Works  
Pikes Lane / Beach effluent station.  
The transfer switch has arrived and is installed. The generator is also installed. Some electrical work inspection is complete. Newfoundland Power has been contacted to hook up building. Newfoundland power needed service size and load information. This has been provided. Newfoundland power has visited the site and has informed us that they will now hook up the building using the existing pole rather than install a new pole. This will be completed this week.
- Shift Work  
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)
- Weather depending, the evening shift will finish on/or before the end of March.
- New Depot  
New Depot – The CAO is contacting our lawyer to complete the documentation required to proceed with the new depot. The Director of Operations will be meeting with the consultant to complete the contract documents and work out the design of the space in order to establish construction cost.
- Road Repair  
Our roads continue to suffer as a result of the freeze thaw cycles we have been experiencing. We are milling today and will bring in some of our seasonal workers

again tomorrow to recycle asphalt for road repairs. This process will continue subject to weather and temperature.

Tender – Trailer mounted, sewer jet / vacuum system

The re-tender has now closed on the trailer mounted, sewer jet / vacuum system. We had two tender submittals;

Saunders Equipment - \$157,183.00 (tax included)

S & S Supplies - \$198,505.97 (tax included)

The budget amount for this purchase was \$160,000.00.

A motion is required to award the tender.

**Motion 16-042 R. Noel / B. Bowman**

*Resolved that the Town of Carbonear award the tender for the purchase of a trailer mounted sewer/vacuum unit as tendered, to the lowest bidder, Saunders Equipment, in the amount of \$157,183.00 (HST included); and*

*Be It Further Resolved to request an approval to borrow from the Department of Municipal and Intergovernmental Affairs in the amount of \$157,183 from Scotiabank at an interest rate of prime plus 0.25% for a term of 7 years.*

Favour 7; Opposed 0; **Carried**

c) Director of Recreation

Pool & Rec Maintenance

1.) I have visited the dog park a couple of times over the last couple of weeks, and have spoken to several users. It has been getting lots of use and users are pleased with the park. They have discussed doing a family day in June, and I told them that would be a good idea to do as part of our grand opening. There are a number of volunteers willing to help with the project.

Financial & Program Analysis

	<u>2016</u>	<u>2015</u>
1.) Pool Revenue -January 21 <sup>st</sup> (less HST)	\$73, 076.71	\$68, 025.13
2.) Lesson Registration	524	508
3.) Pool Visitation	8096	6560

Programs & Grants

- 1.) Swim to Survive program has begun. The 3 local schools have completed the program. Remaining schools have been scheduled to begin classes after Easter Break.
- 2.) Canada Day concert planning has begun. Have the Masterless Men booked to perform on Friday, July 1<sup>st</sup>.
- 3.) Seasonal Labourer advertisement has been sent. Looking at summer programming and will be contacting user groups for scheduling. Paddy's garden has been booked for most weekends during summer months. Butterfly release has been booked at the Recreation Complex for July 16<sup>th</sup>. Triathlon will be held on Sunday, July 17<sup>th</sup>.
- 4.) On Friday, March 18<sup>th</sup>, the Mayor and I attended the opening ceremonies of the 20<sup>th</sup> Annual Swim For Hope, hosted by our Poseidon Swim Club. The team raised \$4,600 in aid of the Dr. H. Bliss Murphy Cancer Care Foundation

8. Finance

a) Operating Invoices: over \$2000.00 totaling.....**\$112,342.47**

**Motion 16-043 R. Noel / D. Kennedy**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices in the amount of \$112,342.47 as submitted to council.*

Favour 7; Opposed 0; **Carried**

b)	<b>Capital Invoices:</b>	
	Street Upgrading & Paving (2015), Gas Tax (Highroad South, Grassey Lane, Highroad North, Scarlett Ridge) (PN 15-108)	
	Harris & Associates, Invoice # 5970.....	\$4,152.75
	Water, Sewer & Street Upgrading, LeMarchant Street – Phase II (PN 13-112), MYCW-15-00065	
	Harris & Associates, Invoice #5971.....	3,614.19
	Lift Station Upgrading, Pike’s Lane (PN-13-103) – MYCW-15-00064	
	Harris & Associates, Invoice # 5972.....	\$1,742.66
	Lift Station Upgrading, Pike’s Lane (PN-13-103) – MYCW-15-00064	
	Newfound Construction, CP # 1.....	\$75,179.69
	<b>Total Capital Invoices.....</b>	<b><u>\$84,689.29</u></b>

**Motion 16-044**

**R. Noel / F. Butt**

*Resolved that the Town of Carbonear approve for payment the list of capital invoices in the amount of \$84,689.29 as submitted to council.*

Favour 7; Opposed 0; **Carried**

9. Regulations
  - a) Fire Department Regulations  
Defer until review and recommendation has been received from the Town’s lawyer.
10. New Business  
Deputy Mayor Butt noted that he and the EDTO attended the announcement made by M.P. Ken McDonald in CBS for the Carbonear Breakwater Project.  
Another announcement is being scheduled for here in Carbonear around the end of April.  
EDTO will advise Council of the schedule for that upcoming announcement.
11. Notices of Motion  
No notices of motions were filed.
12. Adjournment  
**Motion 16-045** **R. Noel / B. Bowman**  
*Resolved that the meeting adjourn at 4:22p.m. with next meeting scheduled for April 4<sup>th</sup>, 2016 at 4:00p.m.*

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Mayor George Butt

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Cathy Somers, Town Clerk