

**Town of Carbonear**  
**Regular Council Meeting March 14, 2023**  
Minutes of a regular meeting of the Council of the Town of Carbonear held  
In Council Chambers, March 14, 2023 at 5:30pm

**Members Present:** Mayor                      Frank Butt  
                         Deputy Mayor              Sam Slade  
                         Councillor                  Danielle Doyle  
                                                      Chris O'Grady  
                                                      Ray Noel  
                                                      Malcolm Seymour  
                                                      Peter Snow

**Also Present:**              Chief Administrative Officer              Cynthia Davis  
                         Town Clerk / Director  
                                      of Financial Operations              Cathy Somers  
                         Director of Operations  
                                      and Public Works              Ian Farrell  
                         EDTO                                      Kerri Abbott

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1.      Calling of Meeting to Order  
         Mayor Butt welcomed everyone to the meeting and called the meeting to order at 5:30pm. The meeting is being broadcasted through YouTube.
  
  2.      Approval of the Agenda for March 14, 2023 Regular Meeting  
         **Motion 23-073**                                      **P. Snow / R. Noel**  
         *Resolved to adopt the agenda of the March 14, 2023 Regular Meeting of Council as presented to Council.*  
         Favour 7; Opposed 0; **Carried**
  
  3.      Adoption of the minutes
    - a)      Regular Meeting – February 28, 2023  
         **Motion 23-074**                                      **C. O'Grady / M. Seymour**  
         *Resolved to adopt the minutes of the February 28, 2023 Regular Meeting of Council as presented.*  
         Favour 7; Opposed 0; **Carried**

Mayor Butt noted that the internet service may be sporadic, if we happen to lose the service the meeting is being recorded and will be posted in full tomorrow.
  
  4.      Business Arising from Minutes  
         No business arising.

5. Proclamations / Presentations / Delegations  
None listed.

6. Permits and Correspondence

6.1 Permit Listing # 10154-10156

Councillor Doyle asked Council to review the list of permits for possible conflicts

**Motion 23-075** **D. Doyle / P. Snow**

*Resolved to approve permits # 10154-10156 as per the applications received and conditional up on the work being completed in accordance with the Town of Carbonear Municipal Plan and Development Regulations and other applicable regulations and policies.*

Favour 7; Opposed 0; **Carried**

Councillor Doyle noted that new housing to date this year is now at 8 units, with a value of \$1.643 million. There is also a demolition permit approved for the burnt out buildings on Water Street.

6.2 Correspondence, requiring Council's decision

a) Department of Transportation and Infrastructure

RE: 17-GI-23-00002 – Adelaide Street Water Sewer Storm Upgrades Phase 2 – Prime Consultant Agreement for signing.

Councillor Seymour declared a conflict of interest on the Adelaide Street Phase 2 project as his mother-in-law owns property in the area.

Councillor Snow declared a conflict of interest on the Adelaide Street Phase 2 project as his sister owns property in close proximity to the area.

Councillor O'Grady declared a conflict of interest on the Adelaide Street Phase 2 project as his brother owns property in the area.

Councillors O'Grady, Seymour and Snow left the meeting.

The consultant engagement process has been completed and Meridian Engineering has been selected as the preferred proponent as the Prime Consultant at a cost of \$127,269.79 (HST included). A motion is required to sign the agreement.

**Motion 23-076**

**S. Slade / R. Noel**

*Whereas the Town of Carbonear issued a request for proposals for prime consultant services for the Adelaide Street Water Sewer Storm Upgrades Phase 2 - Project #17-GI-23-00002 in accordance with the Public Procurement Policy; and*

*Whereas Meridian Engineering Inc is the preferred proponent;*

*Be it resolved to award a contract to Meridian Engineering Inc in the amount of \$127,269.79 (HST included) for the Prime Consultant services for the project.*

Favour 4; Opposed 0; **Carried**

Councillors O'Grady, Seymour and Snow were called back into the meeting.

6.3 Correspondence received and action taken

Council reviewed the following correspondence received and action taken:

- a) Government of NL
  - Department of Transportation and Infrastructure  
RE: 17-GI-21-00075 – Water Street Water, Sewer, and Street Upgrading  
Revised approval to award. No change in the amount awarded to Black Diamond Construction Ltd. Placed on file.
  - Department of Environment and Climate Change, Water Resources  
RE: Summer 2022 – Public Water Supply – Drinking Water Quality Data  
Copied to the Chief Administrative Officer and the Director of Operations and Public Works
  - Department of Municipal and Provincial Affairs  
RE: 2023 Community Sustainability Partnership Circular – Tax Receivable Summary and Tax Recovery Plan, Municipal Operating Grant and Provincial Gas Tax Revenue  
Forwarded to the Administration and Finance committee and the Chief Administrative Officer and Town Clerk.
  - Department of Immigration, Population Growth and Skills  
RE: 2023 Student Summer Employment Programs  
Copied to the Chief Administrative Officer, Economic Development and Tourism Officer and the Director of Recreation.
  - Department of Transportation and Infrastructure  
RE: 17-GI-22-00012 - Water Street Water, Sewer and Street Upgrading Phase 3 – extension to the contract.  
Copied to the Chief Administrative Officer, Town Clerk and the Director of Operations and Public Works
- b) Cee Bees Minor Hockey  
HNL U18 C Provincial Tournament, request to advertise in booklet  
Forwarded to the Recreation, Special Events, Cultural and Tourism committee
- c) CBDC Trinity Conception  
RE: Baccalieu Thriving Region Check In Dialogue, March 28, 4:30-7:30 p.m. at the Danny Cleary Community Center in Harbour Grace  
Copied to Administration, Economic Development and Tourism Officer and Council
- d) WSP E & I Canada Ltd  
RE: Public Consultation, Valley Road Water, Sewer and Street Upgrading Virtually, Friday, March 17, a.m.  
Copied to Administration, Department Heads and posted on social media and the town website.

7. Committee Reports

a) Public Works, Waste Management and Community Services

Deputy Mayor Slade advised the committee met on March 1, 2023.

Council can peruse the minutes and any questions can be addressed to the committee.

The following motions were presented:

- Call for tenders for construction of Valley Road Water, Sewer, and Street Upgrading, Phase 4 Project # 17-GI-22-00013

Mayor Butt declared a conflict of interest on this project as his brother owns property in the area

Councillor Noel declared a conflict of interest as his brother and sister owns property in the area.

Mayor Butt and Councillor Noel then left the meeting.

Deputy Mayor Slade assumed the position of Chair.

**Motion 23-077**

**D. Doyle / P. Snow**

*Resolved that the Town of Carbonear call for tenders for the construction of Valley Road Water, Sewer, and Street Upgrading, Project #17-GI-22-00013 subject to receipt of approval from the Department of Transportation and Infrastructure.*

Favour 5; Opposed 0; **Carried**

Mayor Butt and Councillor Noel were called back into the meeting.

Mayor Butt assumed the position of Chair.

**Motion 23-078**

**S. Slade / C. O'Grady**

*Resolved that the Town of Carbonear install a new street light situate at 6 Hiscock's Lane in accordance with the Street Light Policy.*

Favour 7; Opposed 0; **Carried**

Deputy Mayor Slade also noted he would report on the request received to rename D'Iberville Street.

Councillor Doyle declared a conflict on the matter as she lives on the street.

Councillor O'Grady declared a conflict on the matter as his son owns a property on the street.

Councillors Doyle and O'Grady left the meeting.

Deputy Mayor Slade noted that this street was named by Council over 10 years ago from a list of possible street names provided by the Carbonear Heritage Society.

The request was not received from a resident of the street and a change to the street name will result in inconvenience to the residents of the street. The residents will be required to make changes to their address information on various documents such as driver's license, vehicle registration, insurance, etc. The committee does not recommend making this change without the support to the residents on the street due to the inconvenience this will cause.

If this is to be considered, the committee recommends informing residents of the request, that they will be responsible for making required changes to the address registered with their documents at their cost and obtain feedback on whether they are in favour of such a change.

The CAO noted that if there is to be a change in the street name, a motion of Council would have to be obtained.

Councillors Doyle and O'Grady were called back into the meeting.

b) Recreation, Special Events, Culture and Tourism

Councillor Seymour noted the committee met on March 7, 2023.

Councillor Seymour noted that it was a great meeting. The committee is waiting on some further reports and information on several items.

Councillor Seymour presented the following motion:

**Motion 23-079 M. Seymour / P. Snow**

*Resolved that the Town of Carbonear approve the following appointments to the Carbonear Special Events Committee: Cindy Earle, Melissa Bourne-Butt, Patti O'Keefe and Jason Penney.*

Favour 7; Opposed 0; **Carried**

Any questions can be addressed to the committee.

Deputy Mayor Slade inquired about the reason for the pool closure.

CAO advised there is an issue with the pump and it will need repairs and the service provider is currently trying to get parts in as soon as possible.

c) Development

Councillor Doyle advised the committee met on March 9, 2023.

- There are some ongoing issues with the conditions of a permit not being met.
- Committee reviewed the information provided by Upland on the Municipal Plan Review. Committee suggested to use some updated pictures and then to move forward with the review process.
- Several development applications were reviewed and there will be a motion coming forward on these.
- EDTO reported to the committee on the Baccalieu Thriving Region Check-In Dialogue scheduled for March 28<sup>th</sup> and the International Women's Day Walk which was postponed to Sunday, March 12<sup>th</sup> due to weather. Councillor Doyle noted this was held at the Danny Cleary Harbour Grace Community Centre. It was nice to see the partnership with both towns for this event.

- Committee reviewed development inquiries with the Town, however a development application is required before further processing. One is applying through CMHC for funding and the committee will be recommending a letter of support.

Councillor Doyle presented the motions being recommended:

**Motion 23-080** **D. Doyle / C. O'Grady**

*Resolved to approve the following applications in accordance with applications submitted, the Town of Carbonear Municipal Plan and Development Regulations and other conditions as specified:*

- *To install signage on the exterior of the building at 19 Highroad South per the Town of Carbonear Signage Regulations;*
- *To complete exterior renovations at 223 Water Street, conditional upon requirements of the Heritage zone;*
- *To complete renovations to operate a discount retail store at 6 Goff Avenue conditional upon receipt of approval from the Department of Digital Government and Service NL and other applicable government departments and agencies.*

Favour 7; Opposed 0; **Carried**

**Motion 23-081** **D. Doyle / S. Slade**

*Resolved to approve the partial release of service levy on a portion of property subdivided from 75-85 Columbus Drive; and  
Be It Further Resolved that the Mayor and CAO sign the partial release of service levy on behalf of Council.*

Favour 7; Opposed 0; **Carried**

**Motion 23-082** **D. Doyle / R. Noel**

*Resolved to provide a letter of support to Charwood Legion Manor Inc. for a funding application to obtain funding to provide additional cottage units to the existing complex.*

Favour 7; Opposed 0; **Carried**

d) Finance and Administration

Councillor O'Grady noted the committee met on March 2, 2023 and noted the following:

- The Committee is working on a number of ongoing policies and procedures. We will be presenting changes to our Rules of Procedures for the appointing of Committees of Council and appointments to external committees. These will be distributed to Council when ready for review and the committee will bring forward at a later meeting.

8. Reports of Chief Administrative Officer and Department Heads

None listed.

9. Finances

- a) Operating Invoices over \$2,000.00 in the amount of..... \$288,483.87

**Motion 23-083 C. O'Grady / S. Slade**

*Resolved that the Town of Carbonear approve for payment the list of operating invoices over \$2,000 totaling \$288,483.87 as submitted to Council.*

Favour 7; Opposed 0; **Carried**

- b) Capital Invoices:

Valley Road Water Sewer & Street Upgrades, Phase 4 Project #17-GI-00013

WSPE & I Canada Ltd, Engineering Invoice #G064277 .....\$18,149.07

Mayor Butt declared a conflict of interest on this project as his brother owns property in the area

Councillor Noel declared a conflict of interest as his brother and sister owns property in the area.

Mayor Butt and Councillor Noel then left the meeting.

Deputy Mayor Slade assumed the position of Chair.

**Motion 23-084 C. O'Grady / M. Seymour**

*Resolved that the Town of Carbonear approve for payment the following capital project invoices submitted to Council.*

Valley Road Water Sewer & Street Upgrades, Phase 4, Project #17-GI-00013

WSPE & I Canada Ltd, Engineering Invoice #G064277 .....\$18,149.07

Favour 5; Opposed 0; **Carried**

Mayor Butt and Councillor Noel were called back into the meeting.

10. Regulations for Adoption

None listed.

11. Notices of Motion

No notices of motions were filed.

12. New Business

- a) Call for tenders for construction of Valley Road Water, Sewer, and Street Upgrading, Phase 4 Project # 17-GI-22-00013

This item was reviewed earlier in the meeting under the Committee Reports section for Public Works, Waste Management and Community Services.

- b) Other

- Mayor Butt congratulated Danielle George former resident of the Town of

Carbonear in receiving the CBDC New Business of Distinction Award for Danielle's Pantry.

- Mayor noted there was an Irish Dinner today and a lot of other events scheduled for the week. You can see all the events on our website.
- Councillor Seymour thanked the Town for highlighting many of the women of our community.

13. Adjournment

**Motion 23-085**

**S. Slade / R. Noel**

*Resolved that the meeting adjourn at 5:57pm and that Council meet again for a Regular Council Meeting on Tuesday, March 28, 2023 at 5:30pm.*

Favour 7; Opposed 0; **Carried**



Mayor Frank Butt



Cathy Somers, Town Clerk