

**Town of Carbonear**  
**Regular Council Meeting, October 3, 2016**  
Minutes of a regular meeting of the Council of the Town of Carbonear  
held in Council Chambers, October 3, 2016 at 4:00 p.m.

<b>Members Present:</b> Mayor	George Butt
Deputy Mayor	Frank Butt
Councillors	Ray Noel
	Bill Bowman
	David Kennedy
	Ed Goff
	Brenda Trickett
<b>Also Present:</b> CAO/Acting Town Clerk	Cynthia Davis
Director of Operations & Public Works	Brian O'Grady
<b>Absent:</b> Town Clerk	Cathy Somers

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1. Calling of Meeting to Order  
Mayor Butt called the meeting to order at 4:05pm and welcomed everyone present.
  2. Adoption of Minutes
    - Regular Minutes – September 19, 2016  
**Motion 16-213 R. Noel / D. Kennedy**  
*Resolved that the minutes of the September 19, 2016 Regular meeting of Council be adopted as presented.*  
Favour 7; Opposed 0; **Carried**
  3. Business Arising From Minutes  
No business arose from the minutes.
  4. Delegations  
None listed
  5. Correspondence, Permits & Development
    - a) List of Permits Issued # 7469-7490 (7487 not issued) (List Attached)  
**Motion 16-214 D. Kennedy / B. Bowman**  
*Resolved to approve the list of permits #7469-7490, except for 7487 which is not issued to date 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) Councillor Kennedy informed Council that he would proceed to give his Development Committee report to Council. The minutes of the committee meeting had been distributed to Council with the agenda for their

information and review. The Deputy Mayor inquired if the land owned by the Town at Across the Doors would require development within a set period of time. It was confirmed that typically any land that is sold by the town as a building lot is subject to a 2 year development agreement. Councillor Kennedy indicated that the committee has not discussed the details to date but it will be discussed further at the next Development Committee Meeting. Deputy Mayor Butt also inquired about the shed placed at 10 Crowdy Street. Councillor Kennedy then proceeded to review his report as the next recommendation in his report was in reference to 10 Crowdy Street.

**Motion 16-215** **D. Kennedy / F. Butt**

*Resolved to revoke the order to remove the accessory building situate at 10 Crowdy Street.*

Favour 7; Opposed 0; **Carried**

**Motion 16-216** **D. Kennedy / E. Goff**

*Resolved to approve the construction of an accessory building at 2 Long's Hill in accordance with application and plans submitted and, per Section 10, Discretionary Powers of Authority in the Town of Carbonear Municipal Plan and Development Regulations in addition to other Town regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 16-217** **D. Kennedy / R. Noel**

*Resolved to approve the replacement of a portion of the dwelling at 11 Butt's Road per application and plans submitted, per the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and in accordance with Section 108 of the Urban and Rural Planning Act.*

Favour 7; Opposed 0; **Carried**

**Motion 16-218** **D. Kennedy / B. Bowman**

*Resolved to approve the application to construct an accessory building at 14 O'Driscoll's Lane per the Town of Carbonear Municipal Plan and Development Regulations and per the variance to the development standards advertised conditional upon the garage not being used for commercial activity or activities not permitted under the Town of Carbonear Municipal Plan and Development Regulations in a residential area.*

Favour 7; Opposed 0; **Carried**

**Motion 16-219** **D. Kennedy / B. Trickett**

*Resolved to approve the application to construct an accessory building at 12 Burnt Head Road conditional upon the building being constructed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon no objections being received from the variance notice distributed to property owners in the vicinity of the development and if there are objections, the application to be further reviewed with Committee and Council.*

Favour 7; Opposed 0; **Carried**

**Motion 16-220** **D. Kennedy / F. Butt**

*Resolved to approve an application to operate a new business serving meals from the College of the North Atlantic cafeteria in accordance with 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 16-221**

**D. Kennedy / E. Goff**

*Resolved to construct an extension to a dwelling situate at 37 Cross Roads conditional upon the extension being constructed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon no objections being received from the variance notice to be distributed to property owners in the vicinity of the development and if there are objections, the application to be further reviewed with Committee and Council.*

Favour 7; Opposed 0; **Carried**

**Motion 16-222**

**D. Kennedy / R. Noel**

*Resolved to conditionally approve the construction of an accessory building at 56 Valley Road for the purpose of a chicken coop per the conditions to be outlined in the permit and per the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 16-223**

**D. Kennedy / B. Bowman**

*Resolved to approve a permit to construct a wheelchair ramp at 66 Crowdy Street 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 16-224**

**D. Kennedy / F. Butt**

*Resolved to approve permit to operate a business from 191 Water Street in accordance with 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 16-225**

**D. Kennedy / R. Noel**

*Resolved to approve application to relocate an accessory building to 14 Chapel Street conditional upon the building being constructed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and further conditional upon no objections being received from the variance notice to be distributed to property owners in the vicinity of the development and if there are objections, the application to be further reviewed with Committee and Council.*

Favour 7; Opposed 0; **Carried**

**Motion 16-226**

**D. Kennedy / B. Bowman**

*Resolved to approve an application to locate a structure to be used as an accessory building including installation of a new roof to 17 Chapel Place conditional upon the structure being constructed per conditions in Schedule*

*C, Section 8(1) and in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 16-227**

**D. Kennedy / F. Butt**

*Resolved to approve the application to construct a shed in the Line Road per the application submitted, per the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies and 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 16-228**

**D. Kennedy / R. Noel**

*Resolved to approve a permit to construct a front step at 22 Adelaide Street per the Discretionary Powers of the Council outlined in Section 10, Part I of the Town of Carbonear Development Regulations and per the Town of Carbonear Municipal Plan and Development Regulations and other regulations and policies.*

Favour 7; Opposed 0; **Carried**

**Motion 16-229**

**D. Kennedy / F. Butt**

*Resolved to approve a permit to construct a four (4) unit, 2 bedroom, 55 + apartment building situate at Pondsideroad in accordance with application submitted, the Carbonear Municipal Plan and Development Regulations and other regulations and policies and per applicable approvals from Services NL and/or other applicable government departments and agencies.*

Favour 7; Opposed 0; **Carried**

**Motion 16-230**

**D. Kennedy / E. Goff**

*Resolved that the town apply for exclusion under section 3.1 of the Highway Sign Regulations for a portion of the highway along Columbus Drive where the speed limit is below 60km.*

Favour 7; Opposed 0; **Carried**

**Motion 16-231**

**D. Kennedy / R. Noel**

*Resolved to approve the construction of a garage at 14 O'Driscoll's Lane per application submitted, per the variance proposed; per the Town of Carbonear Municipal Plan and Development Regulations conditional upon no vehicle repairs taking place at the site per the Town of Carbonear Municipal Plan and Development Regulations.*

Favour 7; Opposed 0; **Carried**

Questions on other items reviewed in the meeting could be addressed to staff or committee members.

5.1 Correspondence, requiring Council's decision

a) Pregnancy and Infant Loss Remembrance Day, October 15

Request to light up the Town purple to show support

**Motion 16-232**

**F. Butt / R. Noel**

*Resolved to light up the Conception Bay Regional Community Centre and the Carbonear Swimming Pool on October 15 with purple flood lights to recognize Pregnancy and Infant Loss Remembrance Day to support those that have suffered pregnancy loss and infant death.*

Favour 7; Opposed 0; **Carried**

## 5.2 Correspondence received and action taken

Mayor Butt informed Council to review correspondence listed below and action taken and if there were any questions to inquire of the staff or appropriate committee.

### a) Department of Municipal Affairs

- Approval to Borrow received for the Municipal Depot
- Approval to Borrow received for Water System Upgrade  
Placed on file
- Premier's Forum on Local Government  
Copied to Council

### b) Canadian Red Cross

Thank you for donation to the Alberta Fires  
Placed on file

### c) Jingle Bell Walk & Run

Sunday, November 20, Bowring Park

Forwarded to Finance, Human Resources & Administration Committee

### d) Ms Newfoundland & Labrador Pageant Committee

Advertisement for the 60<sup>th</sup> annual pageant, Deadline for submission is  
December 20

Placed on file

### e) Royal Canadian Legion

RE: Opening of the Poppy Campaign in Dildo, October 27

Copied to the Mayor

### f) Newfoundland Labrador Assisted Community Living

RE: Community development session, September 30, CNA

Forwarded to Council, CAO, EDTO, placed on file

### g) MHA Office

RE: Call for proposals – Funding: Social Development Projects for People  
with Disabilities

Forwarded to CAO and EDTO, placed on file

### h) Knights of Columbus

Invitation for the Mayor to attend 50<sup>th</sup> Anniversary celebrations on  
November 5, 7pm

Copied to the Mayor

### i) NL 911

Request for up to date information

Copied to Chief Administrative Officer for a response

### j) St. Patrick's Community Garden Committee

RE: Invitation for Mayor and Council to attend Harvest Boil up on Saturday,  
October 1 at 12:30 pm.

Copied to Council

### k) Fire & Emergency Services

RE: Financial assistance for firefighting equipment not approved.

Copied to the Fire Department and CAO.

### l) Resident of the Town

RE: A note of appreciation to council and employees for their efforts

in improving and enhancing the walking trail and green spaces.  
Copied to Council and Staff

6. Committee Reports

a) Finance Committee

Councillor Noel informed council that there were no recommendations that required a decision of Council from the committee at this time. The minutes of the committee meeting were distributed to Council with the agenda for their information and review. Questions on the items reviewed in the meeting could be addressed to staff or committee members.

b) Development Committee

The report from committee was reviewed under item agenda item 5. Correspondence, Permits and Development.

7. Reports of Chief Administrative Officer and Department Heads

a) Chief Administrative Officer

- The CAO identified that her report had been previously forwarded to Council for their review and information. She referenced the following:
- Financial Report for August;
- 41-47 Goff Avenue – No bids were received on the tender advertised. The preferred option of Council was to list the property with the Real Estate once it was confirmed with the Town’s lawyer that this could be done under the legislation;
- Ice Control Materials Pick Up – The changes in the policy of the Department of Transportation and Works was reviewed with Council as well as the requirements for the Town to pick up snow and ice control materials. A Vehicles Operations Procedure Policy recommended had been distributed to Council for their approval.

**Motion 16-233**

**R. Noel / B. Trickett**

*Resolved to approve the Vehicle Operations Procedures as part of the Town of Carbonear Occupational Health and Safety Manual.*

Favour 7; Opposed 0; **Carried**

**Motion 16-234**

**R. Noel / F. Butt**

*Whereas the Department of Transportation and Works will allow municipalities to pick up ice control materials ordered by the municipality; and*

*Whereas the Department of Transportation and Works requires a municipal endorsement passed by council which indicates all measures are in place to meet Occupational Health and Safety compliance standards related to the pickup of ice control materials;*

*Be It Resolved that the Carbonear Council endorses that the Town of Carbonear has an OH&S Program that provides measures to meet Occupational Health and Safety Compliance Standards related to the pickup of ice control materials.*

Favour 7; Opposed 0; **Carried**

- Tender for Works Depot

**Motion 16-235**

**F. Butt / B. Trickett**

*Resolved to proceed to tender for the renovations to the building being purchased at 1 and 1A Pike's Lane for a new Municipal Works Depot.*

Favour 7; Opposed 0; **Carried**

- Eastern Newfoundland Night – A request was received from MNL requesting eastern municipalities to contribute towards the Eastern Newfoundland Night Event taking place at the MNL Convention.

**Motion 16-236**

**E. Goff / F. Butt**

*Resolved to donate \$500 towards the Eastern Newfoundland Night event taking place during the MNL Annual Convention.*

Favour 7; Opposed 0; **Carried**

It was noted that it was felt that the cost of the functions during the convention should be included in the registration fees for the convention.

b) Director of Recreation

A report for Councillors had been distributed by the Director of Recreation with the agenda. He reported on the following:

- Pool Shutdown – While replacing the heating elements it was identified that bottom of the casing in the heater was rusting and required repairs. The Director of Operations and Public Works will look at the problem with the Director of Recreation to arrive at a solution to the problem. It was also confirmed that additional elements were now in stock if required in the future.
- Playground Equipment – The Director is following up on the cost of the new equipment that was budgeted. He has received a conflicting price and would like to confirm before reporting further to Council.
- Ball Hockey Rink – How to get water to the site has to be investigated further.
- Financial Report
- Programs – The Director reported that he will be organizing a ball hockey program in the spring.
- Both schools are using the Recreation Facilities extensively. Harvest Run is scheduled for October 19.
- Reported on removal of playground equipment.
- Bonfire Night Community Bonfire is scheduled for Friday, November 4 and the Winter Carnival is scheduled for February 16 – 19.
- The winter program last year only had 1 to 2 people show up and many times there were none. There are also issues associated with staffing. It was suggested that further discussion should take place with the school on partnering on programs.
- The storage lockers will be placed in the garage when the seasonal start again in the spring.

8. Finance

a) **Operating Invoices:** over \$2000.00 totaling..... **\$44,529.15**

**Motion 16-237**

**R. Noel / B. Bowman**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices as submitted totaling \$44,529.15.*

Favour 7; Opposed 0; **Carried**

b) Capital Invoices:

Street Upgrading & Paving 2016

Harris & Associates, Invoice #6042.....\$35,650.00

Street Upgrading & Paving, PN 16-107

Concord Paving, CP #1.....\$310,906.31

Bridge Replacement, Crocker's Cove Bridge, PN 16-113

Harris & Associates, Invoice #6043.....\$18,400.00

Total Capital Invoices.....**\$364,956.31**

**Motion 16-238**

**R. Noel / F. Butt**

*Resolved that the Town of Carbonear approve for payment the list of capital invoices totaling \$364,956.31.*

Favour 7; Opposed 0; **Carried**

9. Regulations

None listed.

10. New Business

- The Deputy Mayor indicated that there was a Code Red at the Long Term Care Facility and was wondering about the status of the Emergency Plan. He was concerned about evacuation facilities. The CAO reported that the Town has an Emergency Plan and accommodations are included in the plan. The Town is updating the plan and a meeting is scheduled for tomorrow.

- Councillor Kennedy reported that the RFP for the website has been completed. He indicated that the final draft would be reviewed and would like Council approval to advertise the RFP.

**Motion 16-239**

**D. Kennedy / R. Noel**

*Resolved that the Town of Carbonear advertise the RFP for the development of a new website.*

Favour 7; Opposed 0; **Carried**

- The Mayor reported that both him and the Deputy Mayor attended the TCP Health Foundation Telethon and presented the donation on behalf of the Town.

- The Fire Fighter's Ball will be taking place this weekend. The Mayor is attending the MNL Convention. The Deputy Mayor will be bringing greetings on behalf of the Town. Mayor Butt is also sending along a message.

- Councillors Noel and Goff will also be attending the MNL Convention this weekend.



11. Notices of Motion  
Heritage Regulations  
A resolution would be made at the next meeting to adopt the Heritage Regulations that have been distributed to Council. The resolution would be moved by Councillor Ray Noel and seconded by Deputy Mayor Frank Butt.

12. Adjournment  
**Motion 16-240** **R. Noel / F. Butt**  
*Resolved that the meeting adjourn at 4:55 p.m.*

The next meeting is scheduled for Monday, October 19, 2016 @ 4:00pm.

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Mayor George Butt

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Cynthia Davis, CAO